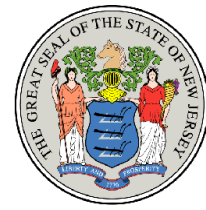




Ms. Cami Anderson
State District Superintendent

THE NEWARK PUBLIC SCHOOLS
AmericanHistoryHigh School
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Christopher D. Cerf
Commissioner of Education

AMERICAN HISTORY HIGH SCHOOL SCHOOL POLICIES



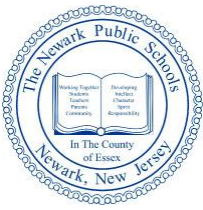
home of the bald eagles
spreading our wings and preparing to soar



Newark Public Schools

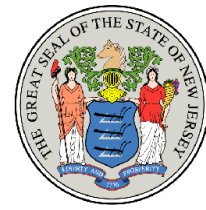
Mr. A. Robert Gregory
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AMERICAN HISTORY HIGH SCHOOL POLICIES

CLASSROOM ATTENDANCE PROCEDURES

- *Classroom attendance and punctuality will be monitored daily by the Vice Principal of Climate and Culture and an Administrative Designee (Mr. Mayo).*
- *Teachers are responsible for recording period/section attendance in Powerschools within the first 15 minutes of instruction. If a student is later than 15 minute, the teacher must mark them present at the end of the instructional period.*
- *The absentee list will be based on homeroom attendance. An absence report will be printed daily and posted in the main office. In addition, the Powerschools clerk in the main office will generate a daily list of students who were absent from a given period (cutting).*
- *Blackboard Connect will contact the homes of each student who was absent from a given period at 10 A.M. and 5 P.M.*
- *District/School Attendance & Classroom Cutting Policies will be enforced.*

CLASSROOM CUTTING POLICY

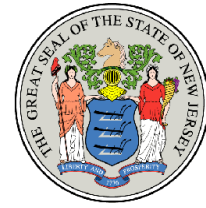
- *Students who have an unexcused absence from a given period will be considered cutting.*
- *Teachers are responsible for checking attendance prior to recording that a student cut class. When students are on trips and or attending special programs, a list will be made available for teachers to check.*
- *Blackboard Connect will contact the homes of each student who was absent from a given period at 10 A.M. and 5 P.M.*
- *A Notice of Detention will be provided to the teacher by the Principal's Designees. Teachers must provide students the notice of detention prior 24 hours in advance.*
- *A copy of the notice will be maintained by the main office, the detention committee, the student, and the teacher.*
- *1st offense: Detention is assigned. Behavior Modification log is initiated by the teacher. Record of Detention noticed is maintained in the student's file.*
- *2nd offense: Detention is assigned. Behavior Modification log is updated by the teacher. Record of Detention noticed is maintained in the student's file.*
- *3rd offense: Parent Conference is initiated and conducted by an administrative designee and/or Vice Principal. Student is assigned to the Behavior Modification Room for 2 days (I.S.S).*
- *Behavioral Enrollment Contract is signed by student and parent. Student is suspended from co-curricular activities for 1 week.*
- *4th offense: Suspension Hearing is conducted by the Principal and/or Vice Principal. Student is suspended for 2 days. Parent Conference #2 will be held. Parents will be provided a notice of dismissal if the behavior continues. Student is suspended from co-curricular activities for 2 weeks.*
- *5th offense: Dismissal and/or placement in alternative education program.*



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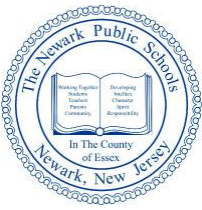
AMERICAN HISTORY HIGH SCHOOL POLICIES

LATENESS TO SCHOOL POLICY

- *Late students must report to the late desk upon entering the building.*
- *Students will receive a late pass and are required to immediately report to class.*
- *Parents will be notified each time a student is late to school (Blackboard Connect).*
- *Patterns of tardiness will be monitored by teachers and the main office.*
- *Upon 1st tardy, parent is notified. Behavior Modification Log is initiated by the teacher. Students is verbally warned*
- *Upon 2nd tardy, parent is notified. Behavior Modification Log is updated. Student receives a detention*
- *Upon 3rd tardy, student is referred to V.P./Guidance Counselor and a parent conference is arranged (phone/face to face). The Vice Principal will be notified and will conduct an investigation. Student will be assigned an afterschool detention.*
- *Chronic Tardiness will result in a mandatory meeting between the student, parents, guidance counselor, and school administrators. Students may be placed on a Daily generated by the Counselor and/or the administrative team to minimize loss of instructional time.*
- *Students arriving after 9 a.m. must be signed in by a parent (Clerk will call home, Student can present note). Student will not be admitted without parental verification.*
- *Daily Attendance Data along with Patterns of Tardiness will be reviewed weekly.*

CLASSROOM LATENESS POLICY

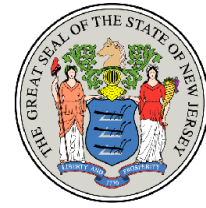
- *Students arriving late to class must sign the late book indicating the time they arrive.*
- *Late pass should be presented to teacher to verify whether it is an excused or unexcused lateness.*
- *Parent should be notified if the student is more than 10 minutes late to class.*
- *1st offense warrants a meeting with the student. Behavior Mod. Log is generated.*
- *2nd offense warrants a call to the parent, Behavior Mod. Log is updated. Student receives a detention*
- *3rd offense warrants a detention. Blackboard Connect will automatically contact their homes.*
- *Behavior Mod Log is turned into Department Chairperson.*
- *Parent Conference may be initiated by Vice Principal.*
- *Student may be placed on a daily/ weekly.*



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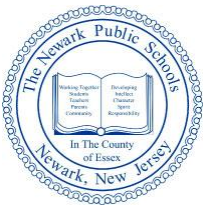
AMERICAN HISTORY HIGH SCHOOL POLICIES

DETENTION POLICY

- *Students will be provided a Notice of Detention by an Administrator or Classroom/Homeroom Teachers .*
- *Parents will be contacted using Blackboard Connect. Teachers/Administrators will contact parents when warranted.*
- *A copy of the Notice of Detention will be maintained by the main office and placed in the student's file. The Behavior Modification committee along with the teacher issuing the detention will also keep a copy on file.*
- *Detentions will be issued to students by staff members for Level 1, 2, and/or 3 violations of the Newark Public Schools Discipline Policy and American History High School's Standards of Excellence.*
- *Behavior Modification Logs will be maintained by staff for students who violate school rules/district policies.*
- *The Behavior Modification Teachers will create a list of students who failed to report to detentions and turn it in to the main office.*
- *If a student skips 1 detention they are assigned 2 detentions.*
- *If a student skips the 2nd detention an Administrative Parent Conference must be scheduled and conducted. The student receives a 1 day in school suspension and must make up the 3 detentions they skipped. Student is suspended from co-curricular activities for 2 weeks.*
- *If the student fails to make up the 3 detentions, they are suspended for 2 days out of school. Upon returning the student must make up the 3 detentions. Student is suspended from co-curricular activities for the semester.*
- *Detentions will be hosted on Tuesdays - Thursdays of each week.*
- *A Detention round up crew will arrive to pick up students issued detentions*

IN SCHOOL SUSPENSION POLICY

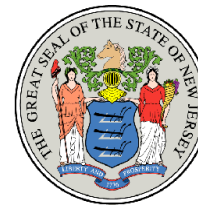
- *Students will be assigned to in-school suspension automatically if they are not in school uniform.*
- *Students must remain in ISS all day. They will be served a bag lunch provided by the cafeteria.*
- *Students will be provided skill oriented packets by their teachers. They must complete the packets and the work that they missed while serving in school suspension (Teacher's will update their packets on an as needs basis).*
- *In school suspension is the last resort before a student is assigned an out of school suspension.*
- *Students with patterns of tardiness, disrespect towards a staff member, and/or repeated offenders of Level I-III offenses that don't warrant out of school suspension will be assigned to in school suspension.*
- *Administrators are the only staff members allowed to assign students in school suspension.*
- *Parents will be notified in advance along with security guards.*



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AMERICAN HISTORY HIGH SCHOOL POLICIES

SCHOOL/DISTRICT UNIFORM POLICY

School uniforms are mandatory for all students K-12 in the Newark Public Schools for the 2012-2013 school year.

- *Uniforms are to be worn daily in accordance with the School's Uniform Clarification Publication. SOLID COLORED SHIRTS ARE CONSIDERED UNIFORMS. STRIPES or ARGYLE SHIRTS ARE NOT CONSIDERED UNIFORM.*
- *Students who fail to wear their school uniform will be issued an in school suspension for the day. Parents will receive a call from our parent liaison. Students will remain in ISS throughout the day (lunch periods included).*
- *Students arriving after 8:20 A.M. must report immediately to the ISS room. They will be escorted by a school security guard or staff member working the late desk.*
- *Home visits will be made when deemed necessary.*
- *Violation of this policy is considered a Level II offense and subject to the following disciplinary actions:*
- *Situations of economic hardships must be documented. We will work with philanthropic organizations and alumni to issue students school uniforms when needed.*

1st Offense: Students will receive letter from Mr. Gregory, parent will be contacted. ISS is initiated immediately

2nd Offense: ISS continues. Parent is notified.

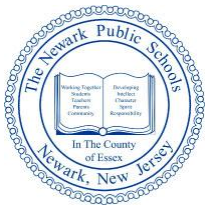
3rd Offense: ISS continues. Students is held from participation in co-curricular activities.

4th Offense: Subject to Level III consequences. Administrative Conference will be held.

HALL PASSES

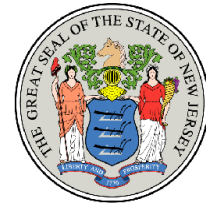
Improvement in student achievement cannot be accomplished if students are not in class. There is a direct correlation between time on task and student achievement. Therefore, all staff members must be guided by the following procedures for issuing Hall Passes:

- *Hall passes cannot be issued during the first 10 minutes of the class period. Students should only be released if there is an emergency. Teachers are expected to use their professional judgment.*
- *Students cannot be sent to the guidance, nurse, or administrative office without an official Hall Pass.*
- *Students cannot be sent from the guidance, nurse, or administrative office without an official Hall Pass.*
- *Students cannot be dismissed from your class without an official hall pass. All students must sign out of class when leaving.*
- *Students can not enter the library without an official Hall Pass. Library procedures must be followed.*



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I.D POLICY

- ***ID Cards will be processed through School Security and the Technology Coordinator.***
- ***Students must replace lost and/or stolen cards. \$1.00 Black/White, \$2.00 Color***
- ***Your I.D Card will be used to swipe into the building daily.***

LOCKER POLICY

PLEASE ADHERE TO THE FOLLOWING PROCEDURES REGARDING THE USE OF LOCKERS.

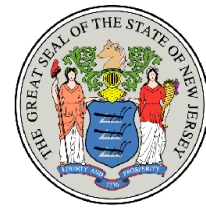
- ***Students will be issued a locker assignment on September 6, 2012. Students are responsible for supplying their own lock for lockers. Combinations can be provided to the office staff if needed and will remain secured.***
- ***Students should not loiter in front of lockers during the passing of classes.***
- ***If you are arriving late, you are permitted to use your locker but must report to your 1st period class immediately. Failure to comply may result in loss of privileges.***
- ***Lockers are not to be shared – only one student per locker.***
- ***Locker usage is a privilege. Failure to comply with this policy and/or violation of any rule may result in suspension of your privileges.***



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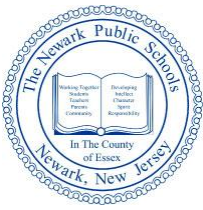
ENTRY PROCEDURES

PLEASE ADHERE TO THE FOLLOWING ENTRY PROCEDURES:

- *All students must report to the Cafetorium upon entering the building prior to 8:10 A.M. All students must remain in the cafetorium until 8:10 A.M.*
- *Three Groups of students will be permitted to enter the school building at 7:15 A.M. daily:*
 1. *Breakfast Club (students who eat breakfast in the cafetorium while tending to academics)*
 2. *Students attending morning tutorials or meetings with staff must present a note from the teacher or staff member to the Morning Monitor prior to being dismissed from the cafetorium.*
 3. *Students with special privileges will be allowed to use the gymnasium for recreational activities at 7:30 A.M.*
- *Students who eat breakfast must remain in the cafetorium until 8:10 A.M. unless dismissed by a staff member.*
- *Students will be allowed in the computer lab at 7:30 A.M. and must remain until 8:10 A.M.*
- *You must present your I.D Card daily to gain entrance into our esteemed institution.*
- *ALL OTHER STUDENTS WILL BE ADMITTED INTO THE BUILDING AT 8:10 A.M.*

EXIT PROCEDURES

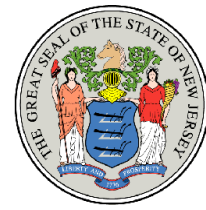
- *Students who are not involved in After School Co-Curricular Activities must exit the building at 2:40 P.M.*
- *Students are not permitted to linger or loiter in the front hall.*
- *Students who are involved in After School Co-Curricular Activities or Tutorial must report to their site by 2:55 P.M.*
- *Students who fail to report to their after school location will be dismissed immediately*



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CELL PHONE & ELECTRONIC DEVICES POLICY

- *Students are permitted to possess cell phone and/or electronic devices on school grounds.*
- *Students are permitted to utilize their cell phones and/or electronic devices **inside the cafeteria** during their lunch period only.*
- ***In the event of an emergency**, a “**safe zone**” has been established on each floor for students to use their cell phones. Students may ask to use their cell phones **inside** a Vice Principal’s office, or **inside** the Main Office if no administrator is present. A student must have a pass issued by the classroom teacher.*
- *Cell phones and/or electronic devices must be “**off**” and **not visible (including headphones)** in the hallways and inside classrooms during instructional time.*
- *Teachers who see students with cell phones and/or electronic devices **during class** time will:*
 - 1st Offense:** Issue a Warning. Ask the student to put the device (including headsets) away and/or turn it “off”*
 - 2nd Offense:** Confiscate the cell phone and/or electronic device and **return the item/s at the end of period**. The teacher will notify the parent/guardian.**
 - 3rd Offense:** Confiscate the cell phone and/or electronic device. Your parent/guardian must pick up your cell phone and/or electronic device.**

**Refusing to turn in your cell phone and/or electronic device, will result in an automatic detention, and/or further disciplinary action.*

- 1. Administrators who see students with cell phones and/or electronic devices (including headsets) in the hallways will:*

- 1st Offense:** Confiscate the cell phone and/or electronic device and **return the item/s at the end of the instructional day**. Assign an after school detention.*
- 2nd Offense:** Confiscate the cell phone and/or electronic device. Your parent/guardian must pick up your cell phone and/or electronic device.**