

Atlantic City High School

Student Handbook 2010- 2011

Principal

Mr. Oscar Torres

Assistant Principals

Mr. Michael Bird

Mr. Stephen Brown

Ms. Ydeaira Ely

Mr. Donald Harris

Supervisors

Mr. John DeStefano

Mr. Michael Lee

Mr. Walter Wilkins

Ms. C. Dedra Williams

Ms. Sherry Yahn

Athletic Director

Mr. Frank Campo

Security Director

Dewane Parker

Atlantic City Board of Education 2010-2011

President

Shay Steele

Vice President

George Crouch

Patricia Bailey

Ruth Byard

Edward Cooper

John Devlin

Kirk Dooley

Joan Glick

Gina Holmes

Nynell Langford

Atlantic City Public Schools Administrators

Mr. Fredrick P. Nickles Superintendent
 Mr. Barry Caldwell Assistant Superintendent
 Mrs. Donna Haye Assistant Superintendent

Administrative Directory	
Dial 343-7300 and then dial the extension.	
Atlantic City High School	343-7300
Alexandra Lugo, Phone Operator	ext. 2179
Verna Bailey, Main Office Secretary	ext. 2178
Oscar Torres , Principal Evelyn Padilla, Secretary	ext. 2180
Michael Bird , Assistant Principal Marba Davis, Secretary	ext. 2182
Stephen Brown , Assistant Principal Catherine McLaughlin, Secretary Sandra Rodriguez, Secretary	ext. 2416
Donald Harris , Assistant Principal Crystal Marshall, Secretary	ext. 2183
Ydeaira Ely , Assistant Principal Pam Fonville, Secretary	ext. 2184
John DeStefano , Supervisor	ext. 2448
Michael Lee , Supervisor	ext. 2447
Dedra Williams , Supervisor	ext. 2167
Sherry Yahn , Supervisor	ext. 2409
Christa Middleton, Supervisor's Secretary	ext. 2415
Walter Wilkins , Supervisor: Guidance Carol Simon, Secretary	ext. 2445
Ganeen Brooks, Secretary	ext. 2185
Janet Mangel, Secretary	ext. 2427
Frank Campo , Athletic Director Donna Dobbins, AD Secretary	ext. 2010
Dewane Parker , Security Director	ext. 2424
Assistance Directory Tina Boyer-Hedelt, Attendance / Substitutes Secretary	ext. 2417
Job Placement , Tanya Cain	ext. 2425
Nurses' Office	ext. 2154
Juanita Hyman	ext. 2159
Julie Bergman	ext. 2438
Police Liaison , Detective Dayton Brown	ext. 2260/ 2259
Records , Beulah Mozzelle	ext. 2186
Teen Services Center	ext. 2348

Dear Atlantic City High School Family:

On behalf of the administrators, faculty and staff, I would like to take this opportunity to welcome you to Atlantic City High School.

Atlantic City High School is a unique, comprehensive state-of-the-art facility that serves a diverse student population from Atlantic City, Brigantine, Longport, Margate and Ventnor. The 450,000 square foot building school was opened in November of 1994. There are approximately 2400 students and a staff of 250. The facilities that contribute to its academic mission include a 750 seat theater, 50,000 volume library, a fully equipped TV and radio studio, a 48 seat distance learning lab, a science research lab and greenhouse, a graphics and communications lab, an electronic keyboard lab and computer labs. The high school currently supports over 800 computers. The athletic complex can accommodate all major NJSIAA sports, and includes an Olympic sized AAU swimming facility, ten tennis courts, a 2000 seat gymnasium, and a 5000 seat football and track stadium.

In this facility, we pursue and achieve excellence in Academics, Attendance, Attitude, Athletics and Aesthetics.

The administrators and staff seek to give each student an education that challenges and stimulates their abilities, is relevant to the needs of our global society, and promotes life long learners and develops a love for learning.

Our school has taken pride in its dedicated faculty and staff. These educators view education as a partnership between home and school.

If there is anything we can do to help you, please do not hesitate to ask for help from a counselor, a teacher, an administrator or a staff member.

Remember, we cannot help you if you do not ask for help. The students also have a responsibility to inform us of any and all possible problems.

Our goal remains to provide a safe and positive education for all students.

Oscar Torres

Atlantic City High School
1400 N. Albany Avenue
Atlantic City, New Jersey 08401

(609)343-7300
Oscar Torres
Principal

Regular Day Schedule

Breakfast
7:10 - 7:40
Warning Bell
7:40
1st Period
7:45 8:28
Homeroom Period
8:28 - 8:38
2nd Period
8:43 - 9:26
3rd Period
9:31 - 10:14
4th Period
10:19 - 11:01
5th Period
11:06 - 11:48
6th Period
11:53 - 12:35
7th Period
12:40 - 1:22
8th Period
1:27 - 2:10
Dismissal
2:10
Buses Leave
2:20

Emergency School Closing

In the event of inclement weather or any other emergency, ACHS openings and closings will be announced by local radio and television stations. Whenever possible, school closings will be listed on Atlantic High School's TV Station, Channel 2 in Atlantic City. Please listen to the following radio stations or television station for emergency closing information:

WAYV WOND WFPG WTHH WMGM TV
343-7200 ext. 5678- Snow Closing, Emergency

Make-Up Work

Students absent from school are required to make up work missed in each class. **It is the student's responsibility** to obtain all make-up work from his/ her teachers immediately upon return to class. If students must be absent for several days, they should call the Guidance office (343-7300 Ext. 2427) in the morning and request to have assignments collected. Student need to also call the attendance office (343-7300 Ext. 2417) to report their absence. Arrangements must be

made for someone to pick the assignments up at the end of the day. Prolonged absences may warrant Home Instruction. Details of this service may be obtained from the Guidance Supervisor. Frequent absences from regular classroom-learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction cannot be entirely regained, even by after-school instruction.

Minimum Attendance Requirements- High School

A. Students in grades 9-12 will be held accountable for all unexcused absences. The high school administrator will become involved when students incur chronic unexcused absences.

1. Students are required to bring in a note from a parent, guardian, or doctor (medical) to Mrs. Boyer-Hedelt in the C218 Office. All notes must be originals and will be kept for our records. Student will be given a copy and show their note to their teachers immediately upon entering class.
2. When a student has acquired between 11 to 20 unexcused absences, the student will be required to attend credit completion in order to satisfy the attendance requirement of the class or classes involved. If a student does not attend credit completion, they will be at a loss of credit status.
3. When a student has acquired 21 or more unexcused absences, the student will be at a loss of credit status.
4. When a student is late three times it will count as one day of unexcused absence.

B. When a student in grades 9-12 acquires a total of 35 excused and unexcused absences, the student will be at a loss of credit status. Excused absences, when students receive homebound instruction, will be excluded from the above total.

C. Attendance Review Process/ Credit Completion

1. Student attendance will be reviewed at least once a year. At the end of April an attendance review will be held. Students and parents will be notified and all appeals must be held before the last day of the school.
2. Frequent absences from regular classroom-learning experiences disrupt the continuity of the instructional process.

Lateness to School

Students late to school (after 7:50) must sign in at the security desk in the main entrance. A student, who arrives to school after 9:40, may be ineligible to receive credit for the day. A student who is unable to complete a 4 1/2 hour school day, will be marked absent for the day. Every three days late to school will equal 1(one) day of unexcused absence.

Lateness to Class

Students arriving late to class must present a pass to the teacher signed by a staff member explaining the reason for their lateness. Teachers will assign a detention to those students who are unable to produce a pass. The teacher will then notify the parents. Continued lateness will result in a referral to the student's Assistant Principal. Students reporting to class 5 minutes late or more will be written a referral for cutting class.

Signing out early

The Principal or Assistant Principal may **excuse** for "cause" the late arrival and early dismissal of a student on the **prior written request with phone number to verify** of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental, medical disability, motor vehicle driver's test, interviews for college entrance or employment, and court appearances. Students will not be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of a state agent

acting in their legal capacity. Any student who leaves prior to 12:15 pm, without an excusable absence, will not receive credit for attendance, as he/ she is unable to complete a four and one half hour instructional day. Students leaving without being signed out by a legal parent or guardian will be subject to disciplinary action.

Checklist

- Legal parent/ guardian writes a letter stating the reason for the absence.
- Assistant principal reviews the letter and determines if the absence will be excused.
- The legal parent or guardian signs out the student in the main office.

Telephone Calls (Emergency Only)

Phone messages for students will be accepted only in the case of an emergency. Office telephones are business phones and may be used by students only in emergencies, and only with the approval of the occupant of the office. Students are not permitted to use their cell phone during school hours.

Late to Class

Students found in the halls without a pass during a “Hallsweep” will be suspended. Students found in the gym, study hall, cafeteria, or a substitute's class without permission will also be suspended.

Cellular Telephones

Students are permitted to bring or possess cellular telephones on school district property. All cellular telephones must be **turned off and put away** and may not be used in the building during regular school hours. They are to be kept in the locker. Cellular telephones that are turned on in violation of this policy will be **confiscated** by the building Staff and the pupil will be subject to appropriate disciplinary action.

Gambling

No gambling will be permitted on school grounds at any time.

Dress Code

The Atlantic City Board of Education expects the administration and faculty of ACHS to strictly enforce the following policy. Please be advised that the enforcement of this policy is a challenging and ongoing process. Parents are required to send students to school in the approved attire. Students are required to arrive at school and adhere to all required items of this policy for the entire school day. This document supersedes any and all previous documents regarding student dress at ACHS.

Pants and Shorts for Students

Acceptable:

- Docker-style, corduroy or dress pants with no more than five regular size pockets
- Bermuda or walking shorts must touch the knee
- September 1 - November 1 and April 1 - End of Year-Capri pants

- Pant cuffs must be within the heel to toe of student's footwear
- Pants must be approximately sized and worn at the waist
- Pant colors are, solid black and solid dark navy blue only

Not Acceptable:

- No Skirts or Skorts
- Material cannot be sheer, see-through or shiny nylon, denim or denim like
- No chain, link or personalized belts
- Stretch type material (i.e. dance pants) will not be allowed
- No cargo pants, no parachute pants, no outside side pockets, no painter's pants, no overalls, no hip-huggers, Sweatpants, Pajama pants or Leggings
- No drawstrings on the bottom of pants

Footwear for Students

Acceptable:

- Socks must be solid white, solid black or dark navy blue
- Shoes with rubber or hard soles and sneakers
- Boots that are soft leather with rubber soles (i.e. hiking boots, Uggs, etc.)
- Dress sandals must have a heel strap and toes covered

Not Acceptable:

- Flip-flops, shower shoes or bedroom slippers
- Work boots (i.e. hard leather with hard soles)

Shirts for Students

Acceptable:

- Collared golf shirts may have ACHS related Logos only
- Shirts must be loosely fitted and midriffs must be covered and shirts must be buttoned above the chest line
- Shirts colors are only solid white, solid black, or solid dark navy blue
- Items worn under golf shirts must be solid colors: solid white, solid black or solid dark navy blue

Not Acceptable:

- Dress shirts, Turtlenecks, No branding or logos of any kind (i.e. Nike Symbol, Polo Symbol, etc)
- Tank tops, T-shirts, thin-strapped tops, tube tops, mesh, fishnet styles, spandex-type materials or clothing which exposes the back, chest, shoulders or midriff and low cut shirts
- Material cannot be sheer, see-through or shiny nylon, denim or denim like
- Shirts may not be altered

Sweaters and Sweatshirts for Students

Acceptable:

- Crew-necked, V-necked or cardigans over collared shirts (colors as specified) may have ACHS related logos only-Sweaters and sweatshirts must be loosely fitted
- Sweater and sweatshirt colors are only solid white, solid black, or solid dark navy blue

Not Acceptable:

- Hooded sweaters and hooded sweatshirts
- Jackets, coats, windbreakers, warm-up jackets, hats, gloves and any type of outer garment may

not be worn in the classroom, hallways or the cafeteria during the regular school day
-Material cannot be sheer, see-through, shiny nylon, denim or denim-like

Athletics

Acceptable:

Students participating in athletics may wear their team uniform top only on the day of the event.

Not Acceptable:

-Wearing team uniform out of season

Temporary Exemption

Students may request a dress code exemption for dress shirts, ties and or dresses for classroom presentations, interviews and/ or college visits by completing the approved exemption with their assistant principal at least five (5) days in advance of the date requested .

Athletics - Lockers, Locks and Uniforms

- Students must store all personal items in a locked locker; you are not permitted to leave your things unattended
- You must use only the locker assigned to you
- Refrain from sharing lockers
- Refrain from giving your locker combination to anyone
- The school will not be responsible for lost items or stolen items when students chose not to follow these instructions
- Students must report any damaged or broken lockers to the Athletic Department

Gym Lockers

Gym lockers are provided for the temporary use of students during scheduled physical education classes. Lockers must be vacated at the end of the period. Students should not leave valuables in their gym lockers. The school is not responsible for any loss a student may incur, use a lock.

Gym Locks

Locks may be purchased in the school store for security. Students are encouraged to use locks while in gym class. Locks must be removed at the end of each period.

Gym Uniforms

Males wear white T-shirts, shorts, sweat socks, and sneakers. Females wear white T-shirts, dark colored shorts, sweat socks, and sneakers.

Excuse From Physical Education Class

1. To be excused from gym for any length of time beyond one day, a doctor's note is required. This certificate, which must be presented to the school nurse, should include a diagnosis and a time limit.
2. Single gym class excuses must be presented to the physical education teacher.
3. All students with gym excuses must report to gym class.
4. All physical education periods missed are to be made up at the discretion of the teacher.

Prepared for gym class

1. Full gym uniform can obtain full credit for the day.
2. Sneakers will earn partial credit for the day.

Care of School Property

The parents or guardians of any student who shall damage any property shall be liable for loss, damage or replacement of the items. Therefore, any student who loses or damages school property will be required to reimburse the school for the lost or damaged items. Also the student may be excluded from all school social activities and functions.

Textbook Care and Replacement

Students should write their name, homeroom, date, and subject teacher's name in the front of the book. Students have the responsibility for keeping textbooks clean at all times. If a student loses a book, the loss should be reported to the teacher immediately. Upon being informed, the teacher will issue the student a textbook obligation card indicating its cost. The student is to pay the replacement value of the textbook in the main office and will receive a receipt stamped paid. If a book is damaged or defaced, a fine will be imposed. If a book is stolen, the student to whom the book was issued will be responsible to pay for that book. If a stolen book is found at a later date, the student will receive a refund. Students who do not pay their obligations will be excluded from all social activities and functions.

Identification (I.D.) Card

1. All students will be issued an identification (I.D.) card. These cards are the property of the Atlantic City Board of Education.
2. Defaced cards will be confiscated and the student must pay for a replacement card.
3. ID cards will be collected at the end of the school-year, the card will be updated and reissued at the beginning of the next year.

4. Students are required to produce their identification card upon the request from school personnel. The identification card will be used for admission to the following:

- School (Entrance)
- Media Center
- Athletic events
- Cafeteria
- Bus
- All school sponsored events

The use of these cards may also be required for other activities during the course of the year.

5. Lost cards must be reported to the main office immediately. There is a \$5.00 charge for replacement of cards.

6. If a student forgets their ID card they must purchase a temporary ID for \$1.00 in the main office.

Hall Lockers

Locker assignments are issued in homerooms at the beginning of the school year. Students should go to their lockers only before or after the school day and before or after their lunch period. Valuable items are not to be left in lockers overnight. **The school is not responsible for any loss which a student may incur.** Before leaving school, each student should make every effort to see that his/ her locker, is secure. If a locker is damaged or tampered with, it is the student's responsibility to report it to the Assistant Principal's office nearest to the assigned locker. It is also the student's responsibility to keep his/ her locker clean and free of writing, graffiti, etc. If graffiti and/ or stickers are found in the locker, the student will be fined a flat fee of \$25.00, unless the damage is more, to cover the repair of the locker. At the end of the school year, students will clean out their lockers during a designated time. All textbooks must be returned to the proper room and teacher.

Lockers and Locker Search

Each student has an assigned locker. Lockers are on loan to students for storage purposes. The locker may be searched if it is suspected to contain stolen goods, weapons, drugs, or any item(s) that may endanger the health, safety, or welfare of others. All items found in a student's locker will be considered to be the possession of the student who was assigned that locker.

The student assigned to a locker should be the only student using that locker. If other students have access to a locker, the chances of theft are increased. Students are responsible for school materials, supplies and equipment issued to them, as well as for all personal items brought to school. The Board of Education is not liable for material stolen from lockers. Therefore, students are cautioned not to leave valuable items in their hall or gym lockers. Students should not bring large amounts of money to school. All items lost due to theft should be immediately reported to the teacher in charge of the class or activity, the appropriate Assistant Principal, police liaison and/ or safety officer. **Lockers are the property of the Board of Education. They may be examined at any time.**

Bulletins

Special announcements (flyers, posters, etc.) must be approved by building administrators. They should not be displayed on painted surfaces and must be collected by the sponsoring organization no more than two school days after the activity ends. Failure to do so may result in rejection of future requests.

Buses

Behavior on the School Bus:

For the safety of all students, the following rules must be followed:

1. All students must present their ID card while boarding the bus.
 2. All students must be seated while the bus is in motion.
 3. Rough or boisterous play is not permitted.
 4. Students are not permitted to lean out the windows of the bus.
 5. Smoking is not permitted.
 6. Students are to refrain from throwing things in or out of the bus.
 7. Students must follow the instructions given to them by the “driver in charge”.
 8. Compliance with the safety practices will be monitored through video cameras on the bus.
- Violation of these rules will result in suspension and/ or loss of bus privileges.

Late Buses (After School)

Late buses will be provided for students who remain after school for extra academic help or co-curricular activities. These buses will depart from outside the main entrance at approximately 3:30 p.m. on Mondays through Thursdays. A late bus is not available on Fridays or half days. Upon completion of after-school work, students waiting for the late bus are to report outside the main entrance. Students are not to walk or loiter around the building. All students who remain after school are under the direct responsibility and supervision of the activity advisor, coach, teachers, or safety officer.

Cafeteria Rules and Procedures

1. Students late to lunch will receive administrative detention.
2. Every student will present his or her ID card to an authorized staff member before entering the main dining hall doors.
3. Students, who wish to purchase hot/ cold lunch, will form an entrance line along the wall adjacent to the serving area entrance (vertical sliding door closest to the entrance of the main dining hall).
4. Once inside the food court area, students will select their hot or cold lunch options.
5. Students will pay for lunch and exit at the other vertical sliding door.
6. Lunch will not be served during the last 15 minutes of the period.
7. Students may not eat or drink anywhere in the building except the cafeteria.
8. Students are permitted only in the cafeteria to which they are assigned.
9. Students will remain seated in chairs at all times until the bell rings.
10. Students will discard trash into cans immediately when finished eating.
11. No more than 6 students should be seated at a square table. No more than 8 students should be seated at a round table.
12. Students may bring books or magazines to read.
13. All violations found in the Discipline Guide will be enforced in the Cafeterias, including the use of cell phones.

Closed Campus

Students are not permitted to leave school property during lunch periods or at any other time during the school day. Failure to comply with this rule will result in suspension from school.

Fire Drills

Students will report to assigned area! *(which is located on the inside of this back cover). A fire drill is a serious and vital safety procedure. It is essential that students follow the directions of teachers at all times. If a student sees a fire, he/ she should notify the nearest teacher and safety officer or the office nearest to your proximity as quickly as possible.

1. If a student is in the halls when the fire bell sounds, he/ she should leave by the nearest exit.
2. Signs posted in each room indicate which exit should be used if the fire signal rings. Students should leave the room immediately upon direction of staff members, walk rapidly to the exit, and **remain quiet** during the entire drill.
3. Students may not go to their locker for coats during a fire drill (regardless of the weather).
4. Teachers will take attendance outside and again immediately after returning from the fire drill. Students not reporting to fire drill designated area will be considered cutting class.
5. Students will remain in their designated areas for the duration of the drill and will listen to the announcements for additional information.

First Period Class

Students are to report to 1st period class by 7:45 A.M. Teachers will begin instruction immediately. Students that are chronically late may have their grades negatively impacted.

Homeroom

The morning announcements will always begin with the pledge of allegiance to the flag. The homeroom period is a daily scheduled activity. Homeroom will begin after first period class at 8:28 am. The homeroom teacher is an important resource person for the student. The teacher can answer many questions about school rules and procedures and can offer helpful advice about student life. Everyday during homeroom, teachers will check student attendance. Students may use the time to check homework, plan the day's activities, and chat quietly with friends. Students are not permitted to leave homeroom except in an emergency. If they do so, the teacher must issue them a pass. Solicitation of funds or the sale of goods is prohibited by the Board of Education. Certain charity drives are permitted annually in all schools, the times of these collections are set by the administration. Special collections for other worthy causes must be approved by the Principal.

Lost and Found

Students who find lost articles are asked to take them to the "Main Office", where they can be claimed by the owner. Students who lose books or personal items are to check in the same area to see if they have been found.

School Store

As a service to students, the marketing education classes operate a school store located in the main entrance of the high school where students may purchase school-related supplies. A schedule of operations is posted outside of the store.

School Trips

School authorities enforce all school regulations the entire time that students are on any school trip. A permission slip signed by a parent/ guardian must be filed with the faculty sponsor before the trip. Students are responsible for the removal of all trash when departing from the bus. Only ACHS students are permitted on school trips.

Visitors

Parents/ Guardians who wish to visit may do so by making arrangements through the appropriate office. Visitors are not permitted in the building unless they have official business in

school. **Student visitors from other schools are not permitted.** Persons who are in the building without a pass will be treated as trespassers. Only students' parents/ guardians (legal) will have access to official records.

Academic Policy

Promotion Policy:

All students entering from eighth grade will be placed in ninth grade. Credits earned to date determine the actual grade status of 10th, 11th, 12th grade students.

Ninth graders (prior to the Class of 2014) must earn 24 or more credits to be classified as sophomores. Sophomores must earn 48 or more credits to be classified as juniors. In order to be placed in twelfth grade, a student must have earned a minimum of 75 credits, been enrolled in a high school for 3 years prior and be taking sufficient credits in day school to earn a diploma.

Starting with the Class of 2013, students require 30 credits in order to be classified as sophomores, 60 to be a junior, and 90 to be placed in the twelfth grade.

Students who are classified, LEP, or are subject to other extenuating circumstances will be judged on an individual basis. Exceptions to this policy must be recommended by the principal to the appropriate assistant superintendent in writing.

Graduation Credit Hour Requirements:

One hundred and ten (110) credits are required to earn a diploma in four years, a minimum of 90 academic credits, plus 4 years in physical education. All 9th, 10th, and 11th grade students must be enrolled in a minimum of 30 academic credits each year to be considered a full time student.

Specific course requirements include the following:

- A. Four (4) credit years of English
- B. Three (3) credit years of Mathematics.
- C. Three (3) credit years of Social Studies including (2) years of United States History and one (1) year of World History as required by N.J.S.A. 18A:35-I et. seq.
- D. Three (3) credit years of Natural or Physical Science.
- E. One (1) credit year of Physical Education, Health, Safety and Driver Education for each year of enrollment as required by N.J.S.A. 18A:35-5 et. seq.
- F. One (1) credit year of Visual, Practical and/ or Performing Arts.
- G. One (1) year of a World Language
- H. One (1) year in Career Education and Consumer, Family, and Life Skills, or Vocational-Technical Education.
- I. Pass all parts of the HSPA.

Beginning with the Class of 2013, students require a minimum of one hundred twenty (120) credits to earn a diploma. Starting with the class of 2015, 2.5 additional credits in financial, economic, business, and entrepreneurial literacy will be required for graduation.

NJ State Minimum* Graduation Requirements

	Course and credit requirements for all students entering grade 9 in:					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
LANGUAGE ARTS LITERACY	20 credits	20 credits aligned to grade nine through 12 standards				
MATHEMATICS	15 credits including algebra I or the content equivalent**	15 credits including algebra I and geometry or the content equivalent**	15 credits including algebra I and geometry or the content equivalent* and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers			
SCIENCE	15 credits including at least five credits in laboratory biology/ life science or the content equivalent**	15 credits including at least five credits in laboratory biology/ life science or the content equivalent** and one additional laboratory/ inquiry-based science course which shall include chemistry, environmental science, or physics	15 credits including at least five credits in laboratory biology/ life science or the content equivalent**; an additional laboratory/ inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/ inquiry-based science course			
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings				
FINANCIAL, ECONOMIC BUSINESS, AND ENTREPRENEURIAL LITERACY	No state requirement	2.5 credits				
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3¼ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8					
VISUAL AND PERFORMING ARTS	5 credits					
WORLD LANGUAGES	5 credits or student demonstration of proficiency					
TECHNOLOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum					
21ST CENTURY LIFE AND CAREERS, OR CAREER-TECHNICAL EDUCATION	5 credits					
TOTAL CREDITS (State Minimum)	110	120***				

* School districts may establish course and/ or credit requirements which exceed the State minimums.

** "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the Core Curriculum Content Standards. This content must be taught by certified teachers, may be integrated in one or more courses, may be titled differently, or may present material in an interdisciplinary or spiral format.

*** The 120 credit total is greater than the sum of the individual requirements above, to allow for student electives.

Homework

Atlantic City Board of Education requires teachers to assign homework five days a week. Students should understand that homework is not busywork, but is intended to enhance learning in four ways:

1. Practice: Skills learned in class become honed to mastery.
2. Preparation: Skills, facts and information are acquired in order to move to deeper and broader understanding.
3. Extension: Skills or concepts are transferred to new situations.
4. Creativity: Many skills and concepts are brought together to turn out an original product.

Students are responsible for maintaining an assignment notebook, and for fulfilling to the best of their ability the homework assigned.

Students should expect homework to be graded and returned by their teachers in a timely manner, and should expect their homework to be averaged in as part of the grade earned in any academic course.

Students who miss class because of illness or an excused absence will be given the opportunity to make up the homework missed.

Students who cut class or who are truant may not make up the work missed as a result of their infractions.

Interim Reports and Report Cards

Report cards will be sent home to parents by mail. Interim reports are given to the students. **These reports need not be returned to the school** by students as copies are distributed to counselors. If there are any questions, please contact the student's guidance counselor. Parents who have not received the above reports should contact the student's guidance counselor.

Parent Portal Access

This is a web based system that grants a parent/ guardian immediate access to their child's records. The system also provides the parent/ guardian with the ability to contact their child's teacher(s) through email.

For log-in directions please see appendix A or contact Luis Monroe, Computer Resource Specialist, (609) 343-7300 ext. 2400 or by email at lmonroe@acboe.org

Final Examinations

Final examinations are required of students where the course proficiencies state a final must be taken. Unless there are extenuating circumstances, all final exams must be completed by the last day of school or by the last day of the course in the case of one semester courses. Under no circumstances will final exams be given prior to the exam schedule. Students who have earned an "A" in all 4 marking periods in a given subject will be exempt from the final exam in that subject.

Graduation Honors

Graduation honors depend on two criteria: general average and lowest final grade. The general average is based on the grades received in the last three years. Final grades for four years,

including summer school, are considered in recording the lowest final grade.

1. Students who attain a general average of 3.5 and have no final mark lower than “B” receive **Highest Credit**.
2. Students who attain a general average of 3.0 and have no final mark lower than “C” receive **High Credit**.
3. Students who attain a general average of 3.0 and have no final mark below “D” receive **Credit**.

Marking System

The following letter grades are used to indicate student progress:

Mark Numerical Equivalent:

A 100-93

B 92-85

C 84-75

D 74-70

F 69-0

I Incomplete

Class Rank

The Board of Education is committed to presenting a challenging and diverse curriculum to the students at Atlantic City High School. Each student’s transcript will be an accurate reflection of the course work taken, grades achieved, and credits earned. Transcripts will be prepared in accordance with pupil records legislation and will include all college related testing. Class rank will be determined by a high to low listing of students based upon their grade point average (GPA). Each student’s GPA will be computed by dividing the total number of credits attempted into the total number of quality points earned. Quality points are computed by multiplying course credit, weight, and grade. Weight is assigned as follows: AP 1.2, Honors 1.1, Academic 1.0. GPA will be computed using all grades earned commencing with Grade 9. The equivalents are as follows:

A = 4

B = 3

C = 2

D = 1

F = 0

The following grade weighting system will be used for honors and AP Courses. This system will also be applied to courses for transfer students. If a transfer student has weighted course work in the previous school, it will be transferred to our system equally.

Examples:

English 1 Honors - A

G. E. = Grade Equivalent W. F. = Weight Factor

G. E. x W. F. Credits Quality Points

4 X 1.1 = 4.4 X 5 credits = 22 quality points

History 2 AP - B

3 X 1.2 = 3.6 X 5 credits = 18 quality points

Algebra I academic - A

4 X 1 = 4 X 5 credits = 20 quality points

The computation of dividing total number of credits attempted into the total number of quality

points, with the weighting factor, compiles the GPA.

For purposes of determining class rank, the GPA for each student will be computed to four decimal places. If the computation results in equal GPA's for two or more students, the students will be awarded the same rank. While class rank and GPA will be computed at the close of the students' junior year in consideration of "Early Decision" students, final class rank will be determined at the conclusion of the first semester of the senior year.

For the purposes of determining class rank for "Top Ten" graduates, the following regulations will apply:

1. To be eligible for the "Top Ten" recognition, all students, inclusive of transfers, must have completed three consecutive semesters immediately prior to final class rank determination.
2. Transfer students not eligible for "Top Ten" recognition will have accurate class rank indicated on the transcript for college and employment purposes. For the purposes of this policy, "Top Ten" recognition shall include honors at graduation, scholarships and awards which specifically recognize the "Top Ten" in class rank, Valedictorian and Salutatorian status.

If there is a tie in the determination of the Valedictorian for the graduation class, both students will be declared Valedictorian. The same procedure will apply in the determination of Salutatorian.

Incomplete Grades

When a student has been absent for an extended period of time, all incomplete work must be made up by the interim report date of the following marking period or the grade will be changed to an "F". Any other incomplete work must be completed two weeks following the end of the quarter or the grade will be changed to an "F".

Attendance and Discipline

If a student does not achieve the required credits for promotion, does not meet the attendance requirement or maintain a good behavior record, he/ she will be placed on probation. If the problem is corrected, a student can be removed from the list. If the problem is not corrected, he/ she may remain on probation or he/ she can be recommended for an alternate academic setting.

The Academic Honor Roll

The Academic Honor Roll gives recognition to students with high academic achievement at the end of each marking period. The names of Academic Honor Roll students are posted on the bulletin boards in various locations. To be eligible, students must receive all A's, all B's, or all A's and B's in their subjects.

The Attendance Honor Roll

The Attendance Honor Roll gives recognition to students with perfect attendance at the end of each marking period.

Parking Privileges

Only those students who have received prior administrative approval are permitted to park on campus.

Student Services and Counseling Services **Guidance Department**

Counseling services are available to all students. The general aim of counseling is to help each student in his/ her social, educational, vocational, and personal development. Conferences may be initiated by the counselor, student, teacher, or parent. If you want to arrange for a conference with your counselor, you may do so by completing a "Request For Guidance Services" form in the guidance office before or after school. These forms are also available from your classroom teacher.

Parent Conferences

Parents who wish to have a conference with a counselor and/ or teacher(s) can do so by calling and requesting an appointment. Parents are encouraged to contact their son's/ daughter's counselor concerning any question about his/ her educational, vocational, or personal development. Your counselor will be communicating with you at various times throughout the year.

Program Changes

The student's guidance counselor will review each request for schedule changes, and make recommendations. If a change is in the best educational interest of the student, and parental approval has been secured, an action will be taken. Course selection changes will not occur until after the 1st interim report period with the approval of the Guidance Department Supervisor. Immediately after first quarter report cards are issued, parents are advised to review their son/ daughter's educational program and contact the student's counselor if a change appears to be appropriate. All course selection changes must be completed by the first week after the second midterm reports are issued.

Changes in Address and/or Phone Number

Any student who has a change of home address and/ or a phone number **must** report the change immediately to the "Guidance Office".

Career Information Services

The Career Education Program of the Atlantic City School District offers many various services to provide assistance to students in the process of career selection. Students seeking employment should consult the Job Placement Office (G - 200F), located in the Guidance Suite, for part-time employment during the school year or summer work-study programs. Additional job related programs are available in Hotel Motel Work, Office Education, and the Marketing Education courses in the Business Education Department.

Working Papers

Students under 18 years of age who are seeking employment must obtain working papers in order to be employed. To be issued working papers, the student must obtain the appropriate forms from the "Job Placement Office", room G200F, at ACHS and complete them. Each must be signed by the appropriate person.

Summer School Guidelines

In order to be eligible for summer school, ACHS students must have met the district's attendance requirement and/ or have successfully completed credit completion. If students have 10 or less unexcused absences, they may pre-register with their guidance counselor in May or June. Pre registration forms must be signed by the counselor and the parent/ guardian and returned to Ms. Ely in room H217. If students successfully complete credit completion, then they must come to regular registration in July with their parent/ legal guardian.

Summer school is provided at no cost to Atlantic City residents. Residents of Margate, Longport, Ventnor, and Brigantine, must pay a tuition fee at the time of registration. High school students from other schools may attend summer school provided that they are full-time residents of Atlantic City, Margate, Longport, Ventnor, or Brigantine (this address must appear on official school records).

Students are scheduled according to seniority, with seniors receiving preference over juniors, juniors over sophomores, and sophomores over freshmen. Seating is limited and courses are closed when they reach their maximum capacity. All students are limited to one academic class in summer school. There will be no physical education classes offered.

Students are allowed only one unexcused absence in summer school; anything beyond one day may lead to removal from the program. There is no disciplinary remediation in summer school. Students who violate any item from the discipline guide may be removed from summer school.

Due to budgetary constraints, it is a possibility that beginning in the summer of 2011, summer school will not be offered, or if offered online it will be tuition based at student cost.

Student Mediation Service

Mediation is a process through which two or more students involved in a dispute come together with a trained student mediator (a neutral party) to work out a solution to their problem.

Mediation allows students to communicate with one another in a non-violent way.

Mediation services can be obtained by a:

1. Referral by a guidance counselor
2. Referral by the Principal, or Assistant Principals
3. Referral through the Student Assistance Counselor

Health Services

The Health Office is located on the second floor above the main entrance in G-201.

Illness in School

1. A student who becomes ill in school must ask the class room teacher for a pass to report to the Health Office. In case of an emergency, when a student should not be moved, someone should be sent to notify the nurse. Upon returning to class from the Health Office, a student must show the teacher a pass indicating the date and time of leaving the Health Office.
2. A student whose illness requires him/ her to leave the building must have the fact recorded with the Health Office before leaving the building. The student must also sign out in the Main Office.

Atlantic City Teen Services Center

The office offers free and confidential services to ACHS students between 13-19 years of age. The Director of the center is Mr. Craig Cochran, ext. 2306.

Services

Medical:

General health assessments; physicals; immunizations; problem screening and referrals; pregnancy testing, education counseling and referrals; sexually transmitted disease testing, treatment and counseling; nutrition counseling.

Personal Guidance:

General screening, guidance and referrals for various concerns related to teenagers including depression, behavior disorders, personal relationships and family problems.

Employment:

Personal evaluation, testing and training; referrals for job placements; career assistance.

Health Education:

Various school and community programs related to teen health issues. To receive these free and confidential services, a consent form, signed by a parent or guardian, must be on file at the Teen Services Center.

Services are available year round. Call for an appointment: 345-8336.

Instructional Services

Library/Media Resource Center:

The Media Center contains the circulation and reference library collections, AV media resource room, and the audio-visual distribution room. Computers are available for student use. Students wishing to use the center should use the main entrance. The center is open from 7:45 am 3:30 pm, Monday thru Thursday, 7:45 am until 2:30 pm on Fridays.

Procedures:

1. Students who use the Media Center, must follow the rules and work quietly. Failure to cooperate can result in a suspension of your right to use the Media Center.

2. Students may enter the Media Center during study hall with a pass from an academic teacher after checking in at study hall.
3. Students may enter the Media Center before and after school without a pass, but they must have their ID. Students may use the Media Center during their lunch periods without a pass providing they arrive before the late bell.
4. A copy machine is available for duplicating pages from books and magazines at a student's cost. Please bring change.
5. Return all materials to the proper place after use or leave them on the circulation desk.
6. ID cards must be shown to check out books.
7. Books may be kept for two weeks and renewed for another two weeks if there is no waiting list. The book must be re-checked by the computer and re-stamped with the new date by the librarian.
8. Periodic notices indicating fines will be sent to those who have overdue books. Students will be held responsible for all books and materials checked out and must pay replacement cost if lost. The final report card or class schedules in the fall will be withheld until the obligation is cleared.

Atlantic County Institute of Technology

Students may elect to attend the Atlantic County Institute of Technology in Mays Landing. Vo-Tech gives students specialized training in preparation for technical careers. Vo-Tech students will have the opportunity to participate in all extra-curricular and athletic programs conducted at ACHS. While in attendance at ACHS, they will be subject to all rules and regulations as stated in this manual, and to any other rules that may be established by the Vocational School. If a student is suspended from Vo-Tech, they are not permitted to return to ACHS until the suspension is over. The same is true for the opposite.

Athletic Eligibility

Students participating in fall or winter activities must meet the September 1 requirements. Students participating in spring activities must meet the January 31st requirements. All interscholastic athletic activities are governed by the by-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA). The following are the minimum eligibility requirements as stipulated by the NJSIAA bylaws, effective September 1, 1988:

	September 1 (or beginning of 1st semester)	February 1 (or beginning of 3rd semester)
Grade 9		13.75
Grade 10	27.5 credits of 9th grade courses	13.75 credits of 1st semester course in 10th grade
Grade 11	27.5 credits of 10th grade courses	13.75 credits of 1st semester course in 11th grade
Grade 12	27.5 credits of 11th grade courses	13.75 credits of 1st semester course in 12th grade

Beginning with the Class of 2014:

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

The following are the minimum eligibility requirements as stipulated by the NJSIAA bylaws, effective September 1, 2014:

	September 1 (or beginning of 1st semester)	February 1 (or beginning of 3rd semester)
Grade 9		15
Grade 10	30 credits of 9th grade	15 credits of 1st course semester course in 10th grade
Grade 11	30 credits of 10th grade	15 credits of 1st course semester course in 11th grade
Grade 12	30 credits of 11th grade	15 credits of 1st course semester course in 12th grade

Athletic Code of Conduct

The Atlantic City Board of Education has adopted an ATHLETIC CODE OF CONDUCT which may require players and fans who engage in unsportsmanlike conduct and are banned from attendance to:

- Provide a written request to resume participation.
- Provide a written apology to the school board, principal, athletic director, and person(s) who were subject of the behavior.
- Demonstrate the completion of an anger management counseling program. The Athletic Code of Conduct is available in the athletic office.

Atlantic City Board of Education Policy

Notwithstanding the provisions set by the NJSIAA, continuing good academic standing requires that students receive not more than one grade of F during either the period of participation or most recent marking period prior to participation. Any student who receives more than one F in a marking period will be ineligible for participation until completion of a marking period with not more than one grade of "F".

General Regulations:

1. To compete on the athletic teams of ACHS, students must be amateurs as defined by the National Athletic Association.
2. Students may participate for four years after their initial enrollment in ninth grade.
3. Students who have reached their nineteenth birthday before September 1 automatically are barred from further their athletic competition. However, students who become 19 years of age on or after September 1 shall be eligible for the school year.
4. A high school graduate shall not be eligible to represent ACHS in athletic competition.
5. Students who are absent from school on the day of the scheduled athletic event are ineligible to represent ACHS in a practice or game on that day. (Permission to participate can be obtained from the Principal if the reason for absence is not illness or suspension).
6. Students who have been suspended out of school are ineligible to represent ACHS in athletic competition until they have been cleared of the suspension.
7. To take part in competitive athletics, students must have a signed statement of physical fitness satisfying the requirements set up by the school physician.
8. Students must present signed permits from their parents and/ or guardian authorizing participation in competitive athletics.
9. Parents and student athletes are required to sign and follow the NJSIAA Concussion Policy; these forms are available in the Athletic Department. For Current and up-to-date information you can go to: <http://www.cdc.gov/concussioninyouthsports/> and/ or www.nfhslearn.com
10. ACHS is not responsible to students or parents for an accident or injury that may occur during athletic practice sessions or games.
11. Students must have properly completed transportation permits signed by a parent in order to travel to contests away from home. Students must travel to and from away games on school approved transportation.
12. The Board of Education has insurance coverage for all participants in the event of hospital and or surgical expenses. This policy becomes excess over any other insurance you may have. Parents must use their own insurance first. However, there are limits on the policy. If the parent or guardian does not have medical insurance, the Board of Education's policy becomes the athlete's primary coverage.
13. Students are responsible for all athletic equipment issued to them. If students are dropped from or quit a team, they must return all equipment to the Athletic office immediately. Equipment must be returned at the conclusion of the sports season and students may be prevented from participating in another sport until their records are clear in the "Athletic Office". Students may be sent home for the equipment not turned in and they may be charged for the lost equipment. Students cannot compete the same day of ISS.
14. Failure to return school athletic equipment or to make a satisfactory adjustment will be considered just cause to withhold all athletic honors. A report of the failure to return equipment will be made to the Principal, who shall file the charge and treat it in the same manner as a charge for lost books.
15. All athletes and parents must sign a steroid testing policy as per the N.J.I.S.A.A.
16. Students who bring undue notoriety or embarrassment to ACHS may face possible exclusion from athletic events.

Atlantic City High School East Alternative School

The Atlantic City High School East Campus was designed and implemented primarily to benefit

students who have problems adjusting to traditional educational settings. The Atlantic City High School East Campus offers an opportunity for placement of such students in a separate setting and provides an atmosphere conducive to changing patterns and helping the students find success in the educational environment. The major goal is to assist students in the development of self esteem, self control, improved socialization skills, a positive attitude toward learning, task-oriented behaviors and increased academic achievement. The Atlantic City High School East Campus is a school of rules and guidelines designed to help students develop coping skills and a positive attitude.

The Atlantic City High School East Campus is staffed with qualified instructors who have knowledge, compassion and background to teach, counsel and guide students toward these goals. A letter from the Principal or designee of Atlantic City High School indicating placement of the student must be sent to the parent or guardian. The minimum enrollment period is 90 school days. There is no maximum enrollment period. Regular attendance policy and procedures apply. Students must obey all rules. Orientation with parent or guardian and student should be attended prior to enrollment. The Basic Curriculum is offered. The student behaviorally and/ or academically works his/ her way out of the program. Counseling will also be provided to bring about desired behavioral changes in order that the students will hopefully return to the regular class setting with a positive perspective and function in a manner consistent with the expectations of teachers and administrators.