

**Middlesex County Academy
For Allied Health
And Biomedical Sciences**

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Woodbridge, NJ 07095

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Student Handbook

2015 - 2016

This agenda belongs to:

STUDENT'S NAME

Grade _____

Homeroom _____



**MIDDLESEX COUNTY ACADEMY
FOR
ALLIED HEALTH AND BIOMEDICAL SCIENCES**

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STATEMENT ON NON-DISCRIMINATION

In accordance with Federal and State laws and the policies of the board of Education of the Vocational Schools in the County of Middlesex, the Middlesex County Vocational and Technical Schools assure that the benefits, services, activities, programs, and educational and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, sex preferences, handicap, marital or veteran status. Also, lack of English language skills is not a barrier to admission and participation in the program. Further information regarding these policies can be obtained from the Affirmative Action Officer and/or the Compliance Officer
Phone: (732) 257-3300.

NOTICE: SEXUAL HARASSMENT

It is the policy of the Middlesex County Vocational and Technical School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or district affirmative action officer. Filing of grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

FOREWORD

The information included in this handbook has been compiled by a committee of the students of the Middlesex County Vocational and Technical High School under the guidance of a group of faculty members.

In this handbook we have stated some facts concerning our school, which we hope will be an aid for others in making the most of school life. The committee hopes that the students will find this handbook so useful that they will carry it throughout their school life as a ready reference.

TO OUR INCOMING STUDENTS

You are one of the many new students who are entering the Middlesex County Academy for Allied Health and Biomedical Sciences this year. You are probably unfamiliar with your new school surroundings, however, the returning students and the faculty members will soon make you feel as one member of a large family.

There are certain steps you should take in familiarizing yourself with the school and its program. Become acquainted with the faculty, read carefully the information in this handbook and obey the rules and regulations of the school. Try to take an active part in one of the many extracurricular activities as soon as possible.

Your parents are always welcome to come in to discuss your progress in school, at home or to review school records. An appointment must be made with the Guidance Office (732)634-5858 x3024 or x3025 prior to the visit.

The entire faculty is sincerely concerned with your success. Your best efforts, along with the aid of the teaching staff, will assure your fulfilling the purposes of your enrollment in this school.

ACADEMY GOALS

Explore allied health and the biomedical sciences intensively through classroom instruction, field experience and college courses.

Teach and learn an academically challenging and enriched program that develops the strong writing, critical thinking, investigative and research skills needed for success in college and professional careers.

Utilize project-based learning and an interdisciplinary approach in order to enhance learning through connecting big ideas and experience.

STUDENT CODE OF CONDUCT

In order to provide a proper educational atmosphere at Middlesex County Academy for Allied Health and Biomedical Sciences, it is necessary to have certain expectations regarding conduct. Every student should be considerate of the rights and privileges of fellow students and staff members. Keeping these considerations in mind, it is necessary to invoke appropriate disciplinary action for the following general offenses: disruption of school; destruction or vandalism of school property; offensive language, assault and/or battery; fighting; insubordination disrespect; possession and/or use of illegal articles drugs, alcohol, fireworks, concealed weapons, etc.; theft, littering. For these reasons the Board of Education has created a Student Code of Conduct. Each student will be provided a copy of the Code of Conduct.

Middlesex County Academy for Allied Health and Biomedical Sciences believes that there are varying degrees of involvement with many violations. With due consideration for student rights, what will happen to a violator will depend upon the violator themselves and the severity of the offense.

Disciplinary action will generally be within the following categories: Restriction of student privileges; school detention, detention with teacher, in school suspension and/or supervised study; suspension from school: expulsion. The student and his/her parents must fully realize that the general welfare and protection of the entire school population.

STUDENT ID

Students cannot access the building without a student ID. Students must use their student ID to enter the building and wear it at all times during school hours. Students failing to do so are subject to disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

In the interest of maximizing your performance in the Middlesex County Academy for Allied Health and Biomedical Sciences, the following school regulation will be strictly enforced:

- The use of cell phones, iPods and other electronic devices interferes with your education as well as the education of other students and is prohibited in the building during instructional time, passing time and assemblies.
- For purposes of clarification, the term "use" shall mean that the above electronic devices are plainly visible or audible while in the possession of a student in the building.
- The definition of "use" will also include visible accessories, including but not limited to earphones, ear buds, cables, etc.
- In the interest of your education, the faculty or administration will confiscate cell phones, iPods and other electronic devices used in the building as described above. Faculty or administrators expect students to surrender these devices upon the request.
- The devices will be secured and returned to parents at a suitable time.

STUDENT GRIEVANCE PROCEDURES

- Students should discuss the problems with their teachers. Most grievances should be settled at this level.
- Students who have problems, which cannot or are not solved, at the teacher level may go to the guidance counselor, or assistant principal.
- If necessary, the student may discuss his/her problem with the principal,

with or without his/her parents and/or guardians present.

- If a group of students has a complaint it shall be first discussed with class or activity advisor. If not settled at this level, the principal will follow through until a settlement is reached.
- Students shall always be given a fair and reasonable opportunity to present their case. Solutions shall be arrived at after giving all concerned a chance to be heard.

The Board is the ultimate authority, if necessary, in hearing and resolving student grievances.

ATTENDANCE AND LATENESS

Parents or guardians must call the school Attendance office (732)634-5858 x3010 by 9:30 a.m., to report a student absent. Please give the student's name, grade, date, reason for the absence and the expected length of absence. Upon return to school, the student must also present a written excuse from a parent and/or doctor to the Attendance office.

Students' attendance is a common concern for all administrators, teachers, parents and students. While rules and regulations at times appear to be punitive in nature, they are in place to foster regular attendance by students.

Excessive absences, which exceed our attendance standards, endanger promotion and graduation. A student must be in attendance a minimum of 160 of 180 scheduled school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. Students who do not meet the 160 day minimum may receive "No Credit" for the school year. Students enrolled in programs that require a specific number of hours must meet the higher standard established for each program.

The following excuses for absences are acceptable:

- Personal injury or illness
- Death in the family
- Religious holidays
- Required court appearance
- Other special reasons approved by the Principal

Personal business that causes a student to be absent from school requires that a parent provide a written note stating the nature of the business and the day(s) the student will be absent. The written request for excused absence for personal business should be presented to the Principal no later than the day before the student's absence. The request for excused absence for personal business will be verified by telephone. Students should avoid making appointments with doctors, dentists, etc., during school hours.

Each student is responsible for all work missed and must complete this work as soon as possible under the direction of the teacher.

Excessive absences lead to loss of credit. Students have the responsibility to complete all work missed because of absence. Students who are unable to complete make up work by the end of a marking period may receive a temporary grade of "Incomplete" for a marking period. Students who fail to complete work may receive a failure in every subject in which work has not been completed. A student must continue to attend a full schedule of classes even when excessive absences have denied the student credit in one or more classes. Parents will receive attendance letters notifying them of the number of absences their student has accumulated in increments of five days.

Tardiness is defined as not being in an assigned seat or at an assigned station or area at the scheduled time. Three unexcused incidents of tardiness will result in one unexcused additional absence added to the student's attendance record. When a student is tardy more than three times for unexcused reasons during a marking period, a conference with the adult student or parent/guardian will be required.

TRUANCY

Truancy is defined as any unexcused or unexplained absence from school or class(es)/assigned location(s). It generally takes the form of an unexcused/unexplained absence for the all or part of school day. Students will be denied the opportunity to make up the class work for that day.

CUTTING CLASS

Cutting is defined as unexcused or unexplained absence from class or assigned location. Cutting generally takes the form of willful failure to report to one or more assigned classes or assigned location(s) while being present in the school. Students are denied the opportunity to make up the class work for those periods.

ILLNESS OR INJURY

Under normal circumstances, sick or injured students should get permission from the teacher to report to the Nurse's Office. If a teacher sends the student to the Nurse's Office, the student must be given a completed Health Office Pass. Work in classes missed because of illness or injury is the student's responsibility to complete. Students are not permitted to leave the school to buy lunch or for any other purpose.

LEGAL CUSTODY

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the District of any change of the student's custodian. If one parent/guardian has been awarded such custody of

the student by a court, the non-custodial parent/guardian shall present to the building administrator a letter authorizing him/her to accompany the student from school before the student may be released to him/her. The building administrator may take such steps as deemed necessary to ensure that the student is released only to proper custody.

POTENTIALLY MISSING CHILDREN

If daily attendance records indicate a student is absent, and the parent/guardian has not called, a designated person shall attempt to contact the parent/guardian. If no telephone contact can be made, the attendance office shall investigate. If the attendance officer cannot locate the student, he/she shall inform the building administrator, who shall inform the local authorities, if appropriate. If the student who was present in the morning is absent after lunch, the same procedure shall follow.

LOST AND FOUND ARTICLES

A student who finds lost articles should take them immediately to the Attendance office. In similar manner, any student who loses articles should report the loss in writing to the Principal's office. Articles of clothing that are not claimed after a certain period of time are donated to charity.

VISITS TO SCHOOL

Parents are always welcome to come in to discuss their child's progress in school, at home, or to review records. An appointment must be made with the Guidance Office (732)634-5858 x3024 or x3025 prior to the visit to assure that time is reserved for a parent conference. Visitation by individual students from other schools cannot be permitted.

AUTOMOBILES / STUDENT PARKING

Students may park in the Warren Park lot adjacent to the school or on Florida Grove Rd. Students may NOT park in the faculty/staff parking lot, and NOT in the apartment lots because your car can be towed. When a student provides their own transportation and drives to school, or is driven to school, they must arrive on time. Students assume all responsibility for their car and its contents.

FIRE DRILL PROCEDURE

Fire drills are an important part of every school procedure. When the fire bell sounds the signal, all must leave the building according to the Fire Exit Signs posted in all rooms in the building. All windows must be closed, lights out, door shut, before you leave the room. Teachers will take their roll books and take attendance outside. In the interest of your safety, no talking, pushing, or running please. Return to the building is designated by a signal from the Principal.

WORKING PAPERS

Working papers are issued by the Assistant Principal and the Guidance Counselor. Students must have a Promise of Employment to begin the process of completing working papers. Working papers are required for every change of job. Working papers are not necessary to apply for a job.

INSTRUCTIONS FOR STUDENTS WHO ARE LEAVING SCHOOL PERMANENTLY (INCLUDES GRADUATES)

- Students must present a note from parent granting permission to leave school. (A parent conference may be required).
- Notify the office and Guidance Counselor and give reason for leaving.
- Clean out locker.
- Fill out and complete the withdrawal forms exit aid, etc.
- Personally (if possible) return all borrowed books and school property to their respective teachers.

CHANGE OF ADDRESS

A change of address and/or phone number should be reported to the Guidance Office (732)634-5858 x3025 immediately so that proper and up-to-date records may be kept.

MARKING LEVELS

<u>Level</u>	<u>Ends</u>
First Level	Nov. 19, 2015
Second Level	Feb. 4, 2016
Third Level	Apr. 15, 2016
Fourth Level	June 16, 2016

SCHOOL CLOSING FOR INCLEMENT WEATHER

In case of inclement weather, the Superintendent will initiate the Honeywell Instant Alert system that will contact students' parents/guardians by telephone, e-mail, or PDA to announce a school closing or a delayed opening. School closings and delayed openings will also be announced on WCTC (1450 AM), WMGQ (98.3 FM), and Jersey Radio (101.5 FM) radio stations.

NOTE: When it is necessary to close our schools they will be referred to on the radio as: MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS: NOT as Perth Amboy, Woodbridge, New Brunswick or East Brunswick schools. If the announcement does not mention MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, we will be open.

If a DELAYED OPENING is announced, school will begin ninety minutes later than usual. School buses will pick up students ninety minutes later than the usual time.

LOCKER REGULATIONS

Lockers are provided for student use at their own risk. The student assumes responsibility for personal belongings. Do not bring personal items to school where they may be lost or stolen. It is advisable to leave important personal property home. If you bring expensive personal property to school, you do so at your own risk. Any Board of Education property provided to the student that is lost or stolen will be paid for by the student. For purposes of home study and security, it is recommended that students take books home daily. Each student is assigned a locker and combination. Students must not change lockers without permission of the teacher who assigned it.

School lockers are the property of the Board of Education, even when used by students. Lockers are to be inspected periodically, by the instructor issuing them.

Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. (N.J.S.A. 18A: 11-1)

In the interest of maximizing your performance in the Middlesex County Academy for Allied Health and Biomedical Sciences, the following school regulation will be strictly enforced:

- Passing time between classes is two minutes, allowing sufficient time for students to reach all classrooms in the building, if students go directly to the next class.

- Students are provided with lockers in the hallways and gymnasium for storage of books and personal possessions. Locker combinations should not be shared with other students.

DRESS CODE / SCHOOL APPAREL

The Middlesex County Academy for Allied Health and Biomedical Sciences is dedicated to preparing students for professional careers. The Academy expects that students will project a professional demeanor. The Academy is appreciative that the students in the Academy take pride in their appearance, their achievement and their school.

Appropriate clothing for school does not distract, disturb, offend any person, or risk the safety of the wearer.

Clothing that is patently offensive is strictly prohibited and includes, but is not limited to:

- Clothing that promotes drugs or alcohol
- Clothing with lewd or obscene language, pictures, or symbols.
- Clothing with racist, hate, or anti-ethnic messages.
- Clothing that supports violent behavior
- Gang symbols, codes, etc.

Students whose clothing reflects the above offensive language, graphics or symbols will not be permitted to attend classes unless the student:

- Changes clothing.
- Wear a shirt provided by school, (must be laundered before return).
- Go home, change, and return.

Clothing that adequately covers a student's body is another mark of a mature, responsible individual.

To repeat, clothing worn by students must not cause disturbance or distraction to the educational process. Students are expected to wear clothing that reflects maturity, good judgment, and professionalism. Clothing that does not reflect these standards is not acceptable school wear. Questions regarding the adequacy of body covering, male or female, should be referred to a school administrator for corrective action.

Bare feet, "slides" and flip-flops are never proper school attire for the health and safety of all. Shoes must be attached to the feet to be considered safe footwear. Wearing hats is not acceptable with the exception of head covering as required by religious practice.

SMOKING

Smoking is prohibited in the school building and school grounds. The State of New Jersey law prohibits smoking in all public buildings. (Public Law 1990)

SCHOOL HEALTH SERVICES

The School Nurse will be in our school daily (732)634-5858 x3018. In the absence of the School Nurse, students who are ill or require first aid will report to the Guidance Office or Principal's Office.

ILLNESS

In order to prevent the spread of communicable diseases, students with severe colds, flu or sore throats are requested to stay at home and have the parent notify the school of absence.

FIRST AID

Students are required to report all accidents to the teacher supervising the activity no matter how minor so that the student can receive assistance.

MEDICAL TRANSPORTATION

It is the responsibility of the parent/guardian to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

EMERGENCY CARDS

In order that we conform to the wishes of parents/guardians, **2** new emergency cards must be filled out annually for each student and returned for use in emergency situations. Completed cards must be turned in to the homeroom teacher during the first week of school. Additionally, during the school year, 2 new emergency cards must be filled out if there is any change of address, phone number or parent place of employment. Students without emergency cards will not be permitted to participate in school field trips or other activities.

MEDICATIONS

Medication for students in need will be given during the school day (prescription or over the counter) if a note is sent in from a doctor and a parent/guardian. All medication must be in a properly labeled prescription container and brought to the Nurses' Office upon arrival at school. Under no circumstances will any other medication be allowed to be taken in school.

Students who are prescribed self-administered medication for asthma are strongly urged to keep a back up inhaler in the Nurses' Office for emergency. The doctor and the parent must complete special forms for self-administered medication.

COMMUNICABLE DISEASES

Students returning to school after recovering from a communicable disease must be readmitted through the School Nurses' Office.

HEPATITIS

The State of New Jersey requires the immunization of all high school students against Hepatitis B as a condition for enrollment for the school year. Students who do not comply with the state regulation will not be able to obtain working papers or participate in sports. Those who have not received the three required doses will be excluded from school in the fall.

TUBERCULOSIS TESTING

State regulations for tuberculosis detection require testing of those students entering school from another state or country with no valid record of a previous interdermal tuberculosis test within the past six (6) months.

Those students with a history of a positive reaction are required to have their initial follow-up physician report on file in the Nurses' Office.

SCOLIOSIS SCREENING

According to New Jersey State Law, yearly screenings are provided to all students. If for any reason the parent or guardian prefers to have this screening done privately, they must notify the Nurses' Office.

PHYSICAL EXAMINATIONS

All 9th and 11th grade students as well as new students at the Middlesex County Academy for Allied Health and Biomedical Sciences are required to have a physical examination upon entrance to the school. If, for any reason, the parent or guardian wishes that the student have the examination done by the family physician, the parent must sign and check the appropriate box on the reverse side of the emergency card. A school medical form will be mailed home by the school nurse (732)634-5858 x3018 and is to be returned by the noted due date.

PHYSICAL EDUCATION MEDICAL EXCUSE PROCEDURE

If, for any reason, you cannot participate in the full gym program, a note must be brought from home. If this disability extends for more than five (5) school days, a doctor's note must be submitted indicating the length of time you are to be excused. The note should be brought to the school nurse for recording.

Under no circumstances are students with medical excuses allowed to participate in gym activities. Students must remain where assigned unless excused by the teacher in charge.

All doctors' notes to be excused from or limit Physical Education participation must be renewed, in writing, each school year. Sports physicals are provided by the school doctor for all students returning with a completed permission form from their parent/guardian to the school nurse. A sport physical is only good for one (1) school year.

GENERAL SAFETY RULES

RULE: IF ANY STUDENT IS PERFORMING CAREER MAJOR OPERATION REQUIRING THE WEARING OF SAFETY GLASSES, ALL PERSONS IN THE CAREER MAJOR SHALL WEAR SAFETY GLASSES.

- Do not attempt to operate equipment unless instructed by the instructor.
- Obey warning and danger signs.
- Don't take chances. If you are not sure about what you are to do – ASK YOUR INSTRUCTOR.
- All injuries, no matter how slight, must be reported to your instructor. The School Nurse will give first aid at the Nurse's Office.
- Students who do not follow these rules may not work any place where they may cause injury to themselves or others.

SAFETY COUNCIL

As safety is the primary responsibility of the Career Major instructor, the naming of Safety Council members is the responsibility of the instructor. During the second week of school the instructor submits the names of two students who will act as members of the council.

The Career Major Safety Council member has the job of assisting the Career Major instructor to avoid accidents in the Career Major.

TRANSPORTATION

This is a county school. This means that students come to us from many districts within the county, and in some cases, from out of the county. Some sending districts provide transportation to and from school in the form of special buses. If your local district does not provide a bus on a day when this school is open, you must get here on your own, on time, or be marked absent. The same principle

applies when your local district has a delayed opening and this school opens at the regular time. Additionally, when a student provides their own transportation and drives to school, or is driven to school, they must arrive on time.

While riding to and from school, we expect our students to conduct themselves properly. Misconduct on buses will not be tolerated.

Students excluded from bus transportation will have to provide their own transportation. Parents will be notified.

In some cases, districts arrange for their students to ride public buses. We expect bus students to comply with the rules and regulations governing public carriers and to conduct themselves in an orderly fashion.

CAFETERIA

Our school cafeteria will serve breakfast and lunch daily. Breakfast will be served each morning from 8:15 to 8:45 in the cafeteria - no late breakfast can be served.

All students must report to the cafeteria for lunch. When students leave the cafeteria after lunch, they must go directly to class. All food must be consumed in the cafeteria. No individuals will be permitted to carry food or drinks out of the cafeteria.

To remain in compliance with the Federal Lunch Program, no food, with the exception of lunches prepared at home, may be brought into or delivered to the building for student consumption.

For your safety students are not permitted to leave the school premises (which includes the park) during lunchtime.

GRADUATION REQUIREMENTS

All students will take academic, elective, physical education and health classes, plus career major classes each year for four (4) years. Students must pass all Allied Health and Project Lead the Way courses to continue to the next grade level. To receive a high school diploma, students must fulfill all Board of Education and New Jersey State Department of Education requirements, as well as passing the State mandated HSPA.

Student progress toward a diploma is based on the achievement of objectives. If a student is successful in achieving the objectives established for the course, he/she passes. If the student successfully achieves the objectives established for all the courses in his specialized program, he/she is eligible to graduate.

The occupational curricula are structured with specified requirements. A student choosing a career major has chosen a specialized curriculum. All courses are required.

GRADING SYSTEM FOR ACHIEVEMENT

A+ (98-100) **A** (92-97) **A-** (90-91)

B+ (86-89) **B** (82-85) **B-** (80-81)

C+ (76-79) **C** (72-75) **C-** (70-71)

D (65-69)

F (Below 65 - FAILING) Minimum Grade 50

I = Incomplete

M = Medically Excused

ACADEMIC INTEGRITY/HONOR CODE

The Middlesex County Academy for Allied Health and Biomedical Science is a learning community in which the students, parents, faculty and administration share common values and beliefs in the pursuit of a superior education. The members of the learning community recognize that the values of truth and trust are essential in every student's education. The members of the learning community also accept as true the belief that honesty, integrity, and dedication to excellence are the benchmarks of academic and professional character and performance. Violations of the stated values and beliefs are unacceptable and cannot be tolerated.

Violations: Violations of the Honor Code are acts of academic dishonesty and include but are not limited to: plagiarism, cheating, fabrication, aid of academic dishonesty, lying, sabotage, bribery or threats pertaining to academic matters, or an attempt to do any of the aforementioned violations.

Academic Dishonesty: Any of the following acts, when committed by a student at the Middlesex County Academy for Allied Health and Biomedical Sciences, shall constitute academic dishonesty:

Plagiarism: Portrayal of another's work or ideas as one's own;

Cheating: Using unauthorized notes or study aids, allowing another party to do one's work/exam and turning in that work/exam as one's own; submitting the same or similar work in more than one course without permission from the course instructors;

Fabrication: Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor;

Aid of Academic Dishonesty: Intentionally assisting, or allowing another student to plagiarize, cheat, or fabricate;

Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission;

Sabotage: Destroying, altering or concealing the data, research or resources **of another student in order to gain an unfair advantage;**

Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty;

Threat: An attempt to intimidate a student or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

(Definitions adapted from the University of Colorado at Boulder Honor Code)

Sanctions: The consequences of Honor Code Violations shall be:

Zero Grade: Students found in violation of the Honor Code will receive a zero for the assignment/test/quiz without opportunity to make up the grade.

Parent Conference will be required following a violation of the Honor Code.

Record of a student's history of violations will be kept on file in the student's Permanent Record.

Eligibility: A student may become ineligible for induction into the National Honor Society. Students may be ineligible for induction and/or suspended from participation in other school activities and organizations.

Letters of Recommendation Students may become ineligible to receive letters of recommendation for colleges and universities from administrators, guidance counselors and instructors.

(Adapted from the approved Honor Code of the Middlesex County Academy for Science, Mathematics, and Engineering)

FINAL EXAMINATIONS

Final examinations are given at the end of the school year in all subjects. The SOCAT Test will be given to every senior class student. The underclassman students will take the District standardized final examination. The final examination is important and can make the difference between passing and failing for the school year.

INTERSCHOLASTIC SPORTS

The interscholastic sports program includes the following Varsity and Junior Varsity teams:

- Fall – Soccer (COED)
- Winter – Basketball (Girls)
- Spring – Softball (Girls)

All students are encouraged to try out for these teams provided they meet the physical, academic and attendance requirements.

SCHOOL CLUBS & ORGANIZATIONS

School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained from the Principal's Office. At the present time the following clubs are included at the Academy:

- | | |
|------------------------|-----------------------|
| National Honor Society | Spanish Honor Society |
| Student Council | Yearbook |
| HOSA | Model UN |
| School Newspaper | Interact Club |
| Science League | |

STUDENT FEES AND ASSESSMENTS

Textbooks - It is reasonable to assume that a textbook would have a five year life under ordinary usage. With the very high cost of replacement of books and the need to preserve our resources, students will be responsible for replacement or payment for textbooks rendered unusable within the five year usage life, prorated by the age of the book.

New Book	100%
2 years old	80%
3 years old	60%
4 years old	40%
5 years old	20%

Lost Student ID / Access / Smart Card - \$10.00 fee to replace Student ID / Access / Smart Card.

Media Center - Overdue books will be assessed a fine of \$0.05 per day until the book is returned.

IMPORTANT PHONE NUMBERS

Principal: (732)634-5858 x3016

Main Office: (732)634-5858 x3035

Vice Principal: (732)634-5858 x3022

Guidance: (732)634-5858 x3024 and x3025

Nurse: (732)634-5858 x3018

Attendance: (732)634-5858 x3010