



# **STUDENT HANDBOOK**

**2016-2017 School Year**

The purpose of this handbook is to provide information regarding the operation of our school. It is intended to serve as a helpful resource to students, parents, school staff and the Board of Directors. Included you will find information regarding the school’s policies, practices, and procedures.

Throughout the handbook we will make reference to “parents”. This includes anyone who serves in a parental type role for a student (parents, custodial family members, host family, etc.). It is very important that you review this information as a family unit. We hope you will take the time to read the following pages and understand the inner workings of our school. The goal of this document is to clearly state the school’s expectations and to support students in being successful.

Please contact our office should you have questions or need further explanation.

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## School Profile

The Raymond J. Lesniak Experience Strength and Hope Recovery High School (E.S.H.) opened in September of 2014 and is the first public recovery high school in the state of New Jersey. E.S.H.'s mission is to create an environment where education and recovery go hand in hand. Through the tireless efforts and dedication of many individuals and entities, that mission has come to fruition.

The Governor's Council on Alcoholism and Drug Abuse Task Force Report has identified recovery high schools as a key element in combating dramatic increases in drug use among adolescents, treatment admissions, and overdose deaths in the state. Recovery high schools are secondary schools that include recovery support services as a fundamental part of their curriculum.

Prevention Links, a prevention agency in Union County, has been the driving force behind the creation of the recovery high school. Their advocacy, programming, and fundraising efforts are what made the program possible. Prevention Links seeks to foster healthy, sustainable communities by empowering people through education, collaboration, and linkage to resources. E.S.H. is a natural outgrowth of this mission.

Following an alternative high school model, E.S.H. is part of the Union County Vocational-Technical School District (U.C.V.T.S.). As a NJ Vocational Technical District-affiliated program, we will offer high-quality education and enrichment to our students. In addition to offering an educational program aligned with the state curriculum, E.S.H. will build on classroom experiences to help students expand their horizons, contribute to their communities, and have fun in recovery. The Union County Vocational - Technical School and Prevention Links are committed to building a collaborative culture in which we work interdependently while also assuming a collective responsibility for the learning of all students through the following goals:

- Support sustained recovery, through a healthy school environment and holistic recovery supports
- Provide a quality education, addressing the varied learning styles of each student and improving all students' academic skills so they can maximize their post-high school options
- Offer college and career readiness counseling aligned with post-secondary goals.

### UCVTS Mission Statement

The Union County Vocational-Technical School District is dedicated to advancing the learning and well being of all students. A quality learning experience is provided that fosters democratic values, risk taking and a love of learning. We are committed to developing students' career, decision-making and employability skills. Equal treatment, fairness and respect for diversity are taught and modeled by all. Our faculty guides students to understand the competing demands and responsibilities that are part of the world of work and to embrace a practice of life-long learning

## **Union County Board of Chosen Freeholders**

Bruce H. Bergen, Chairman

Sergio Granados, Vice-Chairman

Linda Carter

Angel G. Estrada

Christopher Hudak

Modamed S. Jalloh

Bette Jane Kowalski

Alexander Mirabella

Vernell Wright

Alfred J. Faella, County Manager

## **Union County Vocational -Technical Schools Board of Education**

Jane Lorber, President

Lawrence Caroselli, Vice President

Jean Perkins, Board Member

Roger A. Jinks, Sr., Interim Executive County Superintendent

Janet Behrmann, Board Secretary

Robert F. Varady, Board Attorney

Edward H. Mellage, Board Treasurer

## **Union County Vocational –Technical Schools Chief School Adminsitrators**

Peter A. Capodice, Superintendent

Gwendolyn Ryan, Assistant Superintendent

## **E.S.H. Recovery High School Advisory Board**

Pamela Capaci, CEO Prevention Links

George Pizzo, Immediate Past President

Tom Eagan

Christopher Sorrenti

Peter A. Capodice

Stanley Neron, Board President

Larry Williams

Dominick Coppola

Clinton Miller

Gwendolyn Ryan

## Our Vision

Create an environment where education and recovery go hand-in-hand.

### As an educational and recovery community the staff and students at The Raymond J. Lesniak Experience Strength and Hope Recovery High School (ESH Recovery HS) value:

- **EXPERIENCE-** We are committed to learning, growing and discovery, both academically and personally. We celebrate our *diversity* in learning styles, life experiences, family backgrounds, cultures, relationships, strengths, and challenges.
- **STRENGTH-** We have boundless potential, with the motivation and drive to accomplish our goals. We are positively charged to overcome challenges and obstacles, as my future is my priority. We are *accountable* in word and actions knowing that we are all products of our decisions.
- **HOPE** - We recognize the potential in each of us to achieve success and happiness, taking responsibility for our safety, our actions and our future. We *respect* and care for ourselves, each other, and our environment.

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## Contact Information

**The Raymond J. Lesniak Experience Strength and Hope Recovery High School**

**Main number..... 732-381-4100**

**Fax number.....732-381-0140**

Syreeta McClain – School Administrator  
[smcclain@ucvts.tec.nj.us](mailto:smcclain@ucvts.tec.nj.us)

Pam Capaci- Chief Executive Officer  
[pcapaci@preventionlinks.org](mailto:pcapaci@preventionlinks.org)



# 2016-2017 School Year & Holiday Schedule

## SEPTEMBER, 2016

**S=19 days / T=21 days**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER, 2016

**S=19 days / T=19 days**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER, 2016

**S=18 days / T=18 days**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER, 2016

**S=17 days / T=17 days**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY, 2017

**S=20 days / T=20 days**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- First Day of School - Students
- District Closed
- Staff Development
- Schools Closed - Holiday
- Early Dismissal

## SEPTEMBER, 2016

- 1 First Day - Staff Development
- 2 Staff Development #2
- 5 DISTRICT CLOSED Labor Day
- 6 1<sup>st</sup> Day for Students

## OCTOBER, 2016

- 3 DISTRICT CLOSED Rosh Hashanah
- 12 DISTRICT CLOSED Yom Kippur

## NOVEMBER, 2016

- 10 SCHOOLS CLOSED NJEA Convention
- 11 " " "
- 23 12:24 P.M. Student Dismissal
- 24 DISTRICT CLOSED Thanksgiving Holiday
- 25 " " "

## DECEMBER, 2016

- 23 12:24 P.M. Student Dismissal
- 26 DISTRICT CLOSED Winter Recess
- 27 " " "
- 28 " " "
- 29 " " "
- 30 " " "

## JANUARY, 2017

- 2 DISTRICT CLOSED Winter Recess
- 16 DISTRICT CLOSED Dr. Martin Luther King, Jr. Holiday

## FEBRUARY, 2017

- 17 SCHOOLS CLOSED Staff Development #3
- 20 DISTRICT CLOSED Presidents' Day

## MARCH, 2017

### APRIL, 2017

- 7 12:24 P.M. Student Dismissal
- 10 SCHOOLS CLOSED Spring Recess
- 11 " " "
- 12 " " "
- 13 " " "
- 14 DISTRICT CLOSED Good Friday

### MAY, 2017

- 29 DISTRICT CLOSED Memorial Day

### JUNE, 2017

- 19 12:24 P.M. Student Dismissal/ Graduation Last Day for Students
- 20 Last Day for Faculty

The District may close for a number of days each year due to inclement weather. If more than *four* days of school are cancelled, the calendar will be revised. Additional "snow days," if needed, will be taken from vacations in the following order: 4/13, 4/12, 4/11, 4/10, and 4/7 (half-day). School could be extended in June, if necessary.

PLEASE BE AWARE OF THIS WHEN PLANNING VACATIONS OR MAKING TRAVEL ARRANGEMENTS.

## FEBRUARY, 2017

**S=18 days / T=19 days**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## MARCH, 2017

**S=23 days / T=23 days**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL, 2017

**S=15 days / T=15 days**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY, 2017

**S=22 days / T=22 days**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE 2017

**S=13 days / T=14 days**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**S=Student Total Days = 184  
T=Teacher Total Days = 188**

**Board of Education Approved:  
May 23, 2016**

*Note: The Raymond Lesniak Experience Strength and Hope Recovery High School follows the Union County Vocational Technical School district schedule in regards to school closings, early dismissals and late starts due to bad weather conditions. For information on school cancellations, early dismissals, or late starts, please listen to WBZ, AM 1030 or watch the local news. Extenuating circumstances and/or inclement weather may require that changes be made to the calendar during the year. Staff will be sure to keep you informed.*

# School Policies

## **Adult Status**

Students who reach the age of (18) are subject to the same rules and regulations as other students, including signed authorizations from parents, i.e. notes for absences, early dismissal, permission slips, medication administration, etc. “Persons 18 years of age are considered to be an adult as per chapter 81, Laws of 1972 State of New Jersey. Title 18:A:37-1 states; “Regardless of age, students in the public school shall comply with all established rules of the government or such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them.”

## **Bus Transportation and Safety**

Students are reminded that the bus driver has a responsibility for passenger safety. Riding the bus is a privilege, not a right. Misbehavior on buses or at bus stops may result in suspension of bus privileges. Students will still be required to attend school. Students may not ride on buses from other towns or districts. Pupils are requested to be at their pick-up spots before the arrival of the bus. Horseplay, littering, throwing things on the buses will not be tolerated.

## **Identification Cards**

The Board of Education recognizes school building security measures are important for the safety and welfare of all. As such, the Board requires all pupils to wear school district issued identification cards around their necks. Identification cards should be visible at all times and worn using a district-issued lanyard. A pupil must present the card to any school staff member or school security officer upon request.

## **Acceptable Use Policy-Network**

All KNet users must read and sign the Acceptable Use Policy annually before gaining access to any network resources. UCVTS Acceptable Use of Computer Networks/Computers and Resources Policy is: the intent of the Union County Vocational-Technical Schools (UCVTS) to make the KNet (Kean University/Union County Vocational Technical Schools Network) available to students and staff in order to promote personal and academic growth in information gathering techniques, critical thinking skills, and communication skills.

The term KNet pertains to all computers and peripherals that are connected to the KNet infrastructure, including network folders, e-mail, Internet access and software programs sanctioned by the district. The following regulations shall apply equally to students, employees, volunteers, and contractors employed by the District. KNet is not for private, commercial or business use or to promote political or religious ideologies or illegal activity. Filtering software is now in use on all computers with access to the Internet. Use of KNet to access or process sites of the following nature is prohibited:

Violence/Profanity, Partial Nudity, Full Nudity, Sexual Acts, Gross Depictions, Militant Extremist and Questionable/Illegal/Gambling. Sending material via KNet that is likely to be offensive or objectionable is prohibited. KNet users must respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others. KNet users must not share individual

accounts with anyone. Users must either log off or lock any unattended workstations. The illegal installation of copyrighted software and unauthorized executable files on district computers is prohibited. The building administrator or the technology department must approve any software installation on KNet.

1. KNet user accounts are work in progress accounts. Users are urged to make archive and backup copies of all files. Users should realize that network use (e.g. WWW, email, etc.) is logged and is subject to administrative monitoring/review at any time.
2. Users are responsible to take precautions to prevent viruses on KNet equipment. KNet is not responsible for any damage caused by files taken from KNet.
3. District technology equipment is not to be reconfigured or relocated without the approval of the building principal, coordinator of technology and the superintendent. Any non-district equipment that is added to the existing technology topography without the approval of the building principal, coordinator of technology and superintendent, will be considered district equipment and will be subject to confiscation.
4. Any district hardware/software/peripherals that are signed out for temporary use must be returned within two weeks, unless the building principal and/or technology department grants an extension.

All technology is for work related or educational purposes only. Disciplinary action for violation of this Acceptable Use Policy may include, but is not limited to, the loss of an account for a limited or extended period of time (depending on the offense) and/or a reduction of access to computer labs.

Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of the Union County Vocational-Technical School District. Any questions or issues regarding this policy should be directed to Union County Vocational-Technical School District Administration. \*\*Please see laptop use policy and NJ Virtual School policy.

### **Plagiarism**

Presenting the work of another person, as one's own is not only unethical but also illegal. Students caught plagiarizing will face harsh disciplinary action including but not limited to loss of credit on the given assignment, and expulsion from school honor societies. Students allowing others to copy their work will be subject to the same consequences. Refer to your school administrator for specific procedures.

### **Emergency Closing Information**

In the event of heavy snow, icy roads, or other inclement weather conditions, information regarding school closings will be available through our Honeywell Alert System, or over broadcasts from the following radio and TV stations: WNJN -- 101.5 FM WERA -- 1590 AM WCTC -- 1450 AM WCBS -- 880 AM WMGQ -- 98.3 FM Channel 5 TV

### **Fire Drill Procedure**

When the Fire Alarm sounds all students and staff should report to the designated meeting area outside the building and await further instructions. Students are to leave books, bags and other items in the classroom (exception: purses) and are not allowed to stop at the lockers on the way out of the building. Faculty should turn off the lights, shut the door and take their attendance / grade books with them. Attendance should be taken again once outside. Students and Faculty should stand together quietly in a group and wait for further instructions. Students who are not currently with their class should exit the building at the closest exit and then walk around the outside of the building to where their class is

assembled.

### **Food in Building**

Any individual /group wanting to bring food into a building must get prior permission from the administration. NO FOOD or DRINKS are allowed at any computer station or in the hallways. Drinks must be in a plastic / sealed container. The selling of food during the course of the day is prohibited. This includes cookies, candy, soda, pizza, etc. Please be aware that some students have food allergies and could be seriously harmed by exposure to food allergens.

### **Lunch**

During their designated lunch period all students will report to the cafeteria. Students will be allowed outside when the weather is appropriate only if a faculty member is available for supervision – no students are to be outside or in the hallways unsupervised. Students are responsible to clean-up their lunch area/after themselves.

### **Notice of Parental Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Union County Vocational - Technical School provides parents written explanations of the FERPA provisions regarding the release of directory information about the student, notice of parent's rights to prevent the district from releasing any or all directory information about the student without the parent's prior written consent, and notice of the parent's right to prevent the district from releasing a high school student's name, address, and telephone number to a military recruiter, college, or university without the parent's prior written consent.

### **Searches**

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia or missing/stolen items. Entering the ESH property constitutes consent to searches. Students are expected to cooperate in such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work areas, purses, wallets, and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of this Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment and the student's refusal to consent may result in expulsion. No student will be touched as part of the search or detained without his/her consent. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

### **Accountability**

We believe the success of each student and the school as a whole is built on the foundation of accountability. It is each student's personal responsibility to hold classmates accountable for relapse, noncompliance with the code of conduct and other recovery-related issues. We encourage students to hold each other accountable in "check-in" or in the presence of a staff person. Keeping secrets for other student may be grounds for disciplinary action. \*\* Please see relapse policy.

## Service Work

We help support the recovery goals of each student by providing monthly opportunities for service work. Service work is a requirement of our school programming. These are school-wide activities that promote recovery and the idea of “giving back” to the community.

## **Academic Policies**

Students who graduate from ESH receive official high school diplomas issued by their home school (the school they attended prior to enrollment at ESH). In order to earn their diploma, students must fulfill the credit requirements of their home school district.

### **ESH Passing Grade Scale**

<b>A+</b>	97 & >	<b>B+</b>	89.9-87	<b>C+</b>	79.9-77	<b>D+</b>	69.9-67
<b>A</b>	96.9-93	<b>B</b>	86.9-83	<b>C</b>	76.9-73	<b>D</b>	66.9-63
<b>A-</b>	92.9 -90	<b>B-</b>	82.9-80	<b>C-</b>	72.9-70	<b>D-</b>	62.9-60

## **Attendance**

### **Attendance Policies and Procedures**

- Students must notify the Administrator with any planned absences or tardiness at least 24 hours in advance. The Administrator may be reached at (908) 737-5431
- A note verifying an excused absence or tardy must be handed in the following day
- If a student is sick and unable to attend school due to any unforeseen circumstance, he/she (or his/her parent or guardian) must notify the Administrator as soon as possible

### **Attendance Requirements**

- Students may not exceed 4 absences total from each class each quarter. Extenuating medical circumstances will be considered.
- If a student exceeds allowed absences in a quarter they will subject to the Attendance Review Committee.
- Regardless of the reason for the absence, it is the student’s responsibility to follow up with each teacher on missing work
- If a student arrives more than half way through the day, they will be marked absent for the day
- If a student arrives late from break or lunch, the student will be required to stay in for break or lunch the following day.

### **Excused Absences/Tardiness**

- **Students will receive a 1 hour after school detention for every 3 tardies.** If detentions are not served, further consequences will be imposed at the discretion of the School Administrator.
- The student has an emergency doctor’s appointment that cannot be scheduled during non-school hours (student must present an official doctor’s note to verify)
- Student has a doctor-verified illness or injury that prevents him/her from attending school

- (student must present an official doctor's to verify)
- Student has a court appointment that cannot be scheduled during non-school hours (student must present an official note or summons from the court to verify)
  - Student is absent due to a verifiable family crisis (e.g. a death in the immediate family)

\* Please schedule all vacation plans during the regularly scheduled school breaks or at the end of academic year. School absences due to family vacations will not be excused.

**Early Dismissal**

If a student needs to leave school early he or she must sign out in the office and must provide documentation (see excused absences) verifying the reason for the early departure. An early dismissal will be counted as an absence (excused or otherwise) if it occurs before 11:30. Leaving school without permission and appropriate documentation is considered truancy (skipping) and is a zero tolerance offense.

# Program Components

## **NJ Virtual School /Classroom Instruction**

NJVS is an online based educational experience, providing students with a self-paced structure taught by highly qualified New Jersey State teachers. All curriculums are aligned with the Common Core State standards, which includes an interactive design for providing extra help and encouragement to assist with student success. There are various levels of instruction, remedial through honors level, each student operating with an individualized learning plan developed to ensure academic progress. Students are assigned to courses based on their home school graduation requirements and their academic skill level as indicated by their initial assessment and standardized test scores they submit to ESH during the application process.

ESH High School administrator and academic instructor will be onsite to facilitate and monitor student progress in computer lab and online instruction. All Internet Acceptable Use Policies are expected to be followed during Online Learning. Lab hours for completing courses online will be offered during scheduled school hours.

The school administrator serves as the point-person for communication with each student's home school as a mediator in student-student and student-staff disputes, and is available to assist with other education, emotional and social issues that students experience.

## **College and Career Planning**

ESH Counselors and academic staff work with students throughout the school year to develop plans for post-secondary education, training, and/or employment. They receive assistance & support throughout the college admissions process including: SAT preparation & registration, scholarship applications, financial aid, college essays, and understanding the enrollment process. Interested students may receive assistance in applying for services that provides support to young people in recovery who wish to pursue college, career, and training opportunities.

## **Recovery Mentorship**

The Recovery Mentor serves as the point-person for all recovery related issues including outside recovery work, drug-testing, relapse response, & recovery meetings. Students meet with a Recovery Mentor counselor on a regular basis to monitor progress toward graduation and post-graduation goals.

# RECOVERY POLICIES & SUPPORT

ESH is a learning environment.

All students must demonstrate commitment to both their education and their recovery.



- 1) In order to enroll in ESH Recovery HS, all prospective students must be clean and sober prior to their school start date and must be able to show evidence of their sobriety in the form of monitored drug test results.\*
- 2) Students are required to be clean and sober while attending ESH Recovery HS.
- 3) All enrolled students must work with the ESH Recovery Counselor to develop an individualized Recovery Plan. In the event of relapse, the Recovery Plan may be revised to provide increased support for the student.
- 4) Students must participate fully in substance abuse recovery programming offered at ESH.
- 5) Students must attend a minimum of 2 self-help (e.g. AA, NA) meetings (or equivalent outside activities) each week.
- 6) In order to attend ESH Recovery HS, students must be in average good health. ESH is handicap-accessible. ESH is further committed to making reasonable accommodations for anyone with a disability. Personal care attendants are required to follow all of the policies of ESH Recovery HS.
- 7) Prospective students are expected to answer all questions honestly during the interview process. This will enable ESH staff to work most effectively with applicants while they await enrollment decisions and if/when they are admitted to ESH Recovery HS.

\*ESH may be able to provide drug testing services to prospective students who are not receiving drug testing elsewhere

## Commitment to Recovery

All students who enroll in ESH must be committed to and participate in an on-going recovery program. As part of this process, students have to be alcohol and drug free prior to admission to the school. During the orientation process students must consent to and sign the drug testing policy which requires pre-admission urine screening. As part of this policy, once students are enrolled they will also be tested randomly as well as upon reasonable suspicion of relapse. Additionally, all students must be willing to participate in all recovery based activities included as part of the program model. Status of students who relapse will be reviewed as part of the relapse policy created and signed as part of the orientation process.



# Relapse Policy

ESH Recovery HS recognizes that addicted persons often exhibit certain behaviors which have been understood to a) signal relapse, b) lead to relapse, and/or c) signal an unwillingness to pursue an education at ESH Recovery HS. These behaviors can include lying, excessive tardiness, sleeping at school, excessive absences, not completing schoolwork, and disrespect toward school staff, peers, and school policies. These, "relapse behaviors" can be used as grounds for enactment of the relapse policy. Certain checks, including random drug screens, have been established to monitor student sobriety and will be used in conjunction with staff observance of relapse behaviors to hopefully lay the groundwork for long-term recovery.

## **In all cases of suspected or confirmed relapse:**

- The student's parent or guardian will be notified immediately and is required to attend a meeting with their child and school staff within one school day to determine how to best support the student's recovery going forward
- Recovery is considered the first priority for all ESH students. Post relapse action plans will vary based on circumstances and, in some circumstances, may require a student to be absent from the school community for a period of time.
- Any student who is removed from the ESH community due to relapse will be subject to a relapse/re- entry contract upon their return to school as well as a revised recovery plan that may include an increase in the frequency of drug testing, verification of meeting attendance, and/or changes to outside therapy/counseling routines
- Any student who is removed from the ESH community due to relapse who is in good academic standing will be counted as an excused absence and may be provided coursework during treatment.

## **Self-reported relapse:**

- Honesty is highly valued at ESH Recovery HS, and while we do recognize relapse as a need for a more intensive or varied recovery approach, we are also able to support students who self-report relapse to return to the ESH community sooner unless it is determined that to do so would jeopardize the safety of the student or the recovery community.

# Commitment to Ongoing Recovery

All students adhere to the following guidelines

- Maintain abstinence from drug and alcohol use
- Maintain attendance to an outside community that supports recovery (i.e. 12-step, SMART)
- Participate in the Prevention Links Recovery Mentor Program
- Report his/her own relapse and/or the relapse of any fellow student to the school principal or recovery counselor immediately so that he/she/they may receive help and support.

Additional guidelines applicable to some students

- As part of our program, students will be introduced to various recovery support models. As such, our students are asked to attend recovery meetings both during and outside of the school day. The goal of this is to introduce student to a community-based recovery support system.
- Some students may also be asked to receive more frequent drug tests during their first month of attendance. This will be determined on a case-by-case basis by the school staff.

## **Recovery Support**

Recovery mentors are available to students throughout the school day for emotional/therapeutic support. Teachers may request a student receive support OR the student may request it. Regardless of the reason for getting support, students who are out of class will be required to make up any missed work. Staff members will communicate important information regarding student support to parents and teachers via email. A student's appropriateness for enrollment at ESH may be reassessed if their therapeutic needs are consistently interfering with their academics or ability to be at school.

## **Mentor Program**

The purpose of the Recovery Mentor Program at our school is to provide students with a supportive peer relationship with someone who entered recovery at a young age. Mentors provide students with experience and encouragement in a non-directive, supportive manner. Mentors meet with students twice a month for a few hours to talk and engage in a one-on-one activity, usually on a weekday evening. One weekend afternoon per month, all students and mentors will meet outside of school for a group activity.

An on-site recovery mentor is also available as a resource for students during the school day. The on-site mentor will facilitate several groups during the week during which students can discuss any issues relating to school or recovery and is available to meet with students individually as needed. The mentor will also oversee a weekly 12-step meeting. This meeting follows the AA speaker meeting format and is intended to give students additional exposure to various self-help programs and the 12-step model.

## COMMITMENTS

### **ESH Recovery HS commitment to students:**

- We create a supportive and enthusiastic environment for your recovery and education.
- We work collaboratively to support your emotional, social, mental, physical and spiritual development.
- We offer opportunities for daily contact with recovery counselors and mentors so you can work through issues that may stand in the way of your education and recovery.
- We offer random and frequent drug testing for accountability and compliance with our Mission.
- We will listen to you and hold you accountable with respect and concern.

### **ESH Recovery HS commitment to parents:**

- We will treat your teen with acceptance and respect.
- We will do our best to answer phones and emails during school hours.
- We will return your calls within one business day if you leave a message.
- We will work with your family to ensure the safety and well-being of your teen.
- We will provide support through collaboration with psychiatrists, educational consultants and other professionals as needed.
- We will be clear and consistent with disciplinary consequences and create recovery contracts for your teen, as needed.
- We will be open to any feedback you have regarding your teen's education and development.
- We will provide services and activities to prepare your teen for life beyond high school (e.g., college guidance counseling, study preparation, resume building, vocational counseling, and one year goals).

# **Rules and Expectations**

The Raymond Lesniak Experience Strength and Hope Recovery High School, has policies and procedures in place in order to ensure that ESH remains a safe place that fosters education, produces productive members of society, and maintains a positive recovery culture. Additionally, we are committed to being good neighbors to Kean University's faculty, staff, students and community that share the campus. ESH Recovery HS is dedicated to treating its students as adults and allowing them to determine their own futures. Failure to comply with the following basic rules and expectations will be handled with the appropriate disciplinary action.

## **Plagiarism**

ESH Recovery HS does not tolerate plagiarism in any form. Anyone caught submitting plagiarized work will be given a failing grade and risks suspension from school.

## **Violence**

Acts of violence, violent confrontations and/or threats of violence will not be tolerated by ESH Recovery HS students. We believe that, however difficult, only peaceful resolution to conflict can and must be utilized. Violence among students in any form in any setting will lead to termination from the program.

## **Weapons**

Any student with a weapon or object intended for use as a weapon will be terminated from the school in accordance with public school regulations. Weapons will be confiscated by staff and all necessary law enforcement officials and guardians will be notified.

## **Possession or Sale of Drugs or Illegal Substances**

The possession of or sale of illegal substance at ESH Recovery HS is prohibited. Strong circumstantial evidence of the possession or sale of drugs is grounds for expulsion.

## **Harassment/Sexual Harassment**

Harassment of any kind will not be tolerated at ESH Recovery HS. Sexual harassment consists of unwanted and unwelcome sexual attention including but not limited to; looks, gestures, comments, jokes, physical contact and requests. If any student or staff member feels they are being harassed, they should label it as such, demand that it stop, and discuss the incident with a counselor or staff person. Students or staff members who perpetrate harassment will be subject to disciplinary and/or legal action.

### **Respect**

At ESH, we believe that everyone has a great deal to offer each other and the world beyond our school. Education is important in enabling students to achieve their potential. As staff, we come to school to teach, counsel and learn. This process can only take place in an atmosphere of respect. We expect students and staff to show respect for themselves and others at all times. In addition we expect students to show respect for the sober lifestyle.

### **Language**

Students are expected to use appropriate language that reflects respect for both our ESH Recovery HS community and the community as a whole. Racial, ethnic, sexist, and homophobic slurs and innuendo will not be tolerated anywhere at ESH.

### **Disagreements/Dissenting Opinions**

Disagreement is both healthy and inevitable. Differing opinions are both encouraged and allowed at ESH Recovery HS. Everyone in the community should feel secure to voice their opinions appropriately without fear of scorn or retribution. Disagreements are to be handled in a respectful manner. There is a time and place for disagreements to be aired.

### **Phone Policies**

All cellular communication devices will be collected during homeroom and will be returned to students at the end of each day. No cell phones are allowed in class or in groups. Students may request access to their communication device during lunch and will be held responsible for returning it before the start of their next course. Emergency calls should be directed to the main office **908-737-5430**. Staff phones should not be used without permission. If a student needs to use a phone he/she should ask a staff member for permission.

### **Other Electronic devices**

Students may not use or handle electronic devices or other portable music and/or gaming devices unless a staff person gives them permission to do so. Violation of this policy will result in temporary confiscation of said items and in some cases further disciplinary consequences.

### **Property**

All students at ESH Recovery HS are expected to help maintain the upkeep and appearance of ESH Recovery HS and Kean University facilities. Trash must be disposed of appropriately. Vandalism or destruction of any property will not be tolerated. Graffiti is prohibited. Violators will be responsible for repairs and removal of graffiti and will be subject to disciplinary and/or legal action.

### **Smoking**

Smoking is prohibited throughout the entire building. Cigarettes and cigarette packs should not be visible in the building at any time. Smoking is prohibited during school and all outside school-related activities (field trips, sporting events, etc.)

### **Gambling**

Use of scratch tickets or other gambling games are prohibited throughout the entire building. Items like scratch tickets and dice should not be visible in the building at any time.

## **Dress Code**

All students are expected to dress appropriately for school and must maintain a neat and clean appearance at all times. Safety and protective clothing/glasses, as well as athletic or gym clothing, as required by the teacher, shall be worn. Students attending any school sponsored functions: field trips, dances, etc. will be permitted to participate only if they are properly attired. Apparel shall not be so short, tight fitting, sheer, transparent, brief, low cut or revealing as to reveal undergarments, be indecent, distracting or disruptive to the school environment. Students will be asked to change into appropriate attire. If acceptable attire is not available, parents will be called to bring other clothing for the student to wear. Students may be disciplined for inappropriate dress.

### **The following are examples of inappropriate dress:**

- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, weapons, violence, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
- Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulation and do not cause disruption, disorder or danger.
- Hats, headbands, visors, or other forms of non-religious head covering, sunglasses, and headphones are not permitted.
- Footwear must be securely fitted. In science labs or technical shops or fitness facilities, shoes which cover the entire foot must be worn.
- Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops, dresses and tank tops with “spaghetti” straps are not permitted. Clothing that expose even partial cleavage are not permitted.
- Clothing which is extremely ragged, tight, vulgar, short, exposes skin inappropriately, is transparent, or any other clothing which is distracting is not permitted.

\*The administration reserves the right to make the final decision regarding appropriate dress in the school.

# Discipline

The staff is invested in your success and wants to see you make progress toward your goals and earn your diploma. It is therefore necessary that we all approach the school/community with a high level of responsibility and respect for each other.

## **Expectations for a Safe School Environment**

All students and staff are expected to act responsibly and respectfully and to follow these guidelines to maintain the safety of our school environment:

- Treat all individuals with respect
- Refrain from behavior that interrupts the learning process
- Complete all assignments honestly
- Participate positively in all activities

## **Zero Tolerance**

**The following behaviors will result in disciplinary action:**

- Using racial or ethnic slurs or obscene language
- Verbal abuse of staff or other students
- Physical fighting or attempting to provoke fighting,
- Threats of violence or intimidation of others
- Failure to leave class when asked to do so by a staff member
- Possession of a weapon

**The following behaviors will lead to an automatic expulsion from the school:**

- Possession of illegal drugs and/or paraphernalia
- Sale of drugs and/or alcohol to another ESH student (on or off school property)
- Physical or sexual assault perpetrated on another ESH student (on or off school property)
- Possession of a weapon (based on circumstance)

**Additional examples of unacceptable behaviors are:\***

- Use of Cell Phones and personal technology without staff permission
- Refusal to participate – withdrawal from activities
- Repeated unexcused absences and tardiness to school or class
- Making written or verbal statements or drawings advocating substance use
- Making distracting, negative or hurtful comments or arguing with peers or staff
- Provoking negative behavior among fellow students
- Sleeping or appearing to sleep in class
- Using staff phones and/or computers without permission
- Leaving the classroom or school grounds without permission from a staff member
- Cheating / plagiarism
- Destruction or defacing of school property or the property of peers
- Lying
- Any gang related activity

*\*ESH Recovery HS reserves the right to include other possible violations and disciplinary actions when necessary at the discretion of program staff and administration.*

## **Disciplinary Procedures**

In an effort to promote fairness, respect, and learning in our school community, if a student exhibits an unacceptable school behavior, disciplinary infractions will be at the discretion of the School Administrator. Consequences include but are not limited to:

- A. **Verbal Redirection** – A staff member identifies the offending behavior and verbally redirects the student.
- B. **Verbal Warning** – If an identified behavior continues, a staff member clearly indicates to a student that he/she has received a “verbal warning” as a result of the offending behavior.
- C. **Written Warnings** – If the behavior continues the student is issued a written warning for their file. Parents will be contacted.
- D. **Removal from the classroom** - If a student’s behavior is considered disruptive at any point he/she may be asked to leave class. When this request is made by a staff member, the student must immediately report to School Administrator to meet with ESH counseling staff.
- E. **Suspension** - A suspended student along with his/her guardians will be required to meet with the Principal, School Counselor, and other appropriate ESH Recovery HS Staff before he or she can be considered for reinstatement. A decision will be made on the student’s school status following the conference Based on the seriousness of the offense and the ability of the student to accept responsibility for his/her actions. A behavioral contract may be required as a condition of reinstatement. If any student is suspended three times in one quarter, he/she may be considered for termination.
- F. **Termination** - If a student is terminated from ESH Recovery HS for any reason, he/she may reapply for admittance to ESH for the following school year. Re-enrollment decisions will be made by the ESH staff.

## **Disciplinary Committee**

In some cases, a committee comprised teacher, counselor, and the principal will make decisions regarding a disciplinary action pursuant to the guidelines of the handbook. If a student feels that the disciplinary action is unfair, he/she may appeal the decision to the Principal.

## **Mediation**

Conflicts between students or between students and staff are resolved at mediation meetings. During the meeting, all parties involved in the conflict have the opportunity to calmly share their perspective. In turn, both parties are asked to listen respectfully to others’ points of view. A student may not return to class until a reasonable solution has been reached. Students are encouraged to request a mediation meeting before a disagreement escalates into a disciplinary matter.



# STUDENT SAFETY

Student safety on campus or at a school-related function is a top priority. With safety in mind, The Raymond Lesniak Experience Strength and Hope has developed the following policies. However, the school can only address part of the challenge; the essential remaining part is the cooperation of the students. Our policies include:

- Avoid conduct that is likely to put the student or others at risk
- Follow the Code of Conduct and any rules for behavior and safety set by Administration
- Remain alert to and promptly report safety hazards such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, administrators or staff who see to the welfare of students
- Report any dangerous or disruptive behavior to the school staff
- Report any illegal substances, non-prescribed medication and alcohol

## **Suspicion/Reports of Abuse or Neglect**

Any staff person with reason to believe that a student has been or is currently being abused or neglected must make a report to Child Protective Services and/or any local state law enforcement agency within 48 hours of discovery. This is a non-accusatory report reflecting only the information reported. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at our facility.

## **Suicidal Ideations or Threats**

The Raymond Lesniak Experience Strength and Hope aims to support the emotional needs of each student. We treat self-harm and suicidal ideations seriously. Suspicion and reports of suicidal ideation will be communicated to parents and counselors immediately. We will do whatever necessary to ensure that students get the help needed. Our staff is equipped to assess for lethality and connect the student with the proper professionals.

## **Police**

The Raymond Lesniak Experience Strength and Hope administrators have the responsibility and authority to determine when law enforcement officers need to be summoned. In addition, our staff will cooperate with law enforcement agencies in regards to questions about current or previously enrolled students. It is our experience that law enforcement will come to the school (rather than home) for questioning or arrests.

**Summoning of Police:** Situations in which the police may be summoned include:

- Physical violence severe enough to be likely to cause injury (to themselves or others) or which does not stop promptly upon verbal request.
- The presence of an intruder on campus.
- Administrators/staff will use their best judgment.

**Questioning by Police:** If an officer wishes to question a student at school, the following guidelines will apply:

- All officers present will provide their full name, rank, and identification number for the records of The Raymond Lesniak Experience Strength and Hope and to be shared with the parent if necessary.
- An ESH administrative staff member will bring the student to the officer.
- Efforts will be made for the interview to take place out of view of other students.
- An ESH administrative staff member will be present throughout the interview.
- An ESH administrative staff member will contact the parents after the questioning to provide information about the situation, officer's contact information and other pertinent details.

**Arrest by Police:** If an officer wishes to arrest a student at school, the following guidelines will apply:

- An ESH administrative staff member will bring the student to the officer.
- Efforts will be made that the arrest will take place out of view of other students.
- An ESH administrative staff member will be present throughout the arrest.
- When the officers leave with the student, an ESH administrative staff member will escort them to the car to serve as a witness while the student is handcuffed and placed in the vehicle.
- Once the officers have left with the student, ESH administrators will make reasonable attempts to contact parents including the use of all known contact phone numbers, email, and any other method. When the parents are contacted, ESH administrators will provide them with the necessary information about where the student is being detained.

### **Medication and First Aid**

Students should not bring prescription or over-the-counter medication to school. The Raymond Lesniak Experience Strength and Hope is not responsible for administering or storing any medication. However, we will store and administer medication if requested by a parent and of vital therapeutic or medical need. Requests must be made in writing and detail the dosage and time to be given. If bringing medication is of medical or psychiatric necessity, students must turn in medication to the Support Staff when arriving on campus. In the event that medication is found, it will be confiscated. We may ask that a parent pick up the medication or it may be handed back to the student at the end of the day. First-aid kits are located in all classrooms for care of small medical issues.

It is important that all emergency care information be up-to date (name of doctor, emergency contact phone numbers, etc). Please contact ESH Administration to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

**Visitors**

Parents are welcome and encouraged to visit. All visitors must first sign in with the school staff. Visitors are bound by all rules and regulations outlined in this handbook and must be accompanied by staff at all times while in the building.

# Strategies for Success

## Be Prepared

- Be on-time to school, course, and returning from lunch
- Bring materials for course (have a writing utensil)
- Dress appropriately (No hats/ no hoods on)

## Be Positive

- Say hello and goodbye
- Take redirection quickly and positively
- Use “I can” instead of “I can’t”
- Participate to the best of your abilities in course and school activities
- Give new things a chance
- Express a desire to be in the school community and course

## Be Productive

- Complete homework and course work
- Remain engaged in course until the teacher dismisses students
- Meet deadlines
- Cut out side conversations
- Make up any work you miss
- Be awake and alert
- Participate in individual and group assignments

## Be Polite

- Speak to staff and other students respectfully
- Respect each other and personal space
- Use appropriate language
- Respect our school community, property, and space
- Keep your feet on the floor
- Clean-up after self
- No put downs
- Show good sportsmanship at all times
- Express opinions politely and without judgment
- Honor each other’s differences (no racist/sexist/homophobic language)

## Be Personally Responsible

- Control your physical, emotional, and/or verbal self
- Take ownership of your behaviors and actions
- Be positive
- Follow your outside plan for recovery
- Bring group issues to group, not class
- No drug talk or war stories when it’s not appropriate.