

Dr. Scott Taylor  
Superintendent

Tiffany Moutis  
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Business Administrator  
Board Secretary



Kenilworth Public Schools  
Brearley Middle-High School

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401 Monroe Avenue  
Kenilworth, New Jersey 07033  
908-931-9696

Brian Luciani  
Principal

Andrew White  
Assistant Principal

**Alternative Classroom Experience Program  
STUDENT CONTRACT**

**Attendance**

- **ALWAYS** report your absence to Mr. Luciani by 2:00 pm. Attendance to the ACE Program Sessions is expected on a regular basis. If you are enrolled in the ACE Program because of issues with attendance, then attendance to the sessions is mandatory.
- Arrive on time. The sessions are Monday through Thursdays from 2:15 pm to 5:15 pm. If you arrive before 2:15 pm, dismissal time is still 5:15 pm.
- Seat time is verified daily. Your attendance is reported to your mentor daily.

**Behavior**

- Show mutual respect.
- Use appropriate manners and language.
- **Sleeping, cell phones, Facebook and similar sites are not permitted during class.**
- **NO CD players, iPods, or MP3 music is allowed during the session.**

**Daily Productivity**

- If you receive an online message from an instructor or your mentor, read it ASAP.
- You are to work on lessons until it is time to leave. You should complete at least two lessons per day. Lack of productivity can result in removal from the program.
- Complete lessons in order unless an instructor allows you to skip. Do not jump around the lessons.
- Split your screen horizontally or vertically so that you can see the questions and the text.
- If a link does not work, try it again later, try searching in Google, or let the Lead Teacher know.
- If you cannot find an answer or do not understand a question, ask for help.
- **SAVE AFTER EVERY QUESTION.**
- **Complete the exams last. DO NOT open the exam until you have completed ALL of the lessons and get approval from the Lead Teacher.**
- At the end of the day, log out of the virtual platform, shut down the computer, and clean up your area.

**Weekly**

- Status sheets will be reviewed with you by your mentor and updates will be sent to your school counselor on a weekly basis.

**Breaks**

- Bathroom breaks are to be taken only when necessary. ACE Program students are expected to remain in their ACE Sessions, unless with an ACE Program Support Services faculty member.
- Do not enter the hallways. Do not go outside without the room without permission.
- **No drinks or snacks are permitted on the computer tables!!!!**

**Reminders**

- You have a fresh start here with a great deal of support.
- Keep your goal in mind – **to graduate as soon as possible.**

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Student Name

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Student Signature

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Date

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Student Cell Number

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Student Birthday

Classes Enrolled In

- 1.
- 2.
- 3.