

Principal's Message

Welcome!

We believe that we all have a stake in the success of West Essex High School. We have chosen as our motto, "*Together, We Make a Difference.*" This school belongs to each and every one of us. Our successes are dependent on the commitment each of us has to the mission of our school. That commitment includes academic excellence, an extensive co-curricular activity program, and a clean, orderly environment.

The Student Handbook will provide you with information that will help you throughout the 2010/2011 school year. It will answer many of the questions you have about the activities, expectations, schedules, policies and procedures here at West Essex High School. Take time to read it through and refer to it throughout the year. I also encourage you to use resources and planning pages contained in the book to help you manage your time effectively.

During your school career, commit yourself to the pursuit of excellence in your work, in your behavior, and in your relationships.

Good luck and much success to you this school year!

Barbara Longo
Principal

This book is the property of

Name of Student

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**WEST ESSEX REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Mrs. Phyllis Helmstetter
President

Mrs. Carolann Aschoff
Vice-President

Mr. Frank Antonucci
Mrs. Joyce Candido
Mrs. Angela Gerken
Mr. David Laible
Mr. Paul Rando
Mrs. Marie Rosenberg
Mrs. Diane Storey

ADMINISTRATIVE TEAM

Dr. Thomas C. McMahon	Superintendent of Schools
Mr. Michael Falkowski	Business Administrator/ Board Secretary
Mrs. Barbara Longo	Principal
Ms. Juliann Hoebee	Assistant Principal
Mrs. Vincenzina Shane	Director of Student Personnel Director of Special Services

STUDENT LEADERSHIP

STUDENT COUNCIL

President..... Alexa Ramos
Vice President.....Nikki Coniglio
Secretary.....Kristen McClain
Treasurer.....Justin Tetyevsky
Public Relations.....Alexis Cattano, Ben Minden
& Samantha Rolli
Student Ambassadors..... Ben Gersten & Annie Ward

SENIOR CLASS OFFICERS

President..... Kelly Mosser
Vice President..... Meghan Gambichler
Secretary..... Brittany Berman
Treasurer.....Celina Deluca

JUNIOR CLASS OFFICERS

President..... Lee Shearin
Vice President..... Ryan Towey
Secretary..... Stephen O'Neill
Treasurer..... Allie George

SOPHOMORE CLASS OFFICERS

President..... Zack Bachman
Vice President..... Gabrielle Roth
Secretary..... Sarah Pasternak
Treasurer..... Jillian Crooks

FRESHMAN CLASS OFFICERS

President..... Nicolette DiVincenzo
Vice President..... Andie Silverstein
Secretary..... Nicolette Aktas
Treasurer..... Victoria Agrifolio

The Student Council is comprised of students, teachers and administrators. It will meet to discuss any aspect of the school and to make suggestions and/or recommendations to the Principal within the framework established by the student government constitution. Any teacher, student or administrator is welcome to attend meetings.

WEST ESSEX HIGH SCHOOL

Dates for 2010-2011 CALENDAR

First Day for Teachers – September 1

First Day for Students – September 7

MID-PERIOD PROGRESS REPORT
DUE DATES

OCTOBER 8, 2010
DECEMBER 17, 2010
MARCH 8, 2011
MAY 18, 2011

PLEASE NOTE: PROGRESS REPORTS MUST BE SENT HOME IF A STUDENT'S
GRADE DROPS ONE FULL GRADE (e.g., A to B, B to C)

MARKING PERIOD DATES

September 1 - November 12
November 15 - January 25
January 31 - April 8
April 18 - June 24

MID-TERM EXAMS

January 26, 2011

January 27, 2011

January 28, 2011

FINAL EXAMS

June 21, 2011

June 22, 2011

June 23, 2011

Final Day for Students – June 24, 2011

HSPA TESTING – October 5, 6, 7, 2010 – for returning seniors

HSPA Testing: March 1, 2 & 3 Regular Testing (Mathematics and Language Arts
Literacy—(Make-ups: March 8, 9 & 10, 2011)

END OF COURSE BIOLOGY – May 17, 18, 2011 (Make ups: May 19, 20)

END OF COURSE ALGEBRA I – May 23-27, 2011

NJ ASK TESTING: May 3-6, 2011

BELL SCHEDULES

REGULAR DAY

Warning Bell 7:37
HR/Per 1 7:42 -- 8:27
Per. 2 8:32 -- 9:13
Per. 3 9:18 -- 9:59
Per. 4 LUNCH 10:04 -- 10:45
Per. 5 LUNCH 10:50 -- 11:31
Per. 6 LUNCH 11:36 -- 12:17
Per. 7 LUNCH 12:22 -- 1:03
Per. 8 1:08 -- 1:49
Per. 9 1:54 -- 2:35

DELAYED OPENING

Warning Bell 9:07
HR/Per. 1 9:12 -- 9:44
Per. 2 9:49 -- 10:20
Per. 3 10:25 -- 10:56
Per. 4 LUNCH 11:01 -- 11:33
Per. 5 LUNCH 11:38 -- 12:09
Per. 6 LUNCH 12:14 -- 12:46
Per. 7 LUNCH 12:51 -- 1:23
Per. 8 1:28 -- 1:59
Per. 9 2:04 -- 2:35

SINGLE SESSION

Warning Bell 7:37 * NO LUNCHESES SERVED
HR/Per. 1 7:42 -- 8:12
Per. 2 8:17 -- 8:43
Per. 3 8:48 -- 9:14
Per. 4 9:19 -- 9:45
Per. 5 9:50 -- 10:15
Per. 6 10:20-- 10:45
Per. 7 10:50 --11:15
Per. 8 11:20 --11:46
Per. 9 11:51 --12:17

Accreditation

West Essex High School is approved by the State of New Jersey and accredited by the Middle States Association of Colleges and Secondary Schools.

Mission

The mission of the **WEST ESSEX REGIONAL SCHOOL DISTRICT** is to produce self-sufficient citizens who are adaptable to change and who possess the self-esteem, motivation and skills:

- to continue life-long learning and individual growth
- to meet the challenges of the future, both societal and technological
- to think both critically and creatively
- to communicate effectively
- to solve complex problems
- to make responsible decisions, and
- to respect cultural differences

Clearly focused quality educational experiences will be provided that promotes excellence through an active and responsible partnership with the community, a visionary and innovative curriculum, and a dedicated and knowledgeable staff.

Affirmative Action Policy

United States Title IX and New Jersey Statutes 6:4 prohibit discrimination against students and employees in public schools K-12. Whereas Title IX prohibits discrimination based on sex, Title 6:4 goes further and prohibits it on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

Both titles require that all policies, procedures and practices of the school district be non-discriminatory, and that there be no sex segregation in courses, educational programs, or extracurricular activities. No course, including but not limited to, physical education, health, industrial arts, business education, vocational courses, home economics, and music, shall be offered separately. If a student or member of the staff alleges a violation of such regulations, he or she may submit a grievance. The process begins by verbally notifying the Title IX **Affirmative Action Officer**, High School Assistant Principal at 973-228-1200, of the alleged violation within ten (10) days of its occurrence. A detailed description of the grievance procedure is available in each district school and in the Superintendent's Office. The Affirmative Action Officer is available to answer any questions from the public concerning Title IX or Title 6:4 regulations.

Sexual Harassment

Sexual harassment is conduct of a sexual nature that makes someone, male or female, uncomfortable or embarrassed. The conduct may include female to male, male to female, female to female, and male to male.

The Equal Employment Opportunity Commission (EEOC) expresses sexual harassment as sexual attention that is:

- Unwelcomed and unwanted.
- Harmful to a person's health and ability to perform one's job.
- Illegal according to federal law and also most state, county and local laws.

Students or staff who feels they are the object of sexual harassment should contact the Affirmative Action Officer, The High School Assistant Principal, 973-228-1200.

504 Committee

The Rehabilitation Act of 1973, section 504 is a federal civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. The West Essex Coordinator designated to handle inquiries regarding nondiscrimination under Section 504 is Mrs. Vincenzina Shane, West Essex High School, 973-228-1200 ext 220. Included in the U.S. Department of Education regulations for section 504 is the requirement that handicapped students receive a free and appropriate education (FAPE).

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined eligible under section 504, to afford access to appropriate educational services.

Intervention and Referral Services

The educational mission is made more complex by the increased incidence, prevalence and intensity of problems students bring to school. Due to these at risk behaviors, the school provides a program of intervention and referral services (I&RS) for general education students. Referrals to this committee can be made by counselors, parents, or any other staff member with concerns about a specific student. The committee will collectively suggest appropriate interventions to be tried in the classroom setting.

Student Rights and Responsibilities

As students, you have a fundamental right to a free public education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another.

You also have the right and responsibility to live by the rules of law and to equal protection under the law. It is your obligation to obey school regulations and the school authorities who enforce them. This responsibility relates to your conduct on school buses as well as in the building itself.

Grievances

Official avenues for the expression and correction of student concerns are available in this school district. Students may express their concerns through their elected representatives in the student government, or directly to the principal. (As outlined in Board of Education policy #9130).

The procedure will include a discussion of the problem and the interchange of views between students and the professional staff in order to resolve dissatisfaction informally on a person-to-person basis as expeditiously as possible. When a contract with an employee conflicts with this policy, the contract will take precedence.

Whenever a student or parent/guardian has a complaint relating to the school district, the complainant should first attempt to resolve the dissatisfaction informally with the party involved. If the complainant is not satisfied, the complainant should attempt to resolve the dissatisfaction informally with the staff member's director and then the building principal.

If not resolved to the complainant's satisfaction, a written explanatory statement should be submitted along with a written response from the staff member involved to the staff member's supervisor and then to the building principal. The statement should include:

1. The specific nature of the matter
2. The respect in which the complainant has been affected
3. The solution desired

Any complainant who is dissatisfied with the determination of the supervisor, and then of the Principal, has the right to appeal to the superintendent in writing.

Emergency Closing

1. Certain weather conditions **may** dictate a **one and a half-hour delay** in opening for both regional schools.
2. PTO representatives in each of the four sending districts will be informed when a decision to close or to delay the opening of the regional schools has been made.
3. Area residents may check the school web site or call the school at 973-228-1200
4. Radio stations WOR 710 A.M. and WINS 1010 A.M. will announce school closing or delayed opening.
5. **Please do not call the police concerning school closing.**
6. Severe weather conditions may necessitate early dismissal.

West Essex School Calendar

THERE ARE 3 EMERGENCY DAYS INCLUDED IN THIS CALENDAR. IF THERE ARE MORE THAN 3 EMERGENCY DAYS REQUIRED, THEY WILL BE TAKEN FROM SPRING BREAK BEGINNING WITH FRIDAY AND WORKING BACKWARDS. THE CALENDAR MAY BE CHANGED AT THE DISCRETION OF THE SUPERINTENDENT.

Adopted by the Board of Education on May 21, 2007

**WEST ESSEX REGIONAL SCHOOL DISTRICT
SCHOOL CALENDAR 2010-2011**

			Teachers'	Students'
			Days	Days
<u>2010</u>				
September			18	16
	1	Wednesday		
	2	Thursday		
	3	Friday		
	6	Monday		
	7	Tuesday		
	9	Thursday		
	10	Friday		
October			21	20
	11	Monday		
November			18	18
	4	Thursday		
	5	Friday		
	24	Wednesday		
	25	Thursday		
	26	Friday		
December			17	17
	23	Thursday		
	24	Friday		
		to		
		Holiday Recess}		
	31	Friday		
		No School}		
<u>2011</u>				
January			21	20
	3	Monday		
	17	Monday		
February			15	15
	21	Monday		
		to		
		and		
	25	Friday		
March			23	23
April			15	15
	11*	Monday		
		to		
		Spring Break}		
	15*	Friday		
	18	Monday		
	22	Friday		
May			21	21
	30	Monday		
June			18	18
	24	Friday		
	26	Sunday		
		Graduation 5:00 p.m.		
		Total	187	183

ACADEMIC PROGRAM

Academic Dishonesty

Academic integrity is founded upon personal honesty and involves the recognition between one's own work and the responsible, cited use of the work of others. The honest presentation of student work may include that which is original and/or properly attributed to other sources.

Any attempt to obtain credit for work done by another is totally unacceptable at West Essex Regional High School. This includes cheating on tests, copying work of others, copying word-for-word from published works (plagiarism), and similar activities. When a student participates in a form of academic dishonesty:

1. A zero will be assigned as a grade.
2. Parents will be notified.
3. The Assistant Principal and the student's guidance counselor will be notified.
4. Honor Society exclusion, when appropriate.
5. Disciplinary measures may be taken.

Acceptable Use Policy (computers)

The WERSD recognizes that computers are used to support learning and to enhance instruction. Computer information materials allow people to interact with many other computers and networks. It is a general policy that all district computers are to be used in a responsible, efficient and ethical legal manner.

The intent of the WERSD is to use connections to the internet only for the purposes consistent with our approved curriculum. You are expected to use the network and its computers to pursue intellectual activities, seek resources, and access libraries and other type of learning activities. We want you to explore this opportunity and discover what is available.

Dissection Opt Out for Students

The WERSD, therefore, declares unethical and unacceptable behavior as just cause for taking disciplinary action. Students will be removed from the network for inappropriate use of computers.

West Essex Regional School District offers students alternatives to animal dissection in relevant course work if their parents choose to opt them out of the animal dissection portions of a particular course. Dissection is defined as *“the manipulation of properly preserved animals or animal parts for scientific study, which includes incising and may be followed by inspecting, touching, and handling.”*

Dissection is a direct, hands-on learning experience that reinforces the knowledge of animal systems including, but not limited to, the circulatory, respiratory and digestive systems. Dissection allows teachers to actively engage students in the lesson and reinforces the learning that has taken place in the classroom. Students are able to apply their knowledge and advance their interest in the scientific process.

Alternatives to animal dissection may include: computer programs, Internet simulations, plastic models, videotapes, video dissections, and charts. Alternatives to animal dissection techniques are available in biological science classes that incorporate dissection exercises. Alternative to dissection techniques are designed to provide the student, through means other than dissection, with knowledge similar to that expected to be gained by other students in the course who perform, participate in, or observe the dissection.

Students whose parents choose to opt them out of animal dissection exercises are given information on specific activities and resources to use as their alternative technique. These students are also provided assistance with alternative to dissection techniques.

Students are responsible for all required learning and assessments that take place in the classroom regardless of their decision to dissect.

Please be advised that failure to submit this completed form by the due date automatically “opts in” your child for the dissection activity, as per state law P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25).

GUIDANCE/STUDENT SERVICES

All ninth grade students will have Mrs. Pat Pawlikowski to assist them with their transition to the high school. All students are assigned to counselors alphabetically according to their last name in tenth grade and remain with the same counselor for the remaining three years

All students in grades ten through twelve are assigned alphabetically to the same counselor for the remaining three years.

STUDENT ASSISTANCE COUNSELOR

The district employs a Student Assistance counselor who is available to students who may require additional support. The Student Assistance counselor is a Licensed Certified Counselor trained to help students with a host of adolescent and family issues. All sessions are confidential, and parents are welcomed to contact the Student Assistance Counselor should a concern arise.

Students who are experiencing problems dealing with any form of substance abuse may in confidence consult with the Student Assistance Counselor.

Desire for Non-Release of Information

According to the “No Child Left Behind Act,” each local educational agency will provide armed forces recruiters access to names, addresses and telephone numbers of all secondary school students within the district. Should a parent not wish for this information to be released, written request must be provided.

Criteria for Changing Student Schedules

Student schedules are developed in the spring of each year at which time the faculty and staff conducts much counseling and planning with students. Changing a student's academic program once classes have started disrupts the learning and teaching process. Schedule changes will be made for the following reasons only:

- An error in the student's schedule
- A recommendation from an administrator
- A recommendation from an appropriate supervisor
- A recommendation from the Child Study Team

ELECTIVE DROP / ADD INFORMATION

1st Drop /Add Period **6/14/10 – 6/25/10**

2nd Drop / Add Period **9/7/10 – 9/21/10**

3rd Drop / Add Period **1/26/11 – 2/9/11** (2nd sem. Courses only)

Dropping a course after the Drop/Add period in September will result in a WP or WF on the student's report card and permanent transcript . This will necessitate placement in a study hall. No more than one study is permitted

All WPs and WFs must be made by:

10/2/10 for a full year courses and first semester courses
3/14/11 for a second semester

All Drop/Adds require signatures from the:

- Student
- Parent
- Teacher
- Dept Supervisor

The student must continue to attend all scheduled classes until they have been issued a new schedule from his/hers Guidance Counselor.

All schedule changes are dependent on seat availability

It should be noted that a senior who withdraws from a course is placed in a unique position. If a transcript for a senior has already been sent to a college or university such that the dropped course appeared on the official transcript as a course in progress, it will be necessary for the college or university to be informed of that dropped course. The integrity of official transcripts mandates such action. The Director of Guidance or the counselor will inform the college or university of this change in the student's program.

Procedures for Course Level Appeal

Students, teachers or parents may initiate a request for a Course Placement Appeal. Check the appeal form for due date. **The timeline is not flexible, and no appeals will be considered after the deadline.**

In order for an appeal to be initiated, the following steps must be completed for each change requested:

- The Course Level Appeal form must be submitted to the students' guidance counselor.

The following criteria are used in reaching the placement decision

1. Student grades
 2. Standardized Test Scores
 3. Writing sample, or appropriate artifact
 4. Student Work Ethic Checklist
 5. Teacher input
- The subject area supervisor will respond, in writing to the appeal within the timeline set forth by Guidance

Doubling-up Restriction

Students are not permitted to "double-up". This means any student who fails a prerequisite course may not take the next course in the curricular sequence until the prerequisite course is passed. It is firmly believed that the restrictions are in the best educational interests of the student.

Examinations

Rationale: Examinations measure mastery in the content area and are positive in nature. They measure accountability, enhance productivity, and provide valuable experience for situations encountered in higher education. Final examinations are to be administered in both semester and full year courses. Students are required to sit for examinations during the regularly scheduled examination period. Any request for changes by parents/students must be presented in writing with appropriate documentation to the assistant principal.

Length: Mid-term, semester course examinations and final examinations are approximately 90 minutes in length. The exam schedule will be distributed prior to exam dates.

Content: In full-year subjects, the material covered on the final exam will stress the content of the second semester. It is noted, however, that in many disciplines the final examination will contain some material covered in the first semester due to the sequential nature of the course content.

Exemptions: Only seniors MAY be exempt from final examinations. Seniors will be exempt only if they have a B+ or better each marking period and on the mid-term exam.

Grading

Scoring: The final grade for each course will be determined by the computer based upon the marking period grades and exam(s).

1. Any student receiving two failure marks in the last two marking periods will fail for the year.
2. Any student receiving a failing mark in the last marking period, or who fails three marking periods, may fail for the year.

3. The teacher will consult with the Instructional Supervisor and Principal on each individual case.
4. Any student receiving a failing mark in the last marking period of a semester course will fail the course. If the final total falls between the intervals, the final grade will be determined and moved to the upper or lower interval according to the final exam.
5. In any course where the final total falls between the intervals, the final grade will be determined and moved to the upper or lower interval according to the final exam.

Courses Weighted as follows:

Marking Periods	20%
Semester Exam	10%
Final Exam	10%

Semester Courses

Marking Periods	40%
Final Exam	20%

Courses with only Final Exam

Marking Periods	20%
Exam	20%

Courses with no Final Exam

Marking Periods 1 and 2	20%
Marking Periods 3 and 4	30%

Semester Course with no exam

Marking Period 1	40%
Marking Period 2	60%

Grade Weighting

Contact the guidance office for additional information.

Graduation and Credit Requirements

Minimum requirements for graduation, as established by the State of New Jersey and the West Essex Regional Board of Education, states that all students in grades 9-12 must accumulate a total of 135 credits to graduate including:

English (Language Arts Literacy)	20 credits
Mathematics	15 credits
Science	15 credits
Social Studies	10 credits U.S. History
	5 credits World History
World Language	5 credits
Visual or Performing Arts	5 credits
(Art, Music, Theatre,Dance)	5 credits
Career Education and	5 credits
Consumer, Family and Life	
Skills (Practical Arts)	
Physical Ed. & Health	Successful completion each year
Health Education	Successful completion each year

- Each student entering the 11th grade will be required to pass minimum levels of proficiency established by the state and local school district on the High School Proficiency Assessment.
- Students who do not pass all sections of the HSPA must be assigned to appropriate compensatory classes. If the student does not pass on retake, he/she must participate in the state's Special Review Assessment (SRA).
- No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony if the student's personal conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process as suspension.

- An educationally handicapped student shall meet all state and local high school graduation requirements in order to receive a state
- endorsed high school diploma unless exempted in the student's Individualized Education Program (IEP) with the written approval of the chief school administrator. The IEP shall be developed in accordance with N.J.A.C. 6:28-3.6 and shall specifically address the graduation requirements and specify which requirements would qualify the student for a state endorsed diploma.
- An exemption from the High School Assessment shall be granted if an **educationally handicapped** student would be adversely affected by taking the test. An exemption from the HSPA and a demonstration of mastery of the curriculum proficiencies shall be granted if it can be demonstrated that the student's IEP is characterized by goals and objectives, which do not include the range of HSPA skills and curriculum proficiencies.
- An educationally handicapped student who has not been exempted from the proficiencies or has performed below the state minimum levels of student proficiency on one or more areas of the state mandated HSPA shall participate in the SRA.
- If an educationally handicapped student attends a school other than that of the local school district, the student shall have a choice of the diploma from the district of residence or from the school which the student attends if the school is empowered to give a diploma. Fulfillment of the student's IEP will qualify an educationally handicapped student for an elementary diploma if elementary diplomas are granted by the district. Educationally handicapped students shall have opportunities to participate in graduation exercises and related activities on a nondiscriminatory basis.

Home Instruction

Home Instruction is available for students who are confined to home for extended periods of time. To apply for this service, a parent must submit a physician's note explaining the nature of the medical condition and the approximate time necessary for recuperation. The parent should contact the child's guidance counselor. Home instruction will only be provided to students whose medical documentation indicates a likelihood of a minimum two-(2) week absence.

Making Up Work

Make-up work should be completed as quickly as possible and the "rule of thumb" is missed work should be completed in the amount of time EQUAL TO the time missed. This policy does not pertain to students who are truant or who cut class.

PUPIL RECORDS

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board for the furnishing of pupil records in accordance with law and rules.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this policy and conform to applicable state and federal law and rules of the State Board of Education.

Notification of Rights

Parent(s) or legal guardian(s) and adult pupils shall annually be notified in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records will be made available to parent(s) or legal guardian(s) and adult pupils on request.

When the language of the parent(s) or legal guardian(s) or adult pupil is not English or the parent(s) or legal guardian(s) or adult pupil is deaf, the Superintendent shall, whenever possible, provide interpretation in the dominant language or assist in securing an interpreter.

Due Process

If consent to release pupil record information is refused by a parent(s) or legal guardian(s), the district shall institute due process hearing procedures as indicated in Policy and Regulation No. 2460.

Content of Records

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education. Any school records with HIV identifying information will be maintained in accordance with the standards set forth in N.J.S.A. 26:5C. Permitted records include observations and ratings by professional staff members acting within the scope of their professional duties, samples of pupil work, information obtained from professionally acceptable standard instruments of measurement, educationally relevant information provided by a parent(s) or legal guardian(s) or adult pupil concerning achievements and other school activities that the parent(s) or legal guardian(s) or

pupil wishes to make part of the pupil's record, extra-curricular activities and achievements, rank in class, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

In all cases, information in pupil records must be educationally relevant, objective, and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or of any indication of a pupil's illegitimacy.

The Board will describe annually at a public meeting the pupil records that professional employees have been authorized to collect and maintain.

Collection and Maintenance of Records

A single, central file will be compiled for each pupil and will be maintained in the office of the school to which the pupil has been assigned or, in the case of pupils assigned to a school or program outside the district, in the office of the child study team. If any record regarding a pupil is required to be kept outside that file, a notation of its existence and location must be kept in the central file.

The Superintendent shall be responsible for the security of pupil records and shall designate appropriate custodians of the records. The Superintendent shall ensure that all persons collecting or using personally identifiable information are trained regarding the confidentiality of personally identifiable information. The Superintendent shall maintain for public information a current list of the names and positions of the employees within the school district who may have access to personally identifiable information.

Parent(s) or legal guardian(s) or adult pupils shall be informed when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the child.

The Superintendent shall require the destruction of information when no longer needed to provide educational services at the request of the parent(s) or legal guardian(s) accept for the pupil's

name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parent(s) or legal guardian(s) and citizenship status.

The Superintendent shall request the school records of a transferred pupil within two weeks of the pupil's enrollment and shall obtain proper identification of new pupils.

Computerized Records

Pupil records stored electronically in a computerized system must be protected by programmed security blocks and safeguards that ensure both access to the full record by authorized persons and complete security against access by unauthorized persons. An updated hard copy of pupil records will also be maintained and will be subject to all the restrictions of law and this policy.

Access to Records

Access to pupil records will be available only to the pupil's parent(s) or legal guardian(s), the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

A pupil's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the pupil's records limited. The Board shall notify the parent(s) or legal guardian(s) or adult pupil within five days of the date the order is obtained or evidence of the order is received that the request for access is denied.

The parent(s) or legal guardian(s) or adult pupil may appeal the denial to the court that issued the order.

The Board is permitted access to pupil records only through the Superintendent **and when this occurs; the Superintendent shall delete the name of the student or other identifying information prior to review or discussion with the Board of Education.** Secretarial and clerical personnel are permitted access to pupil records only to the extent necessary in the performance of their responsibilities, under the direct supervision of teaching staff members.

Copies of pupil records may be made by those permitted access to them at the fee established for the reproduction of public records in Policy No. 8310.

A request for access to the record or reproduction of any of its contents must be granted or denied within ten days but no later than twenty-four hours prior to any hearing or review to which the requested record is pertinent. No record shall be altered or destroyed between the time the written request is made and the record is reviewed.

Information in a pupil's record may be released by a teaching staff member to the pupil, minor or adult, and to other appropriate persons in an emergency and for the purpose of protecting the health and safety of the pupil or other persons.

A pupil's records will be sent to the New Jersey School District to which the pupil transfers within ten days of the new district's verification of the transfer, in accordance with State Board rules.

All information in the pupil's record related to disciplinary action taken against the pupil by the district will also be sent to the receiving district without the consent of the parent or adult pupil pursuant to N.J.S.A. 18A:36-19a and N.J.S.A. 18A:36-25.1. The records of a pupil who transfers to a private school or to a school outside New Jersey will be sent to the new school only on the written permission of the parent(s) or legal guardian(s) or adult pupil.

Directory Information

The Board designates as pupil "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams and other, similarly nonintrusive specific information.

Directory information for all pupils in the district may be released without specific permission, except when such release is prohibited by a parent(s) or legal guardian(s) or adult pupil.

A district that receives funds under ESEA is required to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses and telephone listings for all secondary pupils. However, parent(s), legal guardian(s) and/or the adult pupil may request that such information not be released without prior written parental consent.

Parent(s) or legal guardian(s) or adult pupils shall be provided with a ten day period to submit a written statement to the chief school administrator, or designee, to prohibit the institution from including any and all types of information about the pupil in any information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters.

Appeal of Record

A parent(s) or legal guardian(s) or adult pupil may challenge the pupil's record and may request the addition of material or comments or the deletion of material from the record. The parent(s) or legal guardian(s) or adult pupil may request a stay of disclosure pending final determination of any such challenge. An appeal must be made in writing to the Superintendent, who shall attempt to resolve the issue within ten days.

The issue may be further appealed, within ten days of the Superintendent's determination, to the Commissioner of Education or the Board of Education. Any appeal made to the Board will be determined within twenty days and after opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil's record.

A parent(s) or legal guardian(s) or adult pupil may place a statement in the record, which will be maintained with the contested portion of the record and will be disclosed whenever the contested portion is disclosed.

Review, Transfer, Preservation, and Destruction

The records of currently enrolled pupils will be reviewed annually by appropriate teaching staff members, and permitted records that are detrimental or no longer educationally relevant must be deleted, except that no information shall be deleted from the record of a classified pupil without prior notice to the parent(s) or legal guardian(s) or adult pupil.

No record shall be kept of any such deletion or the materials deleted. Mandated information no longer necessary for the provision of educational services may also be destroyed, provided the parent(s) or legal guardian(s) or adult pupil has given written consent to the destruction or reasonable efforts to notify the parent(s) or legal guardian(s) or adult pupil and secure consent have been unsuccessful.

When a pupil is no longer enrolled in this district, those records mandated by rules of the State Board of Education will be preserved in perpetuity. All other records will be destroyed, except that the pupil profile form, with attachments, of a pupil evaluated by Special Review Assessment will be retained for one year after the pupil's class graduates. The parent(s) or legal guardian(s) or adult pupil will be notified in writing that the mandated educational information is being released to public schools where the pupil is now enrolled or intends to enroll.

In addition, the parent(s) or legal guardian(s) or adult pupil will be notified in writing that a copy of the entire pupil record will be provided upon request. No additions will be made to the pupil's record without the written consent of the parent(s) or legal guardian(s) or adult pupil.

ACADEMIC HONORS

Two honor rolls acknowledge West Essex Regional student achievement in grades 9-12 at the end of each marking period.

1. THE HONOR ROLL – Eligibility is established by achieving a 3.0 G.P.A. (unweighted) with no grade below a C and an application number no greater than 3 on a scale of 1-5.

2. THE SUPERINTENDENT'S LIST – Eligibility is established by achieving a 3.5 G.P.A. (unweighted) with no grade below a B and an application number no greater than 2 on a scale of 1-5.

National Honor Society

Admission Requirements Eligibility

1. GPA of 3.75 or better at the end of the first semester of the junior or senior year. Students will receive a packet with guidelines that will assist them in compiling their activities and related achievements.
2. Candidates must submit an application form listing:
 - high school co-curricular activities (grades 9-11)
 - leadership positions
 - high school/community service
 - employment history
3. The Assistant Principal will provide a copy of the students' discipline records.

4. The above will be reviewed by a faculty committee to determine final eligibility of candidates. The committee will consist of:

- * NHS advisor
- * Principal's administrative designee
- * Five faculty members selected by the Principal.

The NHS advisor and the Principal will notify selected candidates.

Members of the National Honor Society strive to achieve the four main purposes of the NHS: *To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.*"

Therefore, it is important to understand the rules and regulations governing membership into the Society.

Leadership: promotes school activities; positively influences peers; delegates responsibilities; demonstrates academic initiative; demonstrates leadership.

Service: willing to uphold scholarship and maintain loyal school attitude; participates in outside activities; volunteers assistance.

Character: exemplifies desirable qualities of behavior; upholds morality and ethics; shows courtesy and concern; demonstrates honesty and reliability; observes instructions.

World Language Honor Societies

Societe Honaire de Francais

Members are required to show scholarship in French and leadership in French activities and interests. Candidates must be actively enrolled in a fourth semester of French to be considered for induction. Candidates must maintain an A- average or higher in French. Candidates are required to maintain a B- average or higher in all other disciplines. Potential candidates will be considered from the 10th, 11th and 12th grades of high school. Exceptions to this will be on a case by case determination.

Societa Onoraria Italica

Membership is restricted to students enrolled in classes beyond the second year. Candidates must have achieved an average of 90% or above in Italian. Candidates must maintain a general scholarship of 80% or above.

Sociedad Honora Hispanica

Candidates must be enrolled in a secondary school program and must maintain an A- average for at least three semesters in the study of Spanish in order to be considered for induction. Candidates must maintain a B- average or higher in all other disciplines.

Latin Honor Society

Candidates must maintain a 90% or above average in Latin as of April 1. Candidates must maintain an 80% or above in all other disciplines. In addition, candidates must be member in good standing of the National Junior Classical League and exemplify good citizenship.

Attendance—General Policies

Regular attendance by all students in the public schools of the State of New Jersey is a well-established, long standing state policy (NJSA 18A-38: 25, 26) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States. The school cannot teach students who are not present. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student.

The West Essex Regional Board of Education accepts responsibility in requiring all students to be regular in attendance and as a result has adopted the following policy dealing with attendance.

ABSENTEEISM

Excessive absenteeism shall be defined as the accumulation of more than 16 class absences in a full year course or more than 8 class absences in a semester course.

This is not intended to give license as to the number of absences which can be taken. In all courses, the grade and credits earned shall reflect daily participation as well as other academic requirements. It is the intention of this policy that the permitted number of absences will provide for normal illnesses. It is conceivable that 16 absences (8, semester) from a specific class could occur as a result of being absent all day, tardiness, excused early, and class cutting. Students who surpass the above totals will lose academic credit pending a review and evaluation by the Attendance Appeals Committee.

All absences will be counted except:

1. Designated religious holidays as approved by the State Board of Education.
2. Death in the immediate family.
3. Personal illness which is verified in writing by the attending physician **submitted within 3 days of the absence**
4. Two college visits during junior year and two college visits during senior year.
5. School sponsored activities.

ABSENCE VERIFICATION

All student absences require written verification by parents or guardians. Such notes shall be presented to the Attendance Office upon the return to school following an absence. Specialized notes are required, i.e., college visits, driver's license, doctor visit, religious observance, funeral, etc. Forging notes is a suspendable offense.

Absences should be called into the High School Attendance Office (973-228-1200 ext. 235).

Student Responsibility – No later than the third (3) day following the absence, an absence note explaining the reason for the absence is to be submitted to the attendance office secretary. Failure to present a note by this day may result in a detention issued by the Attendance Office.

Parent Responsibility – Parents should notify the school by telephone on the morning of the student's absence. Additionally, parents/guardians must also send a note explaining the reason for the absence the following day.

*****ALL PHYSICIAN OR MEDICAL NOTES REGARDING ABSENCES ARE TO BE SUBMITTED TO THE ATTENDANCE OFFICE NO LATER THAN THREE (3) DAYS AFTER THE STUDENT'S RETURN TO SCHOOL.**

ANY PHYSICIAN OR MEDICAL NOTE SUBMITTED SUBSEQUENT TO THREE (3) DAYS AFTER A STUDENT'S ABSENCE WILL NOT BE ACCEPTED AND INADMISSIBLE FOR ATTENDANCE APPEAL

ATTENDANCE RECORDING AND NOTIFICATION

The Assistant Principal will monitor both full-year and semester course absences and notify the parent/guardian and the Attendance Appeals Committee at the following times:

- 5th absence (semester course)
- 10th absence (full-year course)
- 15th absence (full-year course)*

*After the 16th absence, parents must meet with the Assistant Principal for a re-admittance conference.

ATTENDANCE APPEALS

It is recognized that no policy, no matter how well intended, can anticipate all circumstances. Therefore, this appeals procedure has been established.

1. A written request addressed to the Assistant Principal must be sent within five (5) days of the receipt of the **Notification of Loss of Credit Letter**.
2. The Attendance Appeals Committee will be convened with the following guidelines:

Composition of committee:

- The Assistant Principal (chair)
- School Nurse
- Two faculty members at large
- Student's Guidance Counselor or a CST Member.
- Student Assistance Counselor

The student's advocate will be the Guidance Counselor, CST Member.

This committee will make recommendations to the Principal who will make the final decision.

******ALL NOTES REGARDING ABSENCES ARE TO BE SUBMITTED TO THE ATTENDANCE OFFICE NO LATER THAN THREE(3) DAYS AFTER THE STUDENT'S RETURN TO SCHOOL.***

ANY NOTE SUBMITTED SUBSEQUENT TO THREE (3) DAYS WILL NOT BE ACCEPTED AND INADMISSABLE FOR ATTENDANCE APPEAL .***

LOSS OF CREDIT

Loss of credit in a class may result for the following reasons:

- 17 absences in a class
- 3 cuts in a full year course
- 2 cuts in a half year course

CLASS CUTTING

- First offense-one general detention (call home by the teacher)
- Second offense- two general detentions and/or E-Dash detentions (phone call home by the teacher and/or Assistant Principal)
- Third offense- (3rd cut) from one course will result in ***loss of credit***. An accumulation of 3 cuts (total for all classes) will result in Saturday detention - parent meeting with the teacher and/or Assistant Principal.

TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and may create disruptions in the academic process for themselves and other students. Tardiness is recognized as being unavoidable at times. Therefore, tardiness to school or to class will be permitted four times before disciplinary procedures will be invoked by the Assistant Principal.

LATE TO HOMEROOM OR PERIOD CLASSES

A student tardy to **Homeroom**, is one who at 7:42 a.m., is not inside his/her class **BEFORE** the tardy bell STARTS to ring. A warning bell is rung at 7:37a.m. and 7:41a.m.. Late to a **Period Class** (Per.1to 9) is any student entering the classroom subsequent to the bell indicating the start of the period. Late to school, or classes, frequently results in loss of instructional time and may have a decided effect on the academic achievement of the student. In an effort to instill in students a respect for education, develop punctuality, and demonstrate a wholesome work ethic, the following guidelines have been implemented:

1. Students who are **tardy to school** must report to the attendance office to sign in and will be issued a late pass. No student should enter a class late without a late pass once class has begun. Students who are **tardy to a period class** will be marked late by the teacher.

Five (5) incidents of tardy (TRD) = General Detention

2. **Ten (10) incidents of tardiness** will be result in the student being charged with **one (1) unexcused absence**. The Assistant Principal will also issue a **Saturday Detention** and **Social Probation (all extra curricular activities and parking privileges prohibited)**. Subsequent incidents in excess of ten will result in **Suspension** from school.

LATE ARRIVAL

A student's late arrival in school should be approved by the Assistant Principal in advance. The Parent/Guardian shall submit a written notification of a late arrival to the Attendance Office. The note must include the reason for the student's late arrival and a statement of why it was necessary to delay the student's arrival at school. The student will then be issued a late slip and proceeds to his/her assigned class and present the note to the teacher.

EARLY CHECKOUT

A student who wishes to check out of school early must present a note to the Office of the Assistant Principal **prior** to homeroom on the day the student anticipates leaving early. The note must include the time and reason for dismissal and must be signed by the student's parent/guardian. ***FORGING NOTES IS A SUSPENDABLE OFFENSE.***

A parent/guardian phone call to the attendance office confirming the early dismissal on the morning of the early dismissal is also required. (973-228-1200 ext. 235). At the time of check-out, the person transporting the student will meet the student in the Attendance Office to complete the check-out procedure. Students who are being dismissed early from the Nurse's office must be signed out by a parent/guardian. Any student, ***regardless of age***, must follow the check-out procedure. If the check-out procedure is not followed, the student *may* be suspended.

PRE-EXISTING CONDITIONS

At the beginning of the school year a parent/guardian should notify the Assistant Principal's office with a letter containing any pre-existing conditions of the student that might affect attendance or the student's ability to report to school on time.

DISCIPLINE

The general rules of the school have been formulated to promote operation of the school in a manner beneficial to all students. It is expected that each student be familiar with the information in this handbook concerning the rules. This handbook cites penalties for certain types of misbehavior and for violations of specific rules. It must be recognized, however, that all acts of misbehavior cannot be nearly catalogued and characterized into specific terms with specific penalties written for every offense which may occur. **Each disciplinary matter or incident will be treated individually.** (Board Reg. 5600) **LACK OF KNOWLEDGE OF THE SCHOOL RULES WILL NOT BE ACCEPTED AS AN EXCUSE FOR BREAKING THE SCHOOL RULES.**

In cases in which a student wishes to appeal a disciplinary penalty, the student should make arrangements to meet with the personnel listed, in the order indicated:

- 1. The original teacher involved**
- 2. The Assistant Principal**
- 3. The Principal**
- 4. The Superintendent of Schools (in writing)**

The information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

The following is an excerpt from New Jersey State Statutes:
BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to any of the following:

- conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- physical assault upon another pupil or upon any teacher or other school employee;
- taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- participation in an unauthorized occupancy by any group of pupils of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility.

Other suspendable offenses:

- Abusive/Inappropriate language
- Cutting class
- Disruption in class/building
- Insubordination/Defiance/Disobedience
- Fighting
- Stealing
- Excessive tardiness to class
- Gambling

Detention, E-DASH, Saturday Detention, OSS and Expulsion will be instituted for offenses specified in the above excerpt from the law, for offenses listed above and for offenses which are judged by the Principal to be seriously detrimental, disruptive or destructive.

An intervention meeting with the Student Assistance Counselor (SAC) may also be required in combination with any disciplinary action assigned to a student.

LEVELS OF DISCIPLINE

Teacher Detention

Students may be assigned teacher detention for infractions within the classroom. The teacher will notify the student and assign the detention, at the earliest, for the next day. A phone call home to parents/guardians will be made by the teacher. **Failure to report to a teacher detention is a reassignment of general detention by the Assistant Principal.**

General Detention

- The Assistant Principal (or designee) will assign General Detentions.
- General Detention is a period of approximately one (1) hour, from 2:40 – 3:35, in a designated classroom, Tues, Wed or Thurs.
- Failure to report may result in a Saturday detention assigned.

E-DASH (Extended Detention after School Hours)

- The Assistant Principal will assign E-DASH beginning the next school day after following due process procedure.
- E-DASH may be assigned for one or multiple days.
- E-DASH is from 2:45 – 5:00, Tuesday through Thursday in a designated room.

- Failure to report will result in further disciplinary action.

**THERE WILL BE NO CHANGES TO A STUDENT'S
DETENTION DATE ONCE ISSUED**

Saturday Detention

- Saturday Detention will be assigned by the Assistant Principal.
- Saturday Detention will be held from 8:00 a.m. to 11:00 a.m. Students will meet the teacher in charge at the designated area.
- Students are required to be prompt and to have school-related work with them such as homework, study materials or reading material.
- When dismissed, students are to leave the building immediately.
- Failure to report is refusal to obey the authority of the school and will result in additional penalties.

MISSED SATURDAY DETENTION = 1 DAY SUSPENSION

Suspension

A suspension hearing is an informal meeting between the Principal/Assistant Principal and student/students involved in the disciplinary action.

- Suspension will temporarily preclude a student from taking advantage of all school activities.
- During OSS suspension, the student must remain away from the school grounds until the day after the suspension terminates.

Expulsion

Expulsion, the most severe penalty administered, will preclude a student from taking advantage of whatever the school may have to offer.

Social Probation

- Social Probation prohibits a student from attending certain school-related functions, including designated extracurricular activities, exclusion from senior service and parking privileges if applicable.
- This penalty is assigned by the Principal for a period of up to 180 days. It is based on the student's demonstrated social behavior.
- Some specific reasons for Suspension/ Social Probation:
 1. Assault
 2. Disruption at a school function
 3. Open defiance
 4. Defacing school property
 5. Use of drugs/alcohol
 6. Disobedience
 7. Use of explosives/weapons
 8. Smoking
 9. Other reasons deemed appropriate by the Principal

*A student placed on Social Probation a second time may be placed in that status permanently at the discretion of the principal.

Threats and Physical Violence

The following definitions apply:

ASSAULT - any act placing another in fear by threat of physical violence or physical violence itself.

ASSAULT WITH A WEAPON - any act that puts another in fear of injury by employing a weapon or any act, which inflicts injury upon another by using a weapon.

BATTERY - an unlawful beating or other wrongful physical violence or constraint inflicted upon another without his/her consent.

WEAPON - any instrument used to place another in fear of injury or any instrument to inflict injury upon another.

- A) Any student engaging in threats or physical violence will be reported to the North Caldwell Police.
- B) Threats and physical violence are suspendable period of up to 10 days.

Bullying, Harassment, and Intimidation defined:

1. **Bullying:**

Any repeated behavior that is deliberately intended to hurt, threaten, frighten, or impose power, perceived or real, over another person or group of people.

Bullying includes, but is not limited to, any gesture written, verbal, or electronic communication, psychological or physical act.

Bullying is usually motivated by, but not limited to, any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory handicap.

2. **Harassment:**

Any repeated abusive or degrading conduct with the effect of creating a formidable, hostile, or offensive environment for another person or group of people.

Harassment includes, but is not limited to, any gesture or written, verbal, psychological or physical act, or any electronic communication usually motivated by, but not limited to, any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical, or sensory handicap.

3. **Intimidation:**

Any use or threat of use of violence against a person or group or damage to the property of that person or group with the intent to coerce that person or group to take a given action against their will.

The act of intimidation includes, but is not limited to, any gesture, or written, verbal, psychological or physical act, or any electronic communication.

Intimidation is usually motivated by, but not limited to, any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical, or sensory handicap.

Consequences and Proper Remedial Action

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, the building principal or his designee will consider the following factors: the developments and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidences or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. After a close examination of the facts and surrounding circumstances, a determination that the investigated action has or has not constituted a violation of the policy will be concluded.

An appropriate consequence or set of consequences will be determined at this time. The consequence or consequences will be based upon a meaningful consideration of all the facts and will come from the following:

Counseling:

- Peer counseling
- Counseling with Student Assistance Counselor

General Detention

Saturday Detention

Social Probation

Suspension (OSS)

Report of incident to the police

Expulsion

It must be stressed that a given consequence or any combination of consequences will be assigned only after careful consideration of all facts related to the incident in question.

Alcohol/ Dangerous Substances

The Board of Education's policy is based on the convictions that school should be a drug and alcohol free environment. Identification of drug and alcohol activities during school hours will be considered a violation of the District's Drug and Alcohol Policy. This includes all school functions, field trips, etc.

The Board recognizes that not all situations can fall into a general policy. Therefore, there may be a need to rely on the expertise of professional staff, law enforcement agencies and outside agencies.

Violation of the chemical use policy will result in immediate suspension.

The complete Substance Abuse Policy (No. 5530) has been written according to statutes required by the State of New Jersey. Copies of this policy are located in the Superintendent's office.

The following actions and disciplinary measures will be adhered to in the event that a student is suspected or presumed to be involved in drug or alcohol use:
In compliance with N.J.S.A. 18A:40A-12,

The principal or his/her designee shall immediately notify the parent/guardian and the Superintendent and arrange for the pupil to immediately be medically examined by a doctor selected by the parent/guardian. This medical examination must include a chemical screen performed by a licensed testing facility.

The principal or his/her designee shall have no discretion as to whether or not the pupil shall be so medically examined, regardless of the symptoms that led to the referral or whether the symptoms can be corroborated.

The parent/guardian and the student shall also be informed that a refusal to submit and/or a failure to comply with the required medical examination and chemical screening within a **two-hour** window will result in a violation of the Substance Abuse Policy (No. 5530) and shall be considered a violation of the Compulsory Education Act, N.J.S.A. 18A:38-25,-31 and the child neglect laws pursuant to N.J.S.A. 9:6-1 et.seq.

If the school authorities are unable to contact the parent/guardian and/or if the doctor selected is not immediately available, the school medical inspector or designee shall be immediately called upon to examine the pupil for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or drugs pursuant to N.J.S.A.18A:40A-12. This medical examination must include a chemical screen performed by a licensed testing facility.

Payment of expenses resulting from such a medical examination by a doctor selected by the parents/guardians and/or resulting hospital costs will be the obligation of the parent/guardian and not the school district.

Prior to the pupil being released to the care of his/her parent/guardian for a 24 hour medical dismissal from school, a chemical screening report form shall be issued. The pupil shall be allowed to return to school with written assurance from the examining physician or a licensed testing facility that the

chemical screening has been completed. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcohol beverages or drugs, the pupil shall remain in or be returned to the care of a parent/guardian as soon as possible.

Pursuant to N.J.S.A.18A:40A-12, attendance at school shall not resume until a written report, including a non-diluted, negative chemical screening analysis, has been submitted to the parent/guardian of the pupil, the principal and the Superintendent from a physician who has examined the pupil to diagnose alcohol or drug use. The report shall certify that the pupil is chemically free and is physically and mentally able to return to school.

Any student, regardless of age, who is apprehended using, alcohol or a controlled substance, or who has tested positive on a school initiated chemical screening while under the jurisdiction of the school, will be suspended for no less than five (5) days or not more than ten (10) days for the first incident and suspended no less than eight (8) days for each subsequent incident or expelled, and placed on probation for one (1) year and will be required to participate in a rehabilitation/counseling program.

Future offenses may ultimately result in expulsion from school.

Possession of or distributing alcohol or illegal substances will be subject to (10) days OSS and:

- a. The parents/guardians will be notified.
- b. The North Caldwell Police will be notified.
- c. The student will be released to the police if a dangerous substance is involved.
- d. A chemical screen will be administered.
- e. Rehabilitation/counseling required.
- f. The Board of Education also may conduct a possible expulsion hearing for any student found selling, possessing or distributing illegal substances.

Smoke-Free Schools

For the health and well being of all School Districts, the State of New Jersey has adopted a policy that prohibits smoking and the use of tobacco products on and in all school property. Students found in violation of this policy are subject to the following consequences:

1st Offense: One Saturday Detention & two (2) days OSS, Social Probation, and a charge made by the North Caldwell Board of Health resulting in a \$250 fine (N.J.S.A. 26:3D-55).

2nd Offense: Two Saturday Detentions & three (3) days OSS, permanent Social Probation, and a charge made by the North Caldwell Board of Health resulting in a \$500 fine (N.J.S.A. 26:3D-55).

3rd Offense: In addition to a charge made by the North Caldwell Board of Health resulting in a \$1000 fine (N.J.S.A. 26:3D-55) -- Consequences to be determined on an individual basis by the School Administration.

Student Activity Fee -- Policy #2430

All participants in sports, marching band and all other clubs and co-curricular activities will be assessed a **one-time annual fee due before the first practice session in August for sports and band, and the beginning of school for all other activities**. This one-time payment per year covers all sports, clubs and co-curricular activities for the entire school year. There will be a one-time fee of **\$100** for any high school student in grades 9 through 12 wishing to participate and **\$75** for any middle school student in grades 7 and 8. Payment of this one-time fee would allow students the opportunity to participate in multiple co-curricular and extra-curricular activities offered. Parents with multiple children will pay a maximum of \$200 dollars regardless of the number of children attending the district schools. Students eligible for free and reduced lunch are exempt from the activity fee. Families experiencing financial hardships must request, in writing, consideration of fee waiver to the building principal. **(Please check the school website for more detailed information and procedures).**

Athletics and Co-Curricular Programs

Interscholastic Athletics

The sports program includes the following:

Baseball (V, JV)	Lacrosse - girls (V, JV)
Basketball - boys (V, JV)	Soccer - boys (V, JV)
Basketball - girls (V, JV)	Soccer - girls (V, JV)
Cheerleading	Softball - girls (V, JV)
Cross-Country - boys (V, JV)	Spring Tennis-boys (V, JV)
Cross-Country - girls (V, JV)	Spring Track - boys (V, JV)
Fall Tennis - girls (V, JV)	Spring Track - girls (V, JV)
Fencing - boys (V, JV)	Swimming - boys (V)
Fencing - girls (JV)	Swimming - girls (V)
Field Hockey (V, JV)	Volleyball – Boys (V JV)
Football (V, JV)	Volleyball—Girls (V JV)
Golf (V, JV)	Winter Track - boys &
Ice Hockey (V, JV)	girls combined team
(V, JV)	
Lacrosse - boys (V, JV)	Wrestling (V, JV)

Interscholastic Athletic Eligibility

New Jersey Interscholastic Athletic Association constitutional bylaws require that a student earn 13.75 credits per semester in order for a student to participate in any high school interscholastic athletic program.

NJSIAA STEROID TESTING POLICY

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic

Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games.

Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the attached page, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

Smoking, Alcohol, Drugs

Smoking, drinking and the use of drugs are direct violations of the most basic training rules.

Infraction of Rules -- **Penalty:** All athletes will be handled in the same manner as any other student (Drug/ Alcohol/ Tobacco Policy, adopted August, 1995).

Co-Curricular Activities

A variety of extracurricular club activities are available in the senior high school. Association with a club not only adds interest to the school day, but is a vehicle for personal enrichment through the blending of fun and a sense of accomplishment. Several clubs offer service involvement to both school and community. See the school website for a complete list and description of Co-Curricular Activities.

Assembly Procedures

Students are to sit in assigned seats and are expected to behave appropriately during assemblies. Any student who misbehaves during an assembly will be removed and sent to the Assistant Principal's office where disciplinary action will be taken.

Breakfast Program

The breakfast program will be in operation before the regular school day begins. **All food and beverages are to remain in the cafeteria.**

BUS BEHAVIOR

Students assigned to a school bus must obey all school rules, and:

- Show respect to the driver at all times;
- Enter and leave the bus in an orderly manner;
Ride only on the bus in which they are assigned;
- Avoid reckless and boisterous activity at all times, including and during waits at pick-up points;
- Extend no portion of the body or objects out a bus window;
- Keep aisles clear at all times;
- Refrain from smoking, eating, and drinking on the bus.

*** If bus procedures are not followed, students may lose bus privileges for a period of time to be determined by the Principal.**

CELL PHONES OR IPODS

Violations

1st Offense - confiscated by teacher/staff –WARNING

2nd Offense - **or** refusal to turnover to staff member-E-DASH

3rd Offense - confiscated by staff member-SATURDAY

ANY SUBSEQUENT REFUSALS TO SURRENDER, OR CELL PHONE VIOLATIONS, WILL RESULT IN SUSPENSION.

Laser pointers, playthings or any item deemed dangerous, problematic or disruptive will be confiscated.

Courtyard Policy

The courtyard will be available to all students during their lunch period provided that it is kept clean and is free from debris. Also, students are not to disrupt classes that are in session.

While in the courtyard, students **MUST NOT**:

- Disturb students in regular classes.
- Litter the courtyard.
- Any student who violates these policies will lose his/her courtyard privilege and may be subject to additional disciplinary measures.

Dress Code

General Student Dress Code Policy for Boys and Girls

Students are expected to be clean and well groomed in their appearance. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students results in behavioral control problems. Dress or grooming that jeopardizes the health or safety of the student or of other students or is hazardous to school property will not be permitted.

Prohibited Clothing and Articles

- Short shorts which are too tight and/or revealing or skirts which end higher than mid-thigh.
- Extremely low cut, tight fitting clothing with fishnet or bare styling in the midriff area, "see through" clothing of any style.
- Halters, tank/tube tops, backless garments.

- Clothing advertising or displaying drugs, tobacco, and/or alcohol or indicating sexual connotations, obscene or any inappropriate language.
- Bare feet, unsafe footwear, or cleated shoes.
- Hats, hoods, visors, bandanas, coats and outerwear are not to be worn while in school and are to be kept in lockers during the school day.
- Garments which contain insignias, symbols, or words which are likely to offend members of any race, sex, religion, nationality, or ethnic group are prohibited.
- Chains of any kind, studded collars or bracelets or choke collars are not permitted in school.

The student dress code stresses neatness and cleanliness more than any standard of conformity; therefore, any student reporting to school or any school function in what is considered inappropriate dress is to be sent, or reported, to the Assistant Principal's office. If the student is in violation of the dress code, appropriate action will be taken.

If a student does not comply with the school dress code, his/her parent/guardian will be contacted to bring a change of clothes. A T-Shirt will be provided for any student who cannot contact his/her parent. That student will not be allowed back in class until inappropriate attire is changed.

Gambling and Card Playing

Gambling in any form is a suspendable offense for as many as ten (10) days.

Flag Salute and Pledge of Allegiance

1. New Jersey law requires you to show respect for the flag of The United States of America.
2. If you are conscientiously opposed to the pledge or salute, you may abstain; however, you **MUST**:
 - sit or stand respectfully
 - remain silent
 - remove your hat.

Identification Cards

Each student will be issued an ID card. This card also serves as his/her library card. If an ID card is lost, the replacement fee will be \$2 payable to the library.

Late Buses

Late buses are provided Tuesday, Wednesday and Thursday only for students attending after-school activities. The buses leave the bus loading area at 3:50 P.M. The late bus routes are posted in the Main Office.

Late buses are provided for students involved in athletic practice at 5:15 p.m. (Tues., Wed. and Thurs. only)

LIBRARY PROCEDURES

Students from Classes

Subject teachers may send individual students to the library during the class period when they have something specific for the student to do or research. The teacher should use the standard corridor pass (not a permanent pass) with the student's complete name on it and the time. It would also be helpful if the assignment is written on the back so that the librarian may be able to assist the student. The student's pass will be signed when they leave to return to class. Students are **not** to come to the library when a substitute is covering a class or when a test is being given or reviewed.

Students from Study Halls

Students are to report to their study teacher. Study hall teachers fill out the library pass. The pass must have the student's name clearly written and a reason for coming to the library.

Students are to arrive at the library within the first five minutes of the period. The only exception is first period—students are sent after morning announcements.

If a student needs to make a stop somewhere else before arriving at the library, he/she should have a separate pass.

Students should be aware that the library is a **QUIET STUDY**. They must have something constructive to do in the library.

Passes out of the library will be for emergencies only. If a student leaves the library without permission, a referral will be given to the Assistant Principal.

Students who come to the library from lunch are expected to have a pass if they come in after the bell rings. The librarian will issue students passes if they are sent from the library to lunch.

Circulation Rules

1. Books circulate for two weeks and may be renewed. The fine is \$.05 per day.
2. Reference books circulate overnight. The fine is \$.25 per period.
3. Magazines and pamphlets circulate for one week. The fine is \$.05 per day.
4. Videos circulate for two days. The fine is \$1.00 per day.

Lockers

Lockers are assigned and maintained by the Maintenance Department and are the property of West Essex High School. **Therefore, they are subject to search by school officials.**

Each student in the school has his/her own locker. Students should not share lockers or combinations.

Lockers should be **locked** at all times. The school assumes no liability for articles missing from lockers. Students are responsible for providing their own lock for physical education class.

Lunch Periods

Lunch will be served during regular days and delayed openings. Students are to arrive to the cafeteria on time or present a late pass to the teacher on duty. The courtyard is available to all students on days where the weather permits. The following rules are set forth to allow ALL students the opportunity to eat in a controlled, comfortable, and clean cafeteria.

- Students are not to cut into line unless a teacher on duty has given permission.
- Students may not leave the cafeteria without a pass. The teachers on duty **MAY** issue passes.
- Students are not permitted to take food, drink, chairs, dishes or utensils outside the cafeteria.

Students are expected to clean their tables and dispose of all garbage prior to leaving their cafeteria table. Students who sit at a table that is not cleared off by the end of the period will be subject to a detention.

GENERAL/SENIOR PARKING It should be understood that the school parking lots have been provided for the convenience of: the staff, visitors and when permissible, seniors.

SENIOR PARKING PRIVILEGE GUIDELINES AND CRITERIA

Students and parents please read this carefully!

There are limited student parking spaces, therefore **requiring** students to select partners. All partners will share a single space equitably. Student parking is a **privilege** extended only to seniors who meet the parking privilege criteria, and who agree to abide by school parking guidelines.

RULES FOR SENIOR PARKING

1. All seniors must have a valid driver's license.
2. Students wishing to participate must complete an application and parent(s) **must** attend the GDL program. (original certificate of parental attendance must accompany application)
3. Students will be assigned a parking space and corresponding numbered sticker. All stickers must be displayed on the rear driver's side window of the registered car.
4. Students, who abuse their parking privileges, drive recklessly, or who incur disciplinary or attendance infractions may forfeit their parking privilege or possibly senior privileges.
5. **Any senior late to school 10 times or who has accumulated 10 unexcused absences may forfeit his/her parking privilege for an extended period of time.**
6. Students may not go to their cars during the school day without permission from an administrator.
7. Student vehicles **are subject to search** if there is reasonable suspicion to believe that drugs, alcohol, tobacco, or stolen property, is present in the vehicle. If found, the owner of the vehicle will face disciplinary and/or legal consequences.
8. Vehicles without a valid, properly displayed, parking sticker are not permitted on campus, and are subject to towing and school administration consequences.

Provisional Driver License Restrictions:

- No driving between 12:01 and 5 a.m. Passengers must be from the driver's household, plus one additional person.

- If the driver is at least 21 years old, there are no passenger restrictions.
- Driver cannot use wireless telephone or any wireless device while driving.

Transportation (driving /riding)

Bus transportation is provided for all students. No student may drive to school without the permission from the Principal.

Medical Program

The certified school nurse is on duty, Monday through Friday, to care for the health and safety of all staff and students. Any student ill or has an injury will be attended to by the school nurse. Parent/guardian will be notified if necessary. The Nurse's Office telephone number is 973-228-1200 X240.

The *West Essex Regional School District Health Program* is designed to *appraise, protect and promote* optimum health among all students and school personnel. Your cooperation is necessary to achieve our goal:

To comply with N.J. State law (N.J.S.A. 18a:40-4), **all seventh grade and students new to the district** must have a physical examination by their private healthcare provider.

All physical examination forms should be returned on the student's **first** day of school. All **new students** to West Essex Regional School District shall present his/her immunization record to the school nurse upon enrollment. A physical examination shall be presented to the school nurse within 30 days upon enrolling into school (N.J.A.C. 6A:16-2.2, (h),2.i)

Student-athletes requiring an *athletic* physical **must** have their examination completed by their own private physician. An examination of each candidate for a school athletic squad or team

shall be conducted within 365 days prior to the first practice session with examinations being made available by the school physician for those students who do not have a medical home. The *Athletic Pre-Participation Physical Evaluation Examination Form (Part B)* will be acceptable for 365 days.

The *Athletic Pre-Participation Physical Evaluation / Health History Questionnaire (Part A)* must be completed by parent/guardian & child and must be submitted **prior** to each sports season. To participate on a school athletic squad or team, each candidate whose medical examination was completed more than 60 days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. (These forms can be obtained from the Athletic Department, the school nurse, or downloaded from the District's website).

The Health Screenings will be conducted in the School Nurse's office as per N.J.A.C. 6A:16-2.2, (k):

1. Screening for height, weight and blood pressure shall be conducted annually for all students 9th through 12th grade.
2. Screening for visual acuity shall be conducted on all 10th graders.
3. Screening for auditory acuity shall be conducted on all 11th grade students pursuant to N.J.S.A. 18A:40-4.3
- 4.
5. Screening for scoliosis shall be conducted biennially for all students between the ages of 10-18 pursuant to N.J.S.A. 18A: 40-4.3.
6. Screenings will be conducted by the school physician, school nurse, physical education instructor, or other school personnel properly trained.
7. The school district shall provide for the notification of the parent of any student suspected of deviation from the recommended standard.

Students may be excused from physical education class with a written request from the parent/guardian. These excuses are valid for up to three (3) days. Excused absences for longer than 3 days require medical documentation which must be presented to the physical education teacher before the beginning of class.

Students who have LONG-TERM MEDICAL EXCUSES / RESTRICTIONS for physical education MUST HAVE A NOTE FROM THEIR PRIVATE HEALTHCARE PROVIDER. These documentations MUST be *updated EVERY SCHOOL YEAR.* Students may not participate in physical education with stitches, casts, etc.

BODY CASTS, IMMOBILIZERS, CANES CRUTCHES, WHEELCHAIRS

Students wearing body casts, immobilizers, canes, crutches, wheelchairs, or any other necessary appliance must have medical documentation and medical/educational accommodations written by the student's healthcare provider. An Individualized Healthcare Plan will be written by the school nurse that details accommodations and/or nursing services to be provided to a student because of the student's medical condition.

Parents are required to complete the enclosed Medical Information Emergency Card. **THIS CARD MUST BE RETURNED TO THE HOMEROOM TEACHER ON THE FIRST DAY OF SCHOOL.** When appropriate, please notify the school nurse of **ANY** change with your work and home telephone numbers, so you may be reached promptly, if necessary. (Please include your cell phone number, too.)

**MEDICATIONS:
REQUIREMENTS AND GUIDELINES**

Before any medication, prescriptive or over-the counter, can be administered to a student by the school nurse, the following information must be provided:

1. **Written Physician's Statement:** The physician must provide a written statement, which clearly identifies the medication, its purpose, the dosage, and the times when it is to be taken.

2. **Signed Parental/Guardian Authorization:** The parent/guardian must complete and sign a District Consent Form which authorizes the school nurse to administer the medication.

3. **Original Label and Container:** The medication must be in its original container with the original label. Upon request, some pharmacies will give two labeled bottles, one for school and the other for home.

4. Medication will be kept **locked** in the Nurse's Office.

5. **The school physician, certified school nurse or a non-certified school nurse, substitute school nurse employed by the District, the student's parent or legal guardian or the student who is approved to self-administered in accordance to N.J.S.A.18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency in pursuant to N.J.S.A. 18A:40-12.5 &12.6.**

Please note that these rules comply with state regulations and are enforced to protect your child.

Passes

Each student is required to have a separate valid corridor pass. The following students **DO NOT** need a pass:

- Student aides while performing AUTHORIZED duties.
- Students who are checking-in and going to Attendance Office.
- Students who are excused early due to physical disability.

Report Cards

Report cards are distributed shortly after each marking period during the school year. Final report cards are mailed home during the first week of July. Those students who have outstanding fines will not receive a report card until all fines are paid.

Senior Awards Assembly

The most prestigious event of graduation week, next to the graduation ceremony itself, is the Senior Awards Assembly. It is at this assembly that recognition is extended to those graduating seniors who, during the preceding four years, performed in an outstanding manner in academic classes and/or made significant contributions to the extracurricular life of the school. Scholarship awards are also made at this assembly.

Inquiries as to scholarship availability and eligibility should be addressed to the Guidance Office.

Telephones and Messages

- Phone calls are not to be made to the school switchboard or Attendance Office for the purpose of delivering personal messages.
- Students may use official school phones with permission of a staff member.

HELP LINES - HOT LINES

ALCOHOL AND DRUG HOTLINE (24 HOUR HELP)
1-800-234-0420

ALCOHOL AND DRUG REFERRALS
1-800-252-6465

ALA-TEEN
1-800-322-5525

ALA-NON (SPOUSES LIVING WITH AN ALCOHOLIC)
1-800-356-9996 1-800-344-2666

NARCOTICS ANONYMOUS
1-800-992-0401

NEW JERSEY DRUG HOTLINE
1-800-225-0196

COCAINE HOTLINE
1-800-COCAINE

OTHER ISSUES

AIDS HOTLINE
1-800-624-2377

CENTER FOR DISEASE CONTROL (HIV-AIDS-OTHERS)
1-800-342-AIDS

DOMESTIC VIOLENCE HOTLINE
1-800-572-7233

EATING DISORDERS
1-800-624-2268

GAMBLERS ANONYMOUS

1-800-426-2537

NATIONAL MENTAL HEALTH ASSOCIATION

1-800-969-6642

NATIONAL RUNAWAY SWITCHBOARD (ALL ISSUES)

1-800-621-4000

NEW JERSEY AIDS HOTLINE (INFO/TESTING)

1-800-624-2377

POISON CONTROL CENTER (IMMEDIATE RESPONSE)

1-800-962-1253

RUNAWAY HOTLINE (ALL ISSUES)

1-800-621-4000

SEXUALLY TRANSMITTED DISEASES

1-800-227-8922

YOUTH CRISIS COUNSELING

1-800-621-4000

WOMEN'S REFERRAL CENTER

1-800-322-8092

ESSEX COUNTY SERVICES

CONTACT HELP LINE. (ANY ISSUE, ANY TIME)
973-831-1870

ESSEX HELP LINE
973-783-9318

DYFS HOTLINE
1-800-792-8610
973-680-3587 (Essex County Prosecutor's Child Abuse Unit)

FAMILY CONNECTIONS (REFERRALS FOR HELP)
973-675-3817

FAMILY VIOLENCE
973-484-4446

GAY (GAY AND LESBIAN YOUTH)
973-285-1595

PARENTS SUPPORT GROUP
973-736-3344

PLANNED PARENTHOOD (MONTCLAIR)
973-746-7116

RAPE CRISIS CENTER
877-733-2273

SUICIDE CRISIS CENTER
973-672-9685

LOCAL POLICE

ESSEX FELLS	973-226-3000
FAIRFIELD	973-226-1400
NORTH CALDWELL	973-226-0800
ROSELAND	973-226-8700

DIRECTIONS TO WEST ESSEX HIGH SCHOOL

From Southern and Northeast New Jersey:

Take the Garden State Parkway to Route 80 West, to exit #52 (Fairfield), turn right on Two Bridges Road, which will turn into Passaic Avenue. Stay on Passaic Avenue until you see the airport on the right. You will see a Sunoco gas station on one corner and a large temperature/time clock on the other. This is West Greenbrook Road. Turn left and travel 1/4 of a mile. The school entrance is on your left.

From Northwest New Jersey:

Take route #80 East, turn off route #80 onto route #46 East. Travel to Passaic Avenue exit. Take a right and travel until you see the airport on the right. You will see a Sunoco gas station on one corner and a large temperature/time clock on the other. This is West Greenbrook Road. Turn right and travel 1/4 of a mile. The school entrance is on your left.

From Newark Area:

Take Bloomfield Avenue West to Passaic Avenue and turn right. Stay on Passaic Avenue until you see a Sunoco gas station on one corner and a large temperature/ time clock on the other. This is West Greenbrook Road. Turn right and travel 1/4 of a mile. The school entrance is on your left.

WEST ESSEX HIGH SCHOOL

ALMA MATER

Knights of West Essex, proudly we stand,
Striving for glory; honor we demand.
Fighting for victory, we'll always be
True to West Essex with strength and loyalty.
Hail to West Essex, long may you reign;
Our Alma Mater, we uphold your name.
Schools have their banners, some dull or bright,
But we'll always show our pride for the
Wessex red and white.