

WEST ESSEX HIGH STUDENT HANDBOOK

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WEST ESSEX REGIONAL SCHOOL DISTRICT

(973) 228-1200

www.westex.org

BOARD OF EDUCATION

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President

Ms. Kristin Bachmann

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Schools

Mr. Ryan Gupta

Director of Curriculum

Mr. Falkowski

Business Administrator/
Board Secretary

Mr. Caesar Diliberto

High School Principal

Ms. Juliann Hoebee

Assistant Principal

Mr. Damion Macioci

Assistant Principal

Dr. Barbara Cieremans

Director of Guidance

Ms. Tania Symmons

Director of Special
Services

STUDENT LEADERSHIP

Student Council

President.....	Kara Gingerelli
Vice President.....	Gianna Zecchino
Secretary.....	Amanda Garofalo
Treasurer.....	Lucia Trigo
Public Relations.....	Erica Torter
Student Ambassadors.....	Samantha Manuzza Shaina Barreto

Senior Class Officers

President.....	Nicholas Cerrigone
Vice President.....	Louis Galarowicz
Secretary.....	Lindsay Feldstein
Treasurer.....	Max Prince

Junior Class Officers

President.....	Julia Schmueltwitz
Vice President.....	Chris Tsakonas
Secretary.....	Julia Alex Schwartz
Treasurer.....	Evan Katz

Sophomore Class Officers

President.....	Christopher Duthie
Vice President.....	Thomas Cassara
Secretary.....	Lucas Schiffman
Treasurer.....	Dorian Gashi

Freshmen Class Officers

President.....	Gabriella Benevenga
Vice President.....	Liam Golden
Secretary.....	Natalie Caine
Treasurer.....	Thomas Drago

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 2016-2017 CALENDAR

First Day for Teachers – September 1

First Day for Students – September 6

MARKING PERIOD DATES

September 6 - November 9

November 14 - January 27

January 30 - April 3

April 4 - June 16

MID-PERIOD PROGRESS REPORT DATES

October 11, 2016

December 13, 2016

March 1, 2017

May 10, 2017

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)

MID-TERM EXAMS

January 22, 2016

January 25, 2016

January 26, 2016

Final Day for Students – June 16, 2017

FINAL EXAMS

PBA's May-June

PARCC Testing: May 15-19, 2017

AP TESTING: May 1-12, 2017

NJ Biology Competency Test: May 31 & June 1, 2017 (make-ups: June 7-8)

SENIOR SERVICE: May 17, 2017

MOVE-UP DAY: June 8, 2017

LAST DAY OF SENIOR SERVICE: June 13, 2017

GRADUATION: Friday, June 16, 2017

BELL SCHEDULES

REGULAR SCHEDULE					
BLOCK	TIME	A	B	C	D
1	7:42-8:40	1	4	3	2
2	8:45-9:40	2	1	4	3
3	9:45-10:40	3	2	1	4
L	10:43-11:35	L	L	L	L
4	11:40-12:35	5	8	7	6
5	12:40-1:35	6	5	8	7
6	1:40-2:35	7	6	5	8

2 HOUR DELAYED OPENING	
FOLLOW SCHEDULED LETTER DAY	
BLOCK 1/HOMEROOM	9:42 – 10:22
BLOCK 2	10:26 -11:06
BLOCK 3	11:10 – 11:50
LUNCH (30 minutes)	11:53 – 12:23
BLOCK 4	12:27 – 1:07
BLOCK 5	1:11 – 1:51
BLOCK 6	1:55 – 2:35

SINGLE SESSION DAY	
BLOCK 1/HOMEROOM	7:42-8:27
BLOCK 2	8:32-9:13
BLOCK 3	9:18-9:59
BLOCK 4	10:04-10:45
BLOCK 5	10:50-11:31
BLOCK 6	11:36-12:17

ALL CLASSES SCHEDULE	
BLOCK 1/HOMEROOM	7:42-8:26
BLOCK 2	8:31-9:12
BLOCK 3	9:17-9:58
BLOCK 4	10:03-10:44
LUNCH	10:44-11:36
BLOCK 5	11:36-12:17
BLOCK 6	12:22-1:03
BLOCK 7	1:08-1:49
BLOCK 8	1:54-2:35

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 feel 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 the Director of Guidance, 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 supervisor 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 those items set forth in Policy 9130.

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

Emergency Closing

1. Certain weather conditions **may** dictate a **2 hour delayed opening, early dismissal or school closure** for both regional schools.
2. An automated phone message will be sent to all parents and guardians through the district's communication system.
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.

SCHOOL CALENDAR 2016-2017

			Teachers'	Students'
			Days	Days
<u>2016</u>				
September			21	19
	1 Thursday	First Day for Teachers		
	2 Friday	Second Day for Teachers		
	5 Monday	Labor Day-No School		
	6 Tuesday	First Day for Students		
October			19	18
	3 Monday	Rosh Hashanah-No School		
	10 Monday	Columbus Day-No School for Students		
		Professional Dev. For Staff		
	12 Wednesday	Yom Kippur-No School		
November	10 Thursday	NJEA Convention – No School	18	18
	11 Friday	NJEA Convention – No School		
	23 Wednesday	Single Session – Early Dismissal		
	24 Thursday	Thanksgiving Recess – No School		
	25 Friday	Thanksgiving Recess – No School		
December	23 Friday	Single Session – Early Dismissal	17	17
	26 Monday	No School		
	To	Holiday Recess		
	30 Friday	No School		
<u>2017</u>				
January	2 Monday	Back to School	22	22
	16 Monday	MLK Day Early Dismissal Students/ Staff Development		
February	20 Monday	President’s Day – No School	19	18
	21 Tuesday	No School Students/Staff Development		
March	22 Wednesday	Single Session-Early Dismissal	23	23
		Staff Development		
April			15	15
	10 Monday	No School / Spring Break		
	14 Friday	No School		
May	29 Monday	Memorial Day – No School	22	22
June			12	12
	16 Friday	Last Day for Students and Staff (Early Dismissal)		
	16 Friday	Graduation		
	Total		188	184

ACADEMIC PROGRAM

Graduation 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
Lab Science	18 credits
Social Studies	10 credits U.S. History 5 credits World History
World Language	5 credits
Visual or Performing Arts	5 credits
Career Education & Consumer, Family and Life Skills	5 credits
Physical Ed. & Health	Successful completion each year
Health Education	Successful completion each year
Personal Financial Literacy (class of 2014)	2.5 credits

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.

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.

Program Selection

With the assistance of their counselor, using the recommendations provided by their classroom teachers, students will select their courses. Parents are encouraged to contact the counselor if they have any questions regarding course selection. A typical program consists of eight periods of instruction, usually five academics, physical education and one or two electives. Courses are offered based upon student enrollment. Under-enrolled courses may be cancelled prior to school opening. Students are required to select alternate elective courses in priority order. District graduation requirements may not fulfill all college entrance requirements. It is essential that students review the specific entrance requirements for all colleges on their personal application list. Selective/competitive colleges recommend that students have 20+ academic courses. A challenging academic schedule should include the following:

- English – 4 years
- Mathematics – 4 years
- Science – 4 years
- History/Social Studies – 3 to 4 years
- World Languages – 3 to 4 years

Course Level Recommendation Procedures

Recommendation for placement will depend upon the following factors:

- Current academic achievement
- Work-study habits which include motivation, effort, diligence, perseverance and maturity, as noted by teachers

- Upon request, evidence or artifacts of student work and/or audition process

The decision concerning a student's placement in any course will be made by the classroom teacher and supervisor using the above criteria.

Schedule Changes

Changing a student's academic program once classes have started disrupts the learning and teaching process. Schedule changes will be made **only** for the following reasons:

- An error in the student's schedule due to data entry.
- A recommendation from the Child Study Team.
- A recommendation from the Instructional Supervisor.

Drop/Add for the 2016-17 school year

6/10/16 - 6/16/16	Window to ADD/DROP
September 12-19, 2016	Window to ADD/DROP Classes No classes added after Sept 19
November 1, 2016	Last Day to DROP a class without WP or WF appearing on transcript. Only students without a study hall may drop a class
November 18, 2016	*Last Day to DROP a level in a course. Grade from original class will follow.
February 6-16, 2017	Window to ADD/DROP Second semester classes only

(An asterisk (*) denotes a level change only)

- Dropping a class during the drop/add period does not result in designation on the student's transcript.
- Students may not be scheduled for more than one study hall.
- All drop/adds require the signature of the student, parent, teacher of the course being dropped, department supervisor, guidance director and assistant principal.
- The student must continue to attend all scheduled classes until the student's counselor issues a new schedule.

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 Drop/Adds require signatures from the student, parent, teacher(s), and department supervisor(s).

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

Course Level Change and Appeals

Please reference The Program of Studies Guide, page 40. This reference includes level changes and appeals for Humanities, Math and Science.

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

1. **Any student receiving failing marks in both the 3rd & 4th marking periods will fail the course 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%
Midterm Exam	10%
Final Exam (PBA)	10%

Semester Courses

Marking Periods	40%
Final Exam	20%

Grade Weighting

Contact the guidance office for additional information.

Academic Honors

Please see the Guidance Department for current requirements for the Honor Roll, High Honor Roll, and National Honor Society.

Guidance / Student Services

All students will have a Guidance Counselor assigned to assist them with their transition to the high school. All students are assigned to the same counselor for all four 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.

Home Instruction (Policy # 2412)

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 must have approval from school physician.** 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. All missed work should be completed in the amount of time EQUAL TO the time missed (a day for a day). This policy does not pertain to students who are truant or who cut class.

Academic Integrity

West Essex Regional advocates for high standards of intellectual honesty and conduct as the foundation of our Academic Integrity Policy. In order to create an ethical learning environment, students must recognize that they are responsible for their choices. Their actions are a direct reflection of themselves, as well as the school community.

Cheating is defined as giving or receiving any unauthorized aide on tests, exams, reports, papers, homework, or any school/course related assignments. Cheating includes but is not limited to the unauthorized use of information orally, in writing, by signs, by electronic devices, etc.

Plagiarism is to use, intentionally or unintentionally, without crediting the source, to commit literary theft, and to present as new and original an idea derived from an existing source.

Examples of Unacceptable Behavior / Academic Conduct (*include but are not limited to*):

- Any use of or access to an electronic device during an assessment
- Copying any class assignment and submitting it as your own
- Unauthorized collaboration (sharing Goggle documents)
- Submitting any work that is not your own (such as purchased or obtained works)
- Using language, words, or ideas without citing properly
- Altering answers on a scored exam

- Obtaining any unauthorized information on an exam prior to the administration
- Destroying or stealing the work of others
- Falsification of signature
- Using a word translator in World Language classes

Acceptable Use Policy (Chrome Books and mobile devices)

**See West Essex Regional District Website for approved
Acceptable Use Policy # 2361 & 2163*

Preparedness for Class

Students are expected to be fully prepared with all materials in each and every class. This includes bringing a fully charged Chromebook to school on a daily basis. No extensions will be given to a student who is not prepared for class. All departmental policies for late work apply.

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).

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) except 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.

ATTENDANCE

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 and Loss of Credit

Excessive absenteeism shall be defined as the accumulation of more than 16 class absences in a full year course or more than 7 class absences in a semester course, and 4 class absences in Health class.

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 and 4, quarter) 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 as unexcused 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 – A note explaining the reason for the absence is to be submitted to the attendance office secretary **no later than the third (3) day** following the student's return.

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 MUST 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 IS UNACCEPTABLE 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)

Loss of Credit

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

- 17 absences in a class
- 8 absences in a semester class
- 4 absences in a quarter course (Health)
- 4 cuts in Cooperative Education (non-appealable)
- 3 cuts in a full year course (non-appealable)
- 2 cuts in a half year course (non-appealable)
- 1 cut in a single marking period class (non-appealable)

Unauthorized departure from campus results in cuts for all missed classes.

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
- Faculty members
- Student's Guidance Counselor or a CST Member.

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

This committee will determine if the student's credit will be reinstated. **Credit is never reinstated until the end of the year** when the committee reconvenes for final evaluations.

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 First Block

A student tardy to **First Block**, is one who inside his/her class before the 7:42 bell starts to ring. A warning bell rings at 7:37 a.m. Late to a **class** (block 1 - 8) 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 First Block** must report to the attendance office to sign in and will be issued a late pass. No student should enter first period class late without a late pass once class has begun. Students will be issued a warning at five incidents of tardiness, General Detention at ten incidents, E-DASH at fifteen incidents, and Saturday Detention at twenty incidents of tardiness.
2. Students who are tardy to **classes** (blocks 2 – 6) are subject to classroom rules and teacher detentions for the first four incidents of tardiness. Five incidents of tardiness will result in a General Detention. Ten incidents of tardiness will result in an E-DASH. Fifteen incidents of tardiness will result in a Saturday Detention. The Assistant Principal may also issue **Social Probation** (all extracurricular activities and parking privileges prohibited).

Late Arrival

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 be signed out by a parent/ guardian or a person on their emergency contact list in Genesis. **NO EXCEPTIONS**

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.

CODE OF CONDUCT / DISCIPLINE

Board Reg.5600: Lack of knowledge of the school rules will not be accepted as an excuse for breaking the school rules.

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 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.

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 neatly 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. Disciplinary sanctions are given at the discretion of the Assistant Principal. All discipline is progressive. Repeated offenses yield increasing consequences.

Teacher detention will be assigned for infractions within the classroom. The teacher will notify the student and assign the detention, at earliest, for the next day. Failure to report to a teacher detention is a reassignment of general detention by the Assistant Principal.

General detention is a period of approximately one hour, from 2:40-3:35, in a designated classroom, Tuesday, Wednesday or Thursday.

E-DASH (Extended Detention after School Hours) may be assigned for one or multiple days. E-DASH is from 2:45 - 5:00, Tuesday, Wednesday or Thursday in a designated room.

Saturday detention will be held from 8:00 a.m. to 11:00 a.m. in a designated classroom. Students are required to be prompt and bring school-related work with them such as homework, study materials or reading material. Once dismissed, students are to leave the building immediately.

Suspension will temporarily preclude a student from taking advantage of all school activities. The student must remain away from the school grounds and school events until the day after the suspension terminates.

Social probation prohibits a student from attending certain school-related functions, including designated extracurricular activities, senior service and parking privileges if applicable.

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

Infraction	Consequences may include
Expectation: Attendance and Responsibility Attend class regularly and punctually.	
Tardiness – 1-4 incidents for blocks 1-6	Teacher discretion
Tardiness – 5 incidents	General Detention
Tardiness – 10 incidents	Student charged one unexcused absence EDASH and/or Saturday Detention Social Probation
Cutting class (refer to attendance policy for loss of credit status) **Including Unit Lunch Music lesson or Unit Lunch Lab period	1 st offense –Saturday Detention 2 nd offense – 2 Saturday Detention 3 rd offense – Suspension
Unexcused absences - 4/marking period, 8/semester, 17/year	Loss of credit pending review by Attendance Review Committee
Unauthorized departure from campus	Suspension and Social Probation
Found in unauthorized/unsupervised area	Saturday Detention and/or Suspension
Breach of Academic Integrity (as defined on page 23 & 24)	<ol style="list-style-type: none"> 1. A zero will be assigned as a grade on the assignment. 2. Teacher must call parents and/or guardian within 24 hours. 3. The instructional supervisor, the assistant principal(s), and the student's guidance counselor will be notified, and the incident will be recorded in the student's disciplinary record. 4. The student may be excluded from the National Honor Society (when appropriate). <p>*Additional disciplinary actions may be taken.</p>

Expectation: Rapport Establish and maintain good working relationships with teachers and students. Follow school community rules.	
Class disruption	Teacher detention
Class disruption and removed from class	1-2 General Detentions, E-DASH or Suspension
Disrespectful behavior	1-2 General Detentions, E-DASH, or Saturday Detention
Cafeteria disruption/Loitering during Unit Lunch	Saturday Detention and/or Suspension
Unauthorized/Inappropriate use of electronic device in educational setting (Cell Phone and/or Chrome Book)	Immediate behavior is sanctioned by any consequence ranging from general detention to suspension.
Improper Electronic Communication (as defined by Policy #3283, please see pages 41-46)	Saturday Detention and/or Suspension
Unauthorized recording of a Board of Education approved employee or student (audio/video/Photo/posting to social media)	Suspension *Additional days-if during a safety drill
Refusal to turn electronic device over to teacher	Detention-Saturday Detention
Misuse of a Pass	Immediate behavior is sanctioned by any consequence ranging from general detention to suspension.
Insubordination/Defiance/Disobedience	Saturday detention, suspension and/or social probation
Reckless driving or failure to follow GDL laws and parking rules	Loss of driving privileges and/or Social Probation
Missed sanctions Once date has been selected, students may not change dates for any sanctions.	Teacher detention → General Detention General Detention → E-DASH E-DASH → Saturday Detention Saturday Detention → Suspension Social Probation-Extended

Expectation: Respect Respect self and others. Respect property and rights of others. Show concern for others.	
Fighting/Physical Aggression Inappropriate Physical Contact	1 st offense – immediate 3-5 day suspension, picked up by parent/guardian, social probation, North Caldwell Police notified, and meeting with Assistant Principal 2 nd offense – progressive suspension from prior incident
Threat (electronic, verbal, physical, or written) to a student or Board approved employee	Suspension for a period not exceeding 10 days, social probation and report to police
Violent or dangerous behavior (assault, assault with a weapon, battery, possession of a weapon)	Suspension for a period not exceeding 10 days, social probation and report to police
Harassment/Intimidation/ Bullying (HIB)	Immediate behavior is sanctioned by any consequence ranging from detention to long term suspension. The Anti-Bullying Specialist is also notified and will investigate for further possible consequences.
Obscenity	1 st offense – Saturday detention 2 nd offense – Suspension
Obscenity directed at staff	Suspension
Vandalism/Theft	Suspension, social probation and police report
Tobacco products Electronic cigarettes Smokeless Tobacco Vapor cigarettes Items containing Nicotine	1 st offense – 2 days suspension 2 nd offense – 3 days suspension 3 rd offense – 4 days suspension, Social Probation, possible charge by North Caldwell Board of Health and consequences determined by admin
Substance abuse	*Suspension and all Consequences (refer to page 47-49)
Contraband-lighter, laser pointers, noise makers and other items deemed prohibited by Administration	Immediate behavior is sanctioned by any consequence ranging from general detention to suspension.
Gambling/Card Playing	Up to 10 day suspension

Due Process and Disciplinary Appeals

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.

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.

- Any student engaging in threats or physical violence will be reported to the North Caldwell Police.
- Threats and physical violence are suspendable for a period of up to 10 days and a possible Board Hearing.

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (POLICY #3283)

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed

during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content

of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.

- b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
- c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student

- a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal website are not acceptable between a teaching staff member and a student.
 - b. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon board adoption of this Policy.
 - c. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

Harassment, Intimidation and Bullying

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication **whether it be a single incident or a series of incidents**, that is **reasonably perceived** as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender sexual orientation, gender identity and expression, mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, **or off school grounds** as provided by Section 16 of the Anti-Bullying Rights Act which substantially disrupts or interferes with the orderly operation of the school or rights of other students and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
2. Has the effect of insulting or demeaning any student or group of students; or

3. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and Proper Remedial Action

Incidents of violence or vulgarity will have an immediate consequence. These incidents will also be reported to the Anti-Bullying Specialist for investigation. Confirmed cases of bullying, harassment and intimidation are subject to further discipline. Any reported incidents of bullying, harassment or intimidation will be referred to the Anti-Bullying Specialist for investigation.

Incidents of bullying, harassment or intimidation that occur off school grounds are subject to consequences. Consequences may include:

Counseling:

- Peer counseling
- Counseling with Student Assistance Counselor

General Detention

E-DASH

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(s) in question.

Alcohol/Dangerous Substances

The Board of Education recognizes that a pupil's use of harmful substances seriously impedes that pupil's education, and threatens the welfare of the entire school community. The Board of Education is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take all necessary steps to protect the school community from harm, and from exposure to harmful substances. Accordingly the Board of Education has established a comprehensive policy, and comprehensive substance

abuse prevention, intervention, and treatment referral programs in the schools of this district. The complete Substance Abuse Policy #5530 is predicated on mandatory statutes adopted in the State of New Jersey. The policy can be accessed on the district website, and copies of the policy are also available in the Office of the Superintendent of Schools.

A pupil who uses, possesses, or distributes, a substance as defined in **N.J.S.A. 18A:40A-9** on or off school property, while under the jurisdiction of West Essex Regional School District personnel will be subject to discipline. Discipline will be graded to the severity of the offense, and will include suspension or expulsion.

In compliance with **N.J.S.A. 18A:40A-12**, the following procedures will be adhered to when a student is suspected of potentially being under the influence of a substance. The Principal or his/her designee shall immediately notify the parent/guardian, and the Superintendent of Schools, and arrange for the immediate medical examination of the pupil by a medical doctor, selected by the parent/guardian. The medical examination must include a chemical screen performed by a licensed testing facility.

Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of an illegal substance is a serious offense, and any pupil who violates a substance abuse rule will be disciplined accordingly. Discipline will be graded to the severity of the offense. Any student disciplined under the substance abuse policy will be required to produce a clean non-dilute, non-adulterated urine sample; complete a medical examination that indicates the student is able to resume regular school attendance; and must complete a full chemical dependency evaluation at a state certified facility before resuming regular school attendance. Students must continue to test clean, and remain in good standing with the facilities program in order to continue regular school attendance.
2. Under the influence of an illegal substance while in school, on school grounds, or while under the supervision of school personnel.
 - a. First Offense
 - i. Suspension from school of not less than five days.
 - ii. Parent notified.
 - iii. Social probation at the discretion of the administration.
 - iv. Police notified at the discretion of the administration.

- b. Second Offense
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation not less than ninety days.
 - c. Third Offense
 - i. Suspension from school not less than ten days.
 - ii. Any action or procedure deemed necessary to protect the health and safety of the student in question, or the student body as a whole.
3. Possession of an illegal substance or paraphernalia while in school, on school grounds, or while under the supervision of school personnel.
- a. Simple Possession
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation for a length determined by school administration.
 - b. Possession with the intent to distribute
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation for a length determined by school administration.
 - v. Possible Board of Education hearing; disciplinary consequences to be determined.
4. Distribution of an illegal substance while in school, on school grounds, or while under the supervision of school personnel.
- i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation for a length determined by school administration.
 - v. Possible Board of Education hearing; disciplinary consequences to be determined.

Tobacco/Nicotine/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: Two (2) days suspension, Social Probation, and a Possible charge made by the North Caldwell Board of Health resulting in a \$250 fine (N.J.S.A. 26:3D-55).

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

3rd Offense: Four (4) days OSS, permanent Social Probation for remainder of school year. In addition to a possible 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.

ATHLETICS AND CO-CURRICULAR PROGRAMS

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).**

Interscholastic Athletics

The sports program includes the following:

Varsity = V

Junior Varsity = JV

Freshman = F

Baseball (V, JV, F)

Basketball - boys (V, JV, F)

Basketball - girls (V, JV)

Cheerleading – Fall/Winter (V, JV)

Cross-Country - boys (V, JV)

Cross-Country - girls (V, JV)

Fall Tennis - girls (V, JV)

Fencing - boys (V, JV)

Fencing - girls (V, JV)

Field Hockey (V, JV, F)

Football (V, JV, F)

Golf (V, JV)

Winter Track - boys & girls (V, JV)

Lacrosse - girls (V, JV, F)

Soccer - boys (V, JV, F)

Soccer - girls (V, JV, F)

Softball - girls (V, JV)

Spring Tennis-boys (V, JV)

Spring Track - boys (V, JV)

Spring Track - girls (V, JV)

Swimming - boys (V, JV)

Swimming - girls (V, JV)

Volleyball - Boys (V, JV)

Volleyball Girls (V, JV, F)

Ice Hockey (V, JV)

Lacrosse – boys (V, JV)

Interscholastic Athletic Eligibility

New Jersey State Interscholastic Athletic Association Requirements (NJSIAA)

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

2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Attendance Requirements for Athletics and Co-Curricular Activities

All students must be in school prior to the start of Block 3 (9:45 a.m.) to participate in school-related activities that day.

Students who are dismissed early must remain in school until the conclusion of Block 4 (12:35 p.m.) to participate in school-related activities that day. Additionally, students are allowed to participate in after school activities if the reason for the early dismissal is excused. Examples include: bereavement, appointments with a physician, driver's test, and legal proceedings. All appointments require documentation.

A student dismissed early from the school nurse cannot return to school grounds to participate in an after school activity or event.

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 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.

SCHOOL OPERATIONS**Transportation**

Bus transportation is provided for all students. Bus schedules are sent out each year. Missing a bus is not an excuse for tardiness.

Late buses are provided only on Tuesdays, Wednesdays and Thursdays for students attending after-school activities. The buses leave the bus loading area at 3:50 p.m. and 5:15 p.m.

Senior Parking

1. Limited parking requires students to select partners. All partners will share a single space equitably. **No exceptions.**
2. Student parking is a privilege extended **only to seniors** who meet the parking privilege criteria, and who agree to abide by school parking guidelines. Juniors are not permitted to drive and/or park on campus at any time during the school day. The sanction is a Saturday Detention and loss of parking privileges for the month of September.
3. All seniors must have a valid driver's license.
4. Students wishing to participate must complete an application and parent(s) must attend the GDL program (original certificate of parental attendance must accompany application).
5. 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.
6. Students who abuse their parking privileges drive recklessly, or who incur disciplinary or attendance infractions may forfeit their parking privilege or possibly senior privileges.
7. 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.
8. Students may not go to their cars during the school day without permission.
9. 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 illegal or stolen property is found, the owner of the vehicle will face disciplinary and/or legal consequences.
10. Vehicles without a valid, properly displayed, parking sticker are not permitted on campus, and are subject to towing and school administration consequences.

Dress Code

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 or bare styling in the midriff area, "see through" clothing of any style.
- 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 or sunglasses 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 change

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.

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.**

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 in the Cafeteria and Main Gym.

Lunch will be served during regular days and delayed openings.

Students are to arrive to the cafeteria on time. 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 area.

- Students are not to cut into line.
- Students are not permitted to take food, drink, chairs, dishes or utensils outside the cafeteria.
- Food cannot be taken out of designated areas.
- Students may move freely to designated areas during unit lunch.

- Students are expected to clean their tables and dispose of all garbage prior to leaving their table. Students who sit at a table that is not cleared off by the end of the period will be subject to disciplinary action.
- School official may assign seats if needed.

Media Center Procedures

Please visit the Media Center for current rules and procedures.

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 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 Pre-Participation Physical Evaluation History Form and Pre-Participation Physical

Evaluation Physical Examination Form, & Pre-Participation Physical Evaluation Clearance Form all must be submitted prior to participation.

The Health History Update Questionnaire may be submitted for each candidate whose medical examination was completed more than 90 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. 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.
5. Screenings will be conducted by the school physician, school nurse, physical education instructor, or other school personnel properly trained.
6. 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: Requirement 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.

Essex County Services

CHILD PROTECTION AND PERMANENCY (CP&P)
1-800-792-8610
973-680-3587 (Essex County Prosecutor’s Child Abuse Unit)

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

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

PLANNED PARENTHOOD (MONTCLAIR)
973-746-7116

RAPE CRISIS CENTER
877-733-2273

ESSEX COUNTY CRISIS CENTER
973-672-9685

SUICIDE CRISIS CENTER
973-672-9685

MOBILE RESPOND SUICIDE
877-652-7624

LOCAL POLICE

ESSEX FIELDS	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.