

MEMORIAL HIGH
SCHOOL



PARENT-STUDENT HANDBOOK
2016-2017

PROPERTY OF: _____

375 RIVER DRIVE
ELMWOOD PARK, NJ 07407

"WE ARE CRUSADERS FOR OUR KIDS"

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A MESSAGE FROM THE SUPERINTENDENT

Dear Parent/Guardians:

The handbook has been developed to provide you with a variety of information. With this information you should have the insight necessary to become an active partner in the educational process of your child.

Education in the Elmwood Park Schools is designed to meet the needs of the individual, but ultimately each student will gain from school according to the effort he or she applies. To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

Our schools make special efforts to create and promote good relationships between the home and school. Newsletters, parent bulletins, regular conferences, and direct contact with parents is a part of these efforts. You are encouraged to initiate your own contacts whenever necessary. You are also encouraged to become active in the parent organization, volunteer for participation on committees, and attend meetings of the Board of Education.

Let's work together. Your positive involvement and continued contact with the school will contribute greatly to the proper academic development of your child.

Sincerely,

Anthony Grieco
Superintendent of Schools

PRINCIPAL'S MESSAGE

Dear Parents/Guardians:

The administration and faculty of Memorial High School welcomes you to the 2016-2017 school year. Memorial High School offers many academic, elective and extra-curricular opportunities to meet the needs of all students. We are committed to providing our students with a challenging and engaging educational experience that prepares them for the 21st century global economy. The Parent-Student Handbook outlines many of the programs available to students, as well as general policies and procedures.

The code of conduct and subsequent policies are intended to prepare and educate your children within a safe environment. Please take the time to review each section thoroughly. I urge you to maintain open lines of communication with our faculty and to become an active member of the Memorial High School community.

Memorial High School takes great pride in all that it has to offer its students. I am eager to begin working with the parents, faculty and community during the 2016-2017 school year. I encourage each student to seek out new opportunities, accept new challenges and become involved with all aspects of student life.

Sincerely,

David Warner
Principal

OUR MISSION

We are a community dedicated to creating an educational environment where students are empowered to exceed their potential through a challenging, innovative, and interdisciplinary curriculum. By fostering character, dignity, and respect for self and other cultures, students will become creative thinkers and global citizens able to thrive in a diverse and evolving society.

WE BELIEVE.....

- All students can learn.
- Good citizenship and appropriate societal values should be instilled.
- Maximum participation in a variety of learning experiences and co-curricular activities should be encouraged.
- Awareness of current health issues must be stressed.
- Individual dignity and sense of self-worth must be instilled in students and staff.
- Sufficient teaching tools and ability to exist in an innovative learning environment must occur for students and faculty.
- Creativity and positive risk taking should be encouraged.
- Everyone has a right to a clean, safe positive environment.
- Everyone has a right to be an individual and to be able to achieve at maximum potential in individual or group activities.
- Educators are role models and should be encouraged to group professionally.
- The school system, community, and local governing bodies must work together in harmony and with a positive attitude.
- Societal changes must be recognized.
- Communication skills are vital.
- Changing technologies should be used as a teaching tool, as well as subject for study.
- Quality education includes efficiency.
- Pride in self, school community, and country should be instilled in all.

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GUIDANCE DEPARTMENT

The Guidance Department offers a wide range of services and programs for students, parents, and faculty. Each student is assigned to a counselor alphabetically and is scheduled for periodic conferences during the year to help meet educational, vocational and social needs.

Both students and parents may request an appointment through the guidance department secretary. They may confer with the counselor about course choice, selection of post-high school programs, scholarships, financial assistance, academic achievement or lack of progress, career goals, standardized test results, or personal/social concerns.

The Guidance Department publicizes many opportunities for students, including programs for the gifted and talented, summer institutes, job opportunities, field trips, and college visitations. Bulletin board notices, special presentation speakers, and newsletters are just some of the media for publicizing important information. The student has the responsibility of taking advantage of this information and sharing it with parents.

The Guidance Department may be reached by calling ext. 2935.

CLASS ELIGIBILITY AND GRADUATION REQUIREMENTS

In order to receive a diploma from Elmwood Park Memorial High School, students must fulfill the minimum requirements established by the New Jersey Department of Education and the Elmwood Park Board of Education. To graduate from Elmwood Park Memorial High School, students must:

1. Pass all required state assessments
2. Earn a minimum of 120 credits
3. Fulfill all obligations (i.e. attendance, detentions, fines, etc.)
4. Pass the following courses

HIGH SCHOOL PROGRAM PLANNER WORKSHEET

Use the following sheet when planning your high school course selections.

| | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Required Years for Graduation | Credits for Graduation |
|--------------------------------------|------------|-------------|-------------|-------------|-------------------------------------|---------------------------|
| ELA | | | | | 4 | 20 |
| PE/Health | | | | | 4 | 20 |
| Mathematics | | | | | 3 | 15 |
| Science | | | | | 3 | 15 |
| US History | | | | | 2 | 10 |
| World History | | | | | 1 | 5 |
| Foreign Language | | | | | 1 | 5 |
| Fine/Practical Performing Arts | | | | | 1 | 5 |
| Careers | | | | | 1 | 5 |
| Financial Literacy | | | | | ½ | 2.5 |
| Electives | | | | | 4 | 17.5 |
| TOTAL CREDITS | | | | | | 120 |

Credits required to be in “Good Standing”

- | | |
|--------------|-------------|
| 1. Sophomore | 30 credits |
| 2. Junior | 60 credits |
| 3. Senior | 90 credits |
| 4. Graduate | 120 credits |

| | Course and Credit Requirements for all students entering Grade 9 in: | | | |
|-------------------------------|---|-----------|-----------|-----------|
| | 2012-2013 | 2013-2014 | 2014-2015 | 2016-2017 |
| ENGLISH | 20 Credits (ELA 1, 2, 3, 4) | | | |
| MATHEMATICS | 15 Credits including Algebra 1, Geometry, Algebra 2 or the content equivalent and a third year of math that builds upon the concepts and skills of Algebra and Geometry | | | |
| SCIENCE | 15 Credits including at least 5 credits in Biology; an additional laboratory/inquiry based science course including Chemistry, Environmental Science, or Physics; and a third laboratory/inquiry-based science course | | | |
| SOCIAL STUDIES | 15 Credits (5 credits each in World History, US History 1, US History 2) | | | |
| PHYSICAL EDUCATION/HEALTH | 5 Credits of Physical Education/Healthy during each year of enrollment | | | |
| WORLD LANGUAGE | 5 Credits | | | |
| FINE/PRACTICAL/PERFORMING ART | 5 Credits | | | |
| CAREER READINESS | 5 Credits | | | |
| FINANCIAL LITERACY | 2.5 Total Credits in Financial Literacy | | | |
| TOTAL CREDITS | | | | |

All students must take any state implemented standardized testing.

*** ANY 12TH GRADE STUDENT WHO HAS NOT COMPLETED ALL CREDIT REQUIREMENTS FOR GRADUATION PRIOR TO THE DATE OF THE GRADUATION CEREMONY WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY.**

PARCC GRADUATION REQUIREMENTS

The updated chart below details how students can satisfy their assessment graduation requirement.

| | |
|---|---|
| PARCC ELA Grade 9 \geq 750 (Level 4) <i>or</i> | PARCC Algebra I \geq 750 (Level 4) <i>or</i> |
| PARCC ELA Grade 10 \geq 750 (Level 4) <i>or</i> | PARCC Geometry \geq 725 (Level 3) <i>or</i> |
| PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i> | PARCC Algebra II \geq 725 (Level 3) <i>or</i> |
| SAT Reading* \geq 400 <i>or</i> | SAT Math* \geq 400 <i>or</i> |
| ACT Reading or ACT PLAN Reading \geq 16 <i>or</i> | ACT or ACT PLAN Math \geq 16 <i>or</i> |
| Accuplacer Write Placer \geq 6 <i>or</i> | Accuplacer Elementary Algebra \geq 76 <i>or</i> |
| PSAT10 Reading or PSAT/NMSQT Reading** \geq 40 <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading*** \geq 22 <i>or</i> | PSAT10 Math or PSAT/NMSQT Math** \geq 40 <i>or</i> PSAT10 Math or PSAT/NMSQT Math*** \geq 22 <i>or</i> |
| ACT Aspire Reading \geq 422 <i>or</i> | ACT Aspire Math \geq 422 <i>or</i> |
| ASVAB-AFQT Composite \geq 31 <i>or</i> | ASVAB-AFQT Composite \geq 31 <i>or</i> |
| Meet the Criteria of the NJDOE Portfolio Appeal | Meet the Criteria of the NJDOE Portfolio Appeal |

Note: * SAT taken prior to March 2016; ** PSAT taken prior to October 2015; ***PSAT taken after October 2015. The College Board will establish new 'threshold scores' in May 2016 for the new SAT.

SENIOR VOLUNTEER HOURS

All senior students, who are on track to graduate this school year, are required to complete a minimum ten (10) hours of community service projects as a requirement to graduate from Memorial High School. Students will be provided with specific instruction at the beginning of the school year as to the process associated with fulfilling this requirement. Numerous service projects are offered to the students (by various groups) throughout the year at the high school. Students who need help in fulfilling this requirement should seek assistance from their guidance counselor, SAC, or an administrator. Students failing to fulfill this requirement **will not have completed all the requirements for graduation.**

GRADUATION PRACTICE

All seniors eligible for graduation must arrive on time and take part in all scheduled commencement practices. Individuals may be excluded from commencement practices and/or the commencement ceremony for the following:

1. Failure to attend any commencement practices.
2. Unacceptable behavior during commencement

practice and/or commencement ceremonies.

3. Use and/or abuse of any controlled substance during commencement practice and/or commencement ceremonies.

Students will purchase their graduation cap and gown attire through a separate vendor. Any student who fails to meet requirements to graduate will be given his/her purchased cap and gown on the first business day following the graduation ceremony.

SCHEDULE CHANGE REQUESTS

Schedule changes will not be granted for issues regarding personal or teacher preference. All schedule changes made after the start of the school year require administrative approval.

GRADING INFORMATION

Method of computing final grades for the 2016-2017 school year:

| a. Semester Courses | | b. Full Year | |
|--------------------------------|-----|--------------------------------|-----|
| 1 st Marking Period | 40% | 1 st Marking Period | 20% |
| 2 nd Marking Period | 40% | 2 nd Marking Period | 20% |
| Exam | 20% | Mid-term Exam | 10% |
| | | 3 rd Marking Period | 20% |
| | | 4 th Marking Period | 20% |
| | | Final Exam | 10% |

GRADES

When arriving at report card grades, only numerical grades are to be recorded for each marking period and may be interpreted as follows:

| | |
|----------|---------------|
| 93-100 | Excellent |
| 85-92 | Above Average |
| 77-84 | Average |
| 70-76 | Below Average |
| Below 70 | Failure |

The lowest numerical grade to be assigned to the report card for the first three marking periods will be 55. The grade assigned for the mid-term examination, the fourth marking period and the final examination will be that which the pupil actually earns. Exception: The lowest numerical grade to be assigned to the report card for any marking period in physical education/health classes is 55.

PRINCIPAL'S LIST AND HONOR ROLL CRITERIA

Principal's List: A pupil receiving a grade of 93 or above and "satisfactory" or "outstanding" citizenship rating in each subject during a marking period shall be placed on the Principal's List.

Honor Roll: A pupil receiving a grade of 85 or above and "satisfactory" or "outstanding" rating in citizenship in each subject during a marking period, shall be placed on the Honor Roll.

CLASS RANK

Class rank is computed at the end of the junior year based on course grades for the first six semesters of high school. This will continue until the end of the senior year. Class rank takes into consideration credit weighting for honors and Advanced Placement course work.

VALEDICTORIAN / SALUTATORIAN

Selection of valedictorian/salutatorian will incorporate the following criteria:

- a. These students will have the highest and second highest weighted rank at the end of their senior year.
- b. Any student selected must have spent more than half of his/her junior and full senior year in the high school.
- c. Any student who opts to graduate early will forfeit his/her right to receive the honor of being valedictorian/salutatorian.
- d. The Board reserves the right to revoke the honor of valedictorian or salutatorian in cases of serious violations of the school code of conduct.

Incompletes

A grade of incomplete will not be used as the final grade, but may be given temporarily because of illness or other teacher-approved reasons for a prolonged absence. The teacher will establish the terms regarding the requirements for the makeup work, and notify the student of these requirements and the time period permitted. The student must resolve the INC within five (5) days after the report cards have been issued unless a serious medical condition continues to exist preventing the student from returning to school.

Citizenship Grade

Citizenship is interpreted as student conduct in the classroom and around the school community. Leadership, behavior, the willingness to help others, respect and overall moral character are factors considered when entering this grade. This category is not determined by a student's ability to complete schoolwork or to succeed academically. Students can receive a citizenship grade of O (outstanding), S (satisfactory), or N (needs improvement).

Correspondence Courses/Virtual School

1. Any student wishing to take a correspondence course must have administrative approval.
2. Students are limited to taking one (1) class each semester and two (2) classes during the summer.
3. Courses may only be taken as credit recovery "remediation" for a class that a student has previously failed.
4. Students may not take a correspondence course for a class in which they are currently enrolled or had been enrolled for that academic year. They must wait until the summer or following school year to take the course.

GENERAL INFORMATION

ARRIVAL TO SCHOOL

Students who arrive to school prior to 7:55 A.M. must enter the school via the wing three, cafeteria or main entrances. Upon entering the school, students should report directly to the cafeteria. Students may proceed to their lockers and period one class at 7:55 A.M. when authorized by the morning supervising monitor or administration.

COURSE WITHDRAWAL

Any student requesting to withdraw from a full year course must do so before the end of the first marking period (half year course withdraw requests must be made before progress reports are issued) in order for there to be no grade of record. If the withdrawal is made after the above referenced times, a grade of "WP" (withdrawn passing) or "WF" (withdrawn failing) will be recorded on the transcript to reflect student status at the time of withdrawal. No student may withdrawal from a course after the second marking period begins without administrative approval. A student must have written permission from his/her parent/guardian in order to request a withdrawal. **The administration reserves the right to deny all requests.**

PROGRESS REPORTS

Progress reports may be issued prior to the end of each marking period to indicate achievement or potential failure for that period. Failures, however, may occur without previous warning. A progress report is given to alert both parent and student to the necessity of greater effort. The teacher may issue progress reports at shorter intervals if requested by the parents or if the teacher determines a need.

Scheduled dates for issuing Progress Reports are as follows:

1st Marking Period **October 12, 2016**
2nd Marking Period **December 22, 2016**
3rd Marking Period **March 8, 2017**
4th Marking Period **May 24, 2017**

REPORT CARDS

Report cards are issued four times each year showing the student's academic accomplishments and attendance record. Parents should call if there are questions.

Scheduled dates for the end of the marking periods are as follows:

1st Marking Period **November 18, 2016**
2nd Marking Period **February 1, 2017**
3rd Marking Period **April 13, 2017**
4th Marking Period **June 28, 2017**

Final grades become part of the student's official record. It is of the utmost importance that each student builds the best possible record while in high school. Every student is ranked according to the final grades and the weighting of specific classes.

EXAMS

All courses in the five major subject areas – Language Arts Literacy, Mathematics, Social Studies, Science and Foreign Language require periodic evaluations of a student's progress and understanding of the subject. These evaluations include mid-term and final examinations, and represent a significant portion of the student's final grade. **Students who miss a mid-term or final exam must provide a doctor's note to the administration in order to be permitted to make up the exam.**

Any high school junior or senior in "good standing" may be exempt from taking a final examination provided they meet certain criteria.

FINAL EXAM EXEMPTION

Any high school junior or senior in “good standing” may be exempt from taking a final examination provided they meet the following criteria.

- Has an “A” average (93%-100%) for the course. The calculation of this average will include the marking period 4 grades up to the date exams are given.
- Has a “B” average (85%-92%) for an advanced placement (AP) course and has taken the AP test. The calculation of this average will include the marking period 4 grades up to the date exams are given.
- Has a satisfactory attendance record with no more than 6 unexcused absences in the course.
- Has a satisfactory disciplinary record with no more than 1 disciplinary infraction and no suspensions.
- There are no exemptions for semester courses.
- Final projects cannot be exempt.
- Students meeting the exemption criteria may still take the exam if they choose.
- Any student taking a dual credit course shall take the final exam in accordance with the college/university guidelines.

MAKE UP WORK

A student is provided with an opportunity to complete missed assignments due to absences. However, it would be unwise to believe that one can make up the learning activity that occurs when one is present in class. Time allowed to make up missed work is equal to the amount of time absent, except the makeup period is not to exceed five (5) school days without the permission of the administration. Responsibility to make up work rests with the student and not the classroom teacher. Students may complete assignments within the five-day period for time missed because of actions initiated by the authorities of the school such as suspension or exclusion.

BELL SCHEDULE AND PASSAGE TO CLASSES

The bell schedule for grades 9-12 is represented below. All students are expected to arrive at their next period classes within the four minutes passing time. **No students are to leave the building during the passing period.**

Regular Time Schedule

| | |
|--------------|-------------------------|
| Warning Bell | 8:00 A.M. |
| Period 1 | 8:05 A.M. – 8:55 A.M. |
| Period 2 | 9:00 A.M. – 9:45 A.M. |
| Period 3 | 9:50 A.M. – 10:35 A.M. |
| Period 4 | 10:40 A.M. – 11:25 A.M. |
| Period 5 | 11:30 A.M. – 12:15 P.M. |
| Period 6 | 12:20 P.M. – 1:05 P.M. |
| Period 7 | 1:10 P.M. – 1:55 P.M. |
| Period 8 | 2:00 P.M. – 2:45 P.M. |

Early Dismissal Time Schedule A

| | |
|--------------|-------------------------|
| Warning Bell | 8:00 A.M. |
| Period 1 | 8:05 A.M. – 8:35 A.M. |
| Period 2 | 8:40 A.M. – 9:05 A.M. |
| Period 3 | 9:10 A.M. – 9:35 A.M. |
| Period 4 | 9:40 A.M. – 10:05 A.M. |
| Period 5 | 10:10 A.M. – 10:35 A.M. |
| Period 6 | 10:40 A.M. – 11:10 A.M. |
| Period 7 | 11:15 A.M. – 11:45 A.M. |
| Period 8 | 11:50 A.M. – 12:18 P.M. |

Early Dismissal Time Schedule B

| | |
|--------------|-------------------------|
| Warning Bell | 8:00 A.M. |
| Period 1 | 8:05 A.M. – 9:05 A.M. |
| Period 2 | 9:09 A.M. – 10:09 A.M. |
| Period 3 | 10:13 A.M. – 11:13 A.M. |
| Period 8 | 11:17 A.M. – 12:18 A.M. |

AFFIRMATIVE ACTION

Please see the school website (www.elmwoodparkschools.org) for the most updated version of the Affirmative Action Policy.

LIBRARY/MEDIA CENTER

The Memorial High School Library/Media Center provides support and services for the school's curriculum. Materials are available for school assignments and leisure reading. The Media Specialist is available to assist with reading guidance, reference questions and location of materials, developing research skills and promoting individual expertise in locating information.

Individual students coming to the Library/Media Center must bring an authorized pass and student ID card. A quiet atmosphere is essential at all times. A student may be excluded for improper conduct.

Computers for student use are available upon scheduled request. A current signed computer usage agreement must be on file.

PROCEDURES REGARDING STUDENT ATTENDANCE, CUTTING, TRUANCY AND TARDINESS

ATTENDANCE POLICY

1. High school students shall be allowed twelve (12) absences per year for a full year course and six (6) absences for a semester course before they face a loss of credit situation.
2. The following absences **will not** be counted toward the student's absentee record:
 - School sponsored activities (administrative excuse)
 - Religious holidays as defined by the NJ State Department of Education
 - Death in the family
 - Approved college visitation with verification
 - Court subpoena, INS appearance, college

placement exam, or driver's road test with verification

- Extended illness, defined as 5 (five) consecutive absences (under doctor's care, substantiated by a doctor's note) or chronic illness verified by a doctor's note. Notes for extended illness must be received by the office the day the student returns to school in order for those absences to be excused. Otherwise, each day missed will count as an unexcused absence towards the student's attendance record.

All of the above reasons, except school sponsored activities and extended illness, require written verification submitted to the main office within **5 school days** of the student's return or each day missed **will** count as an unexcused absence toward the student's attendance record.

3. If a student exceeds twelve (12) absences during the year, he/she will be placed in a "No Credit Status" and may not qualify to receive credit for his/her courses.

4. When a student is absent from school for any reason, a parent/guardian is to call the school and report the absence. If the parent/guardian fails to notify the school, the student may be considered truant. Please call, ext. 2931, before 9:00 A.M.

5. Any student absent from school or not signed in by the bell ending their second period class (9:51 A.M.) may not participate in any after-school activity (including practices) on that day. Any student absent or not signed in by the bell ending their second period class (9:51 A.M.) on the last day of a school week will be ineligible for any school sponsored activity until his/her return to school. Any student who leaves school early must sign back into school before the end of the school day in order to participate in any after-school sponsored activity. Students late or not returning to school due to medical concerns, appointments, family emergencies, and other reasons must have the permission of the administration to participate in after-school activities that day.

6. Parents will be notified in writing if a student is in danger of losing credit due to excessive absenteeism.

7. Procedures:

a) **Full year courses**

- On the **sixth** (6th) absence
- Warning letter sent to parents/guardian and guidance counselor
- Guidance counselor to counsel student and contact parent/guardian
- On the **tenth** (10th) absence

For ***cumulative unexplained absences of 10 or more*** a student is to be deemed truant as per N.J.S.A. 18A:38-27.

Mandatory referral to the court program as required by the New Jersey Administrative Office of the Courts.

- Warning letter sent to parents/guardian and guidance counselor
- Guidance counselor to counsel student and contact parent/guardian
- On the **thirteenth** (13th) absence
- Loss of credit letter sent to parent/guardian and guidance counselor

b) **Half Year Courses**

- On the **third** (3rd) absence
 - Warning letter sent to parents/guardian and guidance counselor
 - Guidance counselor to counsel student and contact parent/guardian
- On the **fifth** (5th) absence
 - Warning letter sent to parents/guardian and guidance counselor
 - Guidance counselor to counsel student and contact parent/guardian
- On the **seventh** (7th) absence
 - Loss of credit letter sent to parent/guardian and guidance counselor

8. Missing work due to absences/suspensions

- a) Students are required to complete missed work due to absences from school. Students will be given one (1) day for each day absent to make up work (example- if a student is absent 2 days, he/she will have 2 days to make up work). Upon parental notification, the guidance office will request assignments within 24 hours for those students absent two (2) or more consecutive days.
- b) Students are required to complete missed work due to suspensions from school. Students must submit completed work to the appropriate teacher on the day they return to school. **Parents are responsible for getting work for students who are either suspended or sick.**
- c) Students absent from school/classes due to field trips/school activities are required to obtain assignments and complete missed work by the following school day, unless other arrangements have been made with their teacher(s).

9. Students sent home by the school nurse will receive an absence in each class missed.

CUTTING POLICY

1. Cutting is defined as deliberately missing an assigned class and/or any other school assigned period (study hall, lunch, guidance, etc.).

2. A student will lose credit when three (3) cuts are recorded in a particular class.

3. Discipline Procedures

- a) 1st offense
 - Conference with the Assistant Principal
 - One (1) Friday detention
 - Teacher contact with the parent/guardian

- Referral posted to parent/guardian on student portal
- Zero for class period; work cannot be made up

b) 2nd offense

- Conference with the Assistant Principal
- One (1) In-School Suspension (ISS)
- Teacher contact with the parent/guardian
- Referral posted to parent/guardian on student portal
- Zero for class period; work cannot be made up

c. 3rd offense

- Conference with the Assistant Principal
- Assistant Principal contact with the parent/guardian
- Referral posted to parent/guardian on student portal
- Loss of course credit/student placed in study hall

TRUANCY

Truancy is defined as deliberately missing school without the awareness of a parent or guardian.

1. Students who are truant will not participate in any extra-curricular activities of the school for that specific day, including all sports, social events, rehearsals or practices.

2. Discipline Procedures

a. 1st offense

- Conference with the Assistant Principal
- One (1) recorded cut for each course missed
- One (1) day Suspension
- Notification of parent/guardian and guidance counselor
- Zero in all missed classes; work cannot be made up

b. 2nd offense

- Conference with the Assistant Principal

- Notification of parent/guardian and guidance counselor
- One (1) recorded cut for each course missed
- Two (2) days Suspension
- Loss of credit in each course / student placed in study halls

LATENESS TO SCHOOL

1. Students should be in their assigned seat in their Period 1 class before the late bell rings.

2. Any student arriving to school after the late bell will be considered late. **In order for a student's lateness to be considered excused, he or she must be accompanied and signed in by a parent or guardian. Phone calls will not be accepted.** The administration reserves the right to deny excused lateness for students who abuse the policy.

3. If a student arrives to school before 8:10 A.M., he/she is to report to their Period 1 class. If a student arrives after the homeroom period, he/she **must report to the Main/Attendance Office for an admittance slip.** Failure to do so will result in disciplinary action.

4. All classes that a student misses as a result of coming late to school will be recorded as cuts.

5. To receive credit for a day's attendance, tardy students must arrive by 10:45 A.M. and be present for the remainder of the school day. In the case of early dismissal, students must be present from the beginning of the day and should not be released before 12:05 P.M. If it is necessary for a student to leave school and return later in the day, four (4) hours of accumulated time is necessary to receive credit for attendance.

6. If a student will be late to school, his/her parent/guardian must call and notify the school before 9:00 A.M.

7. Student lateness may be excused by an administrator.

LATENESS TO CLASS

1. Lateness to class is defined as not being in your assigned seat in class when the late bell rings.
2. Late to class, five (5) minutes or more, will result in a full cut.
3. Late to class, less than five (5) minutes, will result in a T-5.

Disciplinary action will be administered when a student accumulates three (3) T-5's.

a. First Offense – (Three (3) T-5's):

- Student assigned a teacher detention.
- Teacher contact with the parent/guardian.

b. Second Offense – (Six (6) T-5's):

- Teacher submits an Attendance Referral.
- Conference with the Assistant Principal.
- One (1) Friday Detention assigned.
- Referral posted to parent/guardian on student portal.

c. Third Offense - (Nine (9) T-5's):

- Teacher submits an Attendance Referral.
- Parent Conference with the Assistant Principal.
- One (1) day In-School Suspension (ISS)
- Lateness to Class Contract may be signed by the student, parent, teacher and Assistant Principal.

d. Fourth Offense – (Twelve (12) T-5's and every three lates thereafter –15, 18 etc.)

- One (1) day Out-Of-School Suspension
- Parent contacted

SIGN IN/OUT PROCEDURES

1. Students must be signed in or out of school by a parent/guardian or an adult listed on their emergency card.
2. Phone calls/Notes will not be accepted.
3. If it is necessary for a student to leave school and return later in the day, a parent/guardian must be present when the student signs back into school.

STUDENT INITIATED PASSES

Teachers are to use strong discretion in granting passes. No passes are to be issued during the first and last ten minutes of class. Students must have their ID card and agenda when leaving class. The pass page of the agenda must be completely filled out and initialed by the classroom teacher. Teachers and the administration may revoke pass privileges.

HOME INSTRUCTION

Students who are to miss an extended period of school because of illness, accident or surgery, and whose absence will extend beyond two weeks are eligible for home instruction up to two (2) hours per week in each subject (maximum 10 hours). To make arrangements for this program, the parent/guardian should provide a written request, along with a statement from the home physician to the school nurse, which indicates the general nature of the illness, estimated duration of the absence, and a statement that contagion does not exist. The parent must also contact the guidance office so that specific teachers and times for instruction can be finalized. Requests for home instruction for absences for less than two weeks will be considered upon application in writing to the school principal.

STUDENT CONDUCT

CODE OF CONDUCT

The Board of Education and administration are committed to encouraging and enforcing a higher standard of behavior among its student body. The Board believes that schools reinforce the important community values of respect, responsibility, self-reliance, trust and tolerance. To that end, all students have a right to:

- Be treated with respect and courtesy
- Learn without disruption
- Attend each class every day
- Feel safe in his/her school
- Be taught without interruption

Student conduct at Memorial High School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives. This code of conduct supplements the broad discretionary power of the school administrators when maintaining and securing safety, order, and discipline in Memorial High School.

CHEATING

Cheating is defined as the representation of someone else's work as one's own, the use of prepared work in any form when none is permitted, or cooperative efforts when only individual effort is required (i.e. copying homework, sharing answers on tests or quizzes, plagiarizing papers or reports, etc.). Any form of cheating to any extent is wrong and inexcusable. This improper conduct is a disservice to one's own educational progress as well as the progress of others. The classroom teacher is the arbiter as to whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what the teacher has taught and what the teacher expects each student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate supervisor/administrator. The minimum penalty for cheating is a "zero" for the submitted work or assignment. This

“zero” grade applies to any student involved in the infraction. Incidents of cheating or plagiarism become part of the student’s disciplinary record and are shared with the guidance department.

DISCIPLINE POLICY

Schools have the authority to discipline for activities that take place at any time of the year in any place in the world if it can be established that there is a direct detrimental effect on the safety and good order of the educational atmosphere. Therefore, the school administration reserves the right to discipline, suspend, or expel a pupil for conduct away from school grounds where such action is reasonably necessary for the student’s physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, teachers, or public property.

I. Major Violations

The following violations are cause for immediate referral to the administration and will result in an automatic suspension and may possibly lead to expulsion charges. They may also constitute juvenile or adult legal offenses. The police will be contacted where appropriate. Monetary restitution may also be required

- *1. Assaulting school personnel
- +*2. Possession of dangerous and/or offensive weapons
- *3. Malicious damage to school personnel’s property
- *4. Starting or causing a fire
- *5. Incitement to riot
- *6. Threatening school personnel
- *7. Bias incident: behavior that insults, degrades or stereotypes any race, gender, sexual orientation, handicap, ethnic group, or religion
- *9. Insubordination
- *10. Bully or Harassment (as outlined in policy)
- +*11. Possession, selling or transferring drugs, drug paraphernalia or alcohol on school property or school sponsored activity
- *12. Any other negative conduct which, in the judgment of the

- administration, warrants a major consequence
13. Destroying school property/Major graffiti
 14. Stealing/Theft
 15. Extortion/Shakedown
 16. Gambling
 17. Fighting or attacking another student
 18. Under the influence of alcohol/drugs during school or school related activity

B. Procedures

The following consequences are the minimum that will be imposed for all major violations and may be increased depending on the content and severity of the offense.

+* Students found to be possession of a weapon and/or drugs will automatically lose all athletic and extra curricular privileges for the school year.

- *1st Violation - Automatic ten (10) day suspension for items marked with an asterisk. Police may be contacted. Mandatory parent conference with administration.
- 2nd Violation - Automatic ten (10) day suspension and possible long term suspension. Police may be contacted. Hearing before administration to determine expulsion measures. Mandatory parent conference.
- 1st Violation - Three (3) day suspension. Parent Conference. Police contacted where appropriate.
- 2nd Violation - Five (5) day suspension. Parent Conference. Police contacted where appropriate.
- 3rd Violation - Seven (7) day suspension. Police contacted where appropriate. Hearing before the administration to determine expulsion proceedings.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

II. Serious Violations

The following violations are cause for immediate referral to the administration and result in the consequences described below.

1. *Continued and willful disobedience
2. *Use of technology to promote violence/conflict
3. *Use of profanity, obscene language/gestures, or verbal insults towards staff
4. *Inappropriate references to race, gender, sexual orientation, handicap, ethnic group, or religion
5. * Forgery – notes, grades, signatures
6. * Downloading inappropriate information or sites from the internet or other computer source
7. Smoking or chewing tobacco, electronic cigarettes, “vaporizing”.
8. Possession or distribution of tobacco products. Products will be confiscated
9. Insubordination/Open defiance to authority
10. Failure to attend Friday Detention
11. Refusal to comply with cell phone confiscation policy
12. Use of profanity, obscene language or gestures
13. Possession of non-school related materials
14. Hazing, Intimidation, Bullying, “Name Calling or Harassment
15. Throwing food
16. Graffiti/Defacing school property
17. Failure to report to Assistant Principal’s office (following class ejection)
18. Any other conduct which, in the judgment of the administration warrants serious consequences

B. Procedures

*1st Violation - One (1) to Three (3) day suspension and parent contacted

*2nd Violation - Five (5) day suspension and parent contacted

*3rd Violation - Five (5) to Ten (10) day suspension and parent conference

- 1st Violation - One (1) day suspension. Parent contacted.
2nd Violation - Two (2) day suspension. Parent contacted.
3rd Violation - Three (3) day suspension. Parent contacted.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

III. Minor Violation

The following violations will also be referred to the administration and result in the consequences described below.

- **1. Dress code violation
- *2. Failure to report to teacher detention
- *3. Writing graffiti on school property
- *4. Leaving school grounds without permission
- *5. Use of cell phone or other electronic device. In addition to consequences, the item will be confiscated and returned only to the parent/guardian. **The second time the item is confiscated may lead to the item being returned on the last day of the school year.**
- *6. Sitting in cars during non-lunch periods (parking privilege may be revoked)
- *7. Loitering in the hallway
- *8. Horseplay or play fighting
- *9. Failure to report to attendance secretary when arriving late
- *10. Wearing, carrying or displaying of hats, bandanas, headbands or sunglasses
- *11. Student deliberately failing to properly identify themselves
- *12. Parking in a restricted area
- 13. Accessing a locked door/alarmed door
- 14. Card playing/Electronic game playing
- 15. Inappropriate attire
- 16. Disruptive classroom behavior
- 17. Inappropriate language
- 18. Leaving class without permission
- 19. Inappropriate public displays of affection

- 20. Use of skateboards/bicycles/roller blades outside designated areas
- 21. Partaking in food or drink in an unauthorized area
- **22. Technology Violation (Restricted App, Removing Profile)
- 23. Any other negative conduct which, in the judgment of the administration warrants minor consequences

B. Procedures

**1st Violation – Reprimand. (Item may be confiscated, student must change) Students will be subject to following consequences after initial Reprimand:

*1st Violation - One (1) day Friday detention. Notify parent.

*2nd Violation - One (1) day In-school suspension.

*3rd Violation - One (1) day suspension.

1st Violation - Teacher detention. Notify Parent

2nd Violation - One (1) day Friday detention. Notify parent

3rd Violation – One (1) day In-school suspension. Notify parent.

4th Violation – One (1) day suspension. Notify Parent.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

****SEVERITY CLAUSE**

The administration reserves the right, depending on circumstances and the severity of the incident, to alter penalties for individual infractions.

PEER MEDIATION/CONFLICT RESOLUTION

This program is designed to minimize the number of conflicts among high school students. Students will learn how to solve their own problems and obtain skills to resolve any conflicts. Students or teachers can request mediation by completing a form in the Student Assistance Counselor’s office.

SUBSTANCE ABUSE POLICY (File Code 5530)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:
 - a. Report the incident to local law enforcement officials.
 - b. Subject to a hearing as set forth by law and Board policy, the pupil shall immediately be suspended from his/her regular school program. Such pupils will be reported to the Superintendent as prescribed in New Jersey Administrative Code and local administrative notices.
 - c. Pupils who have been suspended for drug or alcohol use/abuse shall have an evaluation made of their overall academic and social performance. This evaluation will be coordinated by the Substance Awareness Coordinator or other appropriate personnel. The process will include, but not be limited to, the use of a pupil behavior

checklist. The results of this evaluation may require a further evaluation by the Child Study Team to determine a pupil's eligibility and need for special correctional programs, additional medical evaluation, referral to a substance abuse assessment agency and/or treatment program, and continued monitoring which may include random urine testing by the school staff for substance use/abuse.

- d. A minimum out-of-school suspension of three days shall be imposed unless the pupil's accumulative suspension warrants a longer term or the pupil does not provide the required medical report indicating that he/she is physically and mentally able to return to school, or the Student Assistance Program staff or other appropriate staff has not completed its assessment, in which case the suspension shall be continued an appropriate number of days but not to exceed the second meeting of the Board of Education, at which time formal action will be taken as to whether the out-of-school suspension should be continued.
- e. Repeat offenders:
 - (1) Second offense – A minimum of no less than that imposed after prior offense. A meeting with the Superintendent and Building Principal will be required by the pupil and parent(s) or legal guardian(s) and evaluation and treatment at an appropriate health care facility must be investigated as a means of treatment. The cost for such treatment would be the responsibility of the parent(s) or legal guardian(s).
 - (2) Third offense – Pupil and parent(s) or legal guardian(s) must meet with the Superintendent and Building Principal for a

formal hearing regarding implementation of possible expulsion proceeding with the Board of Education. Substance awareness coordinator/guidance counselor, Child Study Team member or other appropriate personnel as designated by the Superintendent may be included.

2. Pupils suspected of possession, **selling or transferring** drugs, drug paraphernalia or alcohol on school property at school-sponsored activities will be disciplined as follows:
 - a. If the drug is determined by the police or other authorized specialist to be a controlled dangerous substance as defined in P.L. 1970, Chapter 228, Section 2, the pupil shall immediately be suspended from the regular school program following a hearing set forth by law and Board policy.
 - b. A minimum suspension of ten days shall be imposed. Such suspensions will be reported to the Superintendent as prescribed by New Jersey Administrative Code and local Board policies.
 - c. Pupils who have no previous record of alcohol or drug abuse may be readmitted to school at the discretion of the Principal following an in-depth conference with the pupil's parent(s) or legal guardian(s) as herein described. Such a conference may require an evaluation by the Child Study Team if the pupil has, in the opinion of the Principal, a history of behavior and/or educational problems. Such a conference may include school health, special services personnel and guidance counselors, and shall include a discussion of the danger of alcohol and drug abuse and the availability of local agencies which deal with assessment and/or referral.

- d. Second offense by a pupil will result in the pupil and parent(s) or legal guardian(s) being required to meet with the Board for possible expulsion hearing according to policy.

Identification, Evaluation, and Intervention

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent.

Testing

The administration may request of a student's parent or guardian that an alcohol or drug screening through urinalysis of the student be conducted. The parent/guardian will be telephoned by the building principal and/or his/her designee to state that because there is strong suspicion of alcohol and/or controlled dangerous substance abuse, the student within the next two hours must provide a urine sample for a full spectrum analysis and receive a physical examination either from a physician of the parent/guardian's choice and at the parent/guardian's expense or the school will arrange to have these done at the Clifton Immedicenter or at an appropriate substitute location approved by the school district immediately and at no expense to the parent/guardian. The parent/guardian should arrange to report to the school building immediately to accompany the student to the location of the test and examination. If neither parent nor guardian can be reached by telephone, then this fact will be noted for the record and the student will be driven to the Clifton Immedicenter, 1355 Broad Street, Clifton, New Jersey 07013 or to an appropriate substitute location approved by the school district, by a school administrator accompanied by the school nurse or other member

of the faculty. If the student is belligerent or resistant, then the Elmwood Park Police Department will be contacted to assist with the student's transportation.

A written report of the medical examination and screening shall be furnished to the parent/guardian of the pupil, principal, and superintendent by the examining physician within a twenty-four hour period. If the report is not submitted within twenty-four hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

NOTE: If a parent/guardian and/or student refuses to comply with the requirements for screening set forth by the Board of Education and administration, then the student will be judged to have made an admission and will be considered as being positive for alcohol and/or a controlled dangerous substance and will be immediately suspended out-of-school.

Anabolic Steroids

Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a pupil has used or may be using anabolic steroids, that person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

The Building Principal or designee upon receiving such report shall immediately notify the parent(s) or legal guardian(s) and Superintendent and shall arrange for an examination of the pupil as soon as possible to determine whether the pupil has been using anabolic steroids.

If the results of a referral for evaluation have positively determined the pupil's involvement with and use of anabolic steroids represents a danger to the pupil's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6. The Discipline procedure outlined above will also be enacted.

SMOKE-FREE SCHOOL ZONE

(Elmwood Park Borough Ordinance No. BH.2006-04) It is unlawful for adults and minors (under the age of 19), or any student of any elementary or secondary educational institution to use tobacco products within the public right of way areas within a radius of one thousand (1,000) feet of any elementary or secondary educational institution. A Health Officer, his or her designee, or law enforcement officer may issue any person in violation of this ordinance a summons no later than thirty (30) days after discovery of alleged violation. Any person violating any of the provisions of the ordinance shall pay a penalty of up to \$250.00 for the first offense, \$500.00 for the second offense and \$1000.00 for each subsequent offense. Penalties for the first violation may be in the form of community service at the discretion of the Municipal Court. Citizens may bring complaints against violators of this ordinance.

STUDENT ASSISTANCE COUNSELOR (SAC)

A student may experience personal, school or family concerns as well as problems relating to alcohol or drug abuse. Special support counseling is available to those students or their parents by contacting the Student Assistance Counselor.

Uniform Dress Code Policy

Dress is the responsibility of the parent(s) or legal guardian(s) and pupils. However, the school affirms that acceptable standards for pupils are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process. Clothing must be modest and appropriate for the school setting.

Staff members will be required to alert pupils of the dress code requirements and enforce the provisions:

1. Please refer to the school website (www.elmwoodparkschools.org) for the most updated information

regarding the school dress code that was implemented in September 2010.

2. Pupils are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment.

3. Footwear shall be in compliance with Board of Education Policy. Foot apparel must be worn at all times and have proper soles and heels. Shoelaces must be kept tied. **Flip-flops or “slides” are not permitted to be worn in school.**

4. Hats and outerwear are not permitted to be worn indoors. All outerwear shall be appropriately stored in lockers or coat closets.

5. Shorts may be worn from May 1 to November 1.

6. Undergarments worn as outerwear, "see through" attire, and bare midriff attire are unacceptable.

7. Pupil's clothing or hair shall offer no hazard to his/her own safety or that of others.

Shirts - students must wear a plain, long or short-sleeved, white, gray or scarlet/red polo shirt with a collar. The shirt should have no brand-affiliated logo displayed on the front chest, collar, sleeve, or any other visible area. No stripes or designs of any fashion can be displayed on the shirt. Students may only wear collared shirts with Elmwood Park logos if so desired (not required). Shirts must be long enough to ensure that the midriff is not exposed, but not so long that the entire pants pocket is covered. The shirt must also be buttoned sufficiently to prevent unacceptable exposure.

- A plain long-sleeve white, red, or gray undershirt may be worn under the short-sleeved polo. No other colors may be worn.
- Students are not permitted to wear a button-down shirt as an alternative to a polo shirt.

Pants – male students must wear khaki, gray or black pants. Female students may opt to wear khaki, gray or black pants, a

khaki, gray or black skirt or khaki, gray or black skort (skirt or skort can not end more than two (2) inches above the knee.) All students may wear khaki, gray or black shorts or khaki, gray or black capris between May 1st and November 1st. No jeans, sweat pants, spandex or stretch pants are permitted. Low cut pants that lead to exposure of undergarments or an exposed midriff are not permitted.

- “Traditional uniform” style slacks may be worn.
- Pants must have no more than four (4) regular sized pockets.
- Pants resembling jeans in khaki, black, or gray colors are not permitted.
- Skin-tight fitting pants, leggings, or stretch pants are not permitted.
- Slacks may not be adorned with rivets, studs, designs, or any other type of decorative accessory.
- Between May 1st and November 1st, “Cargo” shorts will be permitted

Cold Weather – students may choose to wear a grey, white, or red sweater or red or white fleece during cold or inclement weather days. These articles of clothing may not include a hood. Coats and jackets are not to be worn during the school day unless permission has been granted by the administration. Pupils must store such items in their individual lockers.

- Polo shirts must be worn under any sweatshirt, sweater, or fleece.
- Jackets and any article of clothing that includes a hood may not be worn at any point during the school day, including lunch and physical education classes.
- Scarves may not be worn during the school day.

Appropriate clothing and safe footwear are required for school. Articles of clothing, including footwear, which cause excessive maintenance problems such as cleats on boots or shoes that scratch and mark the floors, or pants or skirts with metal rivets, which scratch the furniture, are not acceptable.

Pupils who are inappropriately dressed will be required to change before returning to class. Repeat offenders will be subject to disciplinary action. Items may be confiscated until June and/or a parent conference is held.

STUDENT IDENTIFICATION CARDS

In an effort to provide a secure and safe environment, students will be issued an identification card upon entering ninth grade/transferring to Memorial High School. All students must use the school lanyard to display the ID on their person while in the school building or on school grounds. The ID must be visible at all times and be worn around the student's neck. A student must present his/her ID when requested by a staff member. Students who refuse to produce and/or display the ID card will be deemed insubordinate and face disciplinary action. Lost/Stolen ID cards will be replaced at the expense of the student for a fee of \$7.00. Consequences for student who do not have their ID cards are as follows:

1st - 4th Offense: Temporary ID card issued. Record made by period 1 teacher.

5th Offense - Temporary ID card issued. Disciplinary referral, Friday Detention assigned, parent notified.

6th Offense - Student immediately sent to the office by the period 1 teacher, replacement ID issued for a \$7.00 fee. ISS assigned.

7th + offense - Automatic out- of-school suspension. Replacement ID issued.

Note: Record should be kept by semester.

FIELD TRIPS

As representatives of the school, students are expected to dress appropriately and conduct themselves properly on field trips. School policies and regulations are enforced on all trips. Students displaying any lack of cooperation are subject to disciplinary action

and may forfeit the privilege of participating in future trips or other school sponsored activities. Additionally, students may be sent home from an overnight trip for gross misconduct at the expense of his/her parent/guardian.

LOCKERS, BACKPACKS, AND PERSONAL PROPERTY

Students are responsible for their own personal property. All lockers and backpacks (handbags, knapsacks, duffle bags, etc.) must remain secured at all times. Students will be held accountable for the contents contained within these objects.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, digital cameras and other electronic devices are **NOT PERMITTED** in school. Students who bring and use these items will be disciplined according to policy. I-pods, MP3 players and other personal audio devices are strictly prohibited in any class setting unless being used to enhance the planned lesson. In addition, matters of lost or stolen cell phones and electronic devices **WILL NOT BE INVESTIGATED** by the school faculty and administration. Parents/Students may wish to report missing/stolen items to the Elmwood Park Police Department.

ORGANIZATION OF CLUBS

Guidelines:

1. If two or more students hold themselves in any recognized form, they must be approved by the administration,
2. In order to be considered and recognized, the group's purpose must benefit education or the curriculum,
3. The group must have non-exclusive membership, and a faculty advisor must represent the organization.

Disciplinary Actions

TEACHER DETENTION

When a student reports to class unprepared, violates classroom procedures, or in some other way disrupts the instructional process, he/she may be assigned A.M. or P.M. detention by the classroom teacher. This detention will generally be served in the teacher's classroom or designated area beginning 7:25 A.M. or 2:50 P.M. and will last for a half hour. A one-day notice is considered sufficient time for students to inform their parents of the detention. It is the student's responsibility to make the necessary arrangement with other teachers and parents including alternate transportation. Failure to serve a teacher detention will result in further disciplinary actions.

FRIDAY DETENTION (After School Assistance Program)

Following are the procedures for Friday Detention:

1. At approximately 2:45 PM, students will be called to report to the Media Center. It is the **students' responsibility** to report to the Media Center immediately after school.
2. The students will then be moved to a classroom to serve the detention.
3. The After School Assistance Program (ASAP) will run from 2:45 PM – 5:00 PM.
4. Students who are scheduled for ASAP should bring all necessary schoolwork, books, pens, pencils and enough work to keep busy the entire time to their 8th period class on that day. Students will not be permitted to go to their lockers to get work for the detention period. Students who do not have work will be given worksheets to help prepare for upcoming standardized tests.
5. No food or drink is allowed. As a rule, students will be permitted to use restrooms during the five (5) minute break to be scheduled at the end of the first hour of the session.

6. No I-Pods, CD players, video games, cell phones, etc. are permitted in the detention room.

7. Seat assignments will be issued by the teacher. Absolutely no talking or sleeping will be permitted. Students who are disruptive will be asked to leave and receive disciplinary consequences according to policy. The detention will also be reassigned for the next available week.

8. Students assigned ASAP will not be permitted to participate in any extracurricular activities during the detention period.

9. Parents/guardians are responsible for providing transportation for their son/daughter.

FAILURE TO COMPLY:

Any student who is absent from school the day of the scheduled ASAP Detention will be automatically rescheduled to the next week's detention. If a student is absent from school on two consecutive Fridays, he/she must report to school with a parent or guardian before 8:05 AM the Monday after the 2nd absence.

Any student who is present in school on the day of the scheduled ASAP Detention and does not attend the detention will face disciplinary action according to policy.

Any student not in compliance with the above stated guidelines may be removed from the detention. The student will then face disciplinary action according to policy.

Friday detention will be rescheduled only due to family and medical emergencies, doctor's appointments, State and Standardized Testing, and legal appearances. A parent looking to reschedule a Friday detention for their son/daughter must contact the Assistant Principal before the detention is to be served. Verification of the reason for the request must be provided (i.e. doctor's note, legal document). The administration reserves the right to deny requests. Friday detentions will not be changed for

students who are scheduled to work or involved in sporting and extracurricular events.

IN-SCHOOL SUSPENSION

The purpose of the In-School Suspension (ISS) program is to allow the student to continue his/her academic work while on suspension. This program is in lieu of Out-of-School Suspension and, as a result, the student must obey the following rules:

1. In-School Suspension will run from **8:00 A.M. to 2:45 P.M.**
2. Students will report directly to the in-school suspension room **by 8:05 A.M.** At **2:45 P.M.** they will be escorted to the main office by the supervisor and must leave the building immediately.
3. Students who report **late** will be admitted into in-school suspension, however, the time missed will have to be made up after school in an office detention.
4. Misbehavior of any type will not be tolerated and sleeping is not permitted.
5. Students reported for unsatisfactory conduct will be assigned an out-of-school suspension.
6. Students will be permitted to use the lavatory twice each day - once in the morning and once in the afternoon - with the permission of the supervisor. Lavatory time will not exceed five minutes.
7. Students are not to consume food or beverage at any time other than during the assigned lunch period. Students assigned to ISS can bring a bag lunch or will be allowed to purchase a lunch from the cafeteria.
8. Students must report to the ISS room with all books and writing materials necessary to complete their assignments.
9. Students may not be excused from the in-school suspension room to go to lockers, the Media Center, Guidance, etc.
10. All privileges will be discontinued for the day the student is serving the in-school suspension. Students will not participate in any extracurricular activities of the school, including all sports, social events, rehearsals or practices.
11. Failure to attend in-school suspension unless excused for religious holiday, death in the family or illness (student must present a doctor's note to the Assistant Principal upon their return

to school) will result in an **out-of-school suspension**.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension (OSS) is reserved for those transgressions that the school administrators feel merit this punishment. A student may be suspended for one (1) to ten (10) days by the administration. Students may not participate in any school activities during the entire period of suspension or be permitted on school grounds. Half-time students suspended from a vocational institution will also be suspended from all classes and school related activities at Memorial High School.

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| Eligibility for School Sponsored Activities |
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1. Any student receiving two grades below 70 will be placed on a two-week probationary period during which time the student may practice but not participate in any school-sponsored activity. The student must raise their grade to a passing level in the two-week period or else she/he will be eliminated from participation until satisfactory progress is made in those subjects. The two-week period will begin the day on which grades are published by the administration. The high school administration will publish the incompletes and failures on the day of the mailing.

2. A student receiving three or more grades below 70 will be automatically suspended from all school-sponsored activities until the following marking period ends, at which time satisfactory progress in all subjects must be evident before resuming the school sponsored activity. **ANY STUDENT WITH THREE OR MORE FAILING GRADES CANNOT PARTICIPATE IN ANY SCHOOL RELATED ACTIVITY.**

3. A student may be suspended from participation in any school-sponsored activity at the discretion of the administration, coach or advisor.

4. A student suspended in-school and/or out-of-school a total of three or more times due to a violation of the discipline

policy cannot participate in any school-sponsored activity for the remainder of the school year. THIS INCLUDES: SPORTS, FIELD TRIPS, SENIOR ACTIVITIES/PRIVILEGES, etc.

+* Students found to be possession of a weapon and/or drugs will automatically lose all athletic and extra curricular privileges for the school year.

5. Removal from one athletic team during a season will disqualify a student from participating on another team during that season.

6. If a student chooses to audit a course, he/she still must meet the 27.5 state standard credit requirement in order to participate in school-sponsored activities.

7. All liabilities must be paid in full before a student may participate in any school activity

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| Athletic Program |
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SPORTSMANSHIP

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports and acts as a training ground for good citizenship and high behavioral standards. The NJSIAA, NJIC, and the Elmwood Park school district are committed to fair play, graciousness toward an opponent, and a genuine concern and respect for others.

SPORT PROGRAMS

Fall

Football
Boys Soccer
Girls Soccer
Field Cheerleading
Girls Volleyball

Winter

Boys Basketball
Girls Basketball
Wrestling
Competition Cheering

Spring

Baseball
Softball
Track & Field

Department of Health Services

The school nurse is located in the Nurses Suite along the main corridor. It is open throughout the school day for problems related to health or health records. Students becoming ill or injured during the school day must notify their classroom teacher and obtain a pass to go to the nurse's office. According to state regulations, treatment by the school nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home. The school medical inspector approves the school's first aid procedures, and they are reviewed and approved by the Board of Education. Whenever it is determined that a student's condition warrants leaving school, a parent, guardian or designated adult will be notified. The student must report to the attendance office to sign out of school. If the student should return to school, s/he must report to the attendance office upon his/her return. If the nurse is not available, the student should report to the main office if there is an emergency.

MOBILITY ASSISTANCE

Any student requiring the use of a temporary mobility aid (wheelchair, crutches, etc.) within the school building must have a doctor's note stating its use. The doctor's note must be given to the school nurse on the first day the student arrives to school using the mobility aid. The school nurse will review the procedures for navigating the school building in a safe manner. **Any student who does not follow this procedure will not be permitted to travel through the school building.**

STUDENT EMERGENCY INFORMATION CARDS

The Emergency Information cards are collected at the beginning of the school year and are kept on file in the main office. Parents/guardians are urged to provide information on who can be contacted in the event of an emergency. It is extremely important for your child's welfare that at least TWO persons be designated as alternates who are available and do not work outside the home. It is important that emergency numbers be kept up to date. The school should be notified immediately of any changes. It is the

responsibility of the parent/guardian to make transportation arrangements for a child to be taken home during school hours because of injury or illness. In cases of medical emergencies, the school will call the nearest ambulance service and will make every effort to immediately contact the parent/guardian in order to facilitate the necessary care of the student. **Students will only be released to persons designated on the emergency cards.**

ADMINISTRATION OF MEDICATION (Policy 5330)

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

PERMISSION-SELF ADMINISTRATION OF MEDICATION (5330)

Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted. Parents/Guardians should contact the school nurse for additional information at ext. 2960

PHYSICAL EXAMINATIONS

The primary responsibility for the health of each child rests with the parent/guardian and a primary care provider. A comprehensive health appraisal by a parent-selected physician (known as a medical home) should be the foundation for the school health appraisal.

A physical examination will be required for:

- All students trying out for an interscholastic athletic team.
- All transfer students who have no record of a physical exam for the year in which they enter school.

No one may participate in any sport without a signed and completed physical form.

Health and Physical Education Procedures

Physical Education/Health is a State requirement to graduate. Students must be enrolled in Physical Education/Health classes each year they are in high school.

RULES AND REGULATIONS

1. In order to meet the goals and objectives of a Physical Education class, students must be properly dressed and equipped. It is recommended that students wear a white or red T-Shirt, shorts/sweats, and sneakers. Sweatpants and sweatshirts are recommended for outdoor activities. Elmwood Park Athletic Department issued clothing is not acceptable. Jewelry and team uniforms are not permitted. Failure to comply with these requirements will result in a zero for the day.

2. Students will receive a grade of zero for non-participation and class cuts.

3. Medically excused students must show a doctor's note to the physical education teacher who will send students to the nurse. Students excused for three (3) or more days will be assigned to a study hall.

Students will be graded in Physical Education on the following criteria:

- Dress/Preparation - 40%
- Participation - 50%
- Attitude/Cooperation - 10%

Free and Reduced Lunch Program

Applications for free and reduced lunches are given to all students at the beginning of the school year. The State of New Jersey Department of Education sets income eligibility guidelines. Completed forms are to be returned to the Main Office to determine eligibility. Forms must be completed by all students in the district. Parents/guardians will be notified of the decision.

Clubs, Societies, and Activities

Memorial High School has a rich tradition of providing its student body with many valuable educational opportunities outside the classroom. Our school community offers a wide variety of extracurricular clubs, societies and activities in which students can participate. A complete list and description of these can be found on the district website at www.elmwoodparkschools.org.

Liabilities

Liabilities are assessed during the school year for lost or stolen material, failure to return library books and vandalism. A student will not receive his/her final report card, transcript, or other student record until all liabilities/fines are paid in full. Students will not be permitted to graduate without payment of liabilities/fines. Students will not be allowed to participate in extracurricular activities if they owe liabilities/fines from the previous year

Lockers and Locker Usage

Students are reminded that lockers are school property and as such are on a loan-use basis to students. Although we acknowledge the right to privacy, the administration reserves the right to periodically inspect lockers. Students are expected to use only the locker that they have been assigned. Faulty lockers are to be reported to the Assistant Principal immediately. All lockers must be "locked" when not being used. Memorial High School is not responsible for items lost or stolen from lockers. Students are urged not to bring large amounts of money or valuables to school.

For security measures, students should not share their locker combinations with fellow students. All hats, coats, and outerwear must be stored in a student's locker while school is in session.

Meetings

All meetings on school premises may function only as part of, and under the sponsorship of, approved student body organizations. Meetings must be supervised by a teacher-advisor and be authorized by the administration.

School Closing/Delayed Opening

Cancellation of school takes place **only during extraordinary circumstances** such as extreme weather conditions. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Every effort will be made to make public notification of an impending cancellation through the automated dialing system. In addition to the automated system, information can be obtained from the following:

1. Honeywell Instant Alert System (registration information is available on the district website)
2. Radio stations (WOR/WCBS/WINS)
3. Recording (201-796-8700)
4. District website (www.elmwoodparkschools.org)

When weather conditions prevent schools from opening at the regular time, it has been determined by the Elmwood Park Board of Education that there will be a two (2) hour delayed opening.

In the case of delayed openings, pupils should report to school at 10:00 a.m.

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| Period 3 | 10:00 A.M. - 10:35 A.M. |
| Period 4 | 10:40 A.M. - 11:25 A.M. |
| Period 5 | 11:30 A.M. - 12:15 P.M. |
| Period 6 | 12:20 P.M. - 1:05 P.M. |
| Period 7 | 1:10 P.M. - 1:55 P.M. |
| Period 8 | 2:00 P.M. - 2:45 P.M. |

Policy Statements

Board of Education policy statements regarding students are available for review in the library in the policy manual and the district website (www.elmwoodparkschools.org).

Freedom Of Expression

Freedom of expression is part of the district's instructional program; however, it may not be used to disrupt the education process nor interfere with the rights of others. Accordingly, no material may be distributed on school premises prior to being reviewed and approved by the administration. A decision as to the acceptability of the material for distribution will be based on the criteria as stated in Board of Education policy. All material must have an educational basis that relates to the district program of studies.

Study Halls

1. Students are to report promptly to their assigned study hall equipped with study materials.
2. Students are to take their assigned seats and quietly work on their assignments.
3. A student must attend his/her Study Hall on a daily basis.

Lunch Periods

The school operates a closed campus for students in grades 9 – 11. Only twelfth grade students are given the privilege to leave school grounds during their lunch period. This is only granted provided that the senior has an acceptable academic and discipline status. All other students (grades 9-11) are expected to eat their lunches in the school cafeteria. **Students in grades 9-11 are not permitted to leave school grounds.** Any student who leaves the building or grounds without authorization will be subject to disciplinary action. Students causing a disturbance in the cafeteria or being insubordinate will also be subject to disciplinary action

Textbooks/Locks

Each pupil enrolled in Memorial High School is responsible for the proper care of school property and the school supplies and equipment entrusted to his/her use. Students who cause damage to school property will be subject to disciplinary measures. A fine may be imposed for the loss, damage, or defacement of school property.

Visitors

It is the responsibility of the administration and staff to maintain a safe and sound educational environment; therefore, students may not bring visitors to school to spend the day with them.

Working Papers

Students may apply for working papers at the Main Office. A student must be promised a job in order to get working papers. A physical is required the first time working papers are issued. The Elmwood Park Board of Education will not pay for physicals for working papers. Applicants must prove they are at least 14 years of age. When a student reaches his/her 18th birthday, working papers are no longer necessary. Only birth or baptismal certificates will be accepted as proof. Certain types of jobs are restricted to particular age ranges. Also, a certificate is issued only for one particular job at a designated place of employment. If the pupil changes his/her job, a new certificate must be issued for that job. Copies of working papers are sent to Trenton for final approval.

Network Computing Policy

Please see the school website (www.elmwoodparkschools.org) for the most updated version of the Network Computing Policy.

Harassment, Intimidation and Bullying Policy 5512.01

Please see the school website (www.elmwoodparkschools.org) for

the most updated version of the Harassment, Intimidation and Bullying Policy.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district’s code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of

others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying

that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law,

Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the

school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Examinations and Test Dates

All pertinent information related to Test Dates will be posted online at www.elmwoodparkschools.org

Student Parking Regulations

Authorization to park on Memorial High School property is a student privilege and not a right. The review of a written application will consider a number of factors including a student's attendance record, disciplinary referrals, class cuts, fines/liabilities, and academic progress. A student not possessing a vehicle on a regular basis will not be issued a parking permit. Permits will be issued on a first come-first serve basis. Students seeking a permit must see the Assistant Principal in charge of discipline and school resource officer for an application and authorization. **Cars parked illegally (in teacher or visitor parking areas) or without valid permits will be ticketed.**

Phone Numbers and Contacts

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| District Main Line | 201 796 8700 |
| Office of the High School Principal | Ext. 2933 |
| Office of the Director of Athletics | Ext. 2970 |
| Guidance | Ext. 2935 |
| Superintendent of Schools | Ext. 3979 |
| Business Administrator | Ext. 2980 |
| Director of Special Services | Ext. 2323 |
| High School Nurse | Ext. 2960 |
| High School Attendance | Ext. 2931 |

Community Health and Social Service Contacts

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| Bergen Regional Medical Center | 201 967 4000 |
| Division of Child Protection & Permanency | 877 NJABUSE |
| Bergen County Mobile Response & Stabilization Services (MRSS) | 201 796 9479 or 877 652 7624 |
| Psychiatric Emergency Helpline | 201 262 HELP |
| High Focus (Substance Abuse) | 800 877 3628 |

2NDFLOOR New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2ndFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

Intervention & Referral Services (I&RS)

The New Jersey State Board of Education has established that the primary mission of schools is to enhance student achievement of high academic standards in safe and disciplined learning environments. The effectiveness of public education in fulfilling this mission depends largely upon the capacity of school systems to respond to the diverse educational needs of students. The educational mission is made more complex by the increased incidence, prevalence and intensity of problems students bring to schools. The types of at-risk behaviors students manifest while in school include not concentrating or focusing on learning, not completing assignments, not achieving to demonstrated skill level or tested potential, declining or failing grades, cheating, absenteeism, tardiness, falling asleep, inability to stay in seat or work within structure, decreased participation, self-defeating responses to peer pressure, deteriorating personal appearance and hygiene, erratic behavior, loss of affect, acting out, fighting,

defying authority, violating rules and dropping out of school. In response to these circumstances and the attendant needs of students, Memorial High School utilizes a program of intervention and referral services (I&RS) to assist in the educational improvement of the individual and school community.

For questions concerning the I&RS process, please contact the Assistant Principal at ext. 2931.

Guidelines for the Utilization of Option II

N.J.A.C. 6A: 8-5.1(a) 2

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success. To this end, the Elmwood Park School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Core Curriculum Content Standards. This is commonly referred to as, “**Option II.**” Option II allows for the design and implementation of programs to meet the needs of **all** students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: interdisciplinary or theme-based programs, independent study, early college credit, magnet programs, student exchange programs, distance learning, on-line learning, work-based programs, internships, service learning, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Core Curriculum Content Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level.

Memorial Sr. High School Graduation Requirements

Students of Elmwood Park Memorial Sr. will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 120 credit program requirements (Option I):

| Content Area | Course Requirements |
|---|---|
| Language Arts Literacy | At least 20 credits |
| Social Studies | At least 15 credits including two years (10 credits) of American History and one year (5 credits) of World Civilizations |
| Science | At least 15 credits including 5 credits in laboratory Biology and one additional laboratory/inquiry based course in chemistry, physics or environmental science |
| Mathematics | At least 15 credits including Algebra I & Geometry (Beginning 2012-13: a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 st century careers |
| World Language | At least 5 credits or student demonstration of proficiency |
| Visual & Performing Arts | At least 5 credits |
| 21 st Century Life & Careers or Career Technical Education | At least 5 credits |
| Financial, Business, and Entrepreneurial Literacy | At least 2.5 credits |
| Physical Education, Health and Safety | Each year of enrollment |
| Technological Literacy | Integrated throughout the curriculum |
| Electives | Varies |

Option II Credit Attainment

Students planning to pursue course work for credit external to the traditional offerings of Memorial Sr. High School curriculum are required to submit a completed application to the Guidance Department's Option II Credit Review Committee. This committee will be comprised of the Director of Pupil Personnel Services and the High School Guidance Counselors. Guidance Department's Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The High School Principal will review all decisions of the committee.

Grades for approved Option II course work will be shown on a student's transcript. Option II course work will not be included in the calculation of a student's overall Grade Point Average (GPA). Official transcripts of course work taken outside of Memorial Sr. High School may be attached to a student's High School transcript. Such requests must be made through the student's assigned Guidance Counselor. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent Memorial Sr. High School course.

Credit Recovery

Students receiving a failing final grade a high school course do not receive credit. Students who fail to meet course requirements and/or meet attendance requirements receive a failing grade. In each case, credits towards graduation are not earned. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Guidance Department's Option II Credit Review Committee. Completed applications must be submitted by June 30th for enrollment in a summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.

Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on student transcripts. Credit recovery courses are not included in the calculation of a student's overall GPA. The original course and final grade **will be** retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework.

Advanced Credit; Additional Credit; Acceleration

Students may opt to enroll in Option II courses to include on his/her transcript and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advance credit, additional credit, or acceleration can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications must be submitted by June 30th for enrollment in a Summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.

2. The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional professional accrediting organization. Advanced Credit courses must meet the 120-hour enrollment requirement for complete course advancement.
3. The Guidance Department's Option II Credit Review Committee must approve the course.
4. An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional Credit courses will be reflected on student's transcripts. Advanced/Additional Credit courses are not included in the calculation of a student's overall GPA.
5. Permission to advance a course level is dependent on the student's proficiency and ability to succeed in the next level. If deemed not to meet proficiency standards, credit earned will be applied as elective credit, and the student will be required to enroll in the next, Memorial Sr. High School level course.
6. Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I, Spanish I and Italian I if taken at the middle school. For example, a student who takes at least two years of Spanish in middle school can opt to take Spanish 2 in the high school and receive 5 credits for Spanish 1 as long as the student demonstrates proficiency at the Spanish 1 level.

College Credit

Students may opt to enroll in college level courses and apply credits earned toward high school graduation requirements. Students enrolling in college level courses must meet eligibility requirements as established by Board of Education Policy **and** those established by the college or university. College credit can be achieved through in-person or on-line coursework. The Guidance Department will maintain a list of approved accredited colleges or universities and Option 2 partnerships. The following guidelines must be followed:

1. Completed applications must be received by the Guidance Department's Option II Credit Review Committee by June 30th for enrollment in a Summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.
2. The course must be taken from a regionally accredited two or four year college/university.
3. The Guidance Department's Option II Credit Review Committee must approve the course.
4. An official transcript from the college/university must be submitted promptly following the completion of the course. Grades for

completed College Credit courses will be reflected on transcripts. College Credit courses are not included in the calculation of a student's overall GPA.

Independent Study

The Independent Study program at Memorial Sr. High School is intended for students to gain intense study in an academic area not currently offered by the Memorial Sr. High School curriculum. Independent studies may not replace a course listed in the Memorial Sr. High School Program of Studies. Independent Study credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Must be approved by the Guidance Department's Option II Credit Review Committee.
2. A Memorial Sr. High School certified faculty member must serve as an advisor and be secured prior to the submission of required paperwork. Advisors are voluntary participants working collaboratively with the student to develop independent study goals.
3. The Independent Study advisor is responsible for the final evaluation of the study and must submit verification that instructional objectives have been met. Grades for Independent Study courses will be reflected on transcripts.

Service Learning

Students are encouraged to seek opportunities within the community to compliment their education through volunteering. Under Option II, students may apply credit from Service Learning to high school graduation requirements if approved in advance by the Principal. Hours applied for credit must be above and beyond hours required for graduation. The following guidelines must be followed:

1. Completed applications, Option II and Service Learning, must be received by the Guidance Department's Option II Credit Review Committee by June 30th for enrollment in Summer, August 30th for enrollment in the Fall Semester Service Learning; January 1st for Spring Semester Service Learning. Service Learning applications are in addition to the Option II application. The Service Learning application provides specific details of requirements. See application for more information.
2. The Guidance Department's Option II Credit Review Committee must approve the Service Learning project.
3. The student must have an approved mentor for the project.
4. The student must complete a self-reflection and learning outcome report at the conclusion of the service learning experience and submit it to his/her mentor. The mentor will include a copy of the report with his/her evaluation.

5. The Service Learning mentor is responsible for the final evaluation and must submit verification that service-learning objectives have been met. Grades for Service Learning will be reflected on transcripts. Approved Service Learning dropped after the drop/add period will be recorded on Memorial Sr. High School transcripts as "withdrawn." Failure to submit a report by the mentor will result in the designation of "I" (Incomplete) on the student's transcript.
6. A student may earn up to twenty (20) Service Learning Credits during his/her high school career.

Illegal Enrollments

WANTED

**INFORMATION WITH RESPECT TO ILLEGALLY
ENROLLED STUDENTS**

\$250 REWARD

**A \$250 reward will be paid to persons providing
information which will ultimately lead to the
identification and exclusion of illegally enrolled
students.**

**Information will be kept confidential, to the greatest
extent possible.**