

**WEST MORRIS CENTRAL  
HIGH SCHOOL**

*259 Bartley Road  
Chester, New Jersey 07930  
(908) 879-5212*

***Student Handbook  
2015-2016***

***West Morris Regional High School District  
Board of Education Policies referred to in the  
Student Handbook may be read in their  
entirety by going to our school website,  
<http://www.wmchs.org>, clicking on  
“About West Morris” and scrolling to  
WMRHSD Board Policies.***

*This agenda belongs to:*

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**Grade \_\_\_\_\_**

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Dear Students,

Welcome to West Morris Central High School, a place to make your life extraordinary! This student handbook and code of conduct is a companion piece to the West Morris Regional High School District Program of Studies booklet which details our academic offerings and procedures. Just about everything you need to know about WMCHS' operation is discussed in one of these two publications, so if you do not find what you seek in one, check the other (both available online). Please note that while the handbook is aligned with NJ State Administrative Code and WMRHS Board Policy, it does not supersede either. Ultimately, the aim of the code of conduct and the handbook is to support student development and to promote student achievement. Please take time to familiarize yourself with its contents.

Expectations are high at West Morris Central High School in all areas. Thus, strive for academic success, participate in school life through involvement in extra-curricular and athletic activities, and in general, support your classmates and conduct yourself in a manner worthy of respect. Always remember that teachers, counselors, administrators, and staff are available to help you if you need information not found herein or should you require other assistance.

I look forward to witnessing your accomplishments over the coming months and will do everything I am able to make the 2015-2016 school year one marked by observable growth and memorable enjoyment.

Sincerely,

Steve Ryan  
Principal

**DISTRICT MISSION STATEMENT**

The West Morris Regional High School community will provide each student with an intellectually stimulating experience in a safe environment.

This experience will promote a shared passion for learning, academic excellence, involved citizenship, personal responsibility and respect for diversity, fostering the development of creative, confident, compassionate and resilient individuals who will contribute to their future communities.

**DISTRICT BELIEFS**

We believe that:

- Self-respect and respect for others are essential for community.
- The potential for growth for each person is unique with unknown limits.
- The love of learning enriches the quality of life.
- Ethical behavior based on shared moral values is critical for the future of our society.
- Individuals are responsible for the positive and negative consequences of their free choices.

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**WEST MORRIS DISTRICT ADMINISTRATION**

Mr. Michael Ben-David, Superintendent  
Mr. Robert Beers, Assistant Superintendent  
Mr. L. Douglas Pechanec, Business Administrator  
Dr. David Leigh, Director of Special Education

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**BOARD OF EDUCATION MEMBERS**

Mr. Gary Lakritz, President  
Mrs. Marcia Asdal                      Mr. Tom Richar  
Mr. Brian Cavanaugh                Mr. Robert Strobel  
Mr. Joseph Galayda                   Mr. Donald Storms  
Mr. John Meyer                         Ms. Lisa Woodring

## **WEST MORRIS CENTRAL PHILOSOPHY**

The West Morris Regional High School District is composed of two comprehensive high schools servicing families that entrust to it the education of their children who possess a variety of interests and abilities. We, the administrators and teaching staff, seek to develop and stimulate the students intellectually, morally, socially, physically and aesthetically in order to prepare them for future educational and vocational experiences in a changing society. While doing so, we aim to foster the growth of each student's individual talents to the greatest extent our resources allow.

Responsibility forms the foundation of our philosophy. We acknowledge our responsibility to provide our young people with programs and approaches to meet their needs effectively and we commit ourselves to nurture in them a responsibility to self and to society.

We will continue to offer a curriculum of both breadth and depth that ensures delivery of diverse educational opportunities and learning experiences that further our students' development.

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### **WEST MORRIS CENTRAL ADMINISTRATION**

Mr. Steve Ryan, Principal

Mr. Ed Braun, Assistant Principal

Mrs. Anne Meagher, Assistant Principal

Mr. Matthew Ferreri, Supervisor of College and Career Counseling

Mr. Kent Schilling, Supervisor of Athletics and Student Activities

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### **IMPORTANT TELEPHONE NUMBERS**

WMC	(908) 879-5212
ABSENTEE NUMBER (to rept. student abs.)	(908) 879-6580
FAX NUMBER	(908) 879-2741
ATHLETIC DIRECTOR	(908) 879-5827
BOARD OFFICE	(908) 879-6404
WEST MORRIS MENDHAM HS	(973) 543-2501

*2015-2016  
West Morris Regional High School District*

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

OCTOBER 2015						
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DECEMBER 2015						
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31						

FEBRUARY 2016						
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28	29					

- 1 Professional Development
- 2 Professional Development
- 4 First Day of School  
Students Report  
All classes meet
- 7 Labor Day
- 14 Rosh Hashanah
- 23 Yom Kippur
- 12 Columbus Day  
Professional Development

- 5 NJEA Convention
- 6 NJEA Convention
- 25 Half-Day – Thanksgiving
- 26 Thanksgiving Break
- 27 Thanksgiving Break

- 23 Half-Day – Winter Break
- 24 Winter Break
- 25 Winter Break - Christmas
- 26 Winter Break
- 29 Winter Break
- 30 Winter Break
- 31 Winter Break

- 1 Winter Break
- 18 M.L. King Day

- 15 Presidents' Day

2015-2016  
West Morris Regional High School District

- 25 Good Friday
- 28 Spring Break
- 29 Spring Break
- 30 Spring Break
- 31 Spring Break

MARCH 2016						
S	M	T	W	Th	F	S
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- 1 Spring Break

APRIL 2016						
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- 30 Memorial Day

MAY 2016						
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- 22 Graduation – Last Day of School

JUNE 2016						
S	M	T	W	Th	F	S
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Professional Development Dates

Full Days:

- September 1, 2015
- September 2, 2015
- October 12, 2015

Half-Days:

TBD

Delayed Opening

BOARD APPROVED: February 9, 2015

**NOTES:** Calendar includes 5 snow days, 3 professional development days and 181 days for students.

If all 5 snow days are used prior to President's Day (2/15/16), Presidents' Day will be reinstated as a regular school day. If additional snow days are needed, they will be taken from Spring Break, starting with April 1st and working back.

Application of unused snow days will be determined in early April, 2016.

The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the students of the district

## ACADEMICS

### GRADUATION REQUIREMENTS

To earn a West Morris Regional High School District diploma, a student shall be required to:

1. Complete 120 credits.
2. Satisfactorily complete the following full-year required courses:

English	20 credits
History	15 credits
(US History I & II, World History)	
Mathematics	15 credits
Science	15 credits
World Language	10 credits
Phys. Ed./Health	all years of high school
Visual & Performing Arts	5 Credits
Career Ed. & Consumer, Family & Life Skills	5 Credits
Financial Literacy	2.5 Credits
3. Demonstrate performance, which meets or exceeds minimum proficiency standards in communication, writing, and computation skills as measured by an assessment approved by the New Jersey Department of Education or by an alternate procedure acceptable under state regulations.
4. Participate in career exploration and/or development. This requirement will be fulfilled by structured group or individual guidance, counseling and/or course activities through infusion as identified by district staff.
5. Demonstrate technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum.

### COURSE LOAD FOR STUDENTS

A student must select and maintain a minimum of seven courses per marking period/semester (IRT and study hall are not courses). A student may have no more than one full period of unassigned time during any given marking period. Additionally, all students will be assigned a lunch period. To obtain the optimum from the high school experience, students are encouraged to schedule a maximum credit load



that is consistent with their aptitude, interest, achievement and goals. This credit load should be no less than 35 credits per year.

### **COURSE SEQUENCE**

Students are encouraged to consult the “Program of Studies” booklet to review the sequence and prerequisite requirements for selecting courses.

1. Students who have failed courses, especially those required for graduation in any of the first three years, are urged to attend summer school to make up the course. This is the only way in which students can be assured of graduation in the normal four year period with the minimum number of required credits.
2. A student may only take sequential subjects simultaneously as a result of failure in the lower sequence, providing that the credits are needed in order to graduate, or unless other unusual circumstances warrant.

### **ALTERNATE: SPECIAL PROGRAMS**

1. Programs may be planned for individuals based upon specified measurable instructional objectives for a particular course. The principal will certify completion of a course for the pupil based upon the original specified objective.
2. Students with disabilities may be exempted from graduation requirements by the prescription of the Individual Education Program (IEP). Each such IEP shall set forth the specific graduation requirements for the students with disabilities, and fulfillment of those requirements shall qualify the pupil for the award of a state-endorsed West Morris Regional High School District diploma. The criteria for students with disabilities will be pursuant to NJAC 6A:14. The Director of Special Education will obtain the written approval of the Superintendent for those students with disabilities who need to be exempted. An annual written report will be submitted to the Board of Education, which lists those students who graduated under special education.
3. 12<sup>th</sup> Grade Option  
Criteria and Specifications:
  1. Twelfth grade students may pursue a genuine interest that is not a part of the regular school curriculum such as an internship,

- volunteer community service, college/university coursework, career exploration/shadowing.
2. Students wishing to pursue this option must have administrative approval and should attempt to explore plans with their guidance counselor during the Junior year.
  3. Seniors must be in good academic standing, having earned 105 credits by the end of the junior year and have passed all state required academic assessments. West Morris Regional graduation guidelines must be followed.

### **EARLY GRADUATION**

Students may graduate early if they have clearly demonstrated a scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health or family concerns would be served by completing the West Morris Regional High School District educational requirements early. Early graduation is subject to review by the Principal or designee. Final approval rests with the Superintendent of Schools. In order to complete the credit requirements, students planning on early graduation must make that decision by the end of the sophomore year as stated on page 4 of the Program of Studies.

### **WITHDRAWAL FROM CLASS**

Should a student elect to withdraw from a course the following will apply:

1. The minimum load for a student attending West Morris Central High School is 7 classes. If a student is withdrawn as failing from a course, resulting in fewer than 7 classes, the student must elect another course or he/she will be placed in quiet study for the remainder of the year.
2. **Full Year Courses** – Students may withdraw without penalty at any time within the first four weeks after the class meets.

Withdrawing after the first four weeks **will result in a withdrawal failure (WF), notwithstanding modifications to program deemed necessary within an individual support plan.**

3. **Semester Courses** – Students may withdraw without penalty at any time within the first two weeks the class meets for the semester. Withdrawing after the first two weeks will result in a withdrawal failure (WF).

4. When a student changes homogeneous grouping levels in any course after the grade is posted, that grade remains the grade of record. (Policy #5125.11)

### **CHANGE OF SCHEDULE**

During the spring of each year, the Master Schedule of Classes is developed from student course requests. The process includes input from students, parents, teachers, counselors and administrators. The schedule is then produced, and the Board of Education manages its budget and staff assignments.

Students are expected to honor their commitments and to attend and satisfactorily complete the courses in which they enroll. **Requests for changes made after the building of the master schedule will be considered for the educationally and operationally sound reasons listed below. Student requests for change will be denied when assignment to the new class would exceed the maximum class size.**

Schedule changes will be considered for the following reasons only:

- If there is a need to correct a clerical error in the schedule. Examples might include a missing course, two or more courses in conflict or failure in a prerequisite course.
- If there is a recommendation from the Child Study Team.
- If there is a recommendation from an administrator for disciplinary, attendance or instructional reasons.
- If a student is repeating a course and is assigned to the same course and teacher.
- If there is a request made by the professional staff through the appropriate administrator.

Student initiated schedule changes will not be considered for any of the following reasons:

- If the course content or standards differ from student expectations or the course is not needed for graduation.
- If a student has a preference for another teacher or has a last minute preference for another subject.
- If the student wishes to take less than the required number of courses.

In exceptional cases, an appeal may be made to the appropriate subject area supervisor.

### **COURSE LEVEL CHANGES**

Parents may waive their son/daughter into courses even though the subject area teacher and/or counselor are not in agreement. However, students waived into a course are expected to remain in that course for the entire first marking period. It is important to note that if the desired lower level course is filled, the student must remain in the waived class for the entire year.

Faculty members may recommend a level change after having the opportunity to evaluate student performance.

Changes from one level of a course to another level of the same course can be student or parent initiated from the beginning of the school year until the first mid-marking period date of the course, provided a waiver has not been submitted and signed by the parent. Any level change between the first mid-marking period date and the end of the first marking period must be teacher initiated. The last day for level changes will be the end of the first marking period.

However, before a student drops a course or makes a decision to request a change in level a REQUEST FOR SCHEDULE CHANGE form must be completed. This form requires the signatures of the classroom teacher(s), a supervisor or administrator, the school counselor, and the parent. The order of signatures must be completed as outlined on the form.

If consensus is not reached, an appeal may be made to the appropriate subject area supervisor.

### **HOME INSTRUCTION**

Home instruction will be provided to eligible students in accordance with the New Jersey Administrative Code 6:28, Chapter 192 of the Laws of 1977.

Home instruction is available upon written request by the parent or adult student. The written request must be accompanied by a physician's statement indicating the medical problem and the probable length of illness. The expected period of confinement of the student should be at least two (2) weeks. The student may return to school only if written permission is given by the student's physician and then cleared by the school nurse.

Students returning from home instruction must first have a re-entry meeting, which may include a building administrator, the guidance counselor, school nurse, and any other pertinent school personnel.

When a student is deemed eligible to receive home instruction services two options are evaluated: (1) Tutors scheduled to work individually with students on assigned work; or (2) A web-based program referred to as Educere that allows students to complete coursework online. For more information about these options, please contact your guidance counselor, or if appropriate, child study team case manager.

### **GRADING**

Report cards will be available via PowerSchool four times each school year. Interim progress reports will be available via PowerSchool at the mid-point of each marking period. A final report card will be mailed home at the conclusion of the school year. Parents may continuously review academic progress via the parent portal of PowerSchool. Parents may confer with guidance counselors at any time to discuss student progress.

Report card grade designations will be as follows:

A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D- & F.

For purposes of interpreting grades or transposing records from other districts the following table will be used:

<u>LETTER GRADE</u>	<u>NUMERICAL</u>
A+	100.0 - 97.0
A	96.99 - 93.0
A-	92.99 - 90.0
B+	89.99 - 87.0
B	86.99 - 83.0
B-	82.99 - 80.0
C+	79.99 - 77.0
C	76.99 - 73.0
C-	72.99 - 70.0
D+	69.99 - 67.0
D	66.99 - 63.0
D-	62.99 - 60.0
F	59.99 - 50.0**

\*\* A teacher may assign a grade lower than a 50% for any marking period or for the final exam in which the student has not been an active participant or has not completed any of the requirements.

AU = Audit  
ME = Medical Excuse  
IC = Incomplete  
P = Pass  
WP = Withdrawn Passing  
WF = Withdrawn Failing

Health will be graded as are other courses. Physical Education will be graded on Pass/Fail basis only.

### **CLASS RANK**

The West Morris Regional Board of Education does not report class rank on its transcripts. Rank will continue to be computed for the purpose of scholarship, financial aid, military academies, or submission to a college when a specific rank is requested. At the request of parents, this information may be communicated, by the guidance counselor, on official stationery that is separate from the school transcript.

- A. A maximum of six (6) graded courses excluding Family Life/Driver Education in a student's schedule shall be included in the calculation of class rank. At course selection time, the student must designate, for ranking purposes, a minimum of one 5-6 credit course each from the subject areas of English, social studies, math, science, and foreign language provided that each is part of the student's schedule. All courses required for graduation must first be included in rank. The order in which all remaining courses will accrue toward rank must also be designated by the student. If the student drops a course with a passing grade, the next designated course will be used up to a maximum of six for ranking purposes. No course will replace a course dropped with a failing grade.
- B. All courses included in the class rank calculation shall be assigned a level designation based on the curriculum guide.
- C. Calculation of Class Rank
  1. Class rank shall be derived from the weighted GPA formula.
  2. Class rank shall be calculated at the conclusion of each school year and shall be cumulative for all years the student is enrolled.
  3. For students enrolled as diploma candidates in the

International Baccalaureate program, the Theory of Knowledge course shall be included as a seventh graded course in determining class rank. The Theory of Knowledge course will be offered as a 1.0 credit of Honors weight, rather than the 5.0 or 6.0 credits of other courses used to determine class rank.

**GRADE POINT AVERAGE**

- A. **Weighted GPA:** One course from each academic discipline, and one full year course or two half-year courses from the elective areas would be used for the calculation of the weighted GPA. International Baccalaureate diploma candidates will also have their grades in the *Theory of Knowledge* course included in this calculation.

The following course weight factors shall be assigned to the specific course levels:

**Course Weight Factors (CWF)**

<u>AP/IB/Honors</u>	<u>Advanced</u>	<u>Academic</u>	<u>Studies</u>
2.1	1.7	1.5	1.4

**Calculation of Weighted GPA**

A student's weighted grade point average (WGPA) is determined by multiplying the Grade Equivalent (GE) by the attempted Rank Credits (RC) multiplied by the Course Weight Factor (CWF) for each ranked course to determine the Rank Points (RP) for that course.

The totals for each of the six ranked courses are added together (sum of all rank points) and then divided by the total number of attempted Rank Credits (RC).

This number is then divided by an academic course weight factor (ACWF) of 1.5.

The Weighted GPA formula for each ranked course is:

$$GE \times RC \times CWF = RP$$

$$(\text{Sum all RP} \div \text{Sum RC}) \div ACWF = WGPA$$

- B. **Unweighted GPA:** All graded courses would be used for the calculation of the unweighted GPA.

Students shall be assigned an unweighted grade point average

which will be calculated at the completion of each marking period.

At the conclusion of the school year, a cumulative grade point average will be calculated based upon final course grades.

**Calculation of Unweighted GPA:**

All courses in which a final letter grade is assigned shall be included in the calculation of unweighted grade point average. For the purpose of calculating unweighted GPA, final letter grades shall be converted to Grade Equivalent (GE) numbers.

The Unweighted GPA formula is:

$$\frac{\text{Sum (GE x CR)}}{\text{Sum CR}}$$

**HONOR ROLL**

To be eligible for honor roll a student must take a minimum of five letter graded courses per marking period and pass P.E. and Health and have no grade lower than B-.

**High Honor Roll** – To be included on the high honor roll, a student must achieve an unweighted GPA of 3.7 or better.

**Honor Roll** – To be included on the honor roll, a student must achieve an unweighted GPA of 3.1 or better.

**VALEDICTORIAN/SALUTATORIAN**

A Valedictorian and a Salutatorian will be determined by the weighted grade point average (GPA) based on all final grades earned up to the end of the third marking period of the senior year. The Valedictorian will be the student who has the highest grade point average. The Salutatorian will be the student who has the second highest grade point average. In order to be a Valedictorian or Salutatorian, students must have enrolled in West Morris Central High School by September 30<sup>th</sup> of their sophomore year.

**GRADE APPEAL PROCESS**

1. Parents who are concerned about any grade, as defined above, should first contact the appropriate teacher through the school's guidance office and make an appointment for a conference to be held at a mutually convenient time. The objective of the conference shall be to demonstrate that criteria for determining



grades were in place and that the criteria were applied properly. If the parent is not satisfied, he/she may proceed to Step 2.

2. The parent should contact the Department Supervisor or the administrator overseeing that subject area and arrange for a conference involving the parent, the teacher, the counselor, and the supervisor. The subject area supervisor will ask the parent to present his/her questions or concerns and ask the teacher to respond concerning the criteria for grades and how they were applied. If the supervisor determines that appropriate criteria for grading were in place and applied properly, he/she shall inform the parent that the grade was determined in the appropriate way.

All appeals involving individual tests or assignments or the final exam for a course shall conclude at this step and the decision of the subject area supervisor/Assistant Principal shall be final.

If the appeal pertains to the final grade for a marking period or the final grade for a course and the parent still questions the method of determining the grade, he/she may proceed to Step 3. The grade appeal process for a marking period grade must be made prior to the last day of the next marking period. Appeals for the final grade for a course can be during the summer and up to no later than the second full week of school.

3. The parent should contact the building principal to arrange for a conference which should include the parent, the teacher, the appropriate subject area supervisor, the counselor, and the principal. The parent shall present his/her concerns or questions regarding grading criteria and how they were applied. The principal will ask the area supervisor to respond on terms of criteria used and the grade in question. The principal shall decide if the grade was arrived at properly and inform the parent of his/her decision to the Superintendent of Schools.
4. The parent should make an appointment for a conference with the Superintendent of Schools. The superintendent shall invite the appropriate staff. After discussing the grading criteria and the grade in question, the superintendent shall decide if district grading policies and practices have been followed. The superintendent will inform the parent of his/her decision. Parents may request that the Board of Education review decisions made during the grade appeal process.

## FINAL EXAMINATIONS

Students are responsible to take exams during exam periods. Failure to report to an assigned exam will result in a failure for the exam. Exceptions will be made in the case of illness. However, a signed note from a physician will be required.

### FINAL EXAMINATION EXEMPTION APPLICATION (for Seniors and IB/AP exams)

The deadline for application varies each year.

- A. In order to apply for any final exam exemptions, seniors must have maintained at least an A- average through June 1.
- B. Seniors/Juniors taking an IB/AP exam must maintain an A-average through June 1.

Note: A teacher may withdraw an exemption at any time prior to the end of the marking period. This may be done for reasons such as: attendance, missing assignments, classroom behavior, etc.

## HONOR SOCIETIES

### National Honor Society

NHS membership requires that the student demonstrate the following four characteristics:

- **Scholarship:** NHS members must maintain a minimum cumulative grade point average of 3.6 unweighted or 4.3 weighted.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Students must accumulate a minimum of 60 hours of community service, at least 10 of which is through the school.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for other.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

### **World Language Honor Society**

In order for a student to be accepted in the World Language Honor Society the following criteria must be met:

1. Candidates must have studied French or Spanish each year at the high school.
2. Candidates must be seniors and currently enrolled in French or Spanish.
3. Candidates must have a 3.4 GPA overall.
4. After 3 years of French or Spanish candidates must have a minimum weighted GPA of 4.2 in world languages. (\*IB candidates who, due to scheduling conflicts, are not enrolled in a world language their senior year must meet #3 and #4. In addition, they must have scored a 6 or a 7 on the specific IB French or Spanish exam at the end of the junior year.)

### **NOTICE OF PARENTAL RIGHTS UNDER SECTION 504** **(Board Policy #5150)**

Section 504 of the Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.

The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).

Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.

The designated school district Section 504 Coordinator is:

Dr. David Leigh, Director of Special Services  
West Morris Administration Building  
Four Bridges Road  
Chester, New Jersey 07930  
(908) 879-6404 x1477

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students **over 18** years of age (“eligible students”) certain rights with respect to the students’ education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions ( 34 CFR 99.31):

- School officials with legitimate educational interest;
- Other school to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and state and local authorities, within a juvenile justice system, pursuant to specific State law.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Notification of Rights Under the Protection of Pupil  
Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the execution of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

***Consent*** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

***Receive notice and an opportunity to opt a student out of –***

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use—*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

### **CODE OF CONDUCT**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

### **GUIDELINES FOR WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT CODE OF CONDUCT**

#### **Student Guidelines:**

1. Students are expected to recognize that the primary reason for attending school is to become a responsible, educated citizen.
2. Students are expected to strive to set a positive personal example at all times.
3. Students are expected to strive to reach the limits of individual talents.
4. Students are expected to act respectfully to administrators, teachers, and fellow students.
5. Students are expected to adhere to all local and state laws.

6. Students are expected to adhere to all district and school policies including but not limited to:
  - a. Responsible Use Policy
  - b. Attendance Policy (Policy #5113)
  - c. Bus Policy (Policy #3541.33)
  - d. Harassment and Bullying Policy (Policy # 5145)
  - e. Smoking Policy (Policy #5131.4)
  - f. Substance Abuse Policy (Policy #5131.6)
  - g. Violence and Vandalism Policy (Policy #5131.2)
  - h. Weapons and Dangerous Instruments Policy #5131.8)

**Behavioral Supports**

- |                               |                               |
|-------------------------------|-------------------------------|
| *School Guidance Counselor(s) | *Child Study Team (CST)       |
| *School Psychologist(s)       | *Speech Therapist             |
| *School Social Worker(s)      | *Student Assistance Counselor |

Intervention & Referral Services Committee

Various programs and assemblies related to student wellness:  
 Teen/Parent Driving Program, SADD, DARE, School Clubs,  
 Student Tutoring Program, Student Issue Groups etc.

**Community Based Health & Social Services (Morris County):**

- Mental Health Administrator 973-285-6852
- Substance Abuse Coordinator 973-285-6867
- Municipal Alliance Coordinator 973-285-6860
- Division of Child Behavior Health Services 877-652-7624
- Morris County Division of Youth and Family Services (DYFS) 877-NJ-ABUSE
- Washington Township Health Department 908-876-3650

**Legal Aid & Agencies**

- Morris County Prosecutors Office 973-285-6200
- Legal Aid (Morris County) Director 973-285-6911

**ATTENDANCE POLICY**

**ABSENCES AND EXCUSES -- WMRHSD Bd. of Ed. Policy 5113**

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents and students is required to maintain a high level of school attendance.

Regular attendance at school is an indicator of responsible student behavior. Prolonged or repeated absences from school or from class deprive the student of

the classroom activities deemed essential to learning and may result in failure to meet academic requirements and loss of credit toward the high school diploma.

A student must be in a class a minimum of 90% of the meeting days in order to qualify for course credit without administrative and /or committee review. An intervention program, intended to improve attendance, will be implemented for students who exceed the absence limit for that course. This program may include disciplinary action or removal from the class and loss of credit.

**All absences accumulate against attendance policy limits with the following exemptions:**

1. Religious observance of a day recognized by the Commissioner of Education
2. Court ordered appearance
3. Death in the immediate family
4. Extended illness/quarantine in excess of three consecutive days (doctor's note required)
5. School authorized activities

Students absent from school for any reason are responsible for completion of assignments missed due to the absence.

**A. Daily Notification by Parents/Guardians**

Parents are responsible for notifying the school early in the day when a student will be absent and for informing the school of the reason for the absence. Such notification is necessary to ensure the safety of students; it does not replace or limit the responsibility of parents to maintain records and documentation of absences in the event that such becomes necessary for an administrative or committee review.

**B. Attendance Notifications**

The attendance committee will make every effort to notify parents at the following stages **as well as meet with parents when students reach critical attendance levels:**

- Regular Year Long Classes
  - a. 7 absences-warning letter
  - b. 13 absences-final letter
- Physical Education Class
  - a. 5 absences-warning letter
  - b. 9 absences-final letter
- Semester Classes
  - a. 4 absences-warning letter
  - b. 7 absences-final letter
- Marking Period Classes
  - a. 3 absences-warning notification
  - b. 4 absences-final letter

**Parents are expected to keep records of all student absences.**



- **Attendance Review Committee**  
Once a student reaches the warning level of absences, a rubric is distributed to both the attendance committee and the classroom teacher. The rubric includes numeric scores in four categories: Total absences, Attendance following “warning” notification, Academic performance, and Attitude and effort. When the student reaches the final level of absences, score totals may initially result in awarding credit, a modification plan, or loss of credit. Students remain in class and rubrics are distributed periodically. Should scores indicate loss of credit, the student may be removed from the class.
  
- **Daily Attendance**  
For New Jersey State recording purposes a student must be in attendance during instructional time for more than one hour in the morning **and** more than one hour in the afternoon. To be considered a half day, a student must be present during instructional time for either more than one hour during the morning **or** more than one hour during the afternoon. These figures are recorded under daily attendance on school reports and are **not used** for the District Attendance Policy.
  
- **Class and Homework Make-Up Policy**  
Students who will be out of school from one to four days are instructed to obtain the assignment from friends or other students in their classes, or may also obtain the assignment from the teacher upon returning to school. Communication with teachers is essential to facilitate the making up of all classwork and home assignments. As such, we encourage students and parents to correspond with teachers through e-mail and check class websites for missed assignments. Any student who is expected to be out for more than four days may also contact the Guidance Office secretary or a counselor and ask that homework assignments be obtained. The student or parent should indicate the probable length of absence and the person who will pick up the work. Upon such a request, the counselor forwards a homework request form to teachers, who return the completed form, together with any necessary papers to the Guidance Office. If necessary, the counselor can obtain books from the student’s locker or assists the parent in doing so.  
  
NOTE: If a student is absent only on the day of a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school. If a student is absent the day before a previously announced test or quiz, and if no new work was covered that day, he/she is responsible for taking the test or quiz on the day he/she returns to school.
  
- **Excused and Unexcused Lates**  
Except for school authorized trips and activities, missing more than 15 minutes of a class period is recorded as an absence if verified and a **cut** if unverified. Tardiness will be dealt with on an individual basis by the classroom teacher. On the sixth (6<sup>th</sup>) unexcused late, students will receive an after school one (1) hour detention. The only acceptable excuse for not attending this after school detention will be a doctor’s appointment. This

appointment must be verified with a note from the doctor's office. The detention must still be served the following day. After the sixth (6<sup>th</sup>) unexcused late, a one hour after school detention will be served for every two (2) unexcused lates. Failure to attend an after school detention will result in suspension. Car problems, over sleeping, missing the bus and traffic are not considered excused, **even with a parent note. A note from a parent accounts for a late but does not excuse tardy arrival.** Students arriving late to school should have their ID card with them. Parking privileges will be revoked for excessively late students that are registered to park.

- **Truancy/Cutting of Class**

The same procedure will apply to students who accumulate three or more absences due to truancy and/or individual class cuts. All students who illegally absent themselves from three classes will be granted a hearing before the Attendance Committee which may recommend the sanction of withdraw failing or other appropriate responses.

The Board will report to appropriate authority's infractions of the law regarding the attendance of students below the age of 16. Repeated infractions by enrolled students over the age of 16 may result in suspension or expulsion. It is the policy of the board to consider the effectiveness and appropriateness of the educational program for those students who habitually and repeatedly absent themselves from their assigned classes and to refer such cases to the child study team for review.

**Students who are truant or cut class lose the privilege of making up tests or other class work given on the day of the illegal absence. Penalties range from detention to suspension with possible loss of course credit.**

Documentation submitted to excuse an absence must be submitted no later than five (5) school days after the absence.

### **EARLY DISMISSAL/LATE ARRIVAL**

Students reporting to school after the beginning of the first period (7:40 a.m.) must sign-in at the General Office with their student ID card. (There is a \$5 fee to replace a lost or damaged student ID card.) The nature of the tardiness will be evaluated by an administrator and the student will be issued an admit slip to class with the tardiness marked "excused" or "unexcused". **Arrivals after 7:55 a.m. will be considered a class absence or cut.**

There will be a progression of escalating disciplinary steps for unexcused tardiness with the ultimate step being the implementation of the attendance policy. After initial warnings, parents will be contacted, detentions issued and other appropriate steps taken to remediate the

situation. **Students will not be admitted to class without an admit slip. Unexcused arrival after 7:55 a.m. will be considered a class cut. Students arriving after the second period class has begun should also sign in at the General Office.**

Students who wish to be excused legally (for early dismissal), **MUST** bring a note to the General Office **PRIOR TO 7:40 a.m.** on the day they wish to be excused.

### **REPORTING ABSENCES**

The parent/guardian is requested to call in by 9:00 A.M. to report student absenteeism or if a student is going to be tardy. The phone number to call to report when your child will be absent/tardy is 879-6580.

**Please Note: Traffic, car problems, and/or oversleeping are not excusable reasons for tardiness.**

When you call, please clearly state the child's name, grade, reason for absence or tardiness and a daytime phone number where we may reach you to verify the absence. A note for a daily absenteeism will not be required. We are, however, requesting a note to be presented at the Main Office in the morning for early dismissal or late arrival. For an extended illness of three or more consecutive days, a doctor's note is required.

### **DISCIPLINARY ACTIONS**

- **Teacher Detention**

Teachers may detain students after school for disciplinary or academic reasons providing the teacher telephones the parents and they arrange for transportation. Teachers are required to give the student at least 24 hours notice and they must supervise the students detained in their classroom. A missed teacher-assigned detention will result in administrative detention.

- **Administrative Assigned Detention**

An Administrative detention is held in a school specified detention area. Students may be assigned this detention by an administrator, or attendance personnel. This detention may be at lunch, after school, or on Saturdays. The detention days will be designated by the school. Failure to attend may lead to increased detentions or suspension.

**Penalties for missing detentions range from rescheduling to suspension:**

- **In-School Suspension**

Student's assigned in-school suspension must report to a specified area on days designated by the school. Students are there for the entire day and are expected to complete assignments provided by teachers. A zero will be given for that day's work if it is not completed. Parents are telephoned and sent a letter, informing them that an in-school suspension has been assigned. In some instances, a parent conference is requested. Chronic in-school suspensions will result in out-of-school suspensions with a mandatory conference. Inappropriate behavior in in-school suspension will result in out-of-school suspension.

- **Out of School Suspension**

Serious violations of the Student Code of Conduct will result in an out-of-school suspension. Depending on the infraction, the suspension may be from one to ten days. Parents will be telephoned and sent a letter informing them of this action. In some cases, a parent-student conference with an administrator may be required. Excessive suspensions will result in a loss of student privileges, including parking for seniors. Students may not participate in any school activities during the days of suspension.

**In all cases of suspension, a letter stating the cause for suspension will be forwarded to the parent.**

- **Court Action**

Children under 16 years are required to attend school (N.J.S.A. 18A:38-5). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s) smoking, malicious destruction or damage to property, carrying concealed weapons, and any other violation of New Jersey Statutes.

### INFRACTIONS

- **Abuse (Verbal) of a Staff Member**

Suspension 1-10 days

- **Altercation/Fighting**

A *physical altercation* will be penalized from detention to suspension. Should the altercation be determined to be a *fight or an assault*, the penalty would be suspension with possible law enforcement involvement.

- **Academic Honesty**

If a student is caught cheating, the teacher gives the student an F

grade on that exam, quiz, paper, lab, etc. With the expansion of technology into the educational process, inappropriate use of the school network and the Internet have been incorporated into this category. This includes, but is not limited to plagiarism from electronic sources and the sharing of electronic files.

Any subsequent incidence of cheating will result in a failing grade for the marking period in which it occurs. The teacher informs parents, guidance counselor and assistant principal of the first (and any subsequent) cheating offense, and informs the parents of what will happen if it occurs a second time.

#### **Harassment/Intimidation/Bullying/Hazing (Board Policy 5131.1)**

It is expected that all employees, volunteers, parents and students treat one another in a manner that conveys and demonstrates respect, civility and consideration regardless of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic. Acts of harassment, intimidation, bullying or hazing will be reported and investigated and appropriate disciplinary and remedial measures will be taken to ensure that the environment is safe for all individuals.

#### **Bus Policy (State Code 18A:25.2, Board Policy #3541.33)**

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the school Principal. A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his parents shall provide for his/her transportation to and from school during the period of such exclusion.

#### **Cafeteria Misbehavior**

Reprimand, detention and/or suspension.

#### **Electronic Devices**

- **Cyber Bullying**

Using any form of an electronic/digital program to create or to continue a bullying situation is cyber bullying. Any incident of cyber bullying falls under District's Bullying Policy (5145) which may include police involvement. The policy has a range of actions; however, cyber bullying will most likely involve the

police. If the incident also involves the use of school equipment, it is a violation of the Student Acceptable Use Policy and additional disciplinary action(s) may be taken.

- **Cell Phones**

Schools may reasonably regulate devices in general as part of their overall authority to maintain an environment conducive to learning and free of distraction. Cell phones are permitted in school but may only be used for calls or texting during the time students are **not** in a class or a resource area (Library, Math Resource Center or study hall). Cell phones may be used in the classroom/learning space at the teacher's discretion/class policy for educational purposes. In case of a school lockdown all cell phones must be turned off for security reasons.

If the student's phone rings or is used, it will be taken away until the end of the school day. In the case of a second offense a parent/guardian must make an appointment to pick up the device. With a third offense, the student forfeits the privilege of carrying a cell phone in school.

- **Texting**

Texting during a testing situation will result in a zero for the quiz, test, exam or any other form of assessment. Texting during any standardized tests/exams will result in the notification to the testing authority and the nullification of the test/exam.

- **Sexting**

Sexting is the sending of sexually explicit images via cell phone or other electronic devices. This is considered a serious offense and requires automatic police notification.

- **Pictures**

**A signed permission slip is required to take pictures of any student**, faculty member, or employee on the West Morris Central campus. Pictures of students, staff members, and employees without their written permission is a violation of school policy and will be addressed accordingly.

- **IPODS/Electronic Listening Devices**

An iPod or other electronic listening devices may only be used in class with a teacher's permission. Wearing earbuds is considered use.

- **Other**

Laser pointers, beepers (N.J.S.A.2C:33-19) and radio scanners are not permitted unless prior approval has been given.

**Forgery**

Students found forging passes, notes, letters, etc. may be assigned detentions(s), or be suspended from an activity or school.

**Gambling**

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice or any other activity construed by the school administration as gambling. Violators will be subject to suspension and possible legal action.

**Insubordination/Use of profanity**

Consequences range from reprimand, detention to suspension

**Inappropriate Behavior**

Consequences range from reprimand, detention to suspension

**Inciting or Participating in a Disturbance**

Students causing a disruption to the atmosphere of order and discipline in the school that is necessary for effective learning will be subject to consequences ranging from warning, detention, or suspension at the discretion of building administration.

**Parking Regulations**

Limited to seniors in designated spots only. Students must apply for parking permits and attend the school's mandatory driver safety presentation with a parent/guardian. Students may not return to their cars during the school day or leave school grounds without permission. Violation of parking rules may result in loss of parking privileges and/or administrative detentions or suspension. For additional information see the entry under Student Parking in this handbook.

**Smoking Policy (Board Policy 5131.4)**

The Board of Education recognizes that the use of tobacco and nicotine

in any form including smoking, chewing and electronic cigarettes is dangerous to the health of students. The use of tobacco is prohibited at all times in school buildings and on school grounds including school vehicles, athletic stadiums and facilities used solely for school administration.

The Principal of each school building is authorized to report violations, in accordance with law, to the board of health. Students who violate the provisions of this policy shall be subject to appropriate disciplinary measures including special programs such as smoke enders, detention(s), suspension, and/or a municipal complaint being filed.

**Substance Abuse (Board Policy #5131.6)**

It is our intent to provide a wholesome atmosphere in which students may develop and learn. Therefore, in accordance with Board of Education Policy 5131.6, being under the influence of, using, possessing and/or distributing any controlled dangerous substance by students, staff or others on school property at any time and at any school related activity is prohibited.

**Substance Abuse Procedures:**

**Under the Influence**

- Notification of principal or designee, school nurse, student assistance counselor
- Notification of Parent(s)
- Immediate drug/alcohol screen

**Negative Result**

- Return to school after release from a licensed physician.
- Student may be referred to the I&RS committee to address behavioral issues of concern.

**Positive Result:**

- Return to school only after release from a licensed physician.
- An appointment must be made for a drug/alcohol assessment.
- Student may be suspended 3-5 days out of school for the 1<sup>st</sup> and 2<sup>nd</sup> offense. The student will receive an out of school suspension pending the Superintendent's review for the 3<sup>rd</sup> and subsequent offenses.
- Student must complete any treatment as specified in their assessment.



**Possession of a Controlled/Dangerous Substance**

- Notification of Principal or designee and Superintendent, law enforcement and student assistance counselor
- Possible search of students locker, students person, car, and/or backpack
- Suspension of student
  - 1<sup>st</sup> offense            5 days suspension
  - 2<sup>nd</sup> offense            10 days suspension
  - 3<sup>rd</sup> offense            suspension until Superintendent's review and/or Board of Education hearing to consider expulsion
- Immediate drug/alcohol screen
- Substance abuse assessment
- Student must complete any treatment as specified in their assessment.

**Violence/Vandalism/Weapons/Theft**  
**(State Code 18A:37-2 Board Policy 5131.2 & 5131.8)**

Students causing substantial damage to school property, stealing, assaulting a member of the school community, possession of a firearm, or any weapon may be subject to suspension or expulsion along with the notification of law enforcement.

**TECHNOLOGY- RESPONSIBLE USE –**  
**COMPUTER NETWORKED SERVICES AND INTERNET**

**Policy and Purpose Statement**

The West Morris Regional School District Board of Education believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer networked services are provided exclusively for educational purposes. Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments and other pertinent school business. For employees, this also includes purposes related to job performance. This Board Policy is intended to comply with the Children's Internet

Protection Act, Children's Online Privacy Protection Act, and the Family Educational Rights and Privacy Act.

Although the Internet offers vast opportunities to access resources, the Board must also maintain an environment that promotes both responsible and ethical conduct in all computer activities by students and staff. Access to email services and the Internet also brings the possibility, even with the use of filtering software, that materials may be accessed by students and staff that is either of no educational value, or violates applicable state or Federal law. With the current state of technology, it is impossible to control access to all materials which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the chief school administrator shall develop procedures to determine other Internet material and/or access that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the chief school administrator or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyber-bullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 6142.10. Any changes in Policy and Regulation 6142.10 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

It is the belief of the Board of Education of the West Morris Regional High School District that the educational value of the access to

information and the interaction enabled by email and Internet access far outweighs the potential disadvantages that may occur. The operation of the district computer network relies, in part, on the proper conduct of the users--students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth within this policy. If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures as per District policy, District Student Disciplinary Code, or statute.

Attached to this policy is a Student Technology Responsible Use Agreement. The agreement incorporates this policy as well as the Student Use of Privately Owned Technology Policy. It also indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user agreement is an acknowledgment of the responsibilities of all users. Students will not be permitted to use the district computer system unless they have signed the agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use the district computer system. The agreement/permission form annexed to this policy is expressly made a part of the policy.

#### Terms and Conditions of Use

1. **Responsible Use.**

The purpose of providing access to our computer network, email services, and the Internet, is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the network, email, and the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by the West Morris Regional High School District Board of Education. Whether accessing the district computer system from outside school or not, all users are subject to the terms and conditions of this policy. The district expects that parents will supervise their child(ren) when using district technologies from home. In addition, the use of other organizations' networks or computer resources must comply with the rules for use of those networks in addition to those of this school district.

Transmission and accessing of any material in violation of any Federal law, state law or regulation/or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

a. Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any other individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school.

b. District employees shall be provided with an email account and access to the system. District employees are required to use the district email system for any emails relating to school business. Staff members are prohibited from revealing, through email or via the Internet, any personally identifiable information for any individual such as name, address, telephone number, email address or picture, except as required for educational purposes. Staff emails that contain pertinent district information may be retained for up to 7 years.

c. Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.

d. All users will be assigned a password. The password is to remain private and is not to be shared with other users.

e. Any use of the network for commercial or for-profit purposes is prohibited.

f. Use of the network for personal and private business is prohibited.

g. Any use of the network for advertising or political purposes is prohibited.

h. Users of the network shall not disrupt or interfere with the use of the network by others.

i. The hardware or software shall not be altered, mishandled or abused in any way.

j. In compliance with 5131.1, the district Harassment, Intimidation, and Bullying policy, the district computer system and network(s) shall not be used to harass others. Hate mail, discriminatory remarks, and cyber-bullying are prohibited.

k. The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.

l. Violation of the intellectual property rights of others is prohibited.

m. Unauthorized gaming and/or gambling activities are prohibited.

n. Accessing proxy avoidance sites is prohibited.

## 2. **Privileges**

a. The use of the district's network, email, and Internet services through the district's computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.

b. Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Staff members are responsible for following the provisions of this policy as a condition of their employment.

c. Each student, in order to obtain access to the district computer system will be required to complete the West Morris Regional High School District Student Technology Responsible Use Agreement. The chief school administrator or his/her designee will have the authority to, at least temporarily, suspend use of the system at any time.

d. If a student or staff member chooses to bring their own device or technology they must comply with all guidelines referenced in 6142.11 Student Use of Privately Owned Technology.

3. **Network Etiquette.** Users of the district computer system and network(s) are expected to:

a. Be polite.

b. Use only appropriate language.

c. Be prepared for periodic searches of student or staff files and other electronic storage areas. The chief school administrator or his/her designee may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Users should not expect that information either transmitted or stored on the system will be private.

d. Comply with all intellectual property laws, such as copyrights.

e. Users should disclose to an administrator, teacher or parent any information or electronic messages that make them uncomfortable.

#### **Security and Vandalism**

Security of the system is a high priority. If a user has reason to believe that they can identify a security problem in the district computer system, they must notify the Supervisor of Technology or the Network Administrator.

Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm, steal or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.

Users will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.

The West Morris Regional High School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. The district cannot accept responsibility for the accuracy or quality of information obtained through its services.

#### **Implementation**

The chief school administrator shall prepare regulations to implement this policy.

NJSBA Review/Update: April 2011  
Adopted: February 27, 2012  
Revised: February 11, 2013

Key Words

Responsible Use, Blocking/Filtering Software, E-mail, Internet, Technology, Web Site, World Wide Web

**Legal References:** N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2A:38A-3 Federal Communications Commission: Children's Internet Protection Act.  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 18A:7A-10 NJQSAC  
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
  
17 U.S.C. 101 - United States Copyright Law  
  
47 U.S.C. 254(h) - Children's Internet Protection Act  
  
State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).  
  
O'Connor v. Ortega 480 U.S. 709 (1987)  
  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:**

\*1111 District publications  
\*3514 Equipment  
3543 Office services  
\*3570 District records and reports  
4118.2/4218.2 Freedom of speech (staff)  
\*5114 Suspension and expulsion  
\*5124 Reporting to parents/guardians  
\*5131 Conduct/discipline  
\*5131.5 Vandalism/violence  
\*5142 Student safety  
5145.2 Freedom of speech/expression (students)

- \*6144 Controversial issues
- \*6145.3 Publications
- 6161 Equipment, books and materials

\*Indicates policy is included in the Critical Policy Reference Manual.

### **STUDENT USE OF PRIVATELY-OWNED TECHNOLOGY**

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many students possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to students during school hours for approved educational purposes. Therefore, the Board of Education will allow students to use their privately-owned technology devices and access the WMRHSD Wi-Fi under conditions outlined in this Policy.

Connecting to the WMRHSD Wi-Fi network with personal devices is a privilege, not a right for district students.

For the purpose of this policy:

- “technology” means hardware or software.
- “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the student at no expense to the school or school district.
- “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone or smart phone; tablet, electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.
- “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a student in the educational program during the school day must be approved by the student’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the student’s instructional program. A teaching staff member may approve a student’s use of privately-owned

technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Teaching staff members shall notify their immediate supervisor or principal that students will be using privately-owned technology during instructional time.

#### Guidelines for Privately Owned Technology Use

1. Students and teachers must abide by the District Responsible Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. Students who use privately-owned technology in school will not be given access to the school district's computer server(s) and any network(s) except for the guest/student segmented Wi-Fi. Students may not connect privately-owned technology devices to District owned hardware using USB connections, unless they have specific written permission from the District Technology Specialist.
3. A teaching staff member who approves a student to use their privately-owned technology to access the Internet during instructional time will provide the student with a list of approved Internet sites the student is permitted to access. A student granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a student shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the student to appropriate discipline and/or grading consequences.
4. The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the student who owns such technology over the student who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the student who owns such technology over the student who does not own such technology.
5. Students may not use the camera or audio feature on their device to



capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit written permission given by the subject of the photo or video.

6. A teacher, staff member or an administrator may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the Internet.
7. The school district assumes no responsibility for any privately-owned technology brought to school by a student. The student shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology. The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school. A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices beyond the normal operating procedures for a lost or stolen item. The district does not guarantee access to district provided Internet access on personal devices. A student is solely responsible for all usage charges incurred at any time on their personal electronic device.
8. In the event that a student's official Individual Education Program (IEP) or Section 504 Rehabilitation Plan contains provisions for the use of assistive technology, including a privately-owned device, such provisions shall be taken into consideration when the District seeks to implement this Policy.

Adopted: January 7, 2013

#### **Cyberbaiting**

Any unauthorized audio or video recording of any member of the WMC school community will result in:

- 1<sup>st</sup> offense – loss of personal device privileges for 6 months
- 2<sup>nd</sup> offense – loss of personal device privileges for 12 months
- 3<sup>rd</sup> offense – loss of personal device privileges for remainder of time at WMC

Each offense may carry additional disciplinary and legal consequences.

**Complaint Appeal Procedure (Board Policy #1312 & #5145.6)**

The following procedures are established for the consideration of pupil problems and for the processing of parent or student complaints and appeals:

1. Discuss the complaint or problem with the teacher or staff member.
2. If not resolved, discuss the complaint or problem with a building administrator.
3. The superintendent shall review the facts of any case appealed to the district level.
4. If dissatisfied with administrative response through the superintendent's level appeal, the matter goes to the Board of Education. The appeal must set forth the specific disagreement(s) with the administrative response, the basis therefore and the relief sought at the Board level. The Board shall review and decide the appeal within 30 days. The Board's decision shall be communicated in writing the party appealing.

**GUIDANCE DEPARTMENT**

Mr. Joseph Cusack
Mr. Matt Ferreri
Mrs. Lori Gleason
Ms. Janice Higgins
Mrs. Kara Losik
Ms. Megan Shaffer

Comprehensive guidance services and programs are viewed as an integral part of the total education program. These services include:

- Provide help directly to each student for use in coping with developmental demands, the extent of which depends on individual needs and requests.
- Help each student acquire skills needed for effective independent living.
- Help to maintain a supportive and productive learning environment for each student.

The counselors work with students from all four classes under an alphabetical system. Students are assigned when they enter in grade 9 and continue with the same counselor through the senior year.

Students and parents are welcome to talk with their assigned counselor at any time. Appointments can be made by calling the school number (908)879-5212 or through the Guidance Office.

### **RECORDS**

Student permanent records are confidential documents.

The Guidance Office is required to have a signed release before sending copies of documents to any individual or other institutions. Parents of minors or students who are over 18 years of age should be sure to have a signed release form on file.

Students and parents may request to review student records by making an appointment with the appropriate counselor.

### **STUDENT PERSONNEL SERVICES**

Students are encouraged to meet with their counselors to access the following services:

**Academic Counseling** Counselors assist students in becoming aware of their academic strengths and weaknesses; assist students in selecting subjects that are consistent with their personal abilities, interests and goals; and work with students to help them achieve in the classroom, develop sound study habits and cope with teacher expectations.

**Personal Counseling** is the process whereby the counselor helps the student discover those opportunities afforded him by his environment which can best guarantee the fulfillment of the student's personal needs and aspirations. Personal counseling includes consideration of developmental or situational adjustment problems that may interfere with effective functioning. As a result of this personal counseling, the students will develop a sense of personal worth and responsibility, improve their ability for self-understanding and self-direction and will develop realistic, personal, social, vocational, and educational plans.

**Career Counseling** Throughout high school, counselors assist students in developing career awareness and in developing their decision-

making skills. They help students to explore their feelings concerning various careers. Through the use of an interest inventory and the computer information system, counselors assist students in exploring interests while considering past performance, present functioning, and future opportunities. Future career and educational goals are of prime consideration in course selection.

### **College Counseling**

**Self-assessment and college identification** – A variety of college information/resources is listed on the WMCHS.org home page. Please check out this link. The guidance department hosts college representative visits during lunch and after school. Parents of juniors are invited to participate in Junior Parent/Student college planning conferences scheduled during January.

- **Application Process** - Counselors are available to assist students through the college application process. In order for the Guidance department to review and process the application and transcript, all application materials (essays, activities lists, portfolios, letters of recommendation, etc.) should be submitted to the counselor in a timely manner.
- **Scholarships/Grants** – Information regarding this process is located in the Career Resource Center. An updated listing is posted monthly on the WMCHS.org homepage. Additional information can be found on a variety of web sites. See your counselor for details.

### **GUIDANCE DEPARTMENT INFORMATION NIGHTS FOR STUDENTS AND PARENTS**

1. Senior College Planning Night (Sept.)
2. 9<sup>TH</sup> Grade Parent Orientation/Information Night (Sept.)
3. Financial Aid Night (Nov)
4. Junior College Planning Night (Dec.)
5. 8<sup>th</sup> Grade Parent/Student Curriculum Night (Jan. – Feb.)
6. Sophomore Parent/Student Planning Night (Feb. – Mar.)

### **CAREER RESOURCE CENTER**

Located in the Guidance Office, The Career Resource Center maintains a variety of materials for all students.

- PSAT, SAT, ACT, AP Testing information/applications

- Career information
- College information
- Test-prep information
- Financial Aid/Scholarship information
- Part-time job announcements – Members of the community frequently contact the Guidance Office concerning part-time employment. These are posted on a bulletin board outside the Career Center.

### **HEALTH SERVICES**

Health services are provided in high school to help the student and the family understand good health practices and the effect they have on the present and future life of a student. Students who become ill or injured in school are given emergency treatment by the nurse and are referred for medical care as indicated. **Parents are discouraged from sending ill or injured students to school for diagnosis or treatment, as there is not a full time physician on staff to diagnose and treat patients.**

Students with a fever of 100.0 degrees or higher will be required to go home. Students presenting with other illnesses such as rashes, nausea, or injuries will be assessed and triaged and may be required to be sent home based on the nurse's medical assessment. Proof of immunization records are required for admission to the high school. Immunization records are maintained by the school nurse as required by New Jersey State Law.

Each student must be examined upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program (State Code NJ A.C.-6A:16-2.2). The state also recommends obtaining a physical examination at least once during adolescence

### **PHYSICAL EXAMS/SPORTS PHYSICALS**

- Sports physicals must be completed on the New Jersey Department of Education Annual Athletic Pre-participation Examination form and the Annual Pre-participation Physical Evaluation Form.

#### **Also Required is Completion of the Following:**

- The Athletic Application Form

- Sports Related and Head Injury Fact Sheet and Parent/Guardian Acknowledgment Form
- The NJSIAA Steroid Testing Policy Consent for Random Testing Form

Physicals may be completed by the student's private physician on the appropriate forms listed above. **Forms are to be returned to the nurse by the noted due dates and are not to be given to the coaches.**

- Students with a physical on file that was completed within 1 year must submit an update form, the Athletic Application Form, the Sports Related and Head Injury Fact Sheet, the NJSIAA Steroid Testing Policy Consent for Random Testing Form, and must have an Impact baseline score.
- Impact Testing: Baseline testing is required for all in coming 9<sup>th</sup> grade students and current 11<sup>th</sup> grade students, as well as for students new to the district. Instructions for the online testing are on the school website [www.wmchs.org](http://www.wmchs.org).
- Physicals are available at the school. All school exams are completed by the school doctor; appointments must be made through the health office. Specific dates for the school physicals will be announced in the morning during school. Summer physical dates will be posted on the school website.
- Any student with a recent injury or illness may be required to produce a note from their physician that indicates that the student is medically cleared with regard to that illness or injury. Failure to do so may result in the student not receiving clearance to play the sport.

All forms are available on the school website [www.wmchs.org](http://www.wmchs.org). All questions must be forwarded to the school nurse. All injuries and chronic illnesses will require a separate clearance from the student's examining physician.

Any questions regarding testing and clearance for concussions must be forwarded to the Athletic Trainer: Ms. Barba ([sbarba@wmrhsd.org](mailto:sbarba@wmrhsd.org) -- ext. 3615).

## **WORKING PAPERS**

The doctor visits the high school bi-monthly. Physicals for sports and working papers are given at that time. Students who want to see the doctor must see the nurse to make an appointment. The school doctor will only sign working papers for physicals they have performed. The school nurse is not authorized to sign working papers.

## **MEDICATION POLICY**

The administration of prescription medication to pupils during school hours will be permitted only when failure to take such medication would jeopardize the health of the pupil or pupil would not be able to attend school if the medication were not made available to him/her during school hours. With the exception of medications for asthma or other life threatening illness, all medications, whether prescribed or over the counter, shall be administered by the school nurse or the parent/guardian.

Unless special arrangements have been made in advance with the school nurse for student delivery of medications, all medications shall be brought to school, in the original container, by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

Since September 2001, New Jersey State rules and regulations require that **ALL MEDICINE** (**prescription and OTC--over the counter**) be accompanied by written permission from **BOTH** the **PARENT** and **PHYSICIAN**. **In addition**, the Board requires the written order of the prescribing physician which shall include the name, dosage, time of administration, possible side effects and length of time for which medication is prescribed. Permission is effective for the school year for which it is granted and must be renewed for each subsequent year. Forms for the administration of medication are available from the nurse.

The Board shall permit self-administration of medication for asthma or other potentially life threatening illnesses, both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parent/guardian written permission and physician's order on the school form must be given to the school nurse and is effective for the school year in which it was prescribed.

**The West Morris Regional High School Board of Education forbids any pupil from carrying any medication (OTC or prescription)**

**without the knowledge and consent of the administration and the school nurse. Medication shall include all medicines prescribed by a physician including emergency medications, i.e., inhalers, Epipens, and all non-prescription OTC medication.**

### **PHYSICAL EDUCATION PROCEDURES**

West Morris Board of Education Policy 5127.0 states that to meet graduation requirements, Health and Physical Education must be satisfactorily completed for every year in school.

### **EXCUSES FROM PHYSICAL EDUCATION**

Medical - Legitimate medical excuses from a physician will exempt a student from participation in physical education for the designated period of time. If the doctor cannot specify the length of the excuse, then the next appointment date should be stated. If further excuses are considered necessary, the student will present a new excuse. A doctor's medical excuse that lasts for more than three quarters of a unit will be indicated as a medical excuse. Medical excuses will not be used in computing a final grade for a student.

A student who is deemed excused from Physical Education on a medical excuse will be assigned to an academic study and receive an alternative academic assignment to be completed under the supervision of the academic study hall teacher.

A student must pass two marking periods of Physical Education in order to receive credits toward graduation. If a student is medically excused for two or more Physical Education marking periods, they will meet the state requirements for graduation, but will not receive the assigned credit. The state health requirement is not related to a medical excuse in Physical Education.

Parents/nurse's notes related to medical problems will be honored for the day indicated.

The Physical Education Department will honor non-medical excuses or absences from class on an individual basis. It is the responsibility of the teacher to require attendance according to the West Morris Board of Education Policy 5126.2.



### **PHYSICAL EDUCATION MAKEUP**

Any student who is assigned a Physical Education make-up by a teacher must attend a make-up session. Make-ups will be held every Tuesday after school from 2:50 p.m. to 3:15 p.m. Dates and assigned teachers will be posted around the gym and additional make-ups will be scheduled by appointment under extenuating circumstances. All unprepared classes must be made up in order to pass the marking period. Failure to make up missed days may result in an “F” for the unit.

### **PHYSICAL EDUCATION ATTIRE**

Each student is responsible for being properly dressed for physical activity. In order to pass physical education a student must be prepared to participate EVERY day. If a student is unprepared, the student must participate in a make-up session to get credit for the missed class.

- Prepared vs. Unprepared – You may not be unprepared during the marking period. If you are unprepared, you may NOT participate and you must make up that class during the designated time at the end of the marking period.
  - To be prepared you must be wearing the following:
    - Athletic sneakers
    - Athletic shorts, sweat pants, or nylon warm-up pants
    - T-Shirt, sweatshirt, or jacket
    - Socks
  - To be prepared, you **may not** be wearing:
    - Shoes, sneakers with no backs, hiking boots, etc.
    - Jewelry
    - Khaki shorts, or shorts with pockets, jeans, or pants
    - Any clothing that does not comply with the school dress code

### **LOCKS AND LOCKERS**

#### **LOCK YOUR VALUABLES**

Lockers are the property of the West Morris Regional High School District Board of Education. The school administration reserves the right to inspect any/all lockers at any time. (NJSA 18A:36-19.2) Students are encouraged to lock valuables up during Physical Education class and after-school activities either in a PE locker or their hall locker. Lockers are available and may be used on a first come first served basis.

- Students must supply their own locks for Physical Education lockers.

- Students who secure their valuables in a PE locker must remove their locks at the end of the period. Locks not removed at the period's end may be cut off.

The security of valuables is the responsibility of each student and they must be secured to be protected.

### **GRADING**

Physical Education is a Pass/Fail course. Each day the student will be given a numerical point value ranging from zero to three. In order to pass for the marking period, the student must have an average of two points. If a student is unprepared for class or refuses to participate in a class activity, the student will receive no credit and will be required to make up the class. In elective classes that are made up of two 4-week unit activities, both units must be passed to receive a passing grade for the marking period.

P.E. will be a three marking period course, four credits for the year. Health will be a one credit, graded, one marking period course. A student who fails any health class must make-up the course. Driver's Education will be treated the same.

### **HEALTH**

Health education is a separate subject and is not used in computing a grade in Physical Education. A student must successfully complete Health Education to meet the graduation requirements.

### **PHYSICAL EDUCATION GRADE KEY**

Passing Grade = 2 points

#### Points

- 3 - Full dress  
Participation to the best of that student's ability in the judgment of the teacher
- 2 - Full dress  
Participation in class at an average level for that student in the judgment of the teacher
- 1 - Full dress  
Very little participation in class activity in the judgment of the teacher
- 0 - Full dress, no participation or causing problems that are disruptive to the class in the judgment of the teacher

Proper uniform consists of sneakers, socks, shorts, T-shirt or sweats deemed appropriate in the judgment of the teacher.

U - Unprepared (equal to 0)

T\* - Unexcused late (equal to 0)

T - Excused late

A\* - Unexcused absence

A - Excused absence: Absences will be treated according to school policy. After accumulating 12 absences in PE or 5 absences in Health a student may lose credit in the class.

#### **UNEXCUSED ABSENCES (Board Policy 5126.2)**

1<sup>st</sup> – call home, detention, guidance notification

2<sup>nd</sup> – guidance notification, assistant principal notification

3<sup>rd</sup> – withdrawal fail conference

#### **SAFETY**

Each activity undertaken has safety rules. The rules will be explained before the activity. Safety violations will result in disciplinary action.

Students are not to engage in any activity without an instructor present for supervision.

Each student is responsible for the care of school equipment. Any abuse of equipment will result in disciplinary action.

#### **AFFIRMATIVE ACTION**

Students will exhibit behavior that encourages full participation of all classmates in every Physical Education activity. Remarks alluding to gender-based stereotypes or resulting in the harassment, intimidation or discouragement of classmates are prohibited.

Students will not exhibit behavior which would encourage sex stereotyping in Coed Physical Education classes. Sexist remarks or obstruction of full participation of students in class will not be tolerated. Offenses will be addressed by the instructor and reported to the school administration for further action.

## MORNING EXERCISES

### **Salute to the Flag (N.J.S.A. 18:14-80):**

- The salute to the flag occurs on every school day and the pledge of allegiance repeated in every homeroom meeting in the following manner:

*“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God indivisible, with liberty and justice for all.”*

- The most respectful manner to execute the salute is by placing the right hand over the heart. Pupils will always demonstrate respect during the flag salute. Further, it is recommended that boys remove head-dress when so attired.

### **Morning Announcements**

- All homeroom teachers will see to it that students remain attentive for the radio broadcast and all other announcements.

## LUNCH PROCEDURES

The lunch system incorporated into the schedule allows students additional freedoms in lunch choice, eating areas, time, and eating locations. The only lunch period is placed in the middle of the day and is 48 minutes long. The philosophy behind this schedule is based on an involved student body and a learning community that is enhanced by the flexibility that a single unit lunch provides.

In order for the program to work effectively and efficiently, the student body must be involved and carry out basic responsibilities. Guidelines for students fall into five categories:

1. Location of serving areas
2. Eating areas
3. Location of areas for students either before or after they eat
4. Clean-up
5. General guidelines

### **LOCATION OF SERVING AREAS**

In order to feed the student body in one period, it is necessary to have several stations that will serve food. There is an effort to serve a variety

of foods at each station. A weekly menu will be provided for all areas.

The following is a list of confirmed serving locations:

1. Cafeteria - Two serving lines for hot lunches, salad bar, sandwiches, and other hot foods (french fries, hot dogs, hamburgers, etc.).
2. Auxiliary gym entrance
3. Music "B" wing
4. Bistro concession stand

### **EATING AREAS**

There are a variety of areas where students may elect to eat. These areas are:

1. Cafeteria
2. Picnic tables
3. Auxiliary gym table set ups and bleachers
4. Hallways, limited to the "B/A" wing (from the Band Room to the breezeway), the "D/C" wing (from the custodial area to the Home Ec rooms), and the "G & H" wing (except the hall outside the Biology lab).
5. Classrooms, only if a teacher is present. Some staff members may keep their rooms open for extra help or for club and activity meetings.

### **Eating is NOT PERMITTED in the following areas:**

- |                                     |  |
|-------------------------------------|--|
| 1. Library                          | 9. The front of school   |
| 2. Math Resource Center             | 10. Hallway in front of the General Office   |
| 3. Auditorium                       |  |
| 4. Business Rooms and Computer Labs | 11. "C" wing from the Home Ec rooms and all of "F" wing to the Board of Education exit (science labs are in session during lunches). |
| 5. Science Rooms                    |  |
| 6. Music Rooms                      |  |
| 7. Field House                      |  |
| 8. Any enclosed foyer               | 12. Picnic area outside cafeteria.   |

### **LOCATION OF AREAS FOR STUDENTS EITHER BEFORE OR AFTER THEY EAT**

Due to the length of the lunch period, students will have free time either before or after they eat. Some students may elect to study first, while others may decide to eat first and then study. This ability to eat and then

study/relax, or vice-versa, benefits students.

The following areas have been designated as student work areas:

1. Library
2. Computer Lab in the Library
3. Career Lab
4. Any room that is supervised by a teacher. Teachers may keep their rooms open for students. Each teacher may set the tone of the room: work, socialization, clubs, activities, meetings, etc. Students should check with the individual teacher.
5. The Guidance Office, Child Study Team Office, SAC Office, Nurse's Office, and Crisis Counselor's Office will be open during the lunch period.
6. Math Resource Center

#### **CLEAN-UP**

The schedule does allow for additional student freedoms. However, as with all freedoms, there are responsibilities. Students are responsible to clean up after themselves. Garbage containers are available in all areas. Students are required to place all refuse and recycling into their designated containers. Students are encouraged to monitor the area in which they eat. The following are basic rules that should be followed for a quick and efficient clean up:

1. Pick-up and place all of your garbage in a container.
2. Place cans and plastic in proper containers.
3. If you see something on the floor, pick it up and place it in the proper container.
4. Clean up before you leave the area where you ate.
5. *If you are eating in a classroom, place all of your lunch garbage in the containers located in the hall. Lunch garbage should not be placed in the classroom garbage container.*

#### **GENERAL GUIDELINES**

In order to enjoy the benefits of the single lunch period, the guidelines below need to be followed:

1. Students do not need passes for the bathroom.
2. Students may move from area to area without passes
3. Students may select the serving area of their choice.
4. Students may select the eating area of their choice
5. Students may select the work/relaxation area of their choice.

6. Students are **not permitted** to leave school grounds.
7. Students are **not permitted** in the parking lot.
8. Students are **not permitted** to eat in their cars.
9. Students are **not permitted** to eat outside of the building except in designated areas where picnic tables are located.
10. All students are responsible for their own clean up.
11. Anything related to gambling is **NOT** permitted.
12. Students using the debit system to purchase items **MUST** have their student ID card at the time of purchase. Temporary ID cards are available in the Main Office. The fee to replace a lost or damaged student ID card is \$5.

Students who cannot follow these basic rules may lose their open lunch privileges. A room will be set up and staffed for students who violate these rules. They will be required to spend the entire lunch period in the room with no privileges. Assignments to the room will be made by an administrator.

#### **PATIO/PICNIC REGULATIONS**

These two areas are only open to students during the lunch period. Students are **not permitted** in these areas during regular class periods.

#### **ACADEMIC STUDY HALLS (All Grades)**

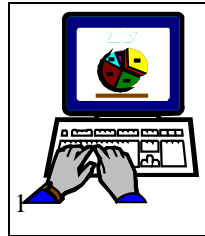
Study halls are structured to ensure a positive work-orientated environment that will improve academic knowledge and preparation. The rules for academic study hall are the same as those for any class.

- Students must report to study hall on time.
- Attendance will be taken at the beginning of the period.
- The atmosphere of the room must encourage productive work.
- No cell phones, iPods, food, drinks, electronic games, or card playing of any kind are allowed in any study hall.
- Students will be allowed to study together if given permission by the study hall proctor.
- Students should have their books and information with them. Passes to lockers will only be given on an emergency basis.

If a teacher, counselor or administrator requests to see a student assigned to an academic study hall, a pass must be signed in advance by the person requesting the student. The student must present the pass to the study hall teacher who in turn will release the student by signing the pass. It is the responsibility of the requesting educator to make sure the student

returns to study hall if the student is released prior to the end of the period.

If a student wishes to use a resource center (math resource center, humanities center, lab facility, library, etc.), the following procedure needs to be followed:



- The student reports to his/her academic study hall first.
- The student requests permission to attend a specific resource center or lab facility.
- The study hall teacher issues a pass for the student to the identified area.
- The student reports to the requested area and signs in with the teacher in charge. Students who report to a resource center must do so in the first five minutes of the period.
- **Once a student reports to a resource center or lab facility they must stay the entire period.**
- Passes from resource centers to lockers or to other areas should be very limited.

#### INDIVIDUAL RESPONSIBILITY TIME (IRT)

Individual Responsibility Time (IRT) is a privilege extended to qualified students grades 10-12. This is a time in the student's schedule in which he/she may choose from amongst several choices listed below.

##### Qualifications

- Must be in grades 10-12.
- Must carry at least seven courses.
- Must abide by school rules.
- Must maintain satisfactory attendance/timeliness.



All students must report to the Cafeteria at the beginning of the period for attendance purposes. Students will be given an extra 3 minutes to sign up and go to various student service locations in the building including: Guidance, Resource Centers, Library, Teacher's rooms or offices. Students are to remain in that location unless they receive a pass from a teacher/counselor to return to the cafeteria. Students who violate IRT rules will be removed from IRT and assigned to an Academic Study. Students who are at risk of failing will be removed from IRT and assigned to an Academic Study until academic improvement has been verified.

### **STUDENT/OUTSIDE ORGANIZATION PUBLICATIONS**

Students/outside organizations must request permission to post their work on school property. The school has the right and will limit distribution of publications on school property. The school will designate the area for posting publications. Any publication not sponsored by the school is limited to these restrictions. Students may not use school materials or equipment.

### **VISITORS**

Students may request permission to have a visiting student "shadow" him/her in the following circumstances:

1. The visiting student is considering future enrollment at WMC.
2. The visiting student was a former classmate within WMC or a Washington Township elementary school
3. The visiting student will be participating in an activity intended to enrich the curriculum by virtue of his or her distinct cultural or regional experiences.

The conditions below will also apply:

- One visitor per student
- Only high school age students are permitted to visit;
- The visitor may come for one day only;
- A written request is presented 24 hours in advance;
- No bus transportation will be provided; and
- Students must obtain written permission from their classroom teachers and an administrator before the visit. A visitor form can be obtained from the General Office.

## **LIBRARY MEDIA CENTER**

### **RESOURCES**

The Library Media Center collection (LMC) contains more than 20,000 books, 6,000 ebooks, 1,200 DVDs and videos, and 400 CD's. Approximately 50 print periodical titles are also available. Online periodical databases, such as EBSCO, ProQuest and SIRS provide information from over 2,500 periodicals, including the Historical New York Times and approximately 30 national and international newspapers. Other specialized databases include ABC-CLIO History, Credo Reference, Salem History, Facts on File, Oxford Art and Music, and Literature Research Center. The LMC also subscribes to JSTOR, a digital library of academic journals, books and primary sources. Students can manage their research through EasyBib, a citation and research management tool. Support and instruction for online resources and many class research units are available through the district's LibGuides subscription. Students can search all digital resources, as well as our books, video and CD/DVD collections on any school computer. From home, remote access passwords are necessary. To access the LMC website go to <http://www.wmchs.org> and then click on *Library Media Center*. To search for books, click on *Collection (FIND BOOKS)*. The links to *Online Databases* are found immediately below this. The JerseyCat Interlibrary loan service can be accessed by going to the *Interlibrary Loan* link. Anyone needing assistance with any library resource or service is encouraged to consult with a library staff member.

### **HOURS**

The library hours will be posted at the beginning of the year. Students coming to the library media center from study hall must arrive within the first few minutes of the period and bring with them a pass from their study hall teacher.

Students electing to come from IRT must arrive within five minutes of the bell and remain for the duration of the period.

### **CONDUCT IN LIBRARY**

In fairness to all students who wish to read or do research work in the library, students who cannot read or work QUIETLY will be sent back

to study hall or cafeteria. Students in need of a place for group work should see a library staff member.

### **LENDING RULES AND POLICIES**

All students in good standing with the library are eligible to borrow materials. Students should present materials they wish to borrow to a member of the library staff at the circulation desk. This should be done prior to the end of the period. Materials should be returned on time. Failure to do so will result in a ten cent per day fine.

All materials should be returned using the book drop at the circulation desk. Encyclopedias, reference books, and special reserve books may be borrowed for overnight use only. Overnight items are due before the first period bell the following school day. If an item is lost or damaged while checked out to a student, he/she must pay for it. All books must be returned and fines must be paid before final exams are taken.

Books can be borrowed for two weeks, CDs for one week, and DVDs/videos may be borrowed for overnight use only. Current issues of magazines are available for reading in the library. Back issues may be borrowed for one week. They can be requested at the circulation desk. Chromebooks are also available, but are for use in the LMC only.

### **WORKING PAPERS**

PROMISE OF EMPLOYMENT forms are available in the Main Office. Have your employer fill out the form, making sure he/she fills in hours, wages per hour, and signs on appropriate line. Have a physical examination by the school doctor or your own physician. The school doctor visits the high school bi-monthly. Physicals for working papers are given at that time. Students who want to see the doctor must see the nurse to make an appointment. The school doctor will only sign working papers for physicals they have performed. The school nurse is not authorized to sign working papers. A parent/guardian signature is required. You must return the signed form to the Main Office (along with your Birth Certificate, Valid Passport, or Baptismal Certificate) for signature by school administrator.

***Please be sure your Social Security Number is on the Promise of Employment Form.***

### **ANNUAL ASBESTOS NOTIFICATION**

There are available Asbestos Management Plans for West Morris Regional High School District. The Asbestos Management Plans provide important information regarding the locations, conditions, and amount of Asbestos Containing Building Materials (ACBM) and suspected ACBM throughout the two high schools.

Asbestos Management Plans are kept in the Main Office of both Central and Mendham High Schools and are always available for public review during normal school hours.

### **INTEGRATED PEST MANAGEMENT**

West Morris Regional High School has adopted an Integrated Pest Management (IPM) Policy and as implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for West Morris Central and Mendham High School is:

Dale Klaver  
973-220-4673  
10 South Four Bridges Road  
Chester, NJ 007930

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan West Morris Central and

Mendham High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (NJDEP) register pesticides to determine that the use of a pesticide is in accordance with instructions printed on the label and does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the NJ DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**West Morris Regional High School District uses zero pesticides in our buildings. Limited amounts of Round Up® for weed control around our track area and Chaser® for weed control on our playing fields are used only in the summer when children are not present. The areas treated are clearly posted.**

#### **West Morris Regional High School District Pest Management Policy**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Non-pesticide pest management methods are to be used whenever possible.

#### **RIGHT TO KNOW**

All chemicals currently used on campus have a MSDS fact sheet containing information, including, but not limited to, human reaction problems. The fact sheets are contained in a RIGHT TO KNOW book which is available in the Facilities Manager's office for review.

#### **STUDENT PARKING REGULATIONS**

Student parking is a privilege extended to senior students who abide by

the guidelines established by the school administration to ensure a safe and orderly parking lot. The school parking lot and access roads are regulated by the administration and are under the jurisdiction of the Washington Township Police who enforce local ordinances and state statutes.

Only seniors will be allowed to park on school grounds unless space allows for gradual allocation of permits by lottery to juniors who have completed the mandatory teen/parent school driver safety evening program . Underclassmen who park on school grounds without permission of the administration may lose their parking privileges for their senior year.

The West Morris Regional High School Board of Education has instituted a Teen/Parent Driving Program geared to improve student driving safety.

Parking permits will only be issued after both a parent/guardian and student attend the **mandatory** program to discuss student driving. The interactive program will include Provisional License Laws, the use of iPods, text messaging, and cell phones while driving, and underage drinking as well as a number of other topics to make parents more aware and become more involved in student driving safety. The WMC administration will discuss specific school driving rules and regulations. (Check our web site: [www.wmchs.org](http://www.wmchs.org) for times, dates, and meeting location.)

- Permits must be adhered to the rear driver side window and be visible from the outside of the vehicle.
- Seniors are to park in only white painted slots.
- Areas marked Handicapped, Visitors, or Teachers and Staff Parking, are clearly for only such authorized vehicles. The Board of Education parking lot along the rear access road is for Board of Education employees or authorized personnel only. **NO students are allowed in this lot.**
- To avoid congestion with regular school buses, students must **ENTER** and **EXIT** the parking lots from Four Bridges Road.
- **Students who secure a parking space in the morning are not to return to their vehicles during the school day.** Books and belongings are to be brought into the building in the morning.

- If there is a need to leave the school during the day, a student must have prior authorization from the general office with approval from both a parent and an administrator. (The student must sign out in the general office.)
- Driving to school (traffic) or car problems are not considered legitimate excuses for being tardy.

**Please note the following necessary consequences:**

- Cars without decals or parked illegally will be ticketed or towed at the owner's expense or refused a future parking permit. There is a \$5 fee to replace a lost or damaged parking permit.
- Speeding, careless driving, reckless driving, or leaving school grounds without proper authorization will result in the loss of parking privileges. A municipal complaint may also be filed against the driver.

- 1<sup>st</sup> Offense: 4-one hour after school detentions & loss of parking privileges for 2 weeks  
 2<sup>nd</sup> Offense: 12-one hour after school detentions & loss of parking privileges for one month  
 3<sup>rd</sup> Offense: Loss of parking privileges for the remainder of the year

**The West Morris Central High School Administration reserves the right to search any vehicle parked on school grounds and revoke parking privileges of any student for disciplinary reasons.**

**LOCKS AND LOCKERS**

Lockers are the property of the West Morris Regional High School District Board of Education. The school administration reserves the right to inspect any/all lockers at any time (NJSA 18A:36-19.2).

General regulations pertaining to locks and lockers.

- It is the responsibility of all students to maintain a neat and orderly locker. Writing in lockers with magic marker or otherwise defacing lockers is forbidden.
- Every attempt will be made to assign students to the same locker each year.
- Students are strongly urged not to share their combinations with anyone, as any goods found in a locker will be deemed the property of the student to whom that locker is assigned.
- Late registrants or students reporting late to school will receive hall

locker assignments from the office. Physical education lockers will be assigned by the Physical Education Department.

- **Inspection of Lockers** - Periodic locker inspections will be held when feasible.
- School administrators may use dogs trained to detect controlled dangerous substances to conduct random searches for contraband in student lockers and other areas of school buildings. A qualified trainer shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

### **HALL PASSES**

Students are not to be in the halls during homeroom period or during class without a hall pass.

### **DRESS CODE**

The purpose of dress standards is to encourage students to be neat, clean and provide an acceptable appearance that will be a credit to the individual, parent and school. Clothing that creates a needless distraction from the educational environment **will not be permitted.** Penalties range from changing attire, detention and/or suspension. The administration accepts the responsibility for making decisions related to appropriate dress.

### **DANCE DRESS CODE**

#### **Acceptable Options:**

##### **Formal Dance (Proms, etc.)**

Evening Dress/Gown  
Tuxedos

##### **Semi-Formal**

Evening/Cocktail Dress  
Suit or sport jacket & tie

##### **Informal Dance**

School Clothes

#### **Unacceptable Options:**

##### **Formal Dance (Proms, etc.)**

Jeans, shorts, Tee-shirts,  
Sneakers, sandals, flip-flops

##### **Semi-Formal**

Jeans, shorts  
Sneakers, sandals, flip-flops

##### **Informal Dance**

Inappropriate Clothing

**Applicable to All:** It shall be the prerogative of the chaperone/administrator to deny entrance for inappropriate clothing or shoes.



### **TRANSPORTATION OF DISTRICT STUDENTS**

The Board of Education shall provide transportation for all students who live more than 2.5 miles from the school they attend, and to students with disabilities and in need of transportation as indicated by the Individual Educational Plan (IEP).

The Board reserves the right to provide transportation for students living less than 2.5 miles from school in cases where the student would be faced with special or extraordinary pedestrian safety hazards in walking between home and school, at the expense of the constituent municipality, as per 18A:39-1.2.

All bus routes will be designed in accordance with the state law, and the rules, regulations, and recommendations of the State Department of Education.

Specifically, the following guidelines will be followed:

- The safety of the students waiting at the stop, and the overall traffic flow will be considered when establishing routes and stops.
- For reasons of efficiency, buses will not enter subdivisions, whenever possible
- Whenever possible, stops will be placed at intervals of not less than one-half (1/2) mile in order that the normal flow of vehicular traffic is not overly disrupted.
- Stops which necessitate a vehicle to back up, turn around (i.e., U-turns, K-turns, cul-de-sacs) will be avoided whenever possible for reasons of safety.
- The procedure of residence-side bus stops is to be adhered to on Route 206, Route 46, and Route 24, where feasible.
- To the extent possible, To-and-From school bus routes will be designed to last no more than 45 minutes in duration for any given student.

#### **N.J.A.C. 7:27-15.8 Idle Standard**

No person shall cause, suffer, allow, or permit the engine of a gasoline-fueled motor vehicle to idle for more than three consecutive minutes if the vehicle is not in motion.

This law would pertain to School Buses as well as passenger vehicles dropping off and picking up on school grounds.

## **BUS EVACUATION DRILLS** (Revised 1/01)

### *6A:27-11.2 Evacuation Drills and Safety Education*

School administrators shall organize and conduct emergency exit drills at least twice within the school year for all pupils who are transported to and from school.

All other students shall receive school bus evacuation instruction at least once within the school year.

The school bus driver and bus attendant/aide shall participate.

Drills shall be conducted on school property and be supervised by the principal or person assigned to act in a supervisory capacity.

### *State Laws Regarding School Buses*

The following state laws are to be adhered to at all times.

18A:25.2 - Authority over pupils:

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the Principal of the school he attends.

A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his parents shall provide for his transportation to and from school during the period of such exclusion.

- Arrive at the bus stop on time.
- Wear your seat belt - it's the law.
- Remain seated while the bus is in motion; keep head and arms inside the bus at all times.
- Wait on the sidewalk for the bus or within the designated confines of the loading zone.
- Refrain from distracting the driver or asking him to make unscheduled stops.
- Keep the bus clean; do not litter the road.
- Ride on the bus assigned. An approved bus pass must be obtained from the Guidance Office's secretary at least one day in advance in order to use another bus.
- Refrain from smoking.
- Refrain from using improper language of profane, obscene or

- discourteous types.
- Report any damage to the bus driver at once.
  - Observe safety rules: look before crossing the highway, walk to the left facing traffic. Keep off the road.

### **SCHOOL SECURITY DRILLS**

The state requires one fire drill per month and one of four other security drills per month. These drills include:

- Lockdown
- Containment
- Bomb Threat
- Evacuation

All of the above drills will be reviewed by the Faculty. Failure to comply with drill procedures may result in detention and/or suspension.

### **INCLEMENT WEATHER**

In the event that school must be closed, have a delayed opening or an early dismissal due to inclement weather, please check the school's web page for information ([www.wmchs.org](http://www.wmchs.org).)

In addition, if you have signed up for the Instant Alert System you will also be notified.

## **ACTIVITIES AND ATHLETICS PROGRAMS**

### **Purpose and Expectations - Code of Conduct Contract**

Involvement in any aspect of West Morris Central High School activities or athletic programs provides many opportunities for growth and development. As a school community, we strive to offer a wide variety of programs so that we might encourage maximum student participation. Viable programs foster engagement, the involvement of individual talent and the social dimension of team building and teamwork in clubs or on teams. Hopefully, these opportunities lead not only to the development of individual capabilities and potential but also allow for enjoyment and the development of a sense of pride in our school community.

To accomplish all the positive dimensions of our activities and athletic programs, all who are involved must understand two extremely important cogent principles-

**First** – Participation in any activity club or on any athletic team is a privilege granted by West Morris Regional High School District Board of Education.

**Second** – Along with the privileges and benefits of any involvement, certain responsibilities must be accepted and acted upon throughout each school year.

Eligibility for participation in any activity club or athletic team requires responsible behavior consistent with good citizenship both in the school and the community throughout the school year. The engaged, involved student:

- Must recognize that the primary reason for attending school is to become a responsible, educated citizen.
- Must strive to set a positive personal example at all times.
- Must realize that the use of alcohol, any steroid or any mind-altering or mood-altering substance is not consistent with responsible personal behavior.
- Must adhere to all school and community rules.
- Must strive to reach the limits of individual talent or athletic ability.

Given these fundamental principles, I agree to abide by the following rules throughout the school year:

- I will not use any tobacco, steroid, alcohol or other mind-altering or mood-altering substances. If any violation occurs relating to such usage, I realize the mandatory requirements of the West Morris Regional High School District Tobacco Use Policy #5131.4 and the Substance Abuse Policy #5131.6 will be implemented.
- I will conduct myself within the community in a manner which will bring credit to my activity, sport and school.

Any violation of the above rules is cumulative throughout a student's four year career, and will lead to the following penalties:

A **First Violation** of the above rules will result in a minimum of a one-week suspension from any activity when it is offered or any athletic team during its current and/or subsequent season(s). During a particular athletic season, this one-week suspension will not be for more than a two-game suspension from a team.

A **Second Violation** of the above rules throughout a student's four year

career may result in a minimum of a two week (14 day) suspension from any activity when it is offered or any athletic team during its current and/or subsequent season(s). **Exception: If a second violation occurs within the same school year as the first violation, then the student will receive a twenty-one (21) day suspension from all activity(s) and/or athletic team(s), based upon the severity of the incident. Additionally, for any egregious offense, a student may be subject to the complete removal from all activity(s) and/or athletic team(s).**

A **Third Violation** of the above rules throughout a student's four year career may result in a thirty (30) day suspension from all athletics and activities, or may result in a complete denial of the privilege to participate in any activity club(s) or any athletic team(s).

**Reporting** – It is understood and agreed by all advisors and coaches that a student violation reported by a West Morris Central faculty member, administrator, district administrator or law enforcement office will be accepted and acted upon as appropriate for the particular offense.

**Appeal** – Every accused activity-engaged or athletically-engaged student has the right to be informed directly of the accusation, the right to offer an explanation, and the right to appeal the decision to the next higher authority.

**School Attendance:**

Students must be in attendance no later than the end of the school's lunch period in order to be eligible for participation in a practice or scheduled event on that day. A student may arrive late and participate on that day if **prior approval** is given by an administrator.

Any unusual circumstance(s) must be explained to an administrator and **prior approval** must be given by the administrator before participation can occur.

### INTERSCHOLASTIC ATHLETICS

	<u>VARSAITY</u>	<u>J.V.</u>	<u>FROSH</u>
Baseball	X	X	X
Basketball--Boys	X	X	X
Basketball--Girls	X	X	X
Cross County--Boys & Girls	X	X	
Fencing – Boys & Girls	X	X	
Field Hockey	X	X	X
Football	X	X	X
Golf (co-ed)	X		
Ice Hockey	X	X	
Lacrosse--Boys	X	X	X
Lacrosse--Girls	X	X	X
Soccer--Boys	X	X	X
Soccer--Girls	X	X	X
Softball	X	X	X
Swimming—Boys	X	X	
Swimming—Girls	X	X	
Tennis--Boys	X	X	
Tennis--Girls	X	X	
Track--Boys	X	X	
Track--Girls	X	X	
Volleyball--Girls	X	X	X
Winter Track--Coed	X	X	
Wrestling	X	X	

### **NJSIAA Eligibility Regulations**

Regarding Athletic Eligibility for Student Athletes (necessary credits)

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

### **STUDENT ACTIVITIES REGULATIONS**

All activities and dances, etc., are restricted to West Morris Central students unless announced otherwise.

No tickets will be sold at the door.

Anyone who leaves the building or activity will not be permitted to return. Loitering in the parking lot will not be tolerated.

Possession and/or consumption of alcoholic beverages or mind-altering substances is prohibited by the Board of Education policy and municipal ordinance. Those violating this restriction are subject to the requirements and penalties as stated in the West Morris Regional Substance Abuse Policy. Furthermore, students will be denied admission if under the influence of mind-altering substances (See above regarding Board Policy).

There will be no smoking at any time on school property.  
Eating will be restricted to designated areas.

Students must make arrangements for their transportation prior to the activity.

Appropriate behavior will be expected from all students in attendance.

Dress should be in good taste and appropriate.

Participation in any West Morris activity is a privilege. Students who are not in good academic standing, or are facing disciplinary action may not be eligible to participate. Final permission will be determined by the Principal and the Coordinator of Activities.

### **JUNIOR/SENIOR PROM**

The Junior/Senior Prom is a school activity, all of the school rules apply; infractions of the rules will be handled according to the same discipline code which is in effect every day at West Morris Central. Any student suspected of being under the influence of alcohol or drugs will be excluded from the prom and released to the custody of his/her parent/guardian (if available) or the police. The Board of Education's Substance Abuse Policy will be enforced. Based on this policy, the following actions will be taken:

- The student will be suspended from school until the parents provide the school with written authorization from a doctor that the student has been examined and can return to school.
- If the student is found to be under the influence, additional days may be given.
- If a student is found to be in possession of alcohol or drugs, at least a five day suspension will automatically be applied. In this case the student will be arrested.
- Any student who violates the above rules will also be suspended from all activities and athletic events for the duration of the present school year. **For seniors, this suspension also relates to a student's participation at the graduation ceremony.**
- Students may be subjected to Breathalyzer testing before entering, during, and when leaving the prom.
- **We encourage parents to ensure that all modes of transportation are tobacco, drug, and alcohol free.**
- To enhance the overall health aspect of the prom, our policy regarding tobacco use continues to apply as it does at all school sponsored events.



## EXTRACURRICULAR ACTIVITIES

Academy of Science	Jazz Band
A Capella Singing Groups	Literary Magazine
Archery Club	Marching Band
Band (Jazz)	Math League
Book Talk	Men's Volleyball
Bowling	National Honor Society
Cheerleading	Newspaper
Chess Club	Outdoor Club
Chinese Club	Photo Club/Art Club
Coding Club	Prayer Group
Color Guard & Front Groups	REACH
Concert Choir	Relay for Life
Cultural Arts Club	Roundball
/International Club	Science League
Debate Club (Forensics)	Service Learning Club
Drama (Fall & Spring)	Ski Club
Film Club	Sound and Lighting
Friends and Buddies	Stage Craft
Future Business Leaders of	Student Council
America/School Store	Technology Club
Future Educators	(Coding, Robotics, etc.)
GSA Club	Women's/Men's Ensemble
Highlanders for Humanity	World Language Honor
History Club	Societies
Intramurals	Yearbook

