

# DWIGHT MORROW HIGH SCHOOL

274 Knickerbocker Road, Englewood, NJ

**DWIGHT MORROW  
MAROON RAIDERS**



**Student Handbook  
2023-2024**

## Welcome to the 2023-2024 School Year

The purpose of our *Student Handbook* is to provide you with pertinent information specific to the procedures and operations of our school. Familiarize yourself with this handbook as it is a roadmap for all the potential experiences that you may encounter.

We want a primary focus of yours to be on developing into the best version of yourself, both academically and socially. As a member of our **Dwight Morrow Educational Community** always be certain to push yourself and not settle for anything less than the best in all that **you** do. As George Washington once said, "We cannot guarantee success, but we strive to deserve it." Wishing you an amazing year of striving towards your success!

Joe Armental, Principal

### EPSD Mission Statement

The Mission of the Englewood School District is to provide educational excellence by creating a learning environment that empowers all children to develop character and to master the academic and social skills necessary for success as individuals and as members of a global community.

### Members of the Englewood Board of Education

David Matthews, President

William Feinstein, Vice President

Edith Banks

Sheri Banks-Watson

Tamar Blumenthal

Angela David

Ronique Hicks

Eric Montano

Henry Pruitt

### District Administration

Dr. Marnie Hazelton, Superintendent of Schools

Dr. Jennifer Sifuentes, Director of Human Resources

Dr. Ed Wilson, Director of Special Services

Cheryl Balleto, Business Administrator/Board Secretary

Englewood Public School District Main Number: 201-862-6000

<http://www.epsd.org>

**Dwight Morrow High School/Academies@Englewood**

Main Office: 201-862-6037  
Guidance Office: 201-862-6095  
Fax: 201-833-9620

**Administration**

Joe Armental, Principal  
Abraham Alarcon, Assistant Principal  
Olga Castellanos, Assistant Principal  
Matt Lawrence, Assistant Principal/AD

**Guidance Department**

Juanita Mikell, Guidance Secretary  
Juannys Guzman, School Counselor  
Bhavna Co, School Counselor  
Nicholas Espana, School Counselor  
Melissa Landivar, School Counselor  
Gabriel Cajés, School Counselor  
Heidi Agramonte, Student Assistance Coordinator

**Attendance Line**

**English:** 201-862-6037  
**Spanish:** 201-862-6133

**Regular Bell Schedule**

Start Time	End Time		A	B	C	D
8:00	9:01	61 Min	1	1	1	2
9:05	10:02	57 Min	2	2	3	3
10:06	11:03	57 Min	3	4	4	4
11:07	11:47	40 Min	Lunch 1	Lunch 1	Lunch 1	Lunch 1
11:51	12:48	57 Min	5	5	5	6
11:07	12:04	57 Min	5	5	5	6
12:08	12:48	40 Min	Lunch 2	Lunch 2	Lunch 2	Lunch 2
12:52	1:49	57 Min	6	6	7	7
1:53	2:50	57 Min	7	8	8	8

### School Colors

Dwight Morrow High School's Colors are Maroon & White

### School Nickname

Dwight Morrow High School is the Home of the Maroon Raiders

### Expectations For Students

The Board of Education believes that the students of this district are obligated to commit themselves to developing their own unique intellectual potential and take advantage of every opportunity to use their learning skills. Students should know that their attitudes and acts affect both their own and their classmates learning and should accept responsibility for helping to create a school environment that fosters these goals. With the support and assistance of all school staff members, parents and legal guardians, all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with age and ability, to:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, and intellectual and creative products of others;
- Take responsibility for their own behavior;
- Use time and other resources responsibly;
- Share responsibilities when working with others;
- Meet the requirements of each course of study;
- Monitor their own progress toward school objectives;
- and Communicate with parents or legal guardians and appropriate school staff members about school matters.

### Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes at Dwight Morrow High School. Among the most serious academic offenses are copying and plagiarism. Both are forms of cheating.

All instances of cheating are dealt with severely at Dwight Morrow High School. This will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

- Cheating Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.
- Plagiarism Offering the work of another as one's own work without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

## Graduation Assessment Requirements

### **Class of 2024 and Beyond**

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores. The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025.

### **English Language Arts and Literacy (ELA)**

If, after completing the New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the ELA component, such students may access the following pathways:


- **Second Pathway:** By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- **Third Pathway:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

### **Mathematics**

If, after completing the required New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the mathematics component, such students may access the following pathways:

- **Second Pathway:** By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- **Third Pathway:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

The high school graduation requirements include a total of **120 credits** and infusion of 21<sup>st</sup> century skills across all content areas.

 <b>New Jersey State Minimum<sup>1</sup> Graduation Requirements by Content Area 120 credits (N.J.A.C. 6A:8-5.1)</b>	
Content Area	Credits and additional requirements
English Language Arts	20 credits
Mathematics	<b>15 credits including:</b> <ul style="list-style-type: none"> <li>• Algebra I or the content equivalent<sup>2</sup></li> <li>• Geometry or the content equivalent<sup>2</sup></li> <li>• Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers</li> </ul>
Science	<b>15 credits with at least 5 credits in each:</b> <ul style="list-style-type: none"> <li>• Laboratory biology/life science or the content equivalent</li> <li>• Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics)</li> <li>• Laboratory/inquiry-based science course</li> </ul>
Social Studies	<b>15 credits including:</b> <ul style="list-style-type: none"> <li>• 5 credits in world history</li> <li>• Integration of civics, economics, geography and global content in all course offerings</li> <li>• N.J.S.A. <a href="#">18A:35-1</a> and <a href="#">18A:35-2</a></li> </ul>
Financial, Economic Business, and Entrepreneurial Business Literacy	2.5 credits
Health, Safety, and Physical Education	<b>15 credits over four years including:</b> <ul style="list-style-type: none"> <li>• 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year</li> <li>• N.J.S.A. <a href="#">18A:35-5</a>, <a href="#">18A:35-7</a> and <a href="#">18A:35-8</a></li> </ul>
Visual and Performing Arts	5 credits
World Languages	5 credits
Technology	Integrated throughout all courses
21 <sup>st</sup> Century Life and Careers	5 credits

Note: The chart above was made accessible. The visual chart on the second page of this document has the same information in the chart above, but is not accessible.

## **Grading System**

The grading system consists of nineteen (19) letter grades as follows:

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	50-59
I	Incomplete
EX	Exempt (grading exempted for specific courses and/or student populations)
W	Withdrew from class (for any course dropped after the first marking period with a cumulative passing numerical average)
WF	Withdrew from class failing (for any course dropped after the first marking period with a cumulative failing numerical average)
NG	No Grade (no record of grade provided by previous school)
P	Pass for specific courses and/or student populations
NC	Loss of Credit due to Attendance
AU	Audit (enrolled in course with option to forego grade/credit)

## **Grades 6-12**

Marking period grades are calculated using the Total Points System. The final marking period average is the total of points earned divided by the total possible points as distributed across the gradebook entries as listed below. Gradebook entries shall be a combination of the following: written, verbal, or computer-based quizzes, tests, research papers, presentations, labs, journals, participation, essays, and graded class work.

All graded work that is selected by the teacher to be entered in the gradebook must be rigorous and contain content and questions that support New Jersey Learning Standards. All gradebook entries must have content standards listed on the graded assignment/assessment.

- Grades 9 through 12 - Minimum of 15 assignments per marking period.
- Grades 9 through 12 Honors level courses - Minimum of 10 assignments per marking period.
- Grades 9 through 12 Advanced Placement and Dual Enrollment level courses - Minimum of 8 assignments per marking period.

## **Homework - Regulation 2330**

Homework is designed to reinforce the district's curriculum by providing students with the opportunities to independently practice skills, review content, integrate and apply skills learned in class to solving problems and producing creative works, and develop independent study skills. Homework must have a clear connection to preparing students for assessment of content.

The Englewood Board of Education acknowledges the educational validity of work assigned to students for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework should help develop the student's responsibility and provide an opportunity for the exercise of independent work and judgment;
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time;
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the student;
6. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities;
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

### **Plagiarism - Policy 5701**

To plagiarize is to steal and use the ideas or writings of another as one's own (American Heritage Dictionary). Legally, plagiarism has been defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings, or language of the same, and passing them off as the product of one's own mind (O'Rourke v. RKO Radio Pictures: 483). The student should note that neither of these definitions includes intention or motivation – it is the act itself which constitutes plagiarism. Ignorance, naiveté or sloppiness is no excuse. Any schoolwork suspect of plagiarism will be reviewed by the teacher and the department head of that subject area. The student will be questioned in regard to the literary process. After meticulous review plagiarism will be determined. Penalties for Plagiarism or Cheating are cumulative for the school year.

As part of the curriculum and instruction, the teacher must provide students with written information concerning what constitutes plagiarism. A student cannot be cited for plagiarism without documentation by the teacher that the student has been provided with this information.

- Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
  - Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
  - Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
  - Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
- A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
- If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place and must request that the matter be reviewed by the Superintendent.
- The Principal will determine if further discipline of the student is appropriate and will determine the nature of the discipline on a case-by-case basis.
- If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Student Grievance.

#### 1st Offense:

1. Zero "0" for the assignment or test.
2. Option to re-do assignment with the grade for the redone assignment averaged with a zero for a final average not to exceed 50%.
3. If a student is caught cheating on a test, the student may retake the test; the zero on the first test will be averaged with the score on the retake for a maximum final test grade of 50%.
4. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken. Student is assigned one Saturday detention.
5. A formal recording of the incident is placed in the student's folder.
6. Student shall meet with the counselor to discuss strategies for improvement or assess academic or tutoring needs.

#### 2nd Offense:

1. Zero "0" for the assignment or test.
2. No make-up option.
3. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken. Student is assigned two days of In-School Suspension.
4. A formal recording of the incident is placed in the student's permanent record.
5. Student will meet with counselor and develop a plan to address student needs, challenges, or tutorial needs.

#### Additional Offenses:

1. Parent will be notified and a parent conference with an administrator will be required.
2. A formal recording of the incident is placed in the student's folder.
3. Student is assigned three days Out-Of-School Suspension.
4. An Intervention and Referral Services Plan shall be created to identify student academic areas of need and areas for support.

### **Guidance and Counseling Services**

#### **Individual Student Graduation Planner**

Upon entering the high school, students will meet with their high school counselors to develop a multi-year education plan called the Individual Student Graduation Planner. The Graduation Planner is designed to serve as a working blueprint which students and their families can use to guide them through the high school educational process. At strategic points throughout each year, the Graduation Planner will be reviewed and adjusted as necessary, as a means to monitor student progress, support student focus, and enrich his or her scholastic experience. Guidance counseling is available to all students who need support, both in and out of the classroom.



### **Counselor Meetings**

Counselors will schedule student conferences periodically throughout the school year. Students and parents/guardians are encouraged to call or make appointments whenever needed. The Counseling and Guidance Center is located in the Common Area - 2nd floor in King Hall. Appointments may be made before or after school or during a lunch period. Appointments should not be scheduled during class time. If an appointment is scheduled during class time, a pass must be obtained and presented to the teacher before reporting to a conference.

### **Student Assistance Coordinator (SAC)**

A Student Assistance Coordinator (SAC) is assigned to the district. SACs are school-based intervention specialists who provide services to students in need of help for substance abuse, mental health, and other emotional or behavioral issues.

Student Assistance Coordinator is a certified school staff member who coordinates the district's comprehensive substance abuse prevention and intervention program, which includes in-service training, curriculum, program and policy development, and intervention, counseling and referral services (N.J.S.A.18A:40A-18).

SAC staff utilize effective practices, principles, and strategies along with a systems approach to respond to student problems. SACs partner with parents, students, school resource officers, other school faculty, community coalitions, agencies and services in seeking to remove barriers that impede student success.

### **Conflict Resolution and Support**

Students are encouraged to seek the help of staff members if they need assistance in resolving a situation with anyone at school. Teachers, school counselors, SAC, and other support staff members can help students talk through the problem and facilitate an agreement with the other person.

One can ask for support with conflict resolution whenever he/she needs it by contacting the school counselor, SAC, and/or an administrator. It is an honorable way to solve problems without violence. Conflict resolution can help address any difficult situation a student may face with others at school. One can avoid trouble if he/she seeks help in resolving a situation.

### **Scheduling/Course Change Procedure**

Requests for schedule changes are considered on an individual basis and approval is granted only in cases of unique and significant circumstances. Courses may not be dropped to accommodate a student's personal preference for a particular teacher or for convenience. No schedule change will be affected on parental request only. When it is determined that the educational needs of the student can best be met by means of a schedule change, approval of the parent/guardian, counselor, teacher, and principal is required. Any adjustment in a student's schedule is contingent upon class enrollment and the availability of another course during the same period as the course dropped. *Changes in all subject areas will be reviewed by the counselor and require approval by the Building Administrator.*

Schedule changes may be requested for the following reasons:

1. Student is not scheduled for sufficient number of credits.
2. The student is under challenged and requests or is recommended for placement in a more rigorous section of the same subject.
3. The student is experiencing serious academic difficulty in a course and an intra-departmental change may be warranted (i.e., a change from an advanced to a regular or remedial section within the same subject area).

4. Academic misplacement: An academic misplacement is rectified by a student moving from one level of a course to another level of the same course in the same subject, (e.g. Biology to Honors Biology). The change must be authorized by an administrator.
5. There is a computer error or conflict on the schedule (i.e. duplicate courses, too many lunches, etc.)
6. There is a change in the student's IEP.
7. The schedule does not reflect summer school credits.

### **Schedule Change Appeal Process**

If a student's request for a schedule change is not allowed under the above policy and the student believes there are extenuating circumstances to warrant a schedule change, the student may file an appeal.

1. The student should write an explanation of the desired change, include reason(s) for desired change, the extenuating circumstances which make the change necessary, and why the student feels he/she deserves an exception to the policy.
2. Submit the appeal to the student's counselor, who in turn will review it and submit it to the administrator with an appropriate recommendation for approval. The student's parents, principal and other department administrators will be contacted if additional input or information regarding the appeal is required.
3. Changes in all subject areas will be reviewed by the counselor and require approval by the administrator.
4. If the student's request is approved by the administrator, the counselor will make the change.
5. If the request is not approved, the student with parent may make an appointment to speak with principal for further advisement and review.

Exception: New registrants may need to have adjustments made in their original schedules.

### **Class Rank**

Dwight Morrow High School students are ranked, and course grades are weighted. Certain secondary institutions require the school to provide them with the school's top percentage of the graduating class for the purposes of admissions and merit-based scholarships. When a student receives a grade in a course, the grade is converted to a weighted number that is determined by the level of difficulty of the course.

*Valedictorian and Salutatorian are determined by the cumulative grade point average (GPA) inclusive of senior year first semester GPA. Students must enter Dwight Morrow High School by September of their junior year to be counted in the senior ranking and to be considered for Valedictorian or Salutatorian.*

### **Promotion and Retention - Policy 5410**

A student will be considered a sophomore (Grade 10) when he/she has earned at least 30 credits. A student will be considered a Junior (Grade 11) when he/she has earned at least 60 credits. A student will be considered a Senior (Grade 12) when he/she has earned 90 or 95 credits. These designations will establish (officially) a student's grade level, (For example parking, prom, etc.)

### **Students not meeting standards**

A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall:

1. Notify the parent(s) or legal guardian(s) and the student in writing each quarter. The teacher will offer immediate consultation to the student's parent(s) or legal guardian(s). Every effort shall be made to provide a remedial plan for an educationally deficient student before retention is recommended.
2. If by February 1, a student's academic performance indicates that he/she may not meet the required proficiency standards advancement to the next grade level:

- a. A conference shall be immediately scheduled by the teacher with the student and his/her parent(s) or legal guardian(s).
  - b. Goals for achievement improvement shall be developed.
  - c. The Principal shall be notified.
3. There shall be ongoing evaluation of the student's achievement of those goals to monitor for improvement.
4. If, by June 6, the achievement has not improved sufficiently for the student to have an average of thirty credits per completed year, the student and his/her parents shall be notified that the student will not be advanced to the next grade level.

### **Summer School Eligibility**

If students fail a course or courses, their school counselor will notify them at the end of the school year if summer school is an option, as well as the programs that are available. Courses passed in summer school become part of their record, and credits earned in summer school are added to their cumulative record but are not calculated in their grade point average.

### **Student Records**

Student records are maintained for the benefit of the student according to state code. Parent/Guardian and/or adult students have the right to request an appointment with the counselor to review the record. Student records are viewed only by professionals at Dwight Morrow High School who have a direct concern for the students. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent/guardian or by an eighteen-year-old student. No information will be released to colleges or employers without written authorization.

### **2023-2024 Marking Period Schedule**

First Marking Period begins      September 5, 2023  
Marking period ends                November 15, 2023

Second Marking Period begins    November 16, 2023  
Marking period ends                January 31, 2024

Third Marking Period begins      February 1, 2024  
Marking period ends                April 16, 2024

Fourth Marking Period begins    April 17, 2024  
Marking period ends                June 20, 2024

Final Exams: June 13 - 18, 2024

Graduation: June 20, 2023

### **Final Assessments**

Students must take a final exam in all full year courses. The assessment will measure the degree to which students achieve course objectives and will be counted as the equivalent of 10% of the final grade average. Students must be ready to take make-up assessments as soon as possible during the summer.

Students will be permitted to make up assessments on the designated make-up day or during the summer only under the following conditions and with administrative approval:

- personal illness or recovery from an accident, which is excused by a doctor's note;
- death in the immediate family;

- suspension from school;
- subpoena - court ordered appearance;
- other absences authorized by the Principal with prior written approval.

### **Senior Assessment Exemption Policy**

Seniors who achieve an average of 90 or above for the year may be exempt from the final assessment in that subject. However, those seniors with exemption status do have the option to take final assessments.

### **Make-up Work**

In the event that students have a non-cumulative absence from school, all work missed is still required. Students shall be granted a period equal to the number of consecutive days missed to complete class work, homework assignments, or take tests/quizzes. Students are expected to develop a reasonable timeline with their teachers especially for tests and quizzes that must be scheduled and submit work each day until completion.

### **Home Instruction**

When students are out of school for extended periods of time (two weeks or longer) due to illness or injury, a parent/guardian should contact the student's school counselor immediately to initiate request for home instruction. The parent must provide a note from a doctor stating the reason for the absence and the approximate duration of the absence on official letterhead in order for home instruction to be considered. In the case of extended absences that will not require home instruction, parents/guardians should contact the school counselor and the attendance office.

### **Student Emergency Information**

Each year, the school must receive an up-to-date and accurate emergency card that provides parental phone numbers and other emergency contact information for every student. This will be obtained electronically/hard copy prior to the school year, however, if this information changes during the school year, new emergency information must be provided.

### **Change of Address**

Students must report change of address or phone number immediately to their school counselor. Counselors will notify Registration/Data Processing, the attendance office, and the school nurse.

### **Student Directories**

Section 9528 of The Elementary and Secondary Education Act of 2001 requires schools to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A student or parent/guardian may request that the student's name, address, and telephone listing not be released without prior written parent/guardian consent. Any parent/guardian or adult student (18 years of age or older) who objects to being included in the directory may have his/her name removed by completing a waiver form by September 30.

### **Withdrawal from School**

Students must notify their counselor in advance if they plan to withdraw from school. Their counselor will schedule a conference with their parent/guardian. The parent/guardian must be present to submit written permission to withdraw. Students must be sixteen years old to withdraw. All books, equipment, and other school property must be returned before students can be officially withdrawn. Financial obligations must be met for school property abused or lost.

### **College Preparation**

College Preparation includes taking the most challenging classes with emphasis on core classes such as English, Mathematics, Science, History and World Language. Since the student's Grade Point Average is

one of the main indicators of academic success after high school, it is imperative that students exert their best efforts in all subjects.

Planning a testing schedule for Junior and Senior years and studying for the SAT or ACT are important elements in the college preparation process. Extracurricular activities such as sports, music, clubs, community service, and employment strengthen students' character while adding to their overall profile for college and life. Daily on-time attendance and active engagement also signify maturity and potential for post high school achievement.

#### **Student Academic Honors**

Honor Roll Students will be listed on Dwight Morrow High School's honor roll provided they meet the following requirements:

- Carry a minimum of four courses.
- To qualify for the high honor roll, all grades are 90 or above and no incompletes.
- To qualify for the honor roll, all grades are 80 or above and no incompletes.
- Students on home instruction carrying fewer than 4 courses are not eligible for the honor roll.

#### **National Honor Society**

The purpose of the National Honor Society (NHS) is to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage development of character in all DMHS students. Delta Mu Sigma Chapter of the NHS sponsors various school and community projects in which all members are expected to participate. The major service projects are peer tutoring and increasing the number of students on campus who have earned membership in the NHS. Peer tutoring provides members the opportunity to reinforce their own academic skills in subject areas while helping others to raise their level of academic achievement.

Candidacy in the NHS is extended to all juniors and seniors who have maintained high standards of scholarship, leadership, service, and character. According to the NHS standards, "students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character." Selection is made by the Honor Society Faculty Council.

National Honor Society members must maintain the aforementioned standards after their induction to maintain membership.

Nomination, Eligibility and Selection Process:

1. The selection procedure is determined by the Faculty Council who is selected by the principal.
2. The student's academic records are reviewed to determine scholastic eligibility.
3. An eligible student must complete the application packet and submit it by the deadline.
4. Faculty members are invited to make comments on the candidates. However, the appointed members of the Faculty Council must make the actual selections.
5. The Faculty Council reviews the Student Activity Information Form and Application. The Faculty Council may interview the candidates personally. Candidates receiving a majority vote of the Faculty Council are inducted into the chapter.

#### **Additional Honor Societies**

There are other program-specific honor societies with admissions based on performance in a set of specific learning threads, as well as any other criteria defined by the honor society's by-laws and/or guidelines.

Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent

standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership.

### **School Activities, Sports, And Clubs**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Student clubs, organizations, extra- and co-curricular activities, and sports are generally open to all campus students, although participation in some may depend on specific eligibility criteria.

In order to participate, students must meet the general requirements enumerated below:

- Students must be in a course of studies leading to a diploma and attend all classes.
- Students who are absent from school may not practice or participate in any interscholastic or co-curricular activities without prior approval from the principal/athletic director.
- Students who are suspended from school are automatically suspended from any participation in sports or co-curricular activities during the period of suspension.

It is the responsibility of the coach, advisor or the Athletic Director to supervise eligibility standards.

### **Athletic Competition – Policy 2431**

Student/Parent Guide for Athletic Participation in the Englewood School District Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The sports physical packet contains the following:

- Student Athlete ER Contact Info & Parent/Guardian Athletic Consent & Emergency Medical Release Sign-off Sheet
- Athletic Code of Conduct & Sign-off Sheet (3 pages)
- Concussion Consent (Sports-Related Concussion & Head Injury Fact Sheet & P/G Acknowledgement Form)
- Sudden Cardiac Death in Young Athletes Sign-off Sheet
- 2023 - 2024 NJSIAA Banned Drugs
- NJSIAA Steroid Testing Consent (NJSIAA Steroid Testing Consent Policy/Consent to Random Testing)
- Opioid Sign-off (Use & Misuse of Opioid Drugs Fact Sheet – Student Athlete & P/G Sign-Off)
- Health History Update Questionnaire (Each student whose physical examination was completed more than 90 days prior to the first day of official practice/try-outs shall provide a health history update questionnaire completed and signed by student's parent or guardian.)
- Sport Physical – Pre-participation Physical Evaluation
  - Physical Exam is required every year. A physical is valid for an entire calendar year -365 days.
  - History Form – To be filled out by student & parent. -The Athlete w/ Special Needs: Supplemental History Form - To be filled out by student & parent.
  - Physical Examination Form – To be filled out by physician. -Clearance Form – To be filled out by physician.

\*Sports Physical needs to be reviewed by school physician for final clearance, may take 2 days to process.

\*All packets must be returned to DMHS Athletic Department.

\*The entire packet must be completed with proper signatures for a student athlete to begin participation in any sport.

<b><u>Fall:</u></b>	<b><u>Winter:</u></b>	<b><u>Spring:</u></b>
Cross Country (Boy's/Girl's)	Basketball (Boy's/Girl's)	Baseball
Football	Indoor Track (Boy's/Girl's)	Golf (Boy's/Girl's)
Soccer (Boy's/Girl's)	Wrestling	Softball
Tennis (Girl's)	Cheer	Tennis (Boy's)
Volleyball (Girl's)	Bowling	Track (Boy's/Girl's)
Cheer		Volleyball (Boy's)

### **Athletic Code of Conduct**

All student athletes participating in both the high school and middle school interscholastic athletic programs are held to the highest standard of character and sportsmanship. Each coach will issue our Board of Education Athletic Code of Conduct contract. The Code of Conduct must be signed by both the participant and his/her parent or guardian and returned to the coach prior to the first interscholastic contest. Failure to do so may result in delays of participation.

### **Academic Eligibility**

The New Jersey Interscholastic Athletic Association (NJSIAA) Rules and Regulations regarding eligibility are mandatory. In addition, Englewood School District Board of Education has adopted the following guidelines for students participating in all school athletics:

- NJSIAA - 30 credits
- A 9th grade student will automatically be eligible in his/her first semester.
- To be eligible for athletic competition during the first semester (September 1 to January 31) 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.
- To be eligible for athletic competition during in the second semester (Feb. 1 to June 30), a pupil must have passed the equivalent of 12.5% of the (15) required by the New Jersey for graduation (120) at the close of the preceding semester (Jan 31). Full-year courses shall be equated as one half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- Any summer work for makeup purposes for failed courses, completed and approved by the school before the sixth day, in the Fall semester, may be used for eligibility purposes.
- These academic requirements will apply to all cheerleaders, student managers, student trainers and athletes. Athletes struggling academically must attend tutorials offered by the teachers or with the athletic tutor for as long as the Athletic Director deems necessary. Failure to attend any assigned tutorials or abide by individual academic/behavior contract can warrant removal from co-curricular activities.

### **Age Eligibility**

A student cannot participate if he/she has reached the age of 19 prior to September 1st of the current year. A 9th grade student cannot reach the age of 16 prior to September 1st of his/her freshman year.

### **Attendance Eligibility**

For a student to participate in a scheduled athletic event, practice, or school function, he/she must be in school on the day of the event or the last day of school prior to the Saturday event based on the following time frame:

1. Entry school by 8:00 am - no note required-eligible to practice or play
2. Entry to school between 8:46 am - 9:46 am note required, approved by Athletic Director upon approval, eligible to practice or play
3. Entry after 9:50 am - note required or not eligible to play or practice

An excuse from a doctor or prior written approval from the director of athletics or administrator is the only VALID excuse. Excessive absenteeism, tardiness, and cutting classes or lack of participation in physical education class will not be tolerated and can warrant removal from any curricular activity. Students that are unprepared for physical education class on the day of an athletic contest or practice may not compete or practice. The offenses justify the removal from a team at the discretion of the Director of Athletics.

### **Athletic Equipment Accountability**

Athletic equipment used by student participants must be returned or paid for at the end of the sports season and prior to the insurance of any awards or recognition. Equipment will not be issued for any upcoming season until all equipment accounts are cleared from the preceding season.

Awards are to be considered a privilege. They, therefore, can be revoked or recalled (including violations of any Athletic Code Policies). Varsity Letters will be awarded in accordance with Board of Education Policy 2431.8.

### **Cause for Suspension from an Athletic Team**

To be eligible, a student must have an acceptable academic, citizenship, and disciplinary record. Gambling, stealing, the use of tobacco (in any form), possession, sale, and the use of drugs (including steroids), and/or alcoholic beverages are prohibited and will be discipline as follows:

- A first offense by violator shall be suspended for a period of at least one week. This will include all games and practices.
- Additional expenses for the same violation listed above will result in his/her dismissal for the remaining part of the season, involving intervention with the Director of Athletics.
- In addition, Board Policies and the Student Handbook, clearly detail all aspects of drugs, alcohol, substance use and abuse, including other sanctions. Suspension for a cause other than the above mentioned is at the discretion of the Athletic Director, Athletic Academic Facilitator, and/or coach. These violations include, but are not limited to insubordination, profanity, fighting, un-sportsmanship like conduct, and unexcused absence from practice, unsatisfactory attitude, and a failure to follow any additional rules and regulations that athletic department deems necessary to maintain discipline and facilitate the efficient execution of daily procedures. Discipline referrals and school suspensions are justification for suspension a removal from a team.

### **Conflicting Activities during Sports Season**

Prior to the start of any season, and athletes must realize his/her obligation to the team and refrain from scheduling any conflicting activity during that season.

### **Injuries**

Any athlete, who sustains an injury during a school related athletic activity, must report it to his/her coach IMMEDIATELY, who in turn will report it to the Athletic Trainer. The Athletic Trainer will then be responsible for providing the information to the school nurse. If any injury occurs outside of school, it must be reported to the coach prior to the athlete's next practice or game.

### **Transportation to and from Athletic Events**

No student-athlete is permitted to use personal transportation to or from any away athletic event. Official school transportation will be provided, originating at the school and returns to the school. In a family emergency, this rule will be waived if prior approval is given by the Director of Athletics.

### **Personal Conduct**

As an athlete, pride in your school, team and yourself is all part of a good sportsmanship. Your pride is reflected in your personal conduct. Student athletes will not violate the rules of common decency with each



other. They shall respect the authority of coaches and other school staff and shall conform to request made by them. In addition, an athlete's appearance should be a matter of pride, which means cleanliness and neatness in dress and equipment. Student athletes are expected to dress properly when representing their team and school at any athletic or academic function.

### **Hazing, Bullying, Intimidation, Harassment, and Sexual Harassment**

Hazing, bullying, intimidation, harassment and sexual harassment are strictly prohibited. Any action taken or situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule as a condition of joining a team, student organization, or other group will be considered as unacceptable. The conduct is wrongful even if the participants consent to the conduct. Hazing, bullying, intimidation, and sexual harassment are an abuse of power and a violation of human dignity. They will be dealt with in the most serious of fashions. In addition to club/team discipline and school discipline (see Board of Education Policy and Regulation 5512), the local authorities will be notified and legal action may be taken.

### **Theft/Vandalism**

Theft/vandalism of any school property belonging to the Englewood Board of Education or any other school is strictly prohibited. Students must respect all property as if it is their own. Violators will be subject to team/club and school discipline and will be reported to the local authorities.

## **Attendance**

### **Attendance - Regulation 5200**

In accordance with the provisions of New Jersey State Law and Administrative Code 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused, or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written documentation of such absence signed by the parent as per Regulation 5200.

Prolonged or repeated absences excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level for districts with secondary school(s) or loss of credit that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in denial of credit for a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

**Definitions:**

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process.
2. A student will be considered to have attended school if he/she has been present at least four hours during the school day.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. Excused absence is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. NJ Commissioner of Education published list of excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16 (treated as a non-enrollment day);
  - b. The student's illness supported by documentation as provided by a medical professional that includes the date(s) of absence(s);
  - c. The student's required attendance in court supported by documentation as provided by an official of the court that includes the date(s) of absence(s);
  - d. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3;
  - e. The student's suspension from school;
  - f. Family illness or death supported by notification to the school by the student's parent;
  - g. Visits to post-secondary educational institutions supported by documentation as provided by the student's school counselor that includes the date(s) of absence(s);
  - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education supported by documentation as provided by the student's school counselor that includes the date(s) of absence(s);
  - i. Examination for a driver's license supported by documentation as provided by the New Jersey Motor Vehicle Commission that includes the date(s) of absence(s);
  - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day supported by documentation as provided by a medical professional that includes the date(s) of absence(s);
  - k. Take Our Children to Work Day supported by documentation as provided by the student's school counselor that includes the date(s) of absence(s);
  - l. An absence considered excused by a New Jersey Department of Education rule supported by documentation as provided by the parent that includes the date(s) of absence(s);
  - m. An absence for a reason not listed above but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
5. Truancy is a student's absence from all or a part of the school day without the knowledge of the student's parent(s) or legal guardian(s). A student will also be considered truant if he/she:
  - a. Leaves school at lunch time without a pass;
  - b. Leaves school without permission when school is still in session;

- c. Leaves class because of illness and does not report to the school nurse as directed, or
  - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
6. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not a "excused absence" as defined below.

#### **Notice to School of a Student's Absence**

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.
4. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.

#### **Readmission to School After an Absence**

1. A student returning from an absence of any length of time must provide documentation that includes the cause and date(s) of absence(s) prior to readmission to school;
2. A note explaining a student's absence for a noncommunicable illness for a period of more than (3) three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse Documentation from a physician that attests to the student as being free of communicable disease, in accordance with Policy 8451.

#### **Absence Documentation**

\*An appropriate absence note/documentation, as excused by the DMHS administration, must be brought in by the student upon his/her return to school. ***Failure to bring in a note within ten (10) school days will result in the absence being recorded as cumulative/unexcused.***

#### **Instruction**

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of two (2) or more consecutive school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

#### **Denial of Course Credit**

A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from **10%** (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those

excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

A secondary student denied course credit after completing the course will be permitted to complete community service to regain the denied credit, provided the student has not been absent from the class more than 20% of the time. **(1 absence over 10%=1 hour of community service).**

In accordance with Policy 5410, School attendance shall be a factor in the determination of a student(s) promotion or retention. Only extenuating circumstances will permit the promotion of a student who has been in attendance fewer than one hundred sixty-two (162) days out of one hundred eighty (180) days for a student enrolled at the elementary, middle, and high school levels, including the granting of high school course credit. A request to consider extenuating circumstances must be articulated by parents/guardians to the School Principal, who will approve or deny the request.

### **Parent/Guardian Notification**

It is important that the parent/guardian be notified periodically of their child's attendance so that appropriate measures may be taken. Notification will be as follows:

- For up to four (4) cumulative unverified absences that count toward truancy, the Principal or designee shall:
  - Immediately refer the student to the building Intervention & Referral Services Team for attendance difficulties;
  - Immediately contact the parent/guardian of the student via certified US Mail and electronic mail (if applicable) to notify of the student's current attendance status. The notification shall include a copy of the District's Attendance Policy and Regulation. All parent/guardian contact shall be recorded in the student's Genesis Gradebook Notes section.
- For between five (5) and eight (8) cumulative unverified absences that count toward truancy, the Principal or designee shall:
  - Immediately contact the parent/guardian of the student via certified US Mail and electronic mail (if applicable) to notify of the student's current attendance status and to request the parent/guardian attend a meeting with the Principal or designee and the Intervention & Referral Services Team. The notification shall include a copy of the District's Attendance Policy and Regulation. All parent/guardian contact shall be recorded in the student's Genesis Gradebook Notes section.
- For nine (9) or more cumulative unverified absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - Immediately contact the parent/guardian of the student via certified US Mail and electronic mail (if applicable) to notify of the student's current attendance status and to request the parent/guardian attend a meeting with the Principal or designee and the Intervention & Referral Services Team. All parent/guardian contact shall be recorded in the student's Genesis Gradebook Notes section. The notification shall include a copy of the District's Attendance Policy and Regulation.
  - The Principal or designee and Intervention & Referral Services Team shall make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv.

### **Discipline**

For nine (9) or more cumulative unverified absences that count toward truancy, the following action may be taken by the Principal or designee,

- Students may be denied participation in co-curricular and social activities.
- Students may be denied participation in athletic competition.
- Students may be required to attend morning, after school or Saturday opportunity sessions to regain instructional time lost due to excessive absenteeism (community service).

- No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

### **Appeal Process**

Upon losing credit for excessive absences, the student may request an appeal of his/her loss of credit as follows:

1. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action.
2. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
3. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
4. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
5. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
6. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### **Student Responsibilities Prior To Non-Cumulative Absence**

Students must see the teacher to make arrangements for work missed because of a noncumulative absence, such as a field trip. This should occur at least one day prior to the excused absence. Work to be completed may include class assignments, homework, test schedules, etc. The day following the non-cumulative absence students are expected to report to class with assignments done and to be prepared for that day's assessments and assignments.

### **Transfer Students**

Students who transfer into Dwight Morrow High School during the school year will have their non-cumulative absences prorated for each class.

### **Loss of Course**

Credit A student who exceeds the number of absences, tardies and/or cuts (as identified in the Attendance Policy) for a given course will receive No Credit (NC) for that course. This grade is to be calculated with credits taken and should be computed with zero quality points when calculating the final average. Teachers are to discuss all NC grades with their immediate supervisor. Students who receive a grade of NC must repeat the course; they may take the course in summer school as a new course.

### **Cutting Policy**

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:

First Cut - Teacher enters cut in Genesis and informs student's Program Manager, Administrator, parent/guardian and school counselor of the cut. Student is assigned a detention by the teacher. The student will receive a zero for the period and will not be allowed to make up the work.

Second Cut - Teacher enters cut in Genesis and informs student's Program Manager, Administrator, parent/guardian and school counselor of the cut. Student is assigned an administrative detention - one hour after school. The student will receive a zero for the period and will not be allowed to make up the work.

Third Cut - Teacher enters cut in Genesis and informs student's Program Manager, Administrator, and school counselor. A parent conference is scheduled by an Administrator and the student is assigned a Saturday detention. The student will receive a zero for the period and will not be allowed to make up the work.

Fourth Cut - Teacher enters cut in Genesis and informs building administrator in writing. A parent/guardian conference is required with all stakeholders. An action plan will be developed to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to class. The student will be assigned two days of In-School Suspension. The student will receive a zero for the period and will not be allowed to make up the work.

### **Tardiness - Policy and Regulation 5240**

The Board of Education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential positions of the instructional program and create disruptions in the academic process for themselves and other students. Tardiness to school or class that is caused by a student illness, an emergency in the student's family, the observance of a religious holiday, a death in the student family, or by the student compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

- Three (3) instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion and Policy No. 5460 on high school graduation.
- A student who develops a pattern of tardiness, excused or unexcused will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

It is mandatory for students to be in class and on time every day. Students who are repeatedly late to class will have their parents or guardians notified and a plan will be established to find a solution to the problem.

Unexcused lateness to a class of more than ten (10) minutes will result in the student being marked with a cut for that class. The student is expected to remain in class for the duration of the class period.

### **Tardiness**

#### **Definitions**

1. A student is tardy to school when the student reports to his/her assigned homeroom more than 5 minutes after the beginning of the school day without approval for the delay.
2. A student is tardy to class when the student reports to his/her assigned classroom or other place of instruction more than 5 minutes after the beginning of the school day without approval for the delay.
3. A student who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

### **Procedures for Tardy Arrivals**

1. A student who is tardy to school must report to the Main office to present a written note explaining the reason for the tardiness. The student must sign in and receive a late pass for admission to class.
2. A student who is tardy to class may be sent by the teacher to the Main office to explain the reason for the tardiness and obtain a late pass for admission to class.
3. No student who arrives at school after attendance has been taken will be admitted to class without a late pass.

### **Discipline**

1. A student who has been tardy to school or class three (3) instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion and Policy No. 5460 on high school graduation.
2. A student who has been tardy from school or class 3 times will be reported to the Guidance Department for counseling. The student's parent(s) or legal guardian(s) will be notified and will be requested to attend a conference with an administrator.
3. A student who has been tardy to school 3 times in one month will be counted as absent from school one day for purposes of applying Regulation No. 5200.
4. A student who has been tardy to class 3 times will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

### **Passing Time**

A four-minute time period is allotted for passing from class to class. Students are asked to walk rapidly during the transition time so they will not be tardy for their next class.

### **Permission to Leave School**

When students board a school bus or arrive on campus they are considered to be "in school" and must check out through the main office, even if the first bell has not rung. Students who find it necessary to leave school during the school day for any reason must follow school sign-out procedures. Students who fail to follow the above procedures may be considered truant.

### **Sign-Out Procedures:**

During school-hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID;
- person listed on Emergency Contact Card, with photo ID;
- a law enforcement officer;
- an authorized worker from the New Jersey Division of Child Protection and Permanency (DCPP)

### **Sign-out for 18-year-old Students**

If a student is 18 years of age or older and needs to sign out, parents will be notified. The absence is not excused unless the attendance criteria are met.

### **Closed Campus**

Students are not permitted to leave school grounds at any time during the school day, including lunch. Students who leave campus are subject to disciplinary action. A first offense will result in (3) days of In School Suspension. A second offense will result in (5) days of ISS, and a temporary suspension of student activities.

### Discipline And Code Of Conduct

The administration and faculty on the high school campus have set high standards for student behavior. A culture of respect, accountability and social, academic and behavioral nurturing is a goal of the DMHS community.

The Englewood Public School District has established a Student Code of Conduct which is designed to define unacceptable conduct and consequences therein. It is the EPSD expectation that all students conduct themselves in a manner that is respectful of themselves and others with whom they interact with in the educational system. We are committed to the rights and welfare of everybody. This commitment is dependent upon each student conducting themselves in a mature and responsible manner.

### Disciplinary Code

NJ STATE EDUCATION LAW: 18A:37-1 Submission of Students to Authority—Students in the public schools shall comply with the rules established in pursuance of the law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

### Schoolwide Expectations:

1. BE SAFE:
  - a. We will be kind with our words and actions.
  - b. We will help and support others.
  - c. We will stand up for others and do what is right.
2. BE RESPECTFUL:
  - a. We will respect one another.
  - b. We will respect other's boundaries and property.
  - c. We will keep unkind comments to ourselves.
3. BE RESPONSIBLE:
  - a. We will be responsible for our actions and our academics.
  - b. We will give our best effort on classwork.
  - c. We will take responsibility when we make mistakes and help find solutions.

### Student Discipline/Code of Conduct-5600

The Board of Education has approved extensive policies dealing with expected student behavior. These policies seek to assist families in all aspects of campus life. The Board expects students to conduct themselves in keeping with their level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of peers and school staff. The Board believes that standards for student behavior are set in an atmosphere of cooperation and support. It further believes that the best discipline is self-imposed.

In determining the appropriate response to students who may commit one or more of the acts listed below, the nature of the individual's behavior/infractions, past incidences, or past and continuing patterns of behavior may be taken into consideration. Each of the infractions listed below has corresponding consequences in keeping with New Jersey Statutes and district policies. This list may not cover other behavior deemed inappropriate by DMHS faculty and administration. However, it does provide families with a broad range of local and state recognized infractions unacceptable on the high school campus.

### Level I (Minor Infraction)

Actions may include but not be limited to behavior such as:

- Poor attendance (3 absences or 3 lateness in one month)
- Littering
- Copying homework



- Walking out of class
- Loitering in unauthorized areas
- Unprepared for class work
- Inappropriate dress
- Inappropriate language or rudeness
- Not showing school ID
- Playing in class or other prohibited areas
- Use of cell phones, iPod or other electronics in class or other prohibited areas

**Optional Disciplinary Responses:**

1. Verbal reprimand
2. Staff determined response
3. Detention (1 hour)
4. Seat change
5. Behavioral contract
6. Special written assignments
7. Any combination of the above

**Level II (Moderate Infraction)**

Actions may include but not be limited to behavior such as:

- Cheating
- Leaving school premises
- Writing on or disrespecting of school property
- Disruptive behavior on school bus
- Public display of affection
- Recklessness
- Taunting of student because of individual differences
- Inappropriate use of electronic equipment
- Horse-playing in hall or cafeteria
- Violation of use of electronic devices and computer access and usage
- Insubordination
- Inappropriate literature/illustrations
- Plagiarism
- Disruption of classroom instruction
- Directly or indirectly promoting other students to violate code of conduct
- Aiding/abetting in misconduct
- Neglect of safety rules and procedures
- Use of school operated equipment without permission
- Repeated (3) offenses of Level I infractions

**Optional Disciplinary Responses:**

1. Recommend or refer for sustained counseling
2. Parental conference
3. Temporary withdrawal of certain privileges or participation in school activities
4. Teacher removal of a student from classroom
5. Suspension of school bus transportation (if applicable)
6. In-school suspension (1-3 days)
7. Out-of-school suspension (1-3 days except for truants)
8. Before, after or Saturday detention (2-4 hours in single day)
9. Any combination of the above

### **Level III (Severe Infraction)**

Actions may include but not be limited to behavior such as:

- Destruction or disrespecting of school property under \$100
- Smoking/under the influence of alcohol, drugs, or substance not prescribed
- Gambling
- Inciting a riot
- Theft
- Threatening use of a weapon
- Cursing at a teacher or administrator
- Altering or forging of documents
- Bullying, intimidating, defaming or smearing of the character of an individual or group
- Off campus violations while under EPSD staff
- Wearing clothing or paraphernalia which is gang affiliated
- Simple possession of cub scout pocket knife, without intent
- Repeated (2) offenses of Level II infractions

### **Optional Disciplinary Responses:**

1. Continuation of the more stringent Level E options
2. Recommend or refer for sustained counseling
3. Mandatory parental conference prior to student returning to school
4. Temporary withdrawal of certain privileges or participation in school activities (see EPSD Policy)
5. Suspension of school bus transportation (where applicable)
6. Before, after or Saturday detention (2 hours for 5 days)
7. In-school/Out-of-school suspension (3-5 days)
8. Possible law enforcement notification
9. Any combination of the above

### **Level IV (Judicial Infraction)**

Actions may include but not be limited to behavior such as:

- Possession or use of any weapon (firearm, box cutter, knife, anything used to inflict serious physical bodily harm)
- Fighting on school premises, buses, or sponsored events
- Stalking
- Extortion
- Arson
- Trespassing
- Harassment (HIB) as defined by Board policy
- Threatening physical harm of an educator or staff member
- Possession or distribution of drugs, alcohol
- Destruction, defacing of school property above \$100
- Theft/burglary as defined by EPSD
- Terroristic threats in school, by phone or email
- False fire alarm or other significant alarm
- Assault or a violation of a level III infraction that results in any serious physical bodily harm to any persons
- Engaging in gang activity during school time, on school property or sponsored events
- Joining a secret society prohibited by law
- Sexual activity or offenses, including exposing of one's private parts
- Engaging in any other activity expressly prohibited by a school staff member in authority
- Repeat offense of Level III infractions

Optional Disciplinary Responses:

**BOE Policy specifies consequences for violation of drugs and weapons policy**

1. Mandatory EPSD Board hearing
2. Out-of-school suspension 10 - 45 days
3. Possible expulsion/reassignment and home instruction
4. Law enforcement notification
5. Superintendent's Hearing
6. Mandatory parent and administrator conference
7. Exclusion from extracurricular/co-curricular activities (see EPSD Policy)
8. Referral to student support services
9. Other appropriate disciplinary action to address infraction

**Harassment, Intimidation, and Bullying - Policy 5512**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

**Harassment, Intimidation, and Bullying Definition**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; 3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

Examples of bullying and harassment may include:

- Verbal abuse including name calling, racist remarks, teasing, etc.
- Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting,
- Social exclusion including ostracism, ignoring, alienating, etc.
- Psychological abuse including acts that instill a sense of fear or anxiety

- Any other act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, a reluctance to attend school, a decline in work standards or problem behaviors.
- The use of Cyber or wireless devices to harass, intimidate or bully
- “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

### **Forfeit of Student Privileges – Policy 2430.1**

Per Board Policy 2430.1 - Participation in Incidental Events, any student who violates the discipline requirements as specified in this Policy may not participate in incidental activities for a period of 12 months from the date of the incident.

### **Teacher Detention**

Classroom teachers may assign detention to students who disrupt the learning environment in the classroom. Detention will be served in the teacher's classroom – morning or afternoon. If a student fails to

report for detention, his/her name will be submitted electronically in Genesis. The teacher will notify the parent/guardian and the detention will be re-issued. Failure to report will result in an administrative detention. Parent must be notified prior to a student serving the detention.

### **After-School Detention (ASD)**

After-School Detention is used as a disciplinary intervention to address less serious infractions, while keeping students in school and in their scheduled classes. After-School Detention begins immediately upon dismissal from school on a pre-assigned day. Parents will be notified of the detention on the assigned day. Detention is assigned and monitored by school staff. The administration reserves the right to assign detention to students before school hours (7:00 a.m.-7:50 a.m.). These detentions will be announced on an as-needed basis.

#### **Detention Protocols**

1. After detention is assigned, the student is provided with a detention slip, noting the date of the detention. Parent/Guardian is notified. Students report to the assigned classroom or area for detention promptly at dismissal.
2. Silent reading/homework completion is the only activity permitted.
3. After-School Detention takes precedence over all other obligations – athletic and other extracurricular activities, jobs and other outside appointments, etc.

### **Saturday Detention**

Saturday detention is a four-hour session. Students must report to the designated area on time and bring with them materials to complete work due in their regular classes. Students will not have access to their lockers. The student will need to bring information on all existing long-term academic projects and materials to work on. There will be limited computer access during the Saturday Detention. Students are responsible for their transportation to and from the school. If a student does not attend the assigned Saturday Detention, the student will receive two days of In School Suspension (C.A.R.E.).

### **In-School Support (C.A.R.E.)**

The purpose of C.A.R.E. (Character and Re-direction Education) Program is to hold students accountable for their behavior and their school assignments while they remain in school after having committed an infraction.

Education cannot proceed effectively without consistent discipline. Discipline is the training of the mind and character in order to improve the quality of life. Discipline provides the orderly conduct needed to operate the school. Students are expected to behave in a mannerly and cooperative way to promote their educational, social and emotional development. Students who do not comply with the expected Code of Conduct Standards will be disciplined in accordance with the Englewood Board of Education Policies.

Any infraction disrupting the C.A.R.E. Program expectations will result in the following:

- 1st Incident: Redirection and re-teaching expectations
- 2nd Incident: Redirection, re-teaching expectations, additional supports/interventions
- 3rd Incident: Additional day of C.A.R.E.

#### **C.A.R.E. INFRACTIONS:**

- Leaving seat without permission
- Excessive Talking: examples include but are not limited to the following; inappropriate conversation, profanity, etc.
- Disruptive Noise (tapping, whistling, loud yawns, sighs, etc.)
- Sleeping/appearance of sleeping -Disrespectful to staff/students
- Disruptive Behavior/Uncooperative

- Verbal Altercation
- Other Student Code-of-Conduct violations

Students who receive three strikes due to infractions while in the C.A.R.E. Program will be assigned an additional day. Students who do not complete all of their classroom assignments given by their teachers must complete the assignment(s) for homework.

**C.A.R.E. Student Expectations:**

- Students will be assigned a specific seat.
- All C.A.R.E. activities/assignments must be completed on the day assigned.
- Students must stay in their seats unless given permission from the C.A.R.E. instructor.
- Food, drinks, candy and PEDs are a distraction to the classroom and are not allowed.
- The student will take two scheduled restroom breaks during the day.
- Students must be alert and participating in all C.A.R.E. activities.
- Lunch will be eaten in the C.A.R.E. room.
- Any verbal instruction given by an administrator or C.A.R.E. Instructor shall be adhered to.
- Students are expected to follow school rules and procedures while in the C.A.R.E. Program.
- Late Check-Ins/Early Dismissal (will result in an equal amount of make-up time in C.A.R.E.)
- Absences from C.A.R.E. will be made up before returning to regular classes.

A typical day in the C.A.R.E. Program will include the following:

- C.A.R.E. Program Packet
- Project Wisdom lesson plan
- Referral to the student's Guidance Counselor
- Classwork/Academic Support
- The ZONE Support
- Lunch
- Character Education
- Restorative Conference if applicable
- Student Exit Meeting Student must bring their school related materials to the C.A.R.E. Program.

\*\*Students will not attend any extracurricular activities during their time in the C.A.R.E. Program (school activities, sports, pep rally, etc.).

**Conduct Warranting Out-of-School Suspension or Possible Expulsion**

Students guilty of repeated disciplinary infractions make themselves candidates for Out-of-School Suspension or possible expulsion.

**STATE EDUCATION LAW: 18-A37-2 CAUSES FOR SUSPENSION OR EXPULSION OF STUDENTS**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person(s) having authority over him/her

- Conduct of such a nature as to constitute a danger to the health, welfare and physical well-being of self or other persons. “Walk away” policy must always be adhered to;
- Physical assault upon another person(s)
- Threats of bodily harm directed to another person
- Taking or attempting to take, personal property or money from another student, or from his presence, by means of fear or (extortion)
- Willfully causing or attempting to cause substantial damage to the school property (vandalism, graffiti, arson)
- Participation in an unauthorized area by any group of students or others of any part of any school or other building owned by the school district; and failure to leave such school building or area after having been directed to do so by the principal, other administrators, security, teachers or other person in charge of such building or facility;
- Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
- Incitement, which is intended to and does result in truancy, or cutting by other students
- Turning in false fire alarm
- Turning in false bomb threat
- Verbal abuse toward persons having authority over him/her (profanity, vulgarity, threats)
- Having possession or the consumption of, the selling or distribution of alcoholic beverages or controlled dangerous substance while on school premises including in vehicles or being under the influence of intoxicating liquor or controlled dangerous substance while on school premises including in vehicles.
- Possession/use of fireworks
- Possession of illegal weapons
- Stealing school property including willful destruction
- Harassment, intimidation, or bullying
- Deliberate and continual violation of the school dress policy and electronic device policy
- At times, discipline incidents may warrant a police report

### **Student Smoking - Policy 5533**

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57.

For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff. For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

### **Student Smoking - Regulation 5533**

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure students do not smoke in violation of Board Policy 5533 and the law.

#### Notice Provisions

1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.
3. A public address announcement will be made, when practicable, at school sponsored events indicating smoking is prohibited in school buildings and on school grounds.

#### Reporting Procedures

1. Any teaching staff member who observes a student smoking in violation of Policy 5533 shall inform the student to cease smoking and report the violation to the Principal or designee.
2. Any support staff member who observes a student smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
3. The Principal or designee will investigate each report received from a staff member and make a determination whether the student has violated Board Policy 5533.

#### Violation Consequences

1. In the event the Principal or designee determines a student has violated Policy 5533, the student will be assigned appropriate discipline in accordance with the school's student discipline/code of conduct.
2. The Principal or designee will notify the student's parent(s) or legal guardian(s) when discipline is being imposed for a violation of Policy 5533.

### **Prohibited Items and Controlled Dangerous Substances**

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.

### **Substance Abuse - Policy/Regulation 5530**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to



support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5 Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

### **Instruction**

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

### **Alcohol or Other Drugs**

- Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- An immediate medical examination shall be conducted, and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

### **Discipline**

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

**First Offense:** If a student admits to substance use or voluntarily submits to a required medical examination that includes a urinalysis indicating a positive diagnosis that the student has used an illegal substance, the student will be suspended from all school, after-school and work-based activities for ten (10) school days. The student may not resume attendance at school nor participate in any after-school events or work-based learning experiences until submitting a physician's report certifying that he or she is physically and mentally able to return to a classroom/shop setting. Further, the student must present an assessment or other documents which demonstrate evaluation and/or participation at an approved treatment program before he or she returns to school or resumes involvement in any school related activities. Upon returning to school or the work-based learning site, the student shall be required to document participation in and completion of at least six (6) hours of substance-related educational programming, such participation to be accomplished on his or her own time.

**Second offense:** In accordance with N.J.A.C. 6A:16-4.1(c), the school will take the necessary disciplinary action in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Third offense: A student convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Child Study Team. 2.

In accordance with N.J.A.C. 6A:16-4.1(c), the school will take the necessary disciplinary action in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors 3. A student convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Child Study Team.

### **Weapons - Policy 8467 & Policy 5611**

The Board of Education prohibits any individual from possessing, using, exchanging or threatening to possess, use or exchange any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of a possession duty.

### **Definition**

For the purposes of this policy, weapons means anything readily capable of lethal use or of inflicting serious bodily injury. A weapon includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy, a firearm means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921. For more specific description on weapons refer to Regulation 8467-Weapons.

### **Removal of Students from Educational Program**

1. A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
2. A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
3. The School Principal will immediately notify the student parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.

### **Gang-Related Activities/Attire/Graffiti - Policy 5615**

Any gang-related activity, attire or graffiti is strictly prohibited on school premises. Any infraction of this policy will result in an immediate parental conference, with possible legal/police ramifications.

Students that initiate, advocate, or promote unacceptable activities or conduct, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. This unacceptable conduct, including but not limited to, physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

### **Fighting Policy**

Dwight Morrow High School is implementing a "walk-away" policy regarding fighting or arguments. Students are required to "walk-away" instead of participating in a fight or argument that could lead to a fight and/or disruption. Students who do fight in school, on school grounds, or commit any offense that may

adversely affect the school environment/climate may be referred to the Englewood Police Department and could be suspended for up to ten days. Any students who participates in loud, verbal arguments and do not “walk-away” will be assigned detention(s), ISS and/or suspended up to ten days. Students who repeatedly engage in violence, harassment, bullying, either in person or online, will not be able to participate in extracurricular activities and may be denied other privileges. The decision to deny activities/privileges is at the discretion of the DMHS administration.

### **Fireworks**

Students are not permitted to possess or ignite fireworks anywhere on school grounds. Possession of fireworks is illegal and will incur police involvement and immediate disciplinary action.

### **Gambling**

Gambling, which includes card playing, is not permitted in/on school grounds. Anyone gambling in school will face disciplinary action.

### **False Fire Alarm**

To set off a fire alarm in a school is a very serious and illegal act. It endangers the lives of firemen and it places the City of Englewood at risk because the fire department cannot respond to genuine fire emergencies in the community. The Board of Education and/or the Fire Department may file charges against a student/individual who triggers a false fire alarm.

### **Out-of-School Suspension (O.S.S.) – Policy/Regulation 5610**

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district’s Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

As a consequence of a violation of school rules, students may be denied the opportunity to attend social events, sports, prom, graduation exercises, and/or extracurricular activities.

**A student assigned Out-of-School Suspension may not come to school for any reason during the length of the suspension and may not take part in any school activities or sports during or after school.**

All work assigned during the Out-of-School Suspension is due on the day of the return to school.

**A parent conference is required for all students being re-admitted from Out-of-School Suspensions.**

Students returning from Out-of-School Suspension will not be admitted to any class without a “Re-admit from O.S.S.” pass from a building administrator. Students returning from OSS will also be required to sign a Student Action Plan specific to the infraction that resulted in the OSS.

### **Long-Term Suspensions**

In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days.

### **Formal Hearing before the Board**

1. Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
  - a. Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
2. Include the opportunity for the student to:
  - a. Confront and cross-examine witnesses, if there is a question of fact; and
  - b. Present his or her own defense and produce oral testimony or written supporting affidavits.
3. Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
4. Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.

A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing.

### **Suspension Alternative Program (SAP)**

Assignment to a Suspension Alternative Program can be made by the school administration. During the placement to the program students may not be on any Englewood Public School campus except as defined in the assignment notification. The student may not participate in any school sponsored activity during the assignment to the program. This includes attendance at school athletic events, public performance held on the campus, or special events such as the prom or college campus visitations.

While assigned to the Suspension Alternative Program, the student will work on regular school assignments, engage in conferences to help prevent another removal from the school setting, develop a plan for improved performance and behavior in the school upon return, review academic progress toward graduation and post-secondary goals, and complete other assignments as deemed appropriate by the school to assist the student in meeting established behavior standards.

### **Expulsion - Policy 5620**

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C.6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16- 9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options, whichever are applicable; or
  - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

### **School Resource Officer**

The School Resource Officers participate in various mentoring programs, task force, Police Activities League and truancy programs within their school, as well as discipline and counseling of students. The School Resource Officers conduct formal presentations to classes or participate in school-based community meetings. The program is nationwide.

The School Resource Officer works closely with staff and administration of his/her school to develop a safety and disaster preparedness plan. The School Resource Office has the responsibility to handle all calls for service at the assigned schools and to coordinate response of other police resources to the school.

### **Police Matters**

Students who commit unlawful acts are subject to police charges (such as but not limited to student pranks, theft of property, selling/distribution of drugs, violence and vandalism, etc.). Parents are advised they will be held financially responsible for damage committed by their children, as per Title 18A:37-3. Police can enter the school for the following reasons:

1. If asked by school officials.
2. If they suspect a crime has been committed.
3. If they have a search or arrest warrant.

Any questioning of students by police must be done privately in the school office with parental consent and in the presence of an administrator. By law, one has the right to be informed of legal rights, be protected from "coercion and illegal constraint," and to remain silent.

## **School Life**

### **Assembly Programs**

It is the objective of the administration to plan programs, which reflect the activities of the school, promote school spirit, and recognize significant events.

The purpose of our assemblies are to provide a planned program in order to broaden a student's knowledge, interests, and experience in order to promote sympathetic and friendly consideration of the abilities and interests of others.

During assembly programs, students are to exhibit appropriate individual behavior and proper audience behavior.

1. Students are expected to sit in their assigned areas with their first or ninth period teacher. Failure to do so will result in disciplinary action.
2. Students must come to prompt attention when the program chairman indicates that the program is ready to begin.
3. When students appreciate a program, they are expected to respond by applause. Whistling, shouting, booing, stamping of feet, and rhythmic applause is considered inappropriate behavior.
4. Students are required to maintain a courteous and respectful demeanor at all times.

5. Students who insist upon conducting themselves unacceptably in assemblies will be sent to the Assistant Principal's office.

### **Bus Regulations**

The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to administration. Students are to ride only the bus to which they are assigned. Only in an extreme emergency and with the approval of administration may a student ride a bus to which he/she is not assigned. Students who try to board a bus which is not their regularly assigned bus will be asked to leave the bus. Furthermore, administration may exclude a student from the bus for disciplinary reasons, and the parent/guardian shall provide for transportation to and from school during the period of such exclusion.

### **Senior Parking Rules and Regulations**

Driving to school and parking on campus is a privilege afforded only to senior students. An application for a parking permit must be submitted to the Security Office and Administration. All drivers **MUST** adhere to the following rules in order to maintain the right to park on school grounds. They are as follows:

- Students must submit a completed application with photocopies of their valid NJ driver's license and NJ car registration(s) in order to be considered for a parking permit.
- No student will be permitted to park on school grounds without an approved parking permit. Vehicles will be checked and any unregistered vehicles will be ticketed and/or towed at owner's expense.
- The parking tag must be hanging on the rearview mirror of the vehicle and match the assigned spot number.

To retain and maintain A DMHS parking permit the following must be adhered to:

1. Only SENIORS are eligible to receive parking permits.
2. All vehicles must be properly registered and maintained at all times in accordance with state laws. Students **MAY NOT** loan the use of their parking privilege to another student.
3. It is illegal for any vehicle to obtain/contain illicit drugs, stolen property, etc., while parked on school property or at school activities. Never, under any circumstances, should any type of weapon be in a vehicle while parked at Dwight Morrow High School or at a school related activity.
4. School officials have jurisdiction over any vehicle while it is on school property and have the right to search a vehicle and the right, within state and federal laws, to seize improper materials found in any vehicle.
5. This privilege will be revoked on the first offense for the following reasons:
  - a. Leaving school without permission. (Truant)
  - b. Unauthorized use of vehicle. (Taking other students off campus without permission).
  - c. Unsatisfactory Attendance Record:
    - i. Five unexcused absences: Driving privilege revoked for two weeks (10 days)
    - ii. Ten unexcused absences: Driving privilege revoked for one month
    - iii. Fifteen unexcused absences: Driving privilege revoked for the remainder of the school year
  - d. Failure to attend scheduled detentions or excessive (5 or more) disciplinary actions.
  - e. Suspended (in-school or out) totaling more than ten days.
  - f. Violation of Drug/Alcohol Policy.
  - g. Any inappropriate driving on school property; Must maintain a 5mph speed limit while driving on campus.
  - h. Six (6) times tardy to school or first period: Driving privilege revoked for one week (5 days)
  - i. Students are not to enter the parking lot area during school hours without permission.
  - j. Vehicles must exit the rear of the North building at the end of the day.

**DISCLAIMER: Neither the Englewood School District or the Board of Education assumes any responsibility for theft, lost articles, vandalism, accidents, personal or property damage while the permit vehicle or driver is on Dwight Morrow High School property**

### **Cafeteria**

Dwight Morrow High School operates a cafeteria program that provides breakfast each morning before school and a lunch meal. All students are required to complete a lunch form application on a yearly basis. Please return the application to your child's school on the first day. You can also access a copy of the application and school menu on our district website. Information on prices and menus for both breakfast and lunch may be obtained from your child's school. Students buying their lunch are responsible for having their money.

### **Pomptonian Food Service**

Pomptonian is committed to creating a healthy food environment. They believe that giving students a variety of healthy options will encourage them to make nutritious choices. Pomptonian is pleased to have won NJASBO's prestigious Above and Beyond award for this successful program. The Farm Stand is proven to increase fruit and vegetable consumption by allowing students to choose from their favorite fruits and vegetables. A selection of fresh vegetables with low-fat dip is available daily, as well as at least three fresh fruit choices. This innovative, healthy food option is offered on every serving line each day.

### **Cafeteria Procedures**

To help keep the lunch program a success, the student should remember to follow these procedures:

1. Consume all food and beverages in the cafeteria.
2. Deposit all materials in designated containers located in the cafeteria.
3. Students are encouraged to be respectful to the custodial staff and the students who eat lunch after them in the dining hall by leaving the table and floor around their lunch table in a clean condition.
4. Maintain appropriate behavior.

Failure to adhere to these procedures may result in disciplinary action and/or a restricted lunch program in the in-school suspension room.

### **Food and Beverage**

In order to keep the building clean and safe, food and beverages of any type are not allowed outside of the cafeteria without permission of an administrator. Students who violate this rule are subject to disciplinary action.

### **Food Deliveries**

Students are not permitted to order food from an outside vendor during school hours.

### **Care of School Property**

A student is responsible for the proper care of all books, supplies, technology and furniture supplied by Englewood City Board of Education. You are expected to reimburse the Board of Education for any lost or damaged books before receiving your diploma, your transcripts or any other books. Disciplinary action may be taken for minor vandalism and if property or equipment is disfigured, the student will be required to pay for the damage.

### **Return of School Books and Equipment**

All books and equipment issued by the school are to be returned to the teacher before the last class meeting (normally the final examination). The student is responsible for the return of the book and equipment actually issued.

### **Fines**

School equipment and books are expensive. Any loss or damage to equipment, books or school property will mean a fine for the student responsible for its care. The Board of Education expects you to fulfill your obligations and may withhold your transcript and/or diploma for this reason.

### **Announcements**

During the homeroom period and at the end of each day, pertinent information for students will be relayed to the entire school through the public-address system. All announcements must be placed on an announcement request sheet found in the main office at least one day prior to the announcement date. All announcements must be approved by administration. Daily announcements will be posted on the message board.

### **Dress Code**

The criteria for proper and appropriate clothing emphasizes: modesty, cleanliness, safety and avoidance of distracting influences. Although the type of dress one decides upon depends to a large degree upon an individual's likes, dislikes and point of view, there are certain standards which should be followed while one is in our school. Being neat, clean and modest are standards for our high school community. A student should be encouraged to take pride in his/her appearance as well as to have respect for those around him/her.

Dress or accessories may not be deemed offensive to any religious or ethnic group. In specialized areas of instruction, such as vocational courses, lab courses and physical education courses where unique health and safety concerns are of paramount importance, students are expected to follow the dress requirements and guidelines established by each department.

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with

#### **General Rules**

1. Students are expected to be clean and well-groomed in their appearance.
2. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.

#### **Prohibited Clothing and Articles**

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
4. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
5. Patches and decorations that are offensive or obscene;
6. Undershirts (underwear) worn without an outer shirt;
7. In the classroom, clothing required for physical education classes;
8. Clothing that is overly soiled, torn, worn, or defaced;
9. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;
10. Portable audio or video devices;
11. Beepers and other summoning devices, except as permitted in Policy No. 2360;
12. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
13. Clothing containing profanity or sexual references or innuendoes;
14. Clothing which includes racial or ethnic violence;



15. Hats, hoods, visors, headbands and other headgear; and
16. Any clothing that is likely to create a material and substantial disruption to the school environment.

#### Physical Education

1. Students shall wear the following types of clothing for physical education classes:
  - a. Athletic style shorts and/or sweatpants.
  - b. A shirt for indoor activities and a sweatshirt or appropriate outerwear for outdoor activities in cool weather.
2. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories are prohibited.
3. Students must wear sneakers or rubber-soled athletic shoes; slip-on shoes, hardsoled shoes, and bare feet are prohibited in gym class.
4. Students are not required by the teacher to shower after a gym class.

#### Enforcement

1. Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.
2. Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
3. Students will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge.
4. The Principal may waive application of the dress code for special school activity days.
5. A student whose dress or grooming has been found by the Principal or designee to violate this Regulation may appeal the determination to the Superintendent.

Pants must be worn at the waistline, not below the waistline. If student attire is in question, the administration will make the final decision as to appropriateness.

#### **Use of Electronic Communication and Recording Devices (ECRD) - Policy 5516**

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the students parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the districts educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents and staff members whose voice or image is to be recorded.

This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events and drama production filming.

A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school districts acceptable use of computers and networks policy.

### **Cellular Phones and Other Personal Electronic Devices (PEDs)**

The administration of DMHS believes that the use of electronic devices is a distraction to the educational process. Electronic communication also threatens the integrity of assessments when the tests are compromised by digital recording. As such, classroom use that deals with recording information or the recording of video will not be tolerated. Should such recording be made, the administration will share the data with authorities to determine what outside interventions may need to take place.

In conjunction with Board of Education policy, the following is in effect:

The inappropriate use of electronic devices of any type is prohibited on school property during school hours and at any school activity. Students who violate these conditions may have their device(s) confiscated and be subject to disciplinary action. Inappropriate use includes: texting, making phone calls, use of instant messaging apps, use of social media sites, and taking unauthorized photos/videos.

Specific guidelines for the use of electronic devices are:

- Teachers will determine whether students may use electronic devices in a classroom setting.
- Appropriate use of electronic devices is permitted in the cafeteria and the media center.

**Use of Cellular phones and other personal electronic devices (PEDs) is strictly prohibited in school buildings while school is in session except for designated areas, such as the cafeteria during lunch periods and the hallways in between classes only.** Students who violate this rule will have the following consequence assigned:

1st Offense: The PED is confiscated, and the student is assigned an after-school detention (one hour).

2nd Offense: The PED is confiscated, and the student is assigned a three and or four-hour detention. Parent must come to school to complete the necessary paperwork to reclaim the confiscated item and attend an administrator conference.

Laptops, notebooks, and electronic tablets may be used in the designated areas or in a classroom only with the authorization of the teacher for educational purposes. In the event of a family emergency, parents should contact the main office and students will be notified. **The school is not responsible for lost or stolen items.**

### **Telephones**

Students who have extreme emergencies may request a pass to Guidance or the Main Office. While students may have legitimate reasons to use their phone during the course of the school day, no excuse will be acceptable. Students who need to use a phone **MUST** report to the main office to ask permission to use either a landline or their own personal cell phone. Cell phone use (including texting) without administrative permission is prohibited.

### **Emergency School Closings**

In the event that school must be closed due to inclement weather, an alert will be sent out to all persons who are registered to receive such notices. In addition, announcements will be made on the District website. The following television stations will also make announcements: WABCTV channel 7, News 12 NJ-TV

channel 12, CBS channel 2, Verizon FIOS TV News, and WNNJ radio. If the Englewood Schools have a delayed opening, the high school will begin at 10:00 am. Dismissal will be at the regular time.

When the school is closed or dismissed early for safety reasons because of adverse weather conditions, all school-sponsored activities will be automatically cancelled and/or postponed. This includes social events, club meetings, sports events (at home or away), and practices.

### **Lockers**

Student lockers are the property of Englewood Board of Education and are made available to students for their use. The school administration reserves the right to gain access to lockers when evidence suggests that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. Students should keep their lockers locked. **THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM LOCKERS.**

### **Locker Searches - Policy 5770 Pupil Right of Privacy**

Although the Constitution protects all citizens from unreasonable searches and seizures, this does not mean one is protected from any search and seizure of materials. A locker may be searched if the administration has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state, or local law, Board of Education policy, or the rules of the school. Lockers are school property and the district may, without a search warrant, enter any locker that the administration has a reasonable belief contains items that disrupt the general safety and security of the building or harbors illegal materials.

The Board acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. However, in storage places provided by the Board, no student shall have such an expectation of privacy as to prevent examination by a school official.

### **Search of Person or Property of a Student- Policy 5770**

Certificated staff members are charged with the responsibility of maintaining order and discipline in the schools and of protecting the safety and well-being of the students in their care. In the discharge of that responsibility, a certificated staff member may search or request the search of the person or property of a student as authorized by this policy. The search may be conducted with or without the student's consent, whenever the certificated staff member has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Except in exigent circumstances, a person of the student's gender shall conduct an intrusive search of a student's person or intimate personal belongings.

### **Lost and Found**

Lost and found articles are delivered to the Main Office of both the North Building. If a student misplaces any article, he/she should check with a secretary.

### **Money and Valuable**

Articles Please be advised that care should be taken in securing valuables while in school. Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.**

### **Skateboards/In-line skates/Hoverboards**

Students are not allowed to ride skateboards on school grounds. Upon entry to the building skateboards are to be secured immediately in the student's locker.

In-line skates/hoverboards are not allowed on the premises before, during, or after school hours. Students who bring these items on school property will have them confiscated, and they will be returned to the parent/guardian only.

### **Staff Member Email/Phone Message**

Parents/guardians can leave a message for a staff member by calling the main office at 201-862- 6037. The staff member will return the call as soon as possible. Staff email addresses are composed of the teacher's first initial followed by last name, @epsd.org. Example: Joe Armental's e-mail would be jarmental@epsd.org.

### **Student Use of Bulletin Boards**

There are bulletin boards located on each floor of King Hall and North Buildings. Students must obtain prior approval from the school administration to post any item on them or anywhere else on school grounds.

### **Items for Sale**

No items (candy, stuffed toys, buttons, etc.) may be sold in the school or on school grounds without the permission of the administration. Failure to comply will result in items being confiscated by the observing staff member and returned at the end of the school day. Repeat offenders subject themselves to disciplinary action.

### **After School Club Offerings**

Dwight Morrow High School has many club offerings and after school programs you can be a part of, please go to our school website for more information.

### **The ZONE**

Our school also has a school-based program; The ZONE in which students can take part in daily activities, receive counseling, homework assistance etc. Please visit them in Room 237, North Building!

### **Student Identification Cards - Policy 5517**

All students must wear their school provided identification card at all times. The ID must be visible and worn around the neck using a breakaway lanyard. The school has provided breakaway lanyards to all students. Students found intentionally damaging their ID's by either cutting, bending or altering it, will be required to replace their ID immediately. The high school will furnish students with one (1) photo identification card. Daily checks will be made by administrators and teachers. Failure to comply with any of the above procedures may lead to disciplinary action. A student who does not have an ID badge must obtain a temporary ID card through the main office or their homeroom. The student ID will need to be replaced by the student at a cost of \$5.00.

Students must display his or her ID badge to gain entry into the high school. Students may only enter the high school through the main entrance(s), except when returning to classes with their teachers after emergency practice.

### **Substitute Teachers**

The school is fortunate in having capable people to help whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into

the community. Be certain that these are good impressions by being polite, helpful, and considerate. It is expected that the substitute teacher be given the same respect as the regular teacher.

### **Acceptable Use of Computer Networks/Computers and Resources – Policy 2361**

The Board of Education recognizes that as telecommunications and other new technologies shift, the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow students to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by students to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

#### **Powers of the Board and Standards of Conduct**

The Board recognizes that telecommunications may allow students access to information sources that may not have been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers to students and teachers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network/computers at any time.

The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

#### **Standards for Use of Computer Networks**

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

Using the computer network(s) in a manner that:

- Intentionally disrupts network traffic or crashes the network;
- Degrades or disrupts equipment or system performance;
- Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
- Steals data or other intellectual property;
- Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
- Gains or seeks unauthorized access to resources or entities;
- Forges electronic mail messages or uses an account owned by others; Invades privacy of others;

- Posts anonymous messages;
- Possesses any data which is a violation of this policy; and/or
- Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

#### Internet Safety/Protection

The Englewood school district is in compliance with the Children's Internet Protection Act and has installed technology protection filtering measures for all computers in the school district used by students, patrons and staff, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code; child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. Filtering will be disabled only for bona fide research or other lawful purposes. Minors will be educated, supervised, and monitored with regard to safe and appropriate online activities.

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 school district enforces the requirements of this policy.

This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. This policy addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications; unauthorized access, including hacking and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide have available copies of this policy for the public.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Englewood online computer network when using electronic mail, chat room, instant messaging, and other forms of direct electronic communications.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Englewood School Staff to educate, supervise and monitor appropriate usage of the online computers network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives.

The Technology Director or designated representatives will provide age-appropriate training for students who use the Englewood Internet facilities. The training provided will be designed to promote the Englewood commitment to:

1. The standards and acceptable use of Internet services as set forth in the Englewood Internet Safety Policy;
2. Students safety with regards to:
  - a. safety on the Internet
  - b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the students will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

#### Consent Requirement

No student shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the student and/or his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this policy shall be subject to the consequences and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities. N.J.S.A. 2A:38A-3 18 USC 1460; 18 USC 2250 (Federal Communications Commission: Children's Internet Protection Act)

#### **Acceptable Use of Computer Networks/Computers and Resources - Regulation 2361**

The school district provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, "school district personnel" shall be the person(s) designated by the Superintendent to oversee and coordinate the school district's computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers

must adhere to strict regulations. Regulations are provided to assure staff, community, students, and parent(s) or legal guardian(s) of students are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the student and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for students to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to students who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a student to access the school district's computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or



15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

### **Internet safety**

**Compliance with Children's Internet Protection Act** As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

Compliance with Neighborhood Children's Internet Protection Act Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

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 protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing. Notice of the annual public hearing will be advertised in the designated school newspaper.

### **Information Content and Uses of the System**

Students may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent or designated school district personnel, contains any advertising or any solicitation to use goods or services. A student cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law. Because the school district provides, through connection to the Internet, access to other computer systems around the world, students and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides students access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and students must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Students and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' accounts or access on the school district's computer networks and their independent use of computers.

### **On-line Conduct**

Any action by a student or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement. Students and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the student. Computer networks/computer resources are to be used by the student for his/her educational use only; commercial uses are strictly prohibited.

### **Software Libraries on the Network**

Software libraries on or through the school district's networks are provided to students as an educational resource. No student may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited.

School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the student's access or take other action consistent with the Board's policies and regulations of a student who misuses the software libraries.

### **Copyrighted Material**

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Students may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A student may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

### **Public Posting Areas (Message Boards, Blogs, Etc.)**

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system

resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations.

School district personnel further reserve the right to immediately terminate the access of a student who misuses these public posting areas. Real-time, Interactive, Communication Areas School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a student who misuses real-time conference features (talk/chat/Internet relay chat).

### **Electronic Mail**

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish student email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the student or for a period of time determined by the district. A canceled account will not retain its emails. Students are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a student to an addressee or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

### **Disk Usage**

The district reserves the right to establish maximum storage space a student receives on the school district's system. A student who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A student who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the computer networks/computers, the student must notify the appropriate school district staff member. The student should not inform other individuals of a security problem. Passwords provided to students by the district for access to the district's computer networks/computers or developed by the student for access to an Internet site should not be easily guessable by others or shared with other students. Attempts to log in to the system using either another student's or person's account may result in termination of the account or access. A student should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

### **Vandalism**

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Printing**

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

### **Internet Sites and the World Wide Web**

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

### **Violations**

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - Student Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

### **Determination of Consequences for Violations**

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

### **Free Education**

In New Jersey, every student has the right to a "free and full education" through secondary school until age 20 and one is required to attend until age 16. However, one has a corresponding responsibility to follow and attempt to complete the courses of study prescribed by the Board of Education and to join with fellow students and with all other members of your school community in respecting the rights and responsibilities of others.

### **Sex Discrimination: Title IX**

The Englewood Board of Education adheres to a policy of non-discrimination based on sex in its educational programs, activities and employment practices. In addition, the Englewood Board of Education is committed to the selection of students and employees without regard to race, creed, color, national origin, age or handicap as defined by law, pursuant to NJAC 6:4-1.1 through 6:41.10, Equality in Educational Programs; Title VII Civil Rights Act, as amended by Title IX, Equal Employment Opportunity Act; Section 504 - U.S. Rehabilitation Act of 1973.

Federal and State laws prohibit discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status, age, or social or economic stature. The regulation is applicable to

decisions or conditions affecting educational opportunity within the Englewood School District, including curricular and co-curricular programs.

### **Freedom of Expression, Assembly and Petition**

Students have the right to assemble and to circulate petitions. However, school authorities have the right to restrict the time and place of these activities and may require advance notice to avoid disruption of orderly school operation.

### **Freedom of Religion**

This is a fundamental constitutional right that guarantees all citizens the right to observe and practice their religion in accordance with individual beliefs. Absence from school because of observance of a religious holiday is an excused absence when a note signed by a parent, guardian, or an adult acting on behalf of a parent is presented to the proper school authority.

### **Access to Facilities**

Section 504 of the Rehabilitation Act of 1973 requires that local educational agencies, including post-secondary institutions of higher education, receiving federal assistance shall make all programs accessible to the handicapped.

### **Access to School Records**

Parents and students over eighteen years of age have the right to inspect official or permanent school records. School officials may determine the time and way the materials will be presented. Copies may be requested of specific documents. A fee equal to the cost of reproducing the document may be charged.

### **Residency Requirements**

Students must reside within the school district with their legal parent/guardian to be eligible to attend the Englewood Public Schools. Students who change residence **MUST** inform the Guidance Department within ten (10) school days and provide three proofs of residence. These may be in the form of utility bills, mortgage or lease agreements, driver's license, bank statements, etc. Telephone numbers **MUST** also be updated on Emergency Cards and permanent records.

### **Flag Salute and Pledge of Allegiance**

New Jersey law requires students to show respect for the United States flag. This means the student, if conscientiously opposed, is not required to say the Pledge of Allegiance, but must remain respectfully quiet while it is being recited.

### **Fire Drills & Lock Down Drills**

Fire drills and lock down drills are required in the event of a real emergency. These drills will be conducted regularly in accordance with state law and are initiated by the continuous ringing of the fire alarm bell.

When the fire bell rings, the students should walk quietly and quickly from the building. Students are to follow the directions of the faculty without hesitation and remain a distance away from the building during the drill. Students creating behavior problems will be dealt with severely. Students are to remain with their instructor throughout the drill. Do not re-enter the school building until the all-clear signal is given by the administration.

### **Emergency Evacuation**

Dwight Morrow High School and Academies @Englewood share a campus evacuation plan in the event of an emergency other than a fire drill. An Emergency Evacuation Drill is **NOT** a Fire Drill and the school will evacuate to specified areas based upon the Public-Address announcement. Teachers must bring their Attendance Book with them during every emergency and fire drill and students **MUST** remain with the

classroom teacher for an attendance count. Attendance will be reported to the administration. During drills teachers will escort their classes to the appropriate assembly area as per the Public Address coded announcement.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass signed by an authorized staff member.

The standard hall pass permits a student to go from the room to a specific destination and then return. It does not permit the student to make any unauthorized stops along the way. Failure to observe this regulation will result in the student being sent to the original location and possible disciplinary action.

### **Health Services**

Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a necessity to go home, the nurse will inform the student's parent/guardian and the student will be released from school. If the procedure is not followed and a student leaves without properly checking out he/she will be subject to disciplinary action.

If a student is required to take prescription medication during the school day the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/Guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

### **Campus Security Personnel**

Security Personnel are staff members of the school organization. Their duties and responsibilities include:

1. Traffic control and surveillance of campus parking areas
2. Checking for trespassers and notifying the local police department
3. Assisting administrators and teachers
4. Verification of visitor appointments, sign-in and issuance of visitor passes
5. Any other duties assigned by the building Principal or his/her designee

Students must adhere to and abide by any and all directives presented to them by the school security personnel. Failure to comply will result in disciplinary action(s).

### **Visitors**

The only visitors permitted during the school day are those who have business with the counseling department or the main office, or who are invited to participate as speakers or observers in classes or programs. All visitors must report to the security desk, in the North lobby entrance, and produce identification. Security will issue a visitor's pass and direct all visitors to the appropriate location in the building.