

**WEST ESSEX HIGH SCHOOL
STUDENT HANDBOOK
2023-2024**



Table of Contents

I. General Information

Table of Contents	2
Board of Education and Administrative Team	5
Student Leadership	6
Dates	7
Bell Schedule	8
Accreditation	10
Mission Statement	10
Affirmative Action Policy	10
Sexual Harassment	11
504 Committee	11
I & R S	11
Student Rights and Responsibilities	11
Grievances	12
Emergency Closing	12
2023-2024 School Calendar	13

II. Academic Program

Graduation Requirements	14
Program Selection	15
Course Level Recommendation	15
Schedule Changes	15
Elective Drop/Add	16
Course Level Change and Appeals	17
Doubling Up	17
Examinations	17
Grading	17
Academic Honors	18
Guidance/Student Services	18
Home Instruction	19
Making Up Work	19
Academic Integrity	19
Acceptable Use Policy	20

Dissection Opt Out for Students	20
III. Attendance	
Absenteeism and Loss of Credit	21
Excused Absences	21
Procedure for Reporting a Student Absence	22
Attendance Recording and Notification	22
Loss of Credit	22
Additional Attendance Information	23
Attendance Appeals	23
Tardiness	23
Early Sign Out	24
IV. Code of Conduct / Discipline	
Levels of Discipline	24
Infractions and Consequences	25
Disciplinary Appeals	29
Threats and Physical Violence	29
Harassment, Intimidation and Bullying	30
Hazing	30
Alcohol/Dangerous Substances	31
Vaping/Tobacco/ Nicotine/ Smoke-Free School	34
V. Athletic and Co-Curricular Program	35
Interscholastic Athletics	35
Athletic Eligibility (interscholastic)	36
Attendance Requirements	36
NJSIAA Steroid Testing Policy	36
Co-Curricular Activities	36
Hazing	36
VI. School Operations	
Senior Parking	37
Senior Privileges	38
Transportation	38

Dress Code	38
Flag Salute	39
Assembly Procedures	39
Breakfast Program	39
Lockers	40
Unit Lunch	40
Medical Program	40
Pupil Records	42

VII. Miscellaneous

Helpline Phone Numbers	47
Directions to West Essex High School	48
Alma Mater	49

WEST ESSEX REGIONAL SCHOOL DISTRICT

(973) 228-1200

www.westex.org

BOARD OF EDUCATION

Ms. Maryadele Wojtowicz, *President*
Ms. Deborah Sacco-Calderone, *Vice President*
Ms. Bethany Buccino
Ms. Laila Cristobal
Ms. Debbie Holinstat
Mr. Frank Perrotti
Mr. Jonathan Schaer
Mr. Ray Stampone
Mr. Brian Trauman

ADMINISTRATIVE TEAM

Mr. Damion Macioci	Superintendent of Schools
Mr. Ryan Gupta	Director of Curriculum
Ms. Melissa Kida	Business Administrator / Board Secretary
Mr. Caesar Diliberto	High School Principal
Ms. Juliann Hoebee	Assistant Principal
Dr. Kimberly Westervelt	Assistant Principal
Ms. Lisa Hulse	Director of Guidance
Dr. Elizabeth McQuaid	Director of Special Services
Mr. Anthony Minella	Director of Athletics & Supervisor of Health & PE
Mr. Scott Burrows	Director of Technology
Mr. Greg Aschoff	Supervisor Mathematics, Business
Ms. Stacy Casais	Supervisor English, Reading, Library
Ms. Laura Drago	Supervisor World Language, Social Studies
Mr. Jason Lerner	Supervisor Science
Ms. Lisa Swanick	Supervisor Performing Arts Fine/Practical Arts, Industrial Arts

STUDENT LEADERSHIP

Student Council

President.....	Hailey Cohen
Vice President.....	Evan Feldstein
Secretary.....	Josie Duva
Treasurer.....	Eliana Rosen
Public Relations.....	Joslyn DeGuzman

Senior Class Officers

President.....	Eldin Gashi
Vice President.....	Guilia Kerstner
Treasurer.....	Chloe Berger
Secretary	Marlee Perlmutter

Junior Class Officers

President.....	Matt Capra
Vice President.....	Suketu Patel
Treasurer.....	Lexi Ciardella
Secretary	Aidan Burgos

Sophomore Class Officers

President.....	Christopher Keenan
Vice President.....	Jannah Saffarini
Treasurer.....	Catherine Golioto
Secretary.....	Siena Jacobs

Freshman Class Officers

President	Aaron Klaff
Vice President	Kevin Zhao
Treasurer	Isaac Simon
Secretary	Nicole Mandall

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

WEST ESSEX HIGH SCHOOL

Dates for 2023-2024 CALENDAR

First Day for Teachers – August 28

First Day for Students – August 30

MARKING PERIOD DATES

August 30 - November 3

November 6 - January 19

January 26 - March 28

April 8 - June 7

MID-PERIOD PROGRESS REPORT DATES

October 6, 2023

December 15, 2023

March 1, 2024

May 10, 2024

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

MID-TERM EXAMS

January 22, 2024

January 23, 2024

January 24, 2024

January 25, 2024

FINAL EXAMS

June 10, 2024

June 11, 2024

June 12, 2024

June 13, 2024

Final Day for Students – June 14, 2024

AP TESTING:

May 6- May 17, 2024

NJSLA Test:

May 20 - 23, 2024

SENIOR SERVICE:

May 20, 2024

MOVE-UP DAY:

June 7, 2024

LAST DAY OF SENIOR SERVICE:

June 10, 2024

GRADUATION:

Friday, June 14, 2024

BELL SCHEDULES

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

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

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

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

Accreditation

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

Mission

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

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

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

Affirmative Action Policy

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

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

Sexual Harassment

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

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

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

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

504 Committee

The Rehabilitation Act of 1973, section 504 is a Federal Civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. The West Essex Coordinator designated to handle inquiries regarding nondiscrimination under Section 504 is the Director of Guidance, West Essex High School, 973-228-1200 ext 1220.

Intervention and Referral Services

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

Student Rights and Responsibilities

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

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

Grievances

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

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

If not resolved to the complainant's satisfaction, a written explanatory statement should be submitted along with a written response from the staff member involved to the staff member's supervisor and then to the building principal. The statement should include those items set forth in [Policy 9130](#).

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

Emergency Closing

1. Certain weather conditions **may** dictate a **2 hour delayed opening, early dismissal or school closure** for both regional schools.
2. An automated phone message will be sent to all parents and guardians through the district's communication system.
3. Area residents may check the school website or call the school at 973-228-1200
4. Radio stations WOR 710 A.M. and WINS 1010 A.M. will announce school closing or delayed opening.
5. Please do not call the police concerning school closing.
6. Severe weather conditions may necessitate early dismissal.

WEST ESSEX SCHOOL CALENDAR 2023-2024

<u>2023</u>			<u>Teacher Days</u>	<u>Student Days</u>
August			4	2
	28 Monday	First Day of School - Staff		
	29 Tuesday	Second Day of School - Staff		
	30 Wednesday	First Day of School - Students		
	31 Thursday	Second Day of School - Students		
September				
	1 Friday	No School - Labor Day Weekend	18	18
	4 Monday	Labor Day - No School		
	14 Thursday	Back to School Night- West Essex High School		
	18 Monday	Two Hour Delayed Opening for Students 9:42 a.m - PD for Staff		
	21 Thursday	Back to School Night - West Essex Middle School		
	25 Monday	Yom Kippur - No School		
October			22	21
	9 Monday	No School for Students - Professional Development for Staff		
November			18	18
	9 Thursday	NJEA Convention – No School		
	10 Friday	NJEA Convention – No School		
	22 Wednesday	Single Session Day – 12:17 Dismissal		
	23 Thursday	Thanksgiving Recess – No School		
	24 Friday	Thanksgiving Recess – No School		
December			16	16
	22 Friday	Single Session Day - 12:17 Dismissal		
	25 Monday to	No School – Winter Recess to		
	31 Sunday	No School – Winter Recess		
<u>2024</u>				
January			21	21
	1 Monday	No School _ New Year's Day		
	15 Monday	No School - Martin Luther King Day		
	16 Tuesday	Two Hour Delayed Opening for Students 9:42 a.m - PD for Staff		
	22-25 Mon, Tues, Wed, Thurs	Midterms - Single Session Days - 12:17 Dismissal		
February			20	19
	16 Friday	Single Session Day - 12:17 Dismissal		
	19 Monday	Presidents' Day – No School		
	20 Tuesday	No School Students - Professional Development for Staff		
March			20	20
	20 Wednesday	Two Hour Delayed Opening for Students 9:42 a.m. - PD for Staff		
	29 Friday	Good Friday - No School		
April			17	17
	1 Monday to	Spring Break- No School to --		
	5 Friday	Spring Break - No School		
May			22	22
	13 Monday	Two-hour Delayed Opening for Students - 9:42 a.m. PD for Staff		
	24 Friday	Single Session Day - 12:17 pm Dismissal		
	27 Monday	Memorial Day – No School		
June			10	10
	10, 11, 12, 13 Mon - Thurs	Final Exams - Single Session Days - 12:17 Dismissal		
	14 Friday	Last Day for Students and Staff		
		Single Session Day 12:17 Dismissal		
		High School Graduation - 4:00 pm		
Total			188	184

ACADEMIC PROGRAM

Graduation Requirements

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

English (Language Arts Literacy)	20 credits
Mathematics	15 credits
Lab Science	18 credits
Social Studies	10 credits U.S. History 5 credits World History
World Language	5 credits
Visual or Performing Arts	5 credits
Career Education & Consumer, Family and Life Skills	5 credits
Physical Ed. & Health	Successful completion each year
Health Education	Successful completion each year
Personal Financial Literacy (class of 2014)	2.5 credits

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony if the student's personal conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process as suspension.

An educationally handicapped student shall meet all state and local high school graduation requirements in order to receive a state endorsed high school diploma unless exempted in the student's Individualized Education Program (IEP) with the written approval of the chief school administrator. The IEP shall be developed in accordance with N.J.A.C. 6:28-3.6 and shall specifically address the graduation requirements and specify which requirements would qualify the student for a state endorsed diploma.

If an educationally handicapped student attends a school other than that of the local school district, the student shall have a choice of the diploma from the district of residence or from the school which the student attends if the school is empowered to give a diploma. Fulfillment of the student's IEP will qualify an educationally handicapped student for an elementary diploma if elementary diplomas are granted by the district. Educationally handicapped students shall have opportunities to participate in graduation exercises and related activities on a nondiscriminatory basis.

Program Selection

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

English – 4 years

Mathematics – 4 years

Science – 4 years

History/Social Studies – 3 to 4 years

World Languages – 3 to 4 years

Course Level Recommendation Procedures

Recommendation for placement will depend upon the following factors:

- Current academic achievement
- Work-study habits which include motivation, effort, diligence, perseverance and maturity, as noted by teachers
- Upon request, evidence or artifacts of student work and/or audition process

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

Schedule Changes

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

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

Drop/Add for the 2023-24 school year

June 12 - Aug. 24, 2023	Add/Drop Window No new FY of S1 academic course may be added after 8/24/23
October 15, 2023	Final Drop Date for AP Courses (due to ordering exams)
November 1, 2023	Final Drop Dates for FY and S1 Courses for a Study Hall
November 1, 2023	Last Day to DROP a class without WP (withdraw pass) or WF (withdraw fail) on your transcript.
January 26, 2024	Semester 2 Add/Drop - 1st Day of the 3rd Marking Period- January 26, 2024 *No new academic course may be added after 1/26/24
April 1, 2024	Final Drop Dates for S2 Courses for a Study Hall without a WF or WP on transcript

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

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

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

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

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

****All schedule changes are dependent on seat availability****

It should be noted that a senior who withdraws from a course is placed in a unique position. If a transcript for a senior has already been sent to a college or university such that the dropped course appeared on the official transcript as a course in progress, it will be necessary for the

college or university to be informed of that dropped course. The integrity of official transcripts mandates such action. The Director of Guidance or the counselor will inform the college or university of this change in the student's program.

Course Level Change and Appeals

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

Doubling-up Restriction

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

Examinations

Rationale: Examinations measure mastery in the content area and are positive in nature. They measure accountability, enhance productivity, and provide valuable experience for situations encountered in higher education. Final examinations are to be administered in both semester and full year courses.

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

Exemptions: Only seniors may be exempt from PBAs/final exams. Seniors will be exempt only if they have a B+ or better each marking period and on the midterm exam.

Grading

1. Any student receiving failing grades in both the 3rd & 4th marking periods will fail the course for the year.
2. Any student who fails 3 marking periods will fail the course for the school year.
3. Any student who fails a course for the year will be required to retake the course during the summer or during the next school year.

Courses Weighted as follows:

Marking Periods	20%
Midterm Exam	10%
PBA/ Final Exam	10%

Semester Courses

Marking Periods	40%
Final Exam	20%

*****Grade Weighting*****

Contact the guidance office for additional information.

Academic Honors

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

Guidance / Student Services

All students will have a Guidance Counselor assigned to assist them with their transition to high school. All students are assigned to the same counselor for all four years. The Guidance Department can be reached at 973-228-1200 ext. 1213.

Student Assistance Counselor

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

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

The Student Assistance Counselor can be reached at 973-228-1200 ext. 1255.

Desire for Non-Release of Information

According to the *Every Student Succeeds Act*, each local educational agency will provide armed forces recruiters access to names, addresses and telephone numbers of all secondary school students within the district. Should a parent not wish for this information to be released, a written request must be provided.

Home Instruction ([Policy # 2412](#))

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

Making Up Work

Make-up work should be completed as quickly as possible. All missed work should be completed in the amount of time EQUAL TO the time missed (a day for a day). This policy does not pertain to students who are truant or who cut class.

Academic Integrity

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

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

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

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

- Any use of or access to an electronic device during an assessment
- Copying any class assignment and submitting it as your own
- Unauthorized collaboration (sharing Google documents)
- Submitting any work that is not your own (such as purchased or obtained works)
- Using language, words, or ideas without citing properly
- Altering answers on a scored exam
- Obtaining any unauthorized information on an exam prior to the administration
- Destroying or stealing the work of others
- Falsification of signature
- Using a word translator in World Language classes

Acceptable Use Policy (Chrome Books and mobile devices)

**See West Essex Regional District Website for approved Acceptable Use Policy # [2361](#)*

Preparedness for Class

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

Dissection Opt Out for Students

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

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

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

Students whose parents choose to opt them out of animal dissection exercises are given information on specific activities and resources to use as their alternative technique. These students are also provided assistance with alternatives to dissection techniques. Students are responsible for all required learning and assessments that take place in the classroom regardless of their decision to dissect.

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

ATTENDANCE

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

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

Absenteeism and Loss of Credit

The maximum number of days a student can be absent before losing credit for the course is:

Course	Maximum # of Absences	Loss of Credit
Full Year Course	18 absences	19th absence
Physical Education	13 absences	14th absence
Semester Course	9 absences	10th absence
Health	5 absences	6th absence

Absences for illnesses will be counted toward the maximum number of absences stated above. **A medical note from a doctor will not excuse an absence.**

All routine doctor, dentist and other appointments should be scheduled after school and not during the school day.

Excused Absences

Absences, late arrivals or early departures from school are permitted for the following reasons:

1. Designated religious holidays as approved by the NJ State Board of Education
2. Death in the immediate family
3. Three college visits during junior year and three college visits during senior year (must submit a signed College Visit form to the Attendance Office)
4. The student's required attendance in Court (must provide documentation to the Attendance Office)
5. Driver's License test (must provide documentation to the Attendance Office)
6. School sponsored activities
7. Bring Your Child to Work Day. Must submit to the Attendance Office documentation on letterhead from the parent's place of business.
8. Suspension from school

These are the only excused absences. All other absences are unexcused.

PROCEDURES FOR REPORTING STUDENT ABSENCE

Regular attendance at school is required by state law. When a student is absent, parents/guardians are expected to enter the absence in the Genesis Parent Portal.

As a reminder, please maintain the confidentiality of your Genesis Parent Portal password.

To report a student's absence or tardy log into the Genesis Parent Portal and follow the steps below or [use the linked directions to enter an absence or tardy](#):

1. Click the "Notify the Attendance Office" link on the summary screen
2. Enter the date of absence/tardy
3. Student(s) that will be absent/tardy
4. Type the reason for the absence/tardy

The Attendance Office will process the attendance notifications each morning. **ONLY if you are unable to enter the student absence in the Genesis Parent Portal should you call the attendance office.**

Attendance Recording and Notification

The Assistant Principal will monitor absences and notify the student's parents through the Genesis Parent Portal at the following times:

- 5th absence (full year and semester courses)
- 10th absence (full-year course)
- 15th absence (full-year course)
- 17th absence (full-year course)

Attendance letters are generated automatically in Genesis when the student meets specific attendance thresholds.

Parents are encouraged to check the students' attendance records throughout the year by accessing the Genesis Parent Portal. It is ultimately the parents' and students' responsibility to note when a student is in danger of losing credit for a course due to excessive absences.

Loss of Credit

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

- 19 absences in a full year course
- 10 absences in a semester course
- 14 Physical Education
- 6 absences in a quarter course (Health)
- 3 cuts in a full year course (non-appealable)
- 2 cuts in a half year course (non-appealable)
- 1 cut in a single marking period class (non-appealable)

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

Additional Attendance Information

- Any student that accumulates **10 absences** in any given class may be required to attend a conference with their parent/guardian and the Assistant Principal. At that time the student and parent/guardian may give detailed reasons for the absences and any extenuating circumstances.
- Any student that has lost credit in a course has the right to file an appeal with the Attendance Committee. This appeal must be submitted by email to the Assistant Principal within 10 calendar days of the notification. The appeal must contain appropriate documentation for the Attendance Committee's consideration for credit reinstatement. All requests for consideration for credit reinstatement will be kept on file and reviewed in June by the Attendance Committee.
- All medical documentation submitted for the appeal will be subjected to approval of the school contracted physician before being considered by the Attendance Committee.
- If the student's loss of credit in a course is permanent, they may be required to attend summer school for credit recovery or repeat the course.

Tardiness

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

Late to First Block

A student tardy to **First Block**, is one who is not inside class before the 7:42 rings. A warning bell rings at 7:37 a.m. Any student entering the classroom (Blocks 1-6) subsequent to the bell indicating the start of the period is late. In an effort to instill in students a respect for education, develop punctuality, and demonstrate a wholesome work ethic, the following guidelines have been implemented:

1. Students who are **tardy to First Block** must report to the attendance office to sign in and will be issued a late pass. No student should enter first period class late without a late pass once class has begun. Students will be issued a warning at five incidents of tardiness, General Detention at ten incidents, E-DASH at fifteen incidents, and Saturday Detention at twenty incidents of tardiness. The Assistant Principal may also issue **Social Probation** (all extracurricular activities and parking privileges prohibited).

2. Students who are tardy to **classes** (blocks 2 – 6) are subject to classroom rules and teacher detentions for the first four incidents of tardiness. Five incidents of tardiness will result in a General Detention. Ten incidents of tardiness will result in an E-DASH. Fifteen incidents of tardiness will result in a Saturday Detention. The Assistant Principal may also issue **Social Probation** (all extracurricular activities and parking privileges prohibited).
3. All students must be in school prior to the start of **Block 3 (9:45 a.m.)** to participate in athletics/school-related activities that day.

Early Sign-Out

Notification of an early sign-out must be given through the Genesis Parent Portal. Please [use the linked directions to enter an absence, tardy or early pick up](#):

The parent/guardian must sign out the student for an early dismissal with the Attendance Office and present photo identification. Only a parent/guardian or person listed on the student's emergency contact list in Genesis is permitted to pick up a student. **NO EXCEPTIONS**

Students who are dismissed early must remain in school until the conclusion of **Block 4 (12:35 p.m.)** to participate in athletics/school-related activities that day. **(4 hours minimum in school)**

CODE OF CONDUCT / DISCIPLINE

Board Reg.[5600](#): **Lack of knowledge of the school rules will not be accepted as an excuse for breaking the school rules.**

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

Each disciplinary matter or incident will be treated individually. Disciplinary sanctions are given at the discretion of the Assistant Principal. All discipline is progressive. Repeated offenses yield increasing consequences.

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

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

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

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

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

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

Expectation: Attendance and Responsibility Attend class regularly and punctually.	
Infraction	Consequences may include
Tardiness 5 incidents	Warning
Tardiness 10-15 incidents	General Detention
Tardiness 20 incidents*	EDASH Detention and *1 week loss of Senior Privileges
Tardiness 25 incidents*	EDASH Detention and *2 weeks loss of Senior Privileges
Tardiness 30+ incidents*	Saturday Detention and *2 weeks loss of Senior Privileges (Juniors will be ineligible for 2 weeks of Senior Parking Privilege)
Cutting class (Not in class for 20+ minutes) **Including Unit Lunch, Music lesson, or Unit Lunch Lab period	1 st offense –Saturday Detention 2 nd offense – 2 Saturday Detentions 3 rd offense – Suspension
Unauthorized departure from campus	Suspension and Social Probation
Students in unauthorized/unsupervised area	Saturday Detention and/or Suspension Social Probation
Not wearing or defacing school ID: ID must be worn and visible at all times throughout the day	General Detention E-DASH Detention Saturday Detention

<p>Breach of Academic Integrity (as defined on page 20 & Board Policy 5701)</p>	<ol style="list-style-type: none"> 1. A zero will be assigned as a grade on the assignment. 2. Parents and/or guardians will be contacted. 3. The principal, instructional supervisor, the assistant principal(s), and the student’s guidance counselor will be notified, and the incident will be recorded in the student’s disciplinary record. 4. The student may be excluded from the National Honor Society. 5. Disciplinary action will be taken for multiple infractions.
<p style="text-align: center;">Expectation: Rapport Establish and maintain good working relationships with teachers and students. Follow school community rules.</p>	
<p>Class disruption and/or removed from class</p>	<p>Teacher detention - Suspension</p>
<p>Failure to follow proper procedure/class directions</p>	<p>General Detention - Suspension</p>
<p>Disrespectful behavior</p>	<p>1-2 General Detentions, E-DASH, or Saturday Detention</p>
<p>Cafeteria disruption/Loitering during Unit Lunch</p>	<p>Saturday Detention and/or Suspension</p>
<p>Unauthorized/Inappropriate use of electronic devices in educational setting including not adhering to the school rule of placing student’s phone in the classroom phone holder</p>	<p>General Detention - Suspension</p>
<p>Improper Electronic Communication (as defined by Policy #3283)</p>	<p>Saturday Detention and/or Suspension</p>
<p>Distributing, sharing or posting a manipulated recording or photograph via text, email, website, or social media platform</p>	<p>Suspension</p>

<p>Social media - Malicious Use: When a student uses social media with malicious intent to target another individual (or should reasonably expect that individual to be harmed), including students and school employees. Includes written content, photos, or videos</p>	<p>General Detention - Suspension</p>
<p>Social media - Inappropriate Use When the content of a student's use of social media affects the educational environment. Includes written content, photos, or videos</p>	<p>General Detention - Suspension</p>
<p>Unauthorized recording of a Board of Education approved employee or student (audio/video/photo and/or posting it to social media)</p>	<p>Suspension *Additional days-if during a safety drill</p>
<p>Refusal to turn electronic device over to teacher</p>	<p>EDASH-Saturday Detention</p>
<p>Misuse of a Pass</p>	<p>General Detention - Suspension</p>
<p>Insubordination/Defiance</p>	<p>Saturday detention, suspension and/or social probation</p>
<p>Reckless driving or failure to follow GDL laws and parking rules</p>	<p>Loss of driving privileges and/or Social Probation</p>
<p>Unauthorized parking on campus</p>	<p>Loss of driving privileges and/or Social Probation Saturday Detention</p>
<p>Missed sanctions once the date has been selected, students may not change dates for any sanctions.</p>	<p>Teacher Detention → General Detention General Detention → E-DASH E-DASH → Saturday Detention Saturday Detention → Suspension Social Probation-Extended</p>

<p style="text-align: center;">Expectation: Respect</p> <p style="text-align: center;">Respect self and others. Respect property and rights of others. Show concern for others.</p>	
Fighting/Physical Aggression	<p>1st offense – Immediate 3-5 day suspension, picked up by parent/guardian, social probation, North Caldwell Police notified, and meeting with Assistant Principal</p> <p>2nd offense – Progressive suspension from prior incident</p>
Inappropriate/Unwanted Physical Contact	Detention-Suspension
Threat (electronic, verbal, physical, or written) to a student or Board approved employee	Suspension, social probation and report to police
Violent or dangerous behavior (assault, assault with a weapon, battery, possession of a weapon)	Suspension, social probation and report to police
Derogatory comments/actions based upon race, creed, color, religion, ethnicity, sex, or handicap	General Detention - Suspension
Inappropriate, insensitive and/or inflammatory language	General Detention - Suspension
Use of obscene/inappropriate language	General Detention - Suspension
Use of obscene/inappropriate language towards staff member	Suspension
Vandalism/destruction of school property	Saturday Detention-Suspension, social probation and police report
Theft	Suspension, social probation and police report
Possession of vaping or smoking of tobacco products, electronic cigarettes/vaping products (paraphernalia), smokeless tobacco items containing nicotine.	<p>1st offense – 3 day suspension and immediate substance screening by a medical professional</p> <p>2nd offense – 4 day suspension and immediate substance screening by a medical professional</p> <p>3rd offense – 5 day suspension and immediate substance screening by a medical professional, social probation and consequences determined by administration</p>

-Possession of drugs -Possession of drug paraphernalia -Use of any illegal substance -Tampering with mandated chemical screen (*Tampering will be considered a positive test result)	See consequences below on pages 33-34 *Senior Driving Privileges will be terminated
Possession of contraband (including but not limited to lighters, laser pointers, noise makers and other items deemed prohibited by Administration)	General Detention - Suspension
Gambling Forging documents/ submitting falsified documents	Suspension Suspension

Due Process and Disciplinary Appeals

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

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

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

Threats and Physical Violence

The following definitions apply:

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

Assault with a weapon - any act that puts another in fear of injury by employing a weapon or any act, which inflicts injury upon another by using a weapon.

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

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

- Any student engaging in threats or physical violence will be reported to the North Caldwell Police.

- Threats and physical violence are suspendable for a period of up to 10 days and a possible Board Hearing.

Harassment, Intimidation and Bullying (Policy #5512)

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

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Hazing

Hazing is considered to be any individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic/activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (including extra-curricular and co-curricular) sponsored by West Essex Regional School District. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal/or designee, who will determine the level and severity of the disciplinary action to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, advisor and/or the administration.

Consequences and Proper Remedial Action

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

of bullying, harassment or intimidation will be referred to the Anti-Bullying Specialist for investigation.

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

Counseling:

- Peer counseling
- Counseling with Student Assistance Counselor

General Detention

E-DASH

Saturday Detention

Social Probation

Suspension (OSS)

Report of incident to the police

Expulsion

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

***Please see District Board of Education Policy [5512](#) for the entire HIB Law/Policy.**

Alcohol/Dangerous Substances [#5530](#)

The Board of Education recognizes that a pupil's use of harmful substances seriously impedes that pupil's education, and threatens the welfare of the entire school community. The Board of Education is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take all necessary steps to protect the school community from harm, and from exposure to harmful substances. Accordingly, the Board of Education has established a comprehensive policy, and comprehensive substance abuse prevention, intervention, and treatment referral programs in the schools of this district. The complete Substance Abuse Policy [#5530](#) is predicated on mandatory statutes adopted in the State of New Jersey. The policy can be accessed on the district website, and copies of the policy are also available in the Office of the Superintendent of Schools.

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

In compliance with **N.J.S.A. 18A:40A-12**, the following procedures will be adhered to when a student is suspected of potentially being under the influence of a substance:

1. The Principal and superintendent will be advised, the parent will be contacted, and the student will be examined by the school nurse. If the student is medically

stable, they will be directed to the Doctor's Office Urgent Care 556 Passaic Ave., West Caldwell, NJ 973-808-2273, with I.D. and the appropriate testing forms.

2. The student will be examined by a physician and may return to school the next day pending the test results, provided they have received medical clearance. A sample will be collected (must be within a two hour window) and forwarded to Quest Diagnostics for processing, Doctor's Office Urgent Care telephone number 973-808-2273.
3. The sample will be processed at Quest Diagnostics Laboratories and the results will be sent to a Medical Review Officer who is a physician trained to interpret the results. The customer service contact number for Quest Diagnostics is (808) 877-7484 also (913) 577-1716.
4. Once the test results are generated by Quest Diagnostics Laboratories, they are forwarded to the Medical Review Officer, for final review, located at 1 West Ridgewood Avenue, Paramus, NJ 07652, telephone number (201) 444-3060. The results are then released to the Doctor's Office Urgent Care who forwards them to West Essex.
5. The sample provided must be a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action shall be taken for a positive test result.
6. The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A 18A:17-46 and N.J.A.C. 6A:16-5.3.

Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of an illegal substance is a serious offense, and any pupil who violates a substance abuse rule will be disciplined accordingly. Discipline will be graded to the severity of the offense. Any student disciplined under the substance abuse policy will be required to complete a medical examination that indicates the student is able to resume regular school attendance; and will be referred to complete a full chemical dependency evaluation at a state certified facility.

2. Under the influence of an illegal substance while in school, on school grounds, attending a school sanctioned activity or tampering with a mandated chemical screening test.
 - a. First Offense
 - i. Suspension from school of not less than seven days.
 - ii. Parent notified.
 - iii. Social probation at the discretion of the administration.
***Senior Driving Privileges will be terminated.**
 - iv. Police notified at the discretion of the administration.
 - b. Second Offense
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation not less than ninety days.
***Senior Driving Privileges will be terminated.**
 - c. Third Offense
 - i. Suspension from school not less than ten days.
***Senior Driving Privileges will be terminated.**
 - ii. Any action or procedure deemed necessary to protect the health and safety of the student in question, or the student body as a whole.
 - iii. Possible Board of Education hearing; disciplinary consequences to be determined.

3. Possession of an illegal substance or paraphernalia while in school, on school grounds, or while under the supervision of school personnel.
 - a. Simple Possession
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation for a length determined by school administration.
***Senior Driving Privileges will be terminated.**
 - b. Possession with the intent to distribute
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.
 - iv. Social probation for a length determined by school administration.
***Senior Driving Privileges will be terminated.**
 - v. Possible Board of Education hearing; disciplinary consequences to be determined.

4. Distribution of an illegal substance while in school, on school grounds, or while under the supervision of school personnel.
 - i. Suspension from school of not less than ten days.
 - ii. Parent notified.
 - iii. Police notified.

- iv. Social probation for a length determined by school administration.
***Senior Driving Privileges will be terminated.**
- v. Possible Board of Education hearing; disciplinary consequences to be determined.

Vaping/Tobacco/Nicotine/Smoke-Free Schools

For the health and well-being of all School Districts, the State of New Jersey has adopted a policy that prohibits vaping/smoking and the use of tobacco products on and in all school property. Students found in violation of this policy are subject to the consequences found in [Regulation #5533](#).

If a student is found vaping:

1. The Principal and superintendent will be advised, the parent will be contacted, and the student will be examined by the school nurse. If the student is medically stable, they will be directed to the Doctor's Office Urgent Care 556 Passaic Ave., West Caldwell, NJ 973-808-2273, with I.D. and the appropriate testing forms.
2. The student will be examined by a physician and may return to school the next day pending the test results, provided they have received medical clearance. A sample will be collected (must be within a two hour window) and forwarded to Quest Diagnostics for processing, Doctor's Office Urgent Care telephone number 973-808-2273.
3. The sample will be processed at Quest Diagnostics Laboratories and the results will be sent to a Medical Review Officer who is a physician trained to interpret the results. The customer service contact number for Quest Diagnostics is (808) 877-7484 also (913) 577-1716.
4. Once the test results are generated by Quest Diagnostics Laboratories, they are forwarded to the Medical Review Officer, for final review, located at 1 West Ridgewood Avenue, Paramus, NJ 07652, telephone number (201) 444-3060. The results are then released to the Doctor's Office Urgent Care who forwards them to West Essex.
5. The sample provided must be a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action shall be taken for a positive test result.
6. The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on

the Student Safety Data System (SSDS) according to N.J.S.A 18A:17-46 and N.J.A.C. 6A:16-5.3.

ATHLETICS AND CO-CURRICULAR PROGRAMS

Student Activity Fee (Policy [#2430](#))

All participants in sports, marching band and all other clubs and co-curricular activities will be assessed a **one-time annual fee due before the first practice session in August for sports and band, and the beginning of school for all other activities**. This one-time payment per year covers all sports, clubs and co-curricular activities for the entire school year. There will be a one-time fee of **\$125** for any high school student in grades 9 through 12 wishing to participate. Payment of this one-time fee would allow students the opportunity to participate in multiple co-curricular and extracurricular activities offered. Parents with multiple children will pay a maximum of \$250 dollars regardless of the number of children attending the district schools. Students eligible for free and reduced lunch are exempt from the activity fee. Families experiencing financial hardships must request, in writing, consideration of fee waiver to the building principal. **(Please check the school website for more detailed information and procedures).**

Interscholastic Athletics

The sports program includes the following:

Varsity = V

Junior Varsity = JV

Freshman = F

Baseball (V, JV, F)

Basketball - boys (V, JV, F)

Basketball - girls (V, JV)

Cheerleading – Fall/Winter (V, JV)

Cross-Country - boys (V, JV)

Cross-Country - girls (V, JV)

Fall Tennis - girls (V, JV)

Fencing - boys (V, JV)

Fencing - girls (V, JV)

Field Hockey (V, JV, F)

Football (V, JV, F)

Golf (V, JV)

Winter Track - boys & girls (V, JV)

Lacrosse - girls (V, JV, F)

Soccer - boys (V, JV, F)

Soccer - girls (V, JV, F)

Softball - girls (V, JV)

Spring Tennis-boys (V, JV)

Spring Track - boys (V, JV)

Spring Track - girls (V, JV)

Swimming - boys (V, JV)

Swimming - girls (V, JV)

Volleyball - Boys (V, JV)

Volleyball Girls (V, JV, F)

Ice Hockey (V, JV)

Lacrosse – boys (V, JV)

Interscholastic Athletic Eligibility

New Jersey State Interscholastic Athletic Association Requirements (NJSIAA)

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

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

Attendance Requirements for Athletics and Co-Curricular Activities

All students must be in school prior to the start of **Block 3 (9:45 a.m.)** to participate in school-related activities that day. **(4 hours minimum in school)**

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

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

NJSIAA Steroid Testing Policy

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games.

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

Co-Curricular Activities

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

Hazing

Hazing is considered to be any individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic/activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (including extra-curricular and co-curricular) sponsored by West Essex Regional School District. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal/or designee, who will determine the level and severity of the disciplinary action

to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, advisor and/or the administration.

SCHOOL OPERATIONS

Senior Parking

1. Limited parking requires students to select partners. All partners will share a single space equitably. **No exceptions.**
2. Student parking is a privilege extended **only to seniors** who meet the parking privilege criteria, and who agree to abide by school parking guidelines. Juniors are not authorized to drive and/or park on campus at any time during the school day.
3. All seniors must have a valid driver's license.
4. Students wishing to participate must complete an application and parent(s) must attend the GDL program.
5. Students will be assigned a parking space and corresponding numbered decal. All decals must be displayed on the rear driver's side window of the registered car.
6. Students who abuse their parking privileges drive recklessly, or who incur disciplinary or attendance infractions may forfeit their parking privilege and/or possibly senior privileges.
7. Seniors late to school 11 times or who have accumulated 10 unexcused absences may forfeit their parking privilege for an extended period of time.
8. Students may not go to their cars during the school day without permission.
9. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, tobacco, or stolen property are present in the vehicle. If illegal or stolen property is found, the owner of the vehicle will face disciplinary and/or legal consequences.
10. Vehicles without a valid, properly displayed parking decal are not permitted on campus, and are subject to towing and school administration consequences.

Senior Privileges

Late Arrival/Early Check Out:

Seniors with study hall during block one may be allowed to sign into school by 8:40 am. Seniors with study hall during block six may be allowed to sign out of school at 1:40 pm.

Open Lunch:

Seniors in good standing may be allowed to leave campus during the unit lunch block. Students are expected to sign out and back in with their student ID.

Transportation

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

Dress Code

Students are expected to wear their school issued West Essex IDs upon entry to the school building and at all times when on campus. Students are expected to avoid extremes in appearance that are so disruptive that the reaction of other students results in behavioral control problems. Dress or grooming that jeopardizes the health or safety of the student or of other students or is hazardous to school property will not be permitted.

Prohibited Clothing and Articles

- Any clothing that is too tight and/or revealing. **Undergarments should not be visible.**
- Extremely low cut, tight fitting clothing or exposed in the midriff area, "see through" clothing of any style.
- Tube tops, backless garments.
- Clothing advertising or displaying drugs, tobacco, and/or alcohol or indicating sexual connotations, obscene or any inappropriate language.
- Bare feet, unsafe footwear, or cleated shoes.
- Sunglasses are not to be worn while in school and are to be kept in lockers during the school day.
- Head coverings are not permitted except for religious or medical reasons.
- Garments that contain violence, weapons, insignias, symbols, or words, which are likely to offend members of any race, sex, religion, nationality, or ethnic group, are prohibited.
- Chains of any kind, studded collars or bracelets or choke collars are not permitted in school.

The student dress code stresses neatness and cleanliness more than any standard of conformity; therefore, any student reporting to school or any school function in what is considered inappropriate dress is to be sent, or reported, to the Assistant Principal's office. If the student is in violation of the dress code, appropriate action will be taken. If a student does not comply with the school dress code, the parent/guardian will be contacted to bring a change of clothes. A t-shirt will be provided for any student if contact with parent/guardian cannot be made. That student will not be allowed back in class until inappropriate attire is changed.

Flag Salute and Pledge of Allegiance

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

Assembly Procedures

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

Breakfast Program

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

Lockers

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

Each student will be assigned a locker. Students should not share lockers or combinations.

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

Unit Lunch

Lunch will be served in the Cafeteria and Main Gym.

Lunch will be served during regular days and delayed openings.

Students are to arrive at the cafeteria on time. The courtyard is available to all students on days where the weather permits. The following rules are set forth to allow ALL students the opportunity to eat in a controlled, comfortable, and clean area.

- Students are not to cut into line.
- Students are not permitted to take food, drink, chairs, dishes or utensils outside the cafeteria.

- Food cannot be taken out of designated areas.
- Students may move freely to designated areas during unit lunch.
- Students are expected to clean their tables and dispose of all garbage prior to leaving their table. Students who sit at a table that is not cleared off by the end of the period will be subject to disciplinary action.
- School officials may assign seats if needed.

Medical Program

The certified school nurse is on duty, Monday through Friday, to care for the health and safety of all staff and students. Any student ill or with an injury will be attended to by the school nurse. Parent/Guardian will be notified if necessary. The Nurse's Office telephone number is 973-228-1200 ext.1240.

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

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

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

Student-athletes requiring an ***athletic*** physical **must** have their examination completed by their own private physician. An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the first practice session with examinations being made available by the school physician for those students who do not have a medical home. The Pre-Participation Physical Evaluation History Form and Pre-Participation Physical Evaluation Physical Examination Form, & Pre-Participation Physical Evaluation Clearance Form all must be submitted prior to participation.

The Health History Update Questionnaire may be submitted for each candidate whose medical examination was completed more than 90 days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. (These forms can be obtained from the Athletic Department, the school nurse, or downloaded from the District's website).

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

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

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

Medications: Requirement and Guidelines

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

1. **Written Physician's Statement:** The physician must provide a written statement, which clearly identifies the medication, its purpose, the dosage, and the times when it is to be taken.
2. **Signed Parental/Guardian Authorization:** The parent/guardian must complete and sign a District Consent Form which authorizes the school nurse to administer the medication.
3. **Original Label and Container:** The medication must be in its original container with the original label. Upon request, some pharmacies will give two labeled bottles, one for school and the other for home.
4. Medication will be kept **locked** in the Nurse's Office.
5. **The school physician, certified school nurse or a non-certified school nurse, substitute school nurse employed by the District, the student's parent or legal guardian or the student who is approved to self-administered in accordance to N.J.S.A.18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency in pursuant to N.J.S.A. 18A:40-12.5 &12.6.**

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

Pupil Records

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

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

Notification of Rights

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

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

Due Process

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

Content of Records

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

and other school activities that the parent(s) or legal guardian(s) or pupil wishes to make part of the pupil's record, extra-curricular activities and achievements, rank in class, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

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

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

Collection and Maintenance of Records

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

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

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

The Superintendent shall require the destruction of information when no longer needed to provide educational services at the request of the parent(s) or legal guardian(s) except for the pupil's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parent(s) or legal guardian(s) and citizenship status.

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

Computerized Records

Pupil records stored electronically in a computerized system must be protected by programmed security blocks and safeguards that ensure both access to the full record by authorized persons

and complete security against access by unauthorized persons. An updated hard copy of pupil records will also be maintained and will be subject to all the restrictions of law and this policy.

Access to Records

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

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

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

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

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

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

Directory Information

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

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

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

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

Appeal of Record

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

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

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

Review, Transfer, Preservation, and Destruction

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

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

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

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

Essex County Services

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

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

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

PLANNED PARENTHOOD (MONTCLAIR)
973-746-7116

RAPE CRISIS CENTER
877-733-2273

ESSEX COUNTY CRISIS CENTER
973-672-9685

SUICIDE CRISIS CENTER
973-672-9685

MOBILE RESPOND SUICIDE
877-652-7624

LOCAL POLICE

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

DIRECTIONS TO WEST ESSEX HIGH SCHOOL

From Southern and Northeast New Jersey:

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

From Northwest New Jersey:

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

From Newark Area:

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

**WEST ESSEX HIGH SCHOOL
ALMA MATER**

Knights of West Essex, proudly we stand,

Striving for glory; honor we demand.

Fighting for victory, we'll always be

True to West Essex with strength and loyalty.

Hail to West Essex, long may you reign;

Our Alma Mater, we uphold your name.

Schools have their banners, some dull or bright,

But we'll always show our pride for the

Wessex red and white.