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**WALLINGTON JR./SR. HIGH SCHOOL
DAILY SCHEDULE**

| | |
|-------------------|---------------|
| Teacher Arrival | 8:10 |
| Period 1 | 8:22 – 9:04 |
| Period 2 | 9:07 – 9:49 |
| Homeroom | 9:54 – 10:06 |
| Period 3 | 10:09 - 10:51 |
| Period 4 | 10:54 - 11:36 |
| Period 5 | 11:39 - 12:21 |
| Student Lunch | 11:36 - 12:26 |
| Faculty Lunch | 11:41 - 12:26 |
| Period 6 | 12:29 – 1:11 |
| Student Lunch | 12:21 – 1:11 |
| Faculty Lunch | 12:26 – 1:11 |
| Period 7 | 1:15 - 1:57 |
| Period 8 | 2:00 - 2:42 |
| Student Dismissal | 2:45 |
| Extra Help | 2:45 - 3:05 |
| Teacher Dismissal | 3:15 |

12:55 DISMISSAL – (34 MINUTE PERIODS):

| | |
|-----------------|---------------|
| Period 1 | 8:22 – 8:56 |
| Period 2 | 8:59 – 9:33 |
| Homeroom | 9:38 – 9:50 |
| Period 3 | 9:53 – 10:27 |
| Period 4 | 10:30 – 11:04 |
| Period 5 & 6 | 11:07 - 11:41 |
| Period 7 | 11:44 - 12:18 |
| Period 8 | 12:21 - 12:55 |
| Staff Dismissal | 1:00 |
| Staff Lunch | 1:00 – 1:45 |

(If full day for staff)

DELAYED SCHOOL OPENING

Students will report to school at 9:45 a.m. They will report directly to period 1.

| | |
|--------------------------|----------------------|
| Period 1 | 9:45 - 10:17 |
| Period 2 | 10:20 - 10:52 |
| Homeroom | 10:55 – 11:00 |
| Period 3 | 11:03 - 11:35 |
| Period 4 | 11:38 - 12:10 |
| Lunch | 12:10 – 12:55 |
| Period 5/6 | 1:03 - 1:35 |
| Period 7 | 1:38 - 2:10 |
| Period 8 | 2:13 - 2:45 |
| Student Dismissal | 2:45 |

WALLINGTON JR./SR. HIGH SCHOOL GUIDANCE DEPARTMENT

Guidance is the individualizing, personalizing and socializing elements in education. It is assistance given individuals in making choices, plans, interpretations, and adjustments. Obstacles can be recognized and dealt with. Students are assisted in clarifying their plans, understanding themselves, and projecting what they can become as members of society.

Guidance is a function of the school system in which many people are active. Administrators, counselors, teachers, parents, child study team members, school nurse and student assistance counselor all collaborate closely to help guide youth within the limits of their responsibility.

Since guidance services are an integral part of the entire education process, it is important that students become familiar with persons responsible for the coordinating of the guidance services available.

In Wallington Jr./Sr. High School the guidance offices are located on the second floor adjacent to the main office. The members of the guidance staff are:

| | |
|-----------------------------------|--------------------------|
| Guidance Dept. Supervisor..... | Ms. Diane J. Macaluso |
| Counselor..... | Ms. Kathy Kasica |
| Counselor..... | Ms. Mary Jane Machtemes |
| Student Assistance Counselor..... | Mr. Matt Bialkowski |
| Secretary..... | Mrs. Elizabeth Calabrese |

Throughout the year your counselor will schedule several guidance appointments for you. Students may see counselors at any time. However, if a student wishes an extended conference, he/she should complete an appointment request form in homeroom or request the guidance secretary to arrange an appointment.

Parents are encouraged to call the guidance office at any time to discuss any questions concerning the student or school program. To arrange an appointment with a counselor or a teacher, call 973-777-0808, extension 21.

GUIDANCE SERVICES

Counselors help students in many ways. These are some of the guidance services:

Individual Counseling -This is the most frequent service. Counselors help with problems with a subject, teacher, or friend. All conversations are confidential.

Group Counseling -Counselors arrange and supervise "discussion" groups. Students with similar interests get together to share questions and responses.

Teacher/Student Conferences-Counselors schedule conferences to work out questions between teacher and student.

Parent Conferences -Counselors initiate parent-request and/or teacher-requested conferences. Anyone can request a conference - teacher, parent, counselor, yourself.

Student/Parent -Sometimes it is advisable for student and parent to meet together with a counselor. We will arrange such a meeting.

Course Selection -At the beginning of the third marking period, the counselors help students to evaluate their potential, achievement, and future goals in order to plan and select courses for the next grade.

Education Guidance -Students continually work with the counselor in evaluating and interpreting

intellectual potential and formulating educational goals. Counselors assist in directing students to sources of post high school training.

Educational Placement -Transfers, college, technical and business school applications and transcripts are processed.

Confidentiality and Records - The Guidance Supervisor and Principal are responsible for compliance with the Privacy Act. Student records are not accessible to any one except the student and/or the legal guardian (if a minor). All requests for review of records are to be submitted in writing to the Guidance Secretary.

Post-Secondary Education -Preparation for post-secondary education is a continuous program. Seminars and visitations are scheduled regularly to enable students to become familiar with post-secondary educational programs. A complete educational and vocational library is maintained in the guidance office. College, career and scholarship search software is available in the media center.

Job Placement -The guidance department conducts a job placement service for students seeking part-time employment. Area employers contact the guidance secretary who keeps a list of students who desire part-time jobs.

Guidance Bulletins -A guidance news bulletin is written and distributed periodically by the Guidance Staff. The bulletin serves to communicate news and important information to specific groups of students.

Skills Improvement - In grade 7-12 students who need basic skill development are assigned to math, writing, and/or reading labs. Students who need assistance in any course area should participate in the after school program. Teachers are available for this service. Peer Tutors are also available through the Guidance Office.

Career Education - Counselors work with students and teachers in career exploration projects. Guest speakers are scheduled throughout the year to discuss specific careers, training requirements and opportunities. A career day program is held for students in grades 11 and 12.

Guidance Seminars -A series of guidance seminars are scheduled each year. Speakers from colleges, technical schools, professions are invited to speak to interested students.

Extended Absences -In cases of all absences the student is expected to make up work and assignments. It is the student's responsibility to confer with the individual teacher to be sure all requirements have been met. If a student is going to be absent for short periods of time (minimum three days) the counselors will obtain assignments on parental request.

Home Instruction -In cases of extended illness, a student may be eligible for home instruction. A student who has been absent for two weeks or who will be unable to attend school for an extended period (minimum two weeks) may be eligible for home instruction. A written statement from a doctor is required when requesting home instruction.

Procedure for Home (Bedside) Instruction:

- 1. Instruction at Home is available for students with an expected absence of two weeks or longer. Parent/Guardian/Affidavit Host** must submit a written request for home instruction addressed to the School Nurse; enclose a written statement from the attending physician stating:
 - a. the physician's recommendation for bedside instruction
 - b. the nature of the disability/illness
 - c. the extent of time that the student will be unable to attend school; and the parent must be present during the times of instruction.
- 2. School Nurse** -will validate the doctor's note, pass the information to the Guidance Supervisor, the elementary school principal, and/or the CST. Requests will also be sent to the district's chief medical examiner for verification. Before a student can resume regular classes, a note from the attending physician must be presented to the school nurse.

- 3. Guidance Supervisor** - The Supervisor will forward the request to the Superintendent for Board Approval. Upon notification of approval, the Guidance Supervisor will: a. obtain tutors, b. arrange a tutoring schedule, and c. monitor all phases of the home instruction program including assignment of grades.

MAKE UP WORK

Absence: Students missing an assignment or test due to absence are required to make up the work at the convenience of the teacher, **providing there is a legitimate reason for the absence**. It is the **student's responsibility** to check with the teacher concerning all work to be made up.

Summer School: Students who fail required courses or have a credit deficiency are permitted attend certified summer schools.

At the end of each school year the Guidance Director compiles a list of Certified summer programs in the area. Participating students must have written approval of the Guidance Supervisor/ Delegate. A participating student is responsible for tuition and transportation.

PROMOTION REQUIREMENTS

To enter grade 8 - pass all academic subjects

To enter grade 9 - pass all elementary level academic subjects

To enter grade 12 - 85 credits; 75 for August graduation after summer school.

To graduate - 120 credits, including required courses; pass all areas of the HSPA; meet attendance requirements.

CURRICULUM REQUIREMENTS

To receive a Wallington High School diploma a student must:

1. Pass the High School Proficiency Assessment (HSPA) in all required areas
2. Meet the district's attendance policy. (State - Local)
3. Accumulate a minimum of 120 credits. (Local)
4. Successfully complete the following courses:

| Subject | Years |
|--|--------------|
| English (Does not include BSI) | 4 |
| Physical Education & Health | 4 (minimum) |
| U.S. History | 2 |
| World History/Cultures | 1 |
| Mathematics (Does not include BSI) | 3 |
| (must include one year each of Algebra & Geometry) | |
| Science | 3 |
| Practical Arts | 1 |
| Computer Applications | 2 |
| Visual/Performing Arts | 1 |
| World Language | 1 |

PROGRAM OF STUDIES

- I. In Wallington High School a comprehensive educational program is offered. Each pupil includes in his selection of subjects annually the following:

A. CLASS OF 2013 (120 credits)

1. English – 4 years
2. Physical Education & Health – 1 year for each year of enrollment (Health includes First Aid, Personal & Community Health & Safety, & Driver Education Theory.)

3. Math – 3 years (to include one year each of algebra and geometry)
4. Science – 3 years (to include one year of biology during the first three years of high school)
5. Social Studies – 3 years: U.S. History I & II, World History/Cultures
6. Computer Applications – 2 years (local req. that counts as a practical art)
7. Visual/Performing Arts – 1 year
8. Career/Consumer/Family/Life Skills (Practical Arts) – 1 year
9. World Languages – 1 year or testing
10. Basic Skills Improvement classes and/or SRA classes in deficient areas are required for any student who does not pass New Jersey's mandated NJASK8(Gr.8) or HSPA (Gr. 11).

- B. A pattern of studies best suited to the student's individual needs, interests, and abilities is chosen after careful consideration and discussion with his/her parents and Guidance Counselors. (See Section III & IV.)

II. CREDIT REQUIREMENTS

- A. One hundred and twenty (120) credits are required for graduation.
- B. Credits are assigned to a subject based on the number of times the class meets per week.
- C. A pupil is required to select at least four academic subjects (one of which must be English), physical education, and one course from either "Practical/Visual/Performing Arts" or foreign languages.
- D. An accumulation of 75 credits is necessary to be registered in a senior homeroom.
- E. STUDENTS FAILING ENGLISH AND/OR PHYSICAL EDUCATION are required to attend summer school. Only one level of each of these courses can be taken in a given school year.

III. PATTERNS OF STUDY

All students are expected to continue their education after high school graduation. Their post-secondary plans will determine their course of study. Programs are somewhat flexible, and individual programs will be arranged by the guidance counselors depending on the student's interests, abilities, and purposes.

A. College (Four-Year) – Bachelor’s Degree

1. Pupils preparing for college are advised to pursue an academic program. Not all colleges have the same entrance requirements. It is important to consult the Guidance Counselor and the catalogs (or websites) of specific colleges. Colleges do weigh the difficulty of the student’s courses, along with his/her grade average.
2. The **minimum** requirements for entrance to most four-year colleges include:
 - a. four years of English
 - b. three years of math – Geometry, Algebra I & Algebra II
 - c. two or three sequential years of the same foreign language
 - d. two or three years of laboratory science
 - e. three years of social studies
 - f. additional college preparatory electives, enough to minimally total 16.
3. Prospective engineers/computer majors are advised to select:
 - a. four or five years of mathematics
 - b. four years of science
 - c. at least two years of a language
4. Prospective majors in a health field should pursue a college program including biology, chemistry, and either Advanced Placement Biology or Anatomy & Physiology. At least three years of college mathematics should be taken. It is also advisable to take one year of either Consumer Ed/Family Life Skills, or Parenting Education.
5. During the four-year program, Honors and college-level courses are offered to those students who have:
 - a. shown **above-average** potential as measured by standardized tests
 - b. maintained **above-average** academic achievement (85+ scholastic average)
 - c. shown **above-average** talent in specific areas
 - d. received the recommendation of the subject teachers and guidance counselors.
6. All students are required to successfully complete two years of Computer Applications.

7. Languages – Students who select a language should plan to study that same language for **at least** two years. (One year of a language is **not** accepted as a college entrance unit; colleges require a **minimum** of two consecutive years of the same foreign language).

B. College (Two-Year) – Associate's Degree

1. Pupils preparing for a two-year college should pursue a quasi-academic program. Individual programs will be developed by guidance counselors depending on the student's interests and abilities.
2. Two-year/junior/community colleges require that a student successfully complete high school.
3. Students should consider taking a second year of foreign language to increase their opportunities in the job market. (One year is now mandatory for high school graduation.)
4. Students following a structured 2-year program at Bergen Community College may then transfer to a participating four-year college to advance their education and degree status.
5. Students in the top 15% of their class at the end of junior year can attend BCC tuition-free under the NJ STARS program.

C. Business School – Mostly Certifications/Some Degrees

1. Pupils who do not plan to attend a four-year college but who plan a career in business are advised to schedule a sequence in business subjects closely related to their occupational goal.
2. Course suggestions:
 - Gr. 9 – Integrated Math I (or Algebra I) and Computer Applications I
 - Gr. 10 – Integrated Math II (or Geometry) and Computer Applications II
 - Gr. 11 – Integrated Math III (or Algebra II) and MC Accounting I
 - Gr. 12 – Cooperative Business

Education (CBE), MC Accounting II,
Algebra II (or Financial Math)

D. Technical/Trade School – Mostly Certifications/Some Degrees

1. Students interested in a trade or technical skill should follow a sequence similar to the one outlined below:
 - Gr. 9 – Integrated Math I, Biological Science, Computer Applications I, and a Practical/Visual/Performing arts class
 - Gr. 10 – Integrated Math II, Chemical Science, Computer Applications II, Practical/Visual/Performing Arts, Foreign Language
 - Gr. 11 – Integrated Math III, Environmental Science, Foreign Language
 - Gr. 12 – Cooperative Business Education (CBE) in a trade
2. Students seeking trade certification may also consider the PTE vocational courses offered at the Bergen County Technical Schools in Teterboro. Certification can also be received by attending their Adult & Continuing Education program after graduation from Wallington H.S.

E. Family Life/Consumer Sciences

Students interested in homemaking, child care, nursing, social work, psychology, or the food trades, should select Family Life/Consumer Science, parenting, biology (or biological sci.), chemistry (or chemical sci.), financial mathematics, and sociology.

IV. SPECIAL PROGRAMS

- A. Advanced Placement/Middle College – Students can earn college credit(s) while in high school through Advanced Placement courses/exams and Middle College courses. Middle College courses are offered in conjunction with Fairleigh Dickinson University and credits are transferable to many colleges.

- B. Three-Year Graduation – Students who maintain a minimum 90 cumulative average may be eligible to graduate in three years. Details and requirements are available to interested students who are eligible at the end of the freshman year.
- C. Gifted/Talented Program – A supplemental enrichment program (in addition to the regular Honors curriculum) is provided for students who meet the District and Department of Education G/T standards. These students excel in intellect, but may also excel in leadership, athletics, artistic creativity or other areas.

Among the programs incorporated in the school curriculum are:

- 1. Accelerated grade seven and eight grouping
 - 2. Five-year Math Program
 - 3. Six-year Math Program
 - 4. Three-year Graduation
 - 5. Part-time College Program
 - 6. Advanced Placement and/or Middle College Courses
 - a. AP English Literature & Composition
 - b. MC Humanities
 - c. AP/MC Calculus
 - d. AP/MC Biology
 - e. AP Statistics (on-line)
 - f. MC Chemistry
 - g. MC Physics
 - h. AP US History
 - i. AP Government & Politics
 - j. MC Accounting I & II
 - 7. Honors Courses
- D. I. S. P. (Independent Study Program) is available in all subject areas. Students interested in concentrated study in a special area should confer with the Supervisor of Guidance for procedure information. In this program the student has the opportunity to plan and complete the course under the supervision of a cooperating staff member. There may be financial considerations.
 - E. Special Education/Classified Programs
The high school provides instruction in pull out resource and in class resource classes, for classified students. Students are assigned on the recommendation of the child study team following a team evaluation.

- F. 504/IDEA
Students who have a major life disability are eligible to receive accommodations as per an Individual 504 Plan. Parents must contact the district or school's 504 officer, through whom a meeting, determination, and accommodations may be made.
- G. Basic Skills Improvement Program
Instruction is provided in language arts and mathematics for students needing additional coursework in any one or more of these areas. Students scoring below established levels on standardized or State Department of Education exams are required to attend BSI classes, per State Department of Education regulations and Wallington District requirements.
- H. English as a Second Language
Students whose native language is not English and who demonstrate a deficiency in English may participate in the ESL program.
- I. Vocational Programs (Off Campus)
1. **Part-Time Education (PTE)** – The Wallington Board of Education shares the facilities of the Bergen County Technical School in Teterboro. Students who choose to enroll in this program spend half a day in Wallington High School and the other half in Teterboro. Daily bus transportation is provided by the Wallington Board of Education. Admission is by application through the Guidance Department. Registration is open to students enrolled in grades ten, eleven and twelve; however, students must begin the program in grade ten in order to receive their state certification, and students must take four classes at WHS.
 2. **Bergen County Technical High School/Academies** (full time)
Wallington students may choose to attend the County Technical School in Teterboro as an alternative to Wallington High School. Transportation is provided by the Wallington Board of Education. Admission is by application; students should apply by January of grade eight for entrance in grade nine.

3. **Cooperative Education** –Wallington High School provides a Cooperative Business Education program. In senior year, under the supervision of a certified subject coordinator, the student obtains practical experience through on-the-job training for which credit is attained and money is earned.
4. **Parenting Education** – A preschool program is provided as a learning laboratory for seniors interested in related careers. The preschool program is open to Wallington residents by application.

IV. COURSE REGULATIONS

- A. Subjects listed for any particular year may be taken in that or any subsequent year, but not in any prior year.
- B. Pupils will not be allowed to change their elective during the year unless by special permission from the Guidance Counselor, instructor, and parent.
- C. It is strongly recommended that a subject not be dropped after the beginning of the second marking period.
- D. No credit is generally given for a full-year course that is dropped. Courses dropped after the first week of the second marking period become part of the permanent record and will appear on the student's transcript.
- E. At the beginning of each year pupils are strongly advised to check with their Guidance Counselor to make certain that they are taking all the required subjects and the proper number of credits.
- F. Students receiving a final grade of LE will not receive any credit for the course, and the course may have to be repeated.

VI. FAILING IN HIGH SCHOOL

A total of 120 credits is presently required to receive a Wallington High School diploma. If a student fails a subject, no credit for this subject is earned. Credits must be made up. Students are strongly urged to attend summer school for failed courses in order to avoid possible problems with graduation.

Students failing English or Physical Education will be required to attend summer school. Only one level of a subject can be taken in a given year. If during his high school career a student fails more than one subject which he does not make up, it may not be possible for him to graduate in four years. In

such instances, summer school attendance is strongly recommended.

VII. COLLEGE ADMISSIONS

Colleges require specific numbers of “college units” (college preparatory classes) for admission. Pupils planning to attend college are reminded to work with their counselor to select courses that are accepted college entrance units. College admission counselors not only weigh the pupil’s cumulative average and class rank but also the quality of courses studied in high school. The College Board examination (SAT and SAT II), along with the ACT, is an important part of the admission packet. Parents and students must become familiar with these tests **early** in the high school program.

In addition, college admission counselors give consideration to participation in sports, extra-curricular activities, and volunteerism in both school and community.

It is recommended that each student keep a personal file at home, one which includes report cards and updated lists of all activities including dates and average number of hours per week. Having this information at hand will ease the scholarship and college application process during senior year. Parents are encouraged to visit the guidance section of our district’s website www.wboe.org.

- VIII. Parents are encouraged to call the high school Guidance Office (973-777-0808, Ex. 21) to arrange an appointment to discuss any question concerning their child’s academic program or progress. It is recommended that parents keep in close contact with the guidance staff to monitor achievement, plan programs of study and outline post-graduation options. Planning for college and career; improving academic achievement; raising standardized test scores; participating in extra curricular activities, sports, community activities and summer activities; and volunteering must begin as soon as possible.

STUDENT GOVERNMENT

The Student Government Organization is established for the common good of all, for the students, as well as faculty.

The purpose of the Student Government Organization is to train for better citizenship, to foster self-government and participation, to establish better cooperation between student and teachers, to promote interest in school work, school spirit and school pride.

The Student Council is the executive unit of the S.G.O. The Student Council is composed of a president, vice-president, recording secretary, corresponding secretary, student council treasurer and homeroom representative. In order to run for office a student must have served one year as a homeroom representative or alternate.

Nominations and elections of Student Council officers are held in the month of May. Students aspiring for office circulate petitions. They may get 20 signatures of students, undersigned by three teachers. A passing average in department is necessary to run for office.

WALLINGTON HIGH SCHOOL DRESS CODE

We, at Wallington Jr./Sr. High School, believe that acceptable standards of dress should be exemplified by good taste, reasonableness and decency. Our decisions regarding dress are based on health and safety considerations besides preventing disruptions due to dress.

Students are expected to dress in a clean, neat and appropriate manner. Common sense, health and safety rules should govern the way students dress for class, school social activities and off-campus school activities.

The following style attire/clothing is deemed inappropriate during the school day:

1. Hats, hoods, headbands and other hair coverings; unless such items are part of an accepted cultural norm;
2. Flip-flops (beach or shower style) and slippers;
3. Tops that are offensive, revealing or immodest; for example tank tops or sleeveless shirts for males, **and** female blouses that are sheer, too short or have spaghetti straps;
4. Shirts that contain inappropriate symbols or comments;
5. Wristbands or belts containing pointed, metal studs and chains with no practical purpose;
6. Pajama style pants and low-rise or excessively torn jeans of an immodest nature;
7. Skirts and shorts that are deemed immodest, or inappropriate, due to length. These items should be no shorter than fingertip length. Shorts will only (delete) be allowed to be worn from September 1 to October 15 and from May 1 to the end of the year;
8. Coats or jackets are not to be worn in class; exceptions may be permitted due to heating problems.
9. Sun glasses are not to be worn indoors during the

school day unless they are prescription glasses prescribed by the student's doctor.

The administration reserves the right to prohibit any inappropriate style of dress not specifically mentioned above.

Implementation of Policy:

1. Student attire should be assessed by staff all day, especially the first period of the day.
2. When a student is not in compliance with the student dress code, the teacher or other staff member shall send the student to the Vice Principal or Principal with a note/pass indicating that this is a matter of attire.
3. If the attire is deemed inappropriate and if the student is not able to change the clothing in school, the administrator shall notify the parent and the student will be sent home to change his/her clothing. Junior high school students should be picked up by a parent or other designated adult.
4. If a parent cannot be contacted, the administrator will assess the seriousness of the violation and take appropriate action which may include removing the student from the normal class setting.
5. A student may be asked to change or be removed when attending a school related activity occurring in a setting other than the school day if found wearing inappropriate attire (i.e. Athletic Events, Awards Dinners or Ceremonies, Academic Decathlon, Mock Trial, School Play, etc.)

The Administration reserves the right to prohibit any inappropriate style of dress not specifically mentioned above.

**WALLINGTON BOARD OF EDUCATION
CHEMICAL SUBSTANCE ABUSE PREVENTION AND CONTROL**

The policies established shall ensure the constitutional rights of our students while being consistent with the obligations and responsibilities of the school district, regarding the health and safety of the student body as a whole. Substances relating to this policy include drugs and alcohol. Please note that the state law (N.J.S.A. 8A:40A-1 to 21) requires automatic drug/alcohol screening if a staff member suspects drug/alcohol use in school or at a school-related activity. We are aware that a substance abuse control program should be both preventive and remedial. Our entire school system will work with parents and community officials to create a

free and open atmosphere conducive to such a program.

POLICY

1. The principal or his/her designee shall establish procedures for instruction of staff.
2. The principal or his/her designee will be the communicating agent with the law enforcement agencies.
3. Student lockers are subject to inspection by and at the discretion of the principal or designee as per our search and seizure policy. A minimum of two staff members should be present.

4. IDENTIFICATION

If a student appears to be under the influence of drugs, alcohol, anabolic steroids, or other controlled dangerous substances or chemicals on school property or at a school function the matter must be reported by the staff member to the school nurse and principal, or his designee, immediately. In the absence of the aforementioned personnel, the staff member responsible for the function must be notified. The principal or his/her designee must immediately notify the parent/guardian, and the chief school administrator, and arrange for an immediate medical examination and drug screening of the pupil. The student will be transported to the medical examiner by a staff member and the police person or parent. If the student is to be examined and screened by their personal physician, the parent can transport. This must be performed by a licensed physician selected by the parent/guardian or by the district medical examiner.

5. If the physician or medical examiner are not available the pupil shall be transported to a local Medi-Center. He/she shall be accompanied by a member of the school staff, designated by the principal or his/her designee and a police officer, or emergency squad if needed. The parent/guardian will be contracted and will accompany the pupil and staff member if possible.

Drug/alcohol screening and the medical examination are to be completed immediately. The district assumes the cost of these services if sent to the district medical examiner or emergency room. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal and the chief school administrator by the examining physician within 24 hours. If the parent chooses a physician other than the districts' medical examiner such expense shall not be at the expense of the district. (NJAC 6:6.5).

If the written report of the drug screening is not submitted to the parent, principal or chief school administrator within the 24 hours, the pupil shall be allowed to return to school with verification from the physician that the student is not a health or safety threat to himself/herself or others. Final determination of the return to

school is dependent on the results of the drug/alcohol screening.

6. If there is a positive drug diagnosis indicating that the pupil is under the influence of alcohol or drugs the student will be returned to the care of the parents or guardian. Attendance will not resume until a written report is submitted by a physician indicating a negative result on subsequent substance abuse testing. The report shall also certify that the substance abuse no longer interferes with the pupil's physical and mental ability to perform in school and is not a threat to him/herself or others. A Violence, Vandalism and Substance Abuse Incident Report must be filed.

Students who have tested positive for the first time will be out-of-school suspended for a minimum of three days. A second offense will result in a minimum of five days of out-of-school suspension. Subsequent instances will be addressed on an individual basis. Upon the return to school the student and his/her parents/guardians must meet with the Principal/Vice Principal, student assistance counselor (if available) and nurse.

7. If the parent refuses to have the pupil examined to determine if he/she is physically or mentally able to return to school the student must be referred to DYFS. Such instances will be treated as a policy violation.
8. A student found selling, transferring, processing or under the influence of drugs or alcohol during school hours or at a school function or at any time anywhere on school grounds and/or property, shall be reported to the principal or staff member in charge. The police (in case of selling, transferring or possessing) and parents will be notified and a medical examination and drug screening administered as per #4. The student will be suspended from school. Attendance will not resume until a written report is submitted by a physician indicating a negative result on subsequent abuse screening. The report shall also certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school and is not a threat to him/herself or others. A Violence, Vandalism and Substance Abuse Incident Report must be filed. Students have the right to appeal regarding the suspension, through the principal, superintendent and board of education as provided for in the student grievance procedure.
9. A student who has been apprehended for violation of drug or narcotic laws outside the jurisdiction of the schools shall be solely responsible to the appropriate legal authorities. There shall be no interference to his right to an on-site education. However, the student may be identified to his teachers and referred to the Student Assistance Counselor, and/or sent to the district's chief

medical examiner for a medical examination and substance abuse testing for his/her and other students' health and safety.

10. Evaluation Services

Students suspected of being affected by alcohol or drug abuse may be evaluated by the following:

- a. Physical examination, including drug screening, by a licensed physician to diagnose the influence of drugs or alcohol.
- b. Assessment by the C.S.A.C. regarding the referral to the appropriate agency.

11. Intervention and Treatment

Intervention and treatment will be provided by a certified student assistance counselor or individuals appropriately certified by the state of New Jersey. These programs shall include:

- a. Referral to the appropriate agency
- b. Instruction and counseling
- c. Provisions for support services
- d. Special class if necessary

Confidentiality Regarding Intervention and Treatment Programs - All information concerning a student's involvement in a school intervention program will be confidential.

12. Educational Programs

The district will offer appropriate educational programs at convenient times and locations for the parent/guardian.

13. Anabolic Steroids

- a. Any suspicion of the use of anabolic steroids observed by a teaching staff member/coach must be reported to the school nurse, medical inspector, substance abuse coordinator, vice principal and the principal.
- b. The principal/vice principal should first notify the Superintendent and parent/guardian. He/she shall arrange for a medical examination and drug screening by a licensed physician. The pupil should be examined as soon as possible to diagnose the use of anabolic steroids.
- c. A written report of the examination shall be furnished to the parent/guardian and to the superintendent and principal.

- d. If it is determined that the pupil is using anabolic steroids he/she will be interviewed by the substance abuse coordinator or other appropriately trained staff member to determine the extent of the pupil's involvement and need for treatment. The pupil's teachers and parents may be interviewed as part of the investigation. Outside experts may also be consulted.
 - e. If it is determined that the pupil's involvement with these substances represents a danger to the pupil's health and well being, the pupil shall be referred to an appropriate treatment program which has been approved by the Commissioner of Health.
- 14. Curriculum and Instruction
 - a. The instructional program in grades K-6 shall incorporate alcohol and drug, anabolic steroid and tobacco education appropriate for the pupil's age and maturity.
 - b. The instructional program in grades 7-12 shall include a minimum of ten hours per year of alcohol and other drug education. including tobacco and anabolic steroids.
- 15. The substance abuse policy will be reviewed at least once per year. The policy shall be made available to all staff, pupils and parents/guardians annually.
- 16. Undercover Operation - The Board recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school with sufficient reason. The chief school administrator is not permitted to ask the Board's approval for any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that any request for an undercover operation by law enforcement officials be made through the chief school administrator. Such a request is to be acted upon in a manner that he/she determines is in conformity with the law and is in the best interests of the students and the school district. A report of the undercover operation will be made to the Board by the chief school administrator at its completion.
- 17. Summoning Law Enforcement Authorities onto School Property – School employees should notify the principal who in turn will notify the chief school administrator of any belief that a student is using or distributing dangerous substances on school premises and the proper law enforcement authorities will be notified.

Whenever police are summoned to a school building for this type of incident the Board will be notified at the next meeting.

18. Student Search - Any search and/or seizure will be conducted within the standards prescribed in the United States Court in New Jersey v. T.L.O., U.S. 325(1985).

If, as a result of the search, alcohol, drugs or drug paraphernalia are found the building principal will be immediately notified. The principal will notify the chief school administrator who in turn will notify the appropriate law enforcement agency. The controlled substance is to be labeled and secured in a locked cabinet. The parents or guardian will then be notified.

Any interrogation deemed necessary will be done by the law enforcement officials, in the presence of the parents or school officials, with parental consent.

GUIDELINES FOR COMPUTER USAGE

No student shall have access to the system without having a signed individual release form on file with the district, who shall be designated an "Authorized User". Students under the age of 18 must have approval of a parent/guardian. This provision applies to access or use by either the district or personally owned computer. There should be no expectation of privacy on the network. The district has, and will use, the ability to "shadow" a student's work on the network.

All work of the system must be in support of education and research and be consistent with the mission of the district. The district reserves the right to prioritize use and access to the system. Electronic harassment is strictly prohibited and will be addressed as per the district's Bullying and Harassment Policy. Use of e-mail, chat rooms, instant messaging and game playing is prohibited.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Consistent with the district's harassment-free environment policies, hate mail, harassment, discriminatory remarks, unwelcome compliments or other anti-social behaviors or expressions are prohibited.

Use of the system to access, store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. System accounts are to be used only by the authorized owner of the account for authorized purpose. Users may not share their account number with another person or leave an open file or session unattended or unsupervised. Accounts owners are responsible for all of the activity on their account. There is no reasonable expectation of personal property in the use of account files. Such files are district property and are subject to regular review and monitoring to ensure the responsible use of electronic files consistent with the terms of this policy.

SANCTIONS FOR VIOLATIONS

Disciplinary action, if any, for the students shall be consistent with the district's standard policies and procedures with full regard to due process considerations. Violations of the policy can constitute cause for revocation of access privileges, suspension to Wallington District electronic equipment, other school disciplinary action and/or appropriate legal or criminal action, including restitution, if appropriate. The District may impose disciplinary procedures for out-of-school conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats against students or school employees.

SEXUAL HARASSMENT POLICY

I. THE POLICY

A. It is the policy of the Wallington Public Schools to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any member of the Wallington Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. DEFINITION

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:

- 1 . Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of

substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implications
- unwelcomed touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

III. PROCEDURES

A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Grievance Procedure. Filing of a grievance will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline procedure.

V. NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the Wallington Public Schools on an annual basis and incorporated in the Policy Handbook.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

A grievance shall mean a dispute or unresolved difference arising from the daily interaction and conduct of the student/teacher/school employee relationship(s), in school sponsored athletic and/or co-curricular activities, and the academic classroom.

1. Any student who feels he/she may have a grievance must first discuss it with the person involved within five (5) school days. If the deadline is not met, then it cannot be grieved.
2. If the matter is not resolved to the student's satisfaction, then it may be presented, in writing, to the Faculty Student Council Board. This action must take place no later than five (5) days after the initial meeting with the staff person involved.
3. The Board shall consist of the Student Council President and Vice President, a representative of the WEA, and a faculty member. The Supervisor of Guidance will act as chairperson for academic matters, the Vice Principal for discipline matters, the Athletic Director as chairperson for athletic matters, the Student Activities Coordinator for other co-curricular matters, and the Student Government Coordinator for concerns regarding school elections. The parties involved in the dispute will be present and may have witnesses present. The Affirmative Action Officer will also be present.
4. The Board will have three (3) school days in which to respond in writing to the complaint.
5. If the matter is still not resolved to the satisfaction of the student, he/she has three (3) school days to submit the grievance, in writing, directly to the principal. The principal has three (3) days to respond, in writing to the student and parent/guardian.
6. If the principal's decision is unacceptable, then the matter may be submitted in writing, to the superintendent no later than five (5) school days after the principal's decision has been rendered.
7. The superintendent has five (5) school days to respond, in writing, to the student and parent/guardian.
8. If the superintendent's decision is not accepted, the matter can be appealed to the Board of Education within(7) seven school days. The student and/or parent must notify, in writing, the Superintendent of Schools. A meeting with the Board will be

scheduled by the Superintendent.

9. If the Board's decision is not accepted, the matter may be pursued through the New Jersey Commissioner of Education's office.

Failure to meet any of the timelines will terminate the grievance procedure

PROCEDURES AND REGULATIONS

GOVERNING STUDENT BEHAVIOR

Wallington Jr./Sr. High School is committed to a program of academic excellence. This ideal requires a safe and orderly environment that allows teachers to teach and students to learn. Good behavior and academic achievement are intertwined. The proper operation of our school requires all of us to make every effort to establish good policies and to follow them.

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. It is expected that students will behave in a manner that reflects favorably on themselves, their school, and their community. Adherence to school rules and regulations is a necessary part of this process.

It is to be hoped, therefore, that you will read and remember the following procedures with the thought in mind that they are designed to give you training in forming better habits and attitudes and to establish high standards for our school.

STUDENT DEPARTMENT

In order to provide a common understanding of rules concerning student behavior in this school, the following list of major infractions and effect on department is offered:

1. Minor Infractions
--reprimand with possible 5 points in citizenship deduction after vice principal review
2. Sent to Vice Prin. or other incident of misconduct
--after school detention with 5 points in citizenship deduction after vice principal review
3. Insubordination (directed at a staff member)
--**IN SCHOOL SUSPENSION** with 15 points in citizenship deduction

4. Truancy
--Saturday Detention with 10 points in citizenship deduction
5. Leaving School Grounds
--Saturday Detention with 5 points in citizenship deduction
6. Class Cut
--Saturday Detention with 5 points in citizenship deduction
7. Central Detention Cut
--Saturday Detention with 5 points in citizenship deduction
8. Forgery (Warning Notices, etc.)
--**IN SCHOOL SUSPENSION** with 15 points in citizenship deduction, also parental notification
9. Fighting
--aggressor (if able to be determined)-2 days **OUT OF SCHOOL SUSPENSION** with 55 citizenship grade.
--non-aggressor (if able to be determined)-1 day of **IN SCHOOL SUSPENSION** with 15 point citizenship deduction
A report of the incident will be forwarded to the police.
11. Smoking
--1st offense is Saturday detention with a 5 pt. Citizenship deduction
--2nd offense is **IN SCHOOL SUSPENSION** with 15 pt. Citizenship deduction,
With each offense charges filed and a possible \$200 fine will be assessed. A report of the incident will be forwarded to the police.
12. Profanity
--directed at a teacher is **OUT OF SCHOOL SUSPENSION** with 55 citizenship
--other instances- **IN SCHOOL SUSPENSION** with 15 pt. Citizenship deduction
13. Theft
---Saturday Detention with a 10 pt. Citizenship deduction
mitigating circumstances may require a more severe consequence to include **SUSPENSION**
14. Class Suspension
Report to room 307 for that period, 10 citizenship deduction
15. Destruction to School Property
--imposed replacement costs, 15 point citizenship deduction, **IN SCHOOL SUSPENSION**

16. Cutting Saturday Detention
 - **IN SCHOOL SUSPENSION**, 55 citizenship grade, makeup the next Saturday,
 - Students who do not attend a Saturday detention will be prohibited from participating in extra-curricula activities as follows:
 - a. Athletes/cheerleaders/marching band- the next (1) scheduled athletic event, at the same level (varsity, J.V.) until the detention is completed.
 - b. Other students- student council meetings, dances, trips, and attendance at athletic events during the week following the violation
17. Dress Code Violation
 - possible 5 point citizenship deduction after vice principals review, with student requiring to change
18. Fireworks, Stink Bombs, Etc.
 - Saturday Detention with a 10 point citizenship deduction
19. Pagers, Beepers Etc.
 - confiscation with parental notification and return, subsequent violations can result in police notification, confiscation, detention, Saturday detention, **IN SCHOOL SUSPENSION**, also a 5 point citizenship deduction after vice principals review
20. Student Harassment (Racial, Sexual, Etc.)
 - consequence will be as stated in the School's Harassment Policy
21. Weapon or Drug Possession
 - OUT OF SCHOOL SUSPENSION** 55 Citizenship Grade
22. Fire Alarms / Bomb Threats
 - OUT OF SCHOOL SUSPENSION** with a 55 Citizenship Grade

NOTE: Infractions not specifically delineated above or excessive degrees of the infractions will be handled in the appropriate manner by the Principal or Vice Principal.

NOTE: Specific infractions, including vandalism, violence, weapons and substance abuse will be recorded on an incident form, filed and forwarded to the proper authorities

Students with failing average in department will be prohibited from participating in class trips and other school related activities as determined by the administration.

SATURDAY DETENTION PROGRAM

1. Saturday detention will run from 8:00 - 12:00 noon. The length of time required will be assigned as per the offense. A minimum of three and one-half hours will be required.

2. THREE AND ONE-HALF HOURS
Excessive tardies as per the Tardy Policy
Initial violations regarding:
 - Cutting class
 - Profanity
 - Smoking (Subsequent offenses are reported to the police)
 - Insubordination
 - Physical confrontations (non-fighting)
 - Leaving school grounds
FOUR HOURS
Truancy
Fighting - Non-aggressor (This is the person who responds in a self defense mode.)
Any repeat of the aforementioned violations.

Any other offenses not specifically delineated will be handled in the appropriate manner as determined by the Principal or disciplinarian.

3. Inclement Weather
Should inclement weather occur during the winter months, Saturday detention will be postponed until the following weekend.

4. A student assigned to Saturday detention is prohibited from participating in any activity scheduled on that day from 8:00 - 12:00. This includes athletic contests, academic decathlon, band, etc.

5. Food, beverages, radios, and headphones are not permitted.

6. Students who arrive late will be referred to the Vice Principal for additional Saturday detention or suspension.

7. Failure to attend Saturday detention will result in an in-school or out-of-school suspension, with parental notification. The parents of students who are absent will be contacted Saturday morning. If an emergency prevents a student from attending, a parent should contact the vice principal's office on Monday morning. Medical emergencies must be properly documented. In addition, the Saturday detention will have to be made-up. Department

grade of 55

NOTE: Students who do not attend a Saturday detention will be prohibited from participating in extra-curricular activities as follows:

- a. Athletes/cheerleaders/marching band – one athletic event, at the same level (varsity, J.V.) until the detention is completed
- b. Other students - student council meetings, dances trips, and attendance at athletic events during the week following the violation

NOTE: Exceptions may be made if a Saturday detention is cancelled

9. Students who are disruptive will be sent home and suspended in-school on Monday.

RULES AND REGULATIONS FOR WALLINGTON HIGH SCHOOL DANCES

1. Once you enter the gym for the activity you will not be allowed to re-enter upon leaving the building.
2. Proper attire is required at all times.
3. Smoking in the school or on school grounds is strictly prohibited.
4. Any evidence or suspicion of the influence of alcohol or drugs, at any school activity, will result in said person being evicted and notification of parents. In such instances the Chemical Substance Abuse and Policy will be applied
5. A person evicted from an activity for such a reason will not be permitted to attend any further school activity for the remainder of the school year.
6. All persons attending are under the jurisdiction of the chaperones.
7. Seventh and Eighth grade students are not permitted to attend Senior high school dances.
8. It is understood that there may be certain instances to which these rules and regulations may not apply. In such cases the judgement and decision of the teacher in charge will prevail. Jr. High dances will last from 7:30-9:30 pm. Students must remain in the dance until its conclusion unless being picked up by a parent.

OFF SCHOOL GROUNDS BEHAVIOR

According to state law, Wallington High School has the legal right to take disciplinary action against a student who has committed anti-social behavior off of school premises.

HARASSMENT, INTIMIDATION OR BULLYING

The board of education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any pupil. This includes electronic harassment and hazing in any form.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal, electronic or physical act that is reasonably perceived as being motivated either by any actual perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, what will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demanding any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference, with the orderly operation of the school.

The chief school administrator shall develop appropriate procedures addressing:

- A. A mechanism for reporting acts of harassment, intimidation or bullying, including the means of anonymous reporting;
- B. The prompt investigation of reports of such acts, identifying either the principal or the principal's designee as the person responsible for the investigation;
- C. The range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified; and
- D. Consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who

reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying.

EMERGENCY PLANS

The school has developed specific plans for either an emergency evacuation or lockdown situation. The plans are coordinated with local police authority and practiced annually. In an emergency situation, the administration will follow a prescribed set of plans and notify the school via a prearranged process.

LEAVING THE SCHOOL GROUNDS

While school is in session students may not leave the school grounds once they have arrived unless they have permission from an administrator. THIS IS AN ESPECIALLY IMPORTANT REGULATION WHICH, IF VIOLATED, WILL RESULT IN A STUDENT RECEIVING A SATURDAY DETENTION.

AUTOMOBILES

Students are not allowed to park their cars on the school grounds due to limited parking space. Because the driveways are used by both cars and pedestrians, pupils should exercise extreme care on entering and leaving school grounds.

MEDIA CENTER

All students have access to the many materials in our media center either during or after school. The media center is open from 8:15 a.m. to 3:05 p.m. Monday through Thursday. Friday hours are from 8:15 a.m. to 2:50 p.m.

LOCKERS AND LOCKER REGULATIONS

Each student in school will be assigned a wall locker. Lockers are not to be abused. Kicking doors shut, forcing lockers to close when they are over-filled, slamming doors, hanging on them, and other similar types of abuse may result in depriving a student of the use of a locker. Lockers are for your use and convenience. Please keep them clean.

NOTE - It is unwise to keep money or valuables inside any lockers. The school cannot be held responsible for any theft; you are responsible for your own possessions.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and

to search by law enforcement officials on presentation of a proper warrant.

The principal or other official designated by the Board of Education may inspect lockers or other storage facilities provided for use by students as long as the parents and students are informed in writing at the beginning of each school year that inspections may occur. The Wallington High School administration will execute at least one unannounced search of all student lockers at least once per marking period.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil and with administrative approval. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardian and request their presence.

FIELD TRIPS

Any club or class wishing to take a field trip must submit a permission form to the office. This trip must be approved by the principal, superintendent and Board of Education.

SMOKING

Smoking will not be permitted on any part of the school grounds or buildings, at any time. Students violating this regulation will result in the student receiving a Saturday detention. All subsequent violations may result in charges being filed with the possibility of a municipal fine.

LOST AND FOUND

A student should report the loss of an item to the vice principal's office immediately.

GYM LOCKERS

Lockers should be kept neat at all times. Nothing should be left on top of the lockers and the door should be kept shut and locked. Valuables should be kept in the physical education office in order to insure their safety.

GYM EXCUSES

Students are excused from participating in physical education classes only upon presentation of a doctor's statement. If a student becomes ill in school, he/she is excused from gym class that day provided he/she has a

note from the nurse. A doctor's note is also needed to return to physical education class.

VISITORS

In general, visitors are not allowed in school during the school day. The administration will allow visitors if there is a unique or extenuating circumstance. In such cases one day's notice is required.

LAVATORIES

Permission to use the lavatory can be obtained from the classroom or teacher who will issue a pass.

1st floor lavatories—grades 9-12

3rd floor lavatories—grades 7+8

ANNOUNCEMENTS

During homeroom, announcements will be broadcast over the T.V. system. In order that all may see and hear, during the time of the announcements, each student is expected to remain absolutely quiet whether or not the announcement pertains to him/her.

PASSES

During each period of the day, each student is scheduled to be in a specific room or area of the building. At any time--except when passing between classes--when it becomes necessary to travel from one room or area to another, students must have a pass written in ink permitting them to be in the halls. When a pass is issued, the student is required to proceed DIRECTLY AND BY THE SHORTEST ROUTE to the place designated on the pass.

TEACHER JURISDICTION

Students are reminded that while they are in school they are under the jurisdiction of all faculty and staff members. A teacher's control does not end outside the classroom door. STUDENTS SHOULD KEEP IN MIND THAT ALL SCHOOL PERSONNEL, SECRETARIES, CUSTODIANS AND OTHERS are to be treated with complete respect and courtesy.

HOMEROOMS

Each high school student is assigned a homeroom for the year. The homeroom becomes the center of activity and has a great influence on the life of each student. Through the homeroom representatives, elected in September, the entire student body is represented in the Student Council.

ILLNESS DURING SCHOOL

Anyone who becomes ill during school hours is taken to the school nurse. If necessary, the parent is contacted. In case of accident or injury in school, first aid will be administered by the school nurse or physical education instructors if the nurse is out of the building. Parents are notified if further medical care is needed, or if the injured student is to be taken home or to the hospital. A parent/guardian or other adult specified by the parent must pick up the student and sign him/her out.

USE OF IPODs, MP3 PLAYERS, BEEPERS AND CELLPHONES

Students may not listen to personal items as listed inside the school building. Larger radio/tape players are not permitted on school grounds. New Jersey law prohibits the use of remote paging devices (beepers) in school or on school grounds without the express permission of the Board of Education or the principal. If such devices are used in violation of the statute, they will be confiscated.

Effective May 1, 2000 no student will be permitted to use a personal cell phone in the school building. If a cell phone is discovered in the building it will be reported immediately to the building principal or his designee. The phone will be confiscated and returned to the student at the end of the day. If a second offense occurs, the phone will be held in the principal's office until the parent comes in to pick it up.

HEALTH SERVICES

The school has the responsibility and unique opportunity in influencing positive attitudes and providing of services which will promote optimum health in the future of each student. Goals of the school health services include:

1. Identification of health problems and needs of student.
2. Assisting students to become increasingly responsible for their own health.
3. Promoting an optimal level of health and safety within the school and during school related activities.
4. Providing health education and health counseling to all students.

Student Health Appraisals consist of the following examinations and screenings which are conducted at various grade levels recommended/mandated by the State Dept. of Health and Education:

Physical Examination
Vision Screening

Weighing & Measuring
Dental Screening

Hearing
Tuberculin Testing

Scoliosis Screen
Classroom inspections for
various health problems

Students are referred when necessary and co-operation for parental follow-up is essential.

IMMUNIZATION

Uniform Immunization has been mandated by the N.C. State Sanitary Code Chapter 14. These requirements are applicable to all students attending public school. All students must be in compliance. Parents are informed of any deficiency and must comply immediately or the student will be excluded from school.

MEDICATION

The treatment of illness and the dispensing of medication is not the responsibility of the school. Administration of medication during school hours should be avoided. If circumstances necessitate the administration of medications during school day a written order from a licensed physician, containing student's name, drug, dosage and time for administration accompanied by a note from the parent or guardian is required. All medication must be kept in the nurse's office at all times. A copy of the complete medication policy is available upon request.

TARDY POLICY

Students who report to school after 8:22 will be considered tardy. Such students are to report to the vice principal's office for a late pass. To be excused, a parent must call the school describing the reason for the tardiness. The vice principal will determine the appropriateness of the excuse.

NOTE: The same procedure will apply for students who report late to class following their lunch period.

The consequences for unexcused tardies, per marking period, are as follows:

- 1.....2pt. citizenship deduction
- 2.....2pt. citizenship deduction
- 3.....2pt. citizenship deduction
- 4.....5pt. citizenship deduction, after school detention, letter sent to the parent
- 5.....5pt. citizenship deduction, after school detention
- 6.....Saturday detention (4 hours)
There is now a 10-consecutive day probation period. No lates will return to 0 tardies.
- 7.....5pt. citizenship deduction, after school detention

- 8.....5pt. citizenship deduction, after school detention, letter sent to the parent
- 9.....In-School-Suspension
- 10+....Saturday Detention per late

Students who are more than fifteen (15) minutes late for a class shall be considered as absent from the class when the tardy is unexcused.

ATTENDANCE POLICY

1. Parents are to call if a student is absent. The administration reserves the right to reject reasons which are not acceptable.

Cumulative absences will be recorded. Such absences will result in the withholding of credit when the total reaches 5 in one marking period. When the total reaches 21 cumulative unexcused absences for the year, the result will be loss of credit in all courses involved.

2. Absent from school resulting in absences from course or late arrival to course shall be considered cumulative sed absence for that class unless it is the result of:
 - a. Physician's or dentist's appointment
 - b. Driver's test appointment
 - c. Fulfillment of a religious obligation as permitted by law
 - d. Required attendance in court
 - e. Any other cause as determined by the administration.

Students not present prior to 9:04 a.m. or 1:45 p.m. will be marked absent for the respective session.

3. **Students who are absent for the entire day will not be allowed to participate in or attend any athletic practice or game, if the absence is unexcused. Student who are absent in the morning can attend an athletic game or practice but not participate in an athletic game or practice, if the absence is unexcused.**

ATHLETIC ELIGIBILITY HIGH SCHOOL

1. Co-Curricular activities falling under the jurisdiction of this proposal will include all varsity and sub varsity athletic activities
2. Policy
 - a. Eligibility as of September 1, will be based upon the minimum requirement set by the N.J.S.I.A.A.
 - b. A student must have earned 27 1/2 credits the preceding year. In effect, this means that the student must have passed six (6) full year courses during that year.
 - c. Eligibility will be reassessed at Mid-Year.
 - d. A student must have earned 13 3/4 credits to be eligible for the second semester.
 - e. **The student's eligibility, as established after the first semester will remain in effect for the remainder of that school year.**
 - f. Students who are classified by the Child Study Team will be exempt from this policy. Their eligibility will be determined by the C.S.T. and the administration or on an individual basis.
3. See attendance policy (#3) for eligibility to play on a given school day.

JUNIOR HIGH SCHOOL

Students in grades 7 and 8 have the opportunity to participate in several athletic programs. This includes soccer, volleyball and basketball. In order to create a balance between the students' academic responsibilities and the privilege of competing in athletics, an eligibility requirement has been established. The criteria include both an academic and a citizenship component.

In order to participate in the fall (soccer and volleyball) a student will have to be in grades 7 or 8 for the first time. Students who are retained in either grade level will not be permitted to play a fall sport. In addition, a student must have had a passing average (80 or better) in citizenship the prior year to try out for the team.

For the winter season (basketball), a student who is repeating either grade will be permitted to participate provided all subjects are passed in the first marking period. For all other students, participation will be allowed as long as no more than one subject is failed and a passing average in citizenship is attained, during the first marking period.

As a general rule, if an athletic schedule extends into another marking period, a student will be removed from competition if the guidelines in the preceding paragraphs are not met.

Although academically eligible, the administration reserves the right to prohibit a student-athlete from participating in an activity for any period of time due to attendance or behavioral problems.

**WALLINGTON JR./SR.
HIGH SCHOOL**

STUDENT HANDBOOK

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CODE OF CONDUCT