

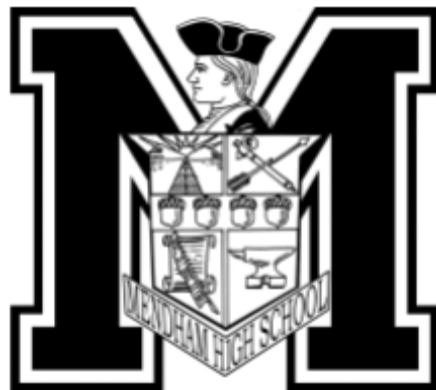
WEST MORRIS MENDHAM HIGH SCHOOL

65 East Main Street Mendham, NJ 07945

(973) 543-2501

www.wmmhs.org

STUDENT HANDBOOK 2022 – 2023



West Morris Regional High School Board of Education Policies referred to in the Student Handbook may be read in their entirety by going to our district website, www.wmrhsd.org, and clicking on Policy Manual.

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PRINCIPAL'S WELCOME LETTER
WEST MORRIS MENDHAM HIGH SCHOOL
Mendham, New Jersey

Dear Students,

Welcome to West Morris Mendham High School - a place of learning in which you can take great pride in your school and yourself!

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

Expectations are high at West Morris Mendham High School in all areas. Thus, strive to learn about yourself and the world around us, participate in school life through involvement in extra-curricular and athletic activities, and generally speaking, support your classmates with generous kindness and present yourself in a manner worthy of respect at all times. Always remember that teachers, counselors, administrators, and staff are available to help you if you need information not found herein or should you require other assistance.

We look forward to witnessing your accomplishments over the coming months and will do everything we are able to make the 2022-2023 school year one marked by community spirit, fulfilling growth and memorable enjoyment.

Sincerely,

Steve Ryan
Principal

DISTRICT MISSION STATEMENT

The West Morris Regional High School District is guided by one simple mission - advance student growth and learning. In West Morris, we believe that the only way to effectuate better outcomes is to ensure that our students and staff are highly engaged, balanced, and reflective at all levels and in all environments. We also know that increased student engagement can only occur through adherence to the following:

1. Recruit, develop, and retain the most dynamic/passionate educators
2. Develop, evaluate, and continuously assess the depth and relevance of our curricula and programs
3. Ensure that our facilities are well maintained and meet the social, emotional, academic, and extra-curricular needs of our students/staff
4. Develop budgets capable of maintaining and growing our programs while being both responsible and responsive to community needs

MENDHAM HIGH SCHOOL PHILOSOPHY

The philosophy of West Morris Mendham High School is a belief that the faculty and students form a single body of human beings living, working, learning, and teaching together so that we might attain insights and knowledge which introduce us to new dimensions of personal growth and understanding. This belief fosters a feeling in students that they are welcome and respected, that each day they can experience some measure of success both in intellectual pursuits and in developing special talents not always associated with scholarship, and that what they do at school truly makes a difference. Our school recognizes the need to prepare its students for the future through a curricular program that is purposeful, broad-based, and current. This program should be inclusive rather than exclusive, extensive, and intensive. We are committed to the principle that every child shall learn.

This philosophy calls for our school to act as the arena in which all scholastic pursuits are designed to expand the minds and humanity of students. No one subject, activity, or area of learning is recognized as the singular avenue for all to experience understanding, growth, enjoyment, satisfaction, or success. During this vital period of life, our community aims to exhibit as much appreciation for positive values, attitudes, and approaches as for the accrual of facts, skills, achievement, and credit. We must assure our students that enduring attainment of knowledge blends understanding culture and context with mastery of discipline.

This philosophy asks the school to be a place of interest to youth; a place to find and test new ideas; a place to learn skills so that they may know confidence and feel dignity in their purpose and their work; a place to experience team effort as well as individual challenge; a place to search for their answers and to find themselves. It should instill an appreciation of the present condition and generate thoughtfulness towards the future.

WEST MORRIS DISTRICT ADMINISTRATION

Mr. Michael Ben-David, Superintendent
Mr. Ed Braun, Assistant Superintendent
Mr. L. Douglas Pechanec, Business Administrator
Mr. Michael Reinknecht, Director of Special Services

BOARD OF EDUCATION MEMBERS

Mr. Robert Strobel, President
Ms. Lisa Woodring, Vice-President
Ms. Suzanne Bliesath
Mr. Thomas Brooks
Ms. Natasha Chandler
Mr. Armand Czapkowski
Mr. Michael Golabek
Mr. John Sheppard
Mr. Don Storms

MENDHAM HIGH SCHOOL ADMINISTRATION

Mr. Stephen Ryan, Principal
Mr. Mohammed Abdelaziz, Assistant Principal
Mrs. Anne Meagher, Assistant Principal
Mr. John McGoldrick, Director of School Counseling Services
Mr. Ned Panfile, Coordinator of Student Athletics and Activities

IMPORTANT TELEPHONE NUMBERS

Mendham High School	(973) 543-2501
Athletic Office	(973) 543-2501 ext. 4610
Counseling Office	(973) 543-2501 ext. 4420 or 4425
Music Office	(973) 543-9613
Athletic Trainer's Office	(973) 543-2501 ext. 4615
Fax Number (Main Office/Attendance)	(973) 543-6950
Fax Number (Guidance)	(973) 543-6739
Fax Number (Health Office)	(973) 543-0283
District Board of Education Office	(973) 879-6404
Central High School	(973) 879-5212
Morris County Crisis Response Network Hotline	(973) 540-0100
NJ Hopeline (Suicide Prevention)	1-855 654-6735

MARKING PERIOD SCHEDULE

First Marking Period: August 24 – October 27

Second Marking Period: October 28 – January 13

Third Marking Period: January 14 – March 21

Fourth Marking Period: March 22 - June 5

GRADUATION: June 8

[West Morris Regional High School District 2022-2023 School Calendar](#)

ACADEMICS

Achievement is indicated by letter grade:

<u>Grade</u>	<u>Numerical Equivalent</u>	
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A+	(100.00 – 97.0)
A	(96.99 – 93.0)
A-	(92.99 – 90.0)
B+	(89.99 – 87.0)
B	(86.99 – 83.0)
B-	(82.99 – 80.0)
C+	(79.99 – 77.0)
C	(76.99 – 73.0)
C-	(72.99 – 70.0)
D+	(69.99 – 67.0)
D	(66.99 – 63.0)
D-	(62.99 – 60.0)
F	(59.99 – 50.00)

AU = Audit
ME = Medical Excuse
IC = Incomplete
P = Pass
WP = Withdrawn Passing
WF = Withdrawn Failing
NC = No Credit

Graduation Requirements

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

Complete 120 credits.

Satisfactorily complete all required courses as listed below:

Subject	Credit	
English	4 years	
Social Studies	3 years	
(Includes 2 years of U.S. History and year of World History/Cultures)		1
Mathematics	3 years	
Science	3 years	
World Languages	2 years	
Physical Education and Health Ed.	Each year in school	
Visual & Performing Arts	5 credits	
Career, Consumer, Family, Life Skills	5 credits	
Financial/Economic Literacy	2.5 credits	

**Note: Refer to the Program of Studies for information on grading, calculation of GPA, and weight factors for elective subjects.*

Course Load for Students

No student may have more than one (1) full period of study hall during any given marking period. To obtain the optimum from the school experience, all students are encouraged to schedule the maximum credit load that is consistent with aptitude, interest, achievement, and goals.

Withdrawal from Courses

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

- The minimum load for a student attending Mendham High School is 7 classes. If a student is withdrawn as failing from a course, resulting in fewer than 7 classes, the student must select another course or the student will be placed in quiet study for the remainder of the year.
- Full Year Courses - Students may withdraw without penalty for the first four weeks the class meets (September 23, 2022). Withdrawing after the first four weeks will result in a Withdrawal Failure (WF).
- Semester Courses – Students may withdraw without penalty for the first two weeks the class meets (September 9, 2022) (February 3, 2023). Withdrawing after the first two weeks will result in a Withdrawal Failure (WF).
- When a student changes homogeneous grouping levels in any course after the grade is posted, that grade remains the grade of record. (Policy #5125.11)

Level Changes

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

Grade Appeal Process:

1. Parents who are concerned about any grade should first contact the appropriate teacher through the school's counseling office and make an appointment for a conference to be held at a mutually convenient time. The objective of the conference shall be to demonstrate that criteria for determining grades were in place and that the criteria for determining grades were applied properly. If the parent is not satisfied, the student may proceed to step 2.
2. The parent should contact the appropriate Administrator and arrange a conference involving the parent, the teacher, and the Administrator. The Administrator will ask the parent to present his questions or concerns and ask the teacher to respond concerning the criteria for determining grades and how they were applied. If the Administrator determines that appropriate criteria for grading were in place and applied properly, the student shall inform the parent that the grade was determined in the appropriate way. All appeals involving individual tests or assignments or the final exam for a course shall conclude at this step and the decision of the Administrator shall be final. If the appeal pertains to the final grade for a marking period or the final grade for a course and the parent still questions the method of determining the grade, the student may proceed to Step 3.
3. The parent should contact the building Principal to arrange for a conference. The Principal shall invite the appropriate staff. The parent shall present his/her concerns or questions regarding grading criteria and how they were applied. The Principal will ask the Administrator to respond in terms of criteria used and the grade in question. The Principal shall decide if the grade was arrived at properly and inform the parent of his decision. If

not satisfied, the parent may meet with the Assistant Superintendent/Superintendent of Schools (Step 4).

4. The parent should make an appointment for a conference with the Assistant Superintendent/Superintendent of Schools. The Assistant Superintendent/Superintendent shall invite the appropriate staff. After discussing the grading criteria and the grade in question, the Superintendent shall decide if district grading policies and practices have been followed. The superintendent will inform the parent of his decision.

Parents may request that the board of Education review decisions made during the grade appeal process.

Honor Roll

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

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

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

Exams

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

Report Cards

- Report Cards are no longer mailed at the conclusion of each marking period. Only the final report card for the school year will be mailed home.
- Parents/guardians are now encouraged to monitor student progress via the PowerSchool portal. A link to the portal can be found on our school's website, www.wmmhs.org. Username and password information may be obtained from the counseling office. Freshmen and their parents will be given their username and password before school begins.
- In special cases, the Principal, by law, may exercise the right to declare completion or non-completion of course, grade, and school requirements, regardless of the grade average.

Incomplete Grades

Students who have received an incomplete for a marking period or examination will be given 10 school days to complete the necessary work. If the work is not completed within 10 school days, the incomplete grade will automatically become an F. Teachers may submit grade change forms at a later date in cases where there were extenuating circumstances.

As a general rule, to make up assigned work, two (2) school days are allowed for every one (1) day of absence. It is the student's responsibility to contact the teacher regarding a plan to make up work. If a student is absent only on the day of a previously announced test or quiz, the student is responsible for taking the test or quiz on the day the student returns to school. If a student is absent the day before a previously announced test or quiz, and if no new work was covered that day, the student is responsible for taking the test or quiz on the day the student returns to school.

Academic Integrity

It is the obligation of the student to act honorably and with integrity in the performance of their academic responsibilities.

Student Guidance on Academic Integrity

The expected behavior is that...	Unacceptable practices include...
student assignments are completed individually by each student unless instructed otherwise by the teacher.	students deliberately working together, colluding or sharing work without the permission of the teacher.
when students are confused, they ask each other to help clarify understanding. In fact, discussion among peers may be deemed by a teacher as beneficial to the learning process. However, such cooperation is only truly helpful if all students come to understand the material on their own. Students should then be able to leave the discussion, return to their own work, and use their own words/ideas to explain the answer.	sharing work with another student actively or passively. All involved students, whether giving or receiving information, are equally eligible to be held responsible. If a student uses another student's work in any form, that work becomes inauthentic, and is therefore a violation of the academic integrity policy.
submitted work should be authentic reflecting each student's own wording and understanding. Any aspect of the work not originally generated by the student must be properly cited.	plagiarism, unapproved collaboration, or submitting work without properly citing sources.
students will abide by the conduct of each assignment and assessment outlined by the teacher or institution, including the use of electronic equipment, wearable technology, books or guides, rough or scratch paper or notes.	deliberate cheating or the use of items that are not permitted during all assignments and assessments.
students will understand the terms of academic integrity. Students will understand the distinctions between collaboration, group work and brainstorming.	claiming ignorance of the policy or not asking clarifying questions of the teacher, counselor or administrator prior to completing the assignment.

Student Rights and the Academic Integrity Investigation Process

Should an alleged violation of the Academic Integrity Policy be discovered, an investigation by the classroom teacher, building administration, and/or district administration will occur. This investigation may include, but is not limited to, comparing the work in question against other students' or published work, using technology such as TurnItIn.com, notifying guidance counselors and administration, discussing the situation with student(s) and/or contacting parents or guardians. An investigation of an alleged policy violation and subsequent consequences will be based solely upon evidence gathered in reference to academic dishonesty.

Should a student be found to be in violation of the policy, consequences may be administered in accordance with the severity of the infraction and the school disciplinary procedures. Such consequences may include, but are not limited to, having the student redo the assignment, complete a different assignment, being assigned partial credit, being assigned a failing grade or the reporting of the incident to the National Honor Society and/or removal from the IBDP or IBCP. Guidance counselors will be notified of any incidents of the policy's violation in order to ensure that the violation leads to

student growth and not part of a larger trend of academic dishonesty. Parents or guardians will be notified by the teacher or school administrator regarding the investigatory process and the consequences associated with policy violation.

Valedictorian/Salutatorian Selection Process

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

National Honor Society Membership

A cumulative Unweighted Grade Point Average of 3.6 OR a cumulative Weighted Grade Point Average of 4.3 is necessary for a student to be academically eligible for membership in the National Honor Society. Induction criteria will measure three full years of a student's grades, service, and character. Eligible students will be notified by October of their senior year.

Withdrawing to Transfer

Students withdrawing from West Morris Mendham High School with the intention of transferring to another school shall observe the following procedure:

1. Obtain a school withdrawal form from the counseling office. The form must be signed by a parent(s), if the student is under 18 years of age.
2. Return all books, uniforms, and other school property to the appropriate teachers who will initial the form as these obligations are met. In addition to the teachers' signatures, the student must obtain signatures for the other school areas as indicated on the form.
3. All obligations must be satisfied before any transcripts or school records will be released.
4. Clean all lockers.
5. Report back to the Counseling Office with completed forms for final clearance by the Director.

Withdrawing to Terminate

In addition to fulfilling the previous requirements, the student must arrange a conference involving the student, counselor, and parent(s) (if under 18 years of age). The Principal will interview the withdrawing student.

Early Graduation

Students may graduate early if they have consistently demonstrated in school a scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health or family concerns would be served by completing the West Morris Regional High School District educational requirements early.

Homework Requests

The counseling office can assist in gathering assignments for students who will be absent for at least 3 days. Parent(s) or student must make the request through the counseling office. Request for assignments will be distributed to all subject teachers the day the request is received. Such requests are most frequently filled digitally.

Home Instruction

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

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

Student Records

The school counseling office maintains accurate academic and attendance information both past and present, regarding a student's educational growth. Official transcripts are forwarded by mail or submitted electronically to colleges, schools, and employers upon request and written permission by the parent or adult student. Students requesting to hand-carry transcripts will be provided with an unofficial transcript only.

Rights and Responsibilities

According to the Age of Majority law, when a student reaches the age of eighteen and is financially independent as verified by his parents, the school is required to communicate directly with the student concerning all educational matters. However, those students who are eighteen and not financially independent, are still governed by all the rules and regulations of the school. The parents will continue to be routinely involved with the normal day-to-day contact regarding the student. The school will continue to send home all reports, letters of suspension, letters regarding attendance, and any other forms of communication deemed appropriate. Only emancipated eighteen-year-olds will be dealt with directly, absent their parents.

504 Section: Notice of Parental Rights

- Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute barring discrimination on the basis of one's disability and ensuring access to major life activities such as learning.
- It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
- The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.
- Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). See below.
- Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.
- The designated school district Section 504 Coordinator is Mr. Michael Reinknecht - telephone (908) 879-6404 x1477.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that West Morris Regional High School District (WMRHSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, WMRHSD may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the WMRHSD to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill showing your student’s role in drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want WMRHSD to disclose directory information from your child’s education records without your prior consent you must notify the West Morris Mendham Counseling Office in writing by September 30, 2022. WMRHSD has designated the following information as directory information:

- | | | |
|---|-------------------------|---------|
| Student’s name | Date and place of birth | Address |
| Major field of study | Telephone listing | |
| Dates of attendance | Electronic mail address | |
| Grade level | Photograph | |
| Degrees, honors, and awards received | | |
| Weight and height of members of athletic teams | | |
| The most recent educational agency or institution attended. | | |

¹These laws are Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

COUNSELING SERVICES

The main purpose of the Counseling Department is to assist students in realizing their greatest potential both academically and personally. Counselors genuinely care about you; there is no problem too large or small to discuss. A counselor's primary concern is to give support and guidance in these most important years.

Counseling Office Hours

The Counseling Office will be open from 7:00 a.m. to 3:00 p.m. Monday through Friday during the school year. During the summer, the Counseling Office will be open from 7:30 a.m. to 3:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

Student Appointments

Whenever possible, appointments are to be made for a free period or during a non-core academic class. Students are always welcome to “drop” in to see a counselor and schedule an appointment.

Student/Counselor Assignments

Students are assigned alphabetically to a counselor and will remain with that counselor for the duration of their high school years.

Parent Teacher Conferences

Parent conferences may be planned if the student, teacher, school counselor, and/or parent believe it to be beneficial. Please call the guidance counselor to make arrangements.

College and Career Resource Center

Located in the conference area of the Counseling Office is our College and Career Resource Center. The CRC has an extensive library of resource materials on the following:

- Naviance
- Careers
- Colleges
- Universities
- Financial Aid
- Armed Services
- Scholarships

Students may visit the CRC during their free time to access these resources.

Applying to Colleges

Conferences for Juniors and their parents are scheduled from January-March to discuss their future plans. Students are encouraged to start their research and to develop lists of prospective colleges. College visits can be a useful part of vacation plans between junior and senior years.

From September-November, college admissions personnel visit Mendham High School daily during lunch to speak with students.

All of the counselors are knowledgeable about the college admissions process. They have been through this experience many times and offer valuable advice to both students and parents. The counselors and seniors work closely at this time in order to meet application deadlines. Students are ultimately responsible for meeting all application deadlines and verifying the status of each application.

Staff Recommendations

During the course of the year, the faculty writes numerous college and employment recommendations. Students are asked to request the recommendations with ample time before the deadline. If the conditions under which the original recommendations change, the staff reserves the right to send a follow-up letter.

The Scheduling Process

Student schedules are developed in the spring of each year, beginning with initial course requests in February/March. The process includes input from students, parents, teachers, counselors, and administrators.

Students are expected to honor their commitments and to attend and satisfactorily complete the courses in which they enroll during counseling conferences.

After receipt of schedule changes will not be made for reasons of convenience. Only educationally sound requests for change will be considered according to the guidelines listed below:

1. If there is a need to correct a clerical error in the schedule. Examples might include a missing course, two or more courses in conflict or failure in a prerequisite course.
2. If there is a recommendation from the child study team.
3. If there is a recommendation from an administrator for disciplinary, attendance, or instructional reasons.
4. If a student is repeating a course and is assigned the same teacher.
5. A documented negative family history with the teacher.

Student Assistance Counselor

This program is designed to affect the entire student body. The counselor is available to meet with students who are using alcohol/drugs or who have family, peer or school concerns such as chemical use. Parents are also encouraged to contact the Student Assistance Counselor, Mrs. Sarah Bovee, at (973) 543-2501 x4520.

NJ Department of Children & Families (formerly DYFS)

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously. (NJAC 6A:16-11)

The Morris County Local Office can be reached at **973-927-0931**.

WMRHSD CODE OF CONDUCT (Policy #5131)

The West Morris Regional High School District Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

- A. Foster the health, safety, and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders, and students' histories of inappropriate behaviors as appropriate.

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority, and respond to those who hold that authority. Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules.

The WMRHSD Code of Conduct applies to behavior on school property, on the school bus, and at all school-sponsored activities. The code of student conduct is applied equitably without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic partnership, or civil-union, mental, physical, or sensory disability, or any other distinguishing characteristic.

Student Guidelines

1. Students are expected to recognize that the primary reason for attending school is to become responsible, educated citizens.
2. Students are expected to strive to set a positive personal example at all times.
3. Students are expected to strive for academic excellence.
4. Students are expected to act respectfully to administrators, teachers, and fellow students.
5. Students are expected to respect the property and take pride in the schools of this district.
6. Students are expected to adhere to all local and state laws.
7. Students are expected to adhere to all district and school policies including but not limited to:
 - a. Responsible Use (Policy #6142.10)
 - b. Attendance, Absences, and Excuses (Policy #5113)
 - c. Transportation Safety (Policy #3541.33)
 - d. Harassment, Intimidation, and Bullying (Policy # 5131.1)
 - e. Smoking Prohibition (Policy #3515)

- f. Substance Abuse (Policy #5131.6)
- g. Vandalism and Violence (Policy #5131.5)
- h. Weapons and Dangerous Instruments (#5131.7)

Behavioral Supports

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

Various programs and assemblies related to student wellness:

“Share the Keys” Teen/Parent Driving Program, School Clubs, Student Tutoring Program, etc.

Community-Based Health & Social Services (Morris County)

Mental Health Administrator - 973-285-6852

Substance Abuse Coordinator - 973-285-6867

Municipal Alliance Coordinator - 973-285-6860

Division of Child Behavior Health Services - 877-652-7624

Morris County Division of Child Protection and Permanency (formerly DYFS) - 877-NJ-ABUSE

Bernards Township Health Department (serves WMM) - 908-204-2520

Washington Township Health Department (serves WMC) - 908-876-3650

Legal Aid & Agencies

Morris County Prosecutor's Office - 973-285-6200

Legal Aid (Morris County) Director - 973-285-6911

Disciplinary Actions/Consequences

Teacher Assigned Detention

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

Administrative Detention

An administrative detention is held in a school-specific detention area. Students may be assigned this detention by an administrator or student advisor. This detention may be at lunch, after school, or on Saturdays. The detention days will be designated by the school.

Missing Detention

Missed detentions will be rescheduled. Penalties for missing a detention range from an additional detention to suspension at administrator discretion.

Saturday Detention

Students assigned Saturday detention must report to a specified area no later than 8:00 a.m. on the assigned date.

The detention will run from 8:00–11:00 a.m. Students are to bring schoolwork or a book to read. Students who fail to report to or are asked to leave Saturday detention may be suspended.

Removal From Class

Students who have habitual discipline problems in class will be dropped from the class and assigned to a study hall after administrative review.

Suspension of Privileges

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Suspension

Students may not participate in school activities on the day(s) of their suspension. In addition, students serving an out-of-school suspension may not be on school grounds throughout the duration of the suspension. If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

In-School Suspension

Students assigned in-school suspension must report to a specified area on the indicated day(s). Students are there for the entire day and are expected to complete assignments provided by teachers. Socializing is not permitted. A zero will be given for that day's classwork if it is not completed. Parents will be informed of this action and in some instances, a parent-student conference with an administrator may be required. Chronic in-school suspensions will result in out-of-school suspensions with a mandatory conference. Inappropriate behavior in in-school suspension will result in out-of-school suspension.

Out of School Suspension

Serious violations of the Student Code of Conduct will result in out-of-school suspension. Depending upon the infraction, the suspension may be from one to ten days. Parents will be informed of this action, and in some instances, a parent-student conference with an administrator may be required. Severe infractions may result in longer suspensions beyond ten days. Excessive suspensions will result in a loss of student privileges, including parking.

Court Action

Children under 16 years are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons, and any other violation of New Jersey Statutes.

Infractions

Academic Dishonesty

Matters of Academic Dishonesty will be addressed in accordance with our Academic Integrity Policy.

Cutting Class

Cutting is defined as being absent from your assigned class or area without authorized permission.

- 1st offense – One detention, parents notified
- 2nd offense – Two detentions, parents notified, guidance conference
- 2nd offense in the same class – Saturday detention, parents notified, guidance conference
- 3rd offense – Saturday detention, parents notified
- 3rd offense in the same class -- Possible loss of credit, Attendance Committee Referral

Additional cuts may result in suspension. Three cuts in the same class will result in an attendance committee review and the possible sanction of withdrawal failing or other appropriate responses.

A truancy will be considered a cut in all classes.

Disruptive Conduct/Inappropriate Behavior

Disruptive conduct in the classroom, cafeteria, halls, any place in the building, on school grounds, or on a school bus will not be tolerated. Students displaying such behavior will face reprimand, detention, and/or suspension. A student may be excluded from the bus for disciplinary reasons, and their parents shall provide for their transportation to and from school during the period of such exclusion.

Dress Code Violations

Students in violation of the dress code will be asked to change attire. If a change of attire is not available, the student will be removed from the classroom and provided a private space in which to work for the remainder of the day. Repeated or egregious violations of the dress code may result in detention and/or suspension.

Driving/Parking Violations

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

Electronic Devices

Cell Phones

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

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

Cyber Bullying

Using any form of an electronic/digital program to create or continue a bullying situation is cyberbullying. Any incident of cyberbullying falls under the District HIB Policy (5131.1), which may include police involvement. See Harassment/Intimidation/Bullying below. If the incident also involves the use of school equipment, it is a violation of the Student Acceptable Use Policy and additional disciplinary action(s) may

be taken.

Electronic Listening Devices

Electronic listening devices may only be used in class with a teacher's permission. Wearing earbuds or AirPods is considered use. Airpods or listening devices are permitted in only one ear during passing times between classes so that students can hear any safety announcements or communication from staff.

Picture/Video/Audio Recording

Administrative approval is required to take pictures, videos, or to record audio of any student, faculty member, or employee on West Morris Regional property. Taking pictures, videos, or making an audio recording of students, staff members, and employees without explicit consent from administration is a violation of school policy and will be addressed accordingly.

Texting or the unauthorized use of cell phones

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

Sexting

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

Other Electronic Devices

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

Failing to Sign Into School or Leaving School Grounds Without Permission

Any student who fails to sign in to school when required to do so or who leaves school grounds without prior authorization will be referred to the appropriate administrator resulting in disciplinary consequences. Repeated infractions will result in the loss of parking privileges.

False Public Alarm

Any student causing a false public alarm (i.e., bomb threats, pulling a fire alarm) will be suspended and law enforcement will be notified.

Forgery

Students found forging passes, notes, letters, emails, etc. will be assigned detentions(s), and may face suspension from an activity or from school.

Gambling

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

Harassment/Intimidation/Bullying/Hazing

Harassment/Intimidation/Bullying (Policy 5131.1)

It is expected that all employees, volunteers, parents, and students treat one another in a manner that conveys and demonstrates respect, civility, and consideration regardless of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristics.

“Harassment, intimidation or bullying” is defined as 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, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, 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 their person or damage to their property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function, or on a school bus.

Hazing

Hazing is strictly prohibited. It is defined as any action or activity that intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization. Hazing can also be defined as any action or activity which diminishes the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, which results in social ostracism, and/or which demeans, degrades, or disgraces any person regardless of intent or consent of participants. Permission, consent, or assumption of the risks by a student subjected to hazing does not lessen the prohibition contained in BOE Policy 5131.

Acts of harassment, intimidation, bullying, or hazing will be reported and investigated, and appropriate disciplinary and remedial measures will be taken to ensure that the environment is safe for all individuals.

Inappropriate Language/Profanity

Any student using language or gestures, which are obscene or improper will face consequences ranging from reprimand, detention, to suspension. Any profanity directed at a staff member will result in suspension.

Insubordination

Students who fail to cooperate with staff members engage in continued and willful disobedience, or display open

defiance of the authority of any staff member will face consequences ranging from reprimand, detention to suspension

Physical Altercation/Fighting/Assault

A *physical altercation* will be penalized ranging from detention to suspension. Should the altercation be determined to be a *fight or an assault*, the penalty would be suspension with possible law enforcement involvement. Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator, or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5.

Substance Abuse - Tobacco (Policy 3515, 5131.6)

The Board of education recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the Board of Education prohibits all smoking or use of tobacco products in all school facilities and on all school grounds. This includes the use of cigars, cigarettes, pipes, electronic cigarettes and/or vaporizers, and chewing tobacco.

Further, no student is permitted to possess a tobacco product while in any school building, on school property, or at any school-sponsored or school-related event.

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

The athletic code of conduct will be enforced for any student-athletes found in violation.

Substance Abuse - Drugs, Alcohol, Steroids (Policy 5131.6)

The Board of Education recognizes that the misuse of drugs, alcohol, steroids, and tobacco threatens the positive development of students and the welfare of the entire school community. The Board maintains that the use of drugs, alcohol, steroids, and tobacco and the unlawful possession of these substances is wrong and harmful. Therefore, the Board prohibits the use, possession, and/or distribution of any drug, alcohol, or steroid or drug-related paraphernalia on school property at any time and at any school-related activity.

If a student is suspected to be under the influence or possession of drugs or alcohol in school or at a school-related activity, the student's parent or guardian will be contacted and the student will be required to have a medical evaluation including a chemical screen (drug test) taken immediately. The student's locker, person, bag/backpack, and/or vehicle parked on school property may be subject to search. All provisions of [Regulation 5131.6](#) will be followed.

Law enforcement may be notified in accordance with the Memorandum of Agreement and applicable New Jersey or Federal Law.

**Substance Abuse - Vaping
(Policy 5131.6)**

Vaping is not permitted on school grounds or at any school-related activity. Any student found vaping or in possession of an e-cigarette, personal vaporizer or electronic nicotine delivery system will be subject to an immediate chemical screen (drug test), as per district policy 5131.6 and all provisions of Regulation 5131.6 will be followed.

Theft

A student who has taken property that is not rightfully theirs may be subject to suspension or expulsion. Law enforcement will be notified if appropriate and the student and their parent/guardian may be responsible for restitution of losses.

Threats

Threats of any nature are not acceptable. If the administration deems a threat to be of a serious nature, the student(s) will be removed from the school environment. Threatening bodily harm, intimidation of students, school personnel, etc. will result in disciplinary action and criminal charges may be filed. A psychiatric examination may also be required.

Trespassing

Students taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so, or who incite others to take part in an unauthorized occupancy, may be subject to suspension or expulsion along with the notification of law enforcement.

Vandalism

Students who cause, or attempt to cause, substantial damage to school property, or who tamper with or damage the property of other students or staff members, will be subject to disciplinary action, including possible suspension, and may face legal action. Students and their parents/guardians will be liable for the damages caused by the student.

Verbal Abuse of Staff Member

Verbal abuse of a staff member, with or without the use of profanity, will result in a suspension.

Weapons (Policy 5131.7)

The WMRHSD BOE prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while en route to or from school or any school function. Students found in possession of a weapon will be suspended and reported to law enforcement.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board.

School officials, under N.J.S.A. 18A:6-1, have specific power to seize weapons or other dangerous items and are required to notify the appropriate law enforcement agency of any possible violation of the New Jersey Code of Criminal Justice.

ATTENDANCE POLICY

ABSENCES AND EXCUSES

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

Regular attendance at school is an indicator of responsible student behavior. Prolonged or repeated absences from school or from class deprive the student of the classroom activities deemed essential to learning and may result in failure to meet academic requirements and loss of credit toward the high school diploma. Any student who is absent from any given class more than thirteen times will be subject to administrative review and/or committee review. An intervention program, intended to improve attendance, will be implemented for students who accumulate more than thirteen absences. This program may include disciplinary action or removal from class and loss of credit.

Daily Notification by Parents/Guardians

Parents are responsible for notifying the school by 9:00 am on the day when a student will be absent and for informing the school of the reason for the absence. Such notification is necessary to ensure the safety of students; it does not replace or limit the responsibility of parents to maintain records and documentation of absences in the event that such becomes necessary for an administrative or committee review.

Notification by School Personnel

With the exception of long-term illnesses requiring home instruction, all absences will accumulate, regardless of their nature. After seven, a school official will notify the parent in writing.

Administrative Review of Absences

After Seven Cumulative Absences - (Five for PE, Four for Semester Courses, Three for Health)

If, after notification of seven absences, the parent believes that certain absences qualify as excused, s/he may schedule an appointment with the principal (or designee) to provide documentation of same. The principal may reduce the cumulative absences for the following reasons only based on this documentation.

1. Subpoenaed or court-ordered attendance
2. Death in the immediate family
3. Religious observance of a day recognized by the commissioner of education

As a general rule, to make up assigned work, two (2) school days are allowed for every one (1) day of absence. Following an absence of six or more consecutive school days, the student and teacher must meet within a period of three (3) days to develop and agree on a make-up plan.

If a student is absent only on the day of a previously announced test or quiz, the student is responsible for taking the test or quiz on the day the student returns to school. If a student is absent the day before a previously announced test or quiz, and if no new work was covered that day, the student is responsible for taking the test or

quiz on the day the student returns to school.

Cases which indicate the need for educational intervention may be referred at this time to the review committee or other appropriate school personnel.

After Thirteen Cumulative Absences - (Nine for PE, Seven for Semester Courses, Four for Health)

This same procedure will be repeated after thirteen absences from any given class (seven for semester courses). At this time, the principal may also consider and excuse absences due to illnesses when such illnesses are (1) documented as necessary by a family physician, (2) validated by the school physician, and (3) the cause of more than half of the thirteen absences (seven or more). Cases in which the thirteen absences remain unexcused will be referred to the review committee which will hold a hearing with the student and the parent/guardian to determine the appropriate response.

Review Committee

A review committee will be appointed by the principal and consist of representative staff, including pupil service personnel and classroom teachers. The purpose of the committee is to conduct hearings with students and their parents when absences accumulate to more than 13 in any given year. (Three for quarter courses such as Health). After the committee considers the reasons for excessive absences, they will recommend to the principal whether or not to grant additional excusal to any given absence(s).

When the review committee recommends such excusals, they shall consider the nature and causes of all absences. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent.

This committee shall recommend appropriate modification to the program of any student who does not qualify for excusals. In doing so, the committee shall consider the rights of students with educational disabilities and the responsibility of the school to provide an appropriate educational experience for students.

Modification to Program Due to Excessive Absenteeism

Students who regularly and intentionally absent themselves from class(s) for inappropriate reasons and fail to demonstrate academic achievement and/or effort in any given course may lose the privilege to complete a course. Removal for this reason shall result in a grade of withdrawn failing. The withdrawn/failure option will be applied only when failure for the course is imminent based on teacher report of student progress.

Students who are unable to attend AP/IB/Honors classes consistently or whose attendance record has placed credit at risk must continue to complete all course assignments in order to maintain the AP/IB/Honors designation. This expectation is necessary owing to the obligation and statements of assurance that WMRHSD schools deliver a curriculum aligned with the standards required by AP and IB within a time period ending with the standardized test date. Students requesting extensions of deadlines to complete work in the AP/IB/Honors course must do so by the midpoint of the subsequent marking period in order to remain in that course.

In situations where academic achievement is proven, but unexcused absences exceed 13, the review committee may require

alternative efforts from students to correct excessive absenteeism. Possible responses may include alternative class sessions/ assignments, school or community service; in-school suspension; or attendance during off-school hours, including Saturdays, for counseling/tutoring. Failure of the student to successfully complete the corrective plan will result in removal from the class and/or a failing grade for the course(s).

School Authorized Trips and Activities

Missed class(es) due to school-sponsored trips and activities are not considered as absences for purposes of this policy. Students who miss class under these circumstances are responsible for making up work and for informing teachers of the reason for missing class.

Missed Time

Except for school-authorized trips and activities, missing more than 15 minutes of a class period counts as an absence from class.

Truancy/Cutting of Class

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

The board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of 16. Repeated infractions by enrolled students over the age of 16 may result in suspension or expulsion.

It is the policy of the board to consider the effectiveness and appropriateness of the educational program for those students who habitually and repeatedly absent themselves from their assigned classes and to refer such cases to the child study team for review.

Students who are truant or cut a class lose the privilege of making up tests or other class work given on the day of the illegal absence.

ATTENDANCE PROCEDURES

Parents of students who are absent for illness or any of the above reasons should phone the attendance office by 9:00 a.m. the day of the absence. In addition, the student upon their return to school should bring in an absence note. **It is the parents' responsibility to monitor the student's attendance to see that a student meets the legal attendance requirements.** Generally, it is true that good attendance goes hand-in-hand with good academic achievement.

Students must be in attendance for the last four instructional/academic hours in order to participate in school-sponsored activities. Lunch does not count as an instructional hour.

Students arriving at school after 7:55 a.m. will be marked absent for the 1st period.

College visitations must be verified on college letterhead stationery. The NJDOE allows 3 excused absences for college

visitations for students in grades 11 and 12.

Adult students, 18 years of age or older, must still get parental permission as related to school matters, unless they are legally emancipated.

Tardiness to School:

Students are expected to be in school on time. Students who are late to school must report to the attendance office to sign in. Failure to do so may result in disciplinary action. A record of tardiness will be maintained on a semester basis, and action will be taken as described below:

1st – 5th offense:	Reprimand
6th - 7th offense:	Administrative detention
8th –9th offense:	Saturday detention with parental contact.
10th – 11th offense:	In-school suspension on assigned date.
	No participation in after-school activities will be permitted.

In addition, seniors with chronic tardiness problems may lose their parking privileges.

Procedure for Early Dismissal

- Signed note from parent/guardian must be submitted to the office at the beginning of the school day with the reason for the dismissal given.
- The note must include a parent/guardian telephone number for verification.
- The student must fill out an Early Dismissal card.
- The student must sign out at the reception desk at the time of dismissal.
- If the student does not drive, a parent/guardian must sign out the student at the reception desk at the time of dismissal. If the student is driving themselves, the note must indicate they have permission to do so.
- **Failure to produce a note will mean that the student will not be excused early unless a parent/guardian comes into the office to sign out the student in person provided there is a valid reason for the dismissal.**
- Any student who leaves school without following this process may face disciplinary action.
- If a student fails to comply with the above, the student will be considered truant.

Names of students excused early will appear on the daily absentee list. At dismissal time, the student must sign out in the attendance office. Coaches and advisors will check student daily attendance for compliance with attendance requirements in order for students to participate in after school athletics/activities.

Class Attendance: Students must attend all classes unless excused by the administration or teacher of the class to which an individual is assigned. No teacher may excuse a student from another teacher's class. Students are not to be in the Counseling Office unless excused by the classroom teacher.

At times some students claim to be legally absent from school but come into the building to get books and assignments, visit a friend, work in the library on a term paper, etc. If you are in the building, you are to attend all scheduled classes and study halls unless excused by the administration.

RELEASED TIME PROGRAM LATE ENTRY

Juniors and seniors who are scheduled for a study hall during periods 1, 2, 3 or 4 when that study hall is the first session of the day may report to school by 8:25 a.m.

EARLY DISMISSAL

Juniors and seniors who are scheduled for a study hall during periods 5, 6, 7 or 8 when that study hall is the last session of the day may sign out of school once the signed parent permission form is received.. Before leaving campus, students **must** report to their study hall supervising teacher at the beginning of the period to sign in/out. Once you have signed out, you may not return to campus during regular school hours. Failing to abide by the rules of this program, will result in withdrawal of this privilege.

Note: All juniors and seniors wishing to participate in the late arrival/early dismissal released time program must complete the corresponding paperwork carrying the signature of a parent or guardian and submit it to the Administration.

STUDY/ACTIVITY TIME

Grades 9, 10, and 11 students are required to report to the cafeteria for attendance at the beginning of the period. Grade 12 students should report for attendance directly to their study hall teacher in the lobby. Following attendance, students are allowed to sign out to the library or counseling areas. Movement outside these areas requires a written pass.

CAFETERIA/STUDY

- students are responsible for cleaning their tables and the adjacent floor area
- there is to be no sitting on the tables or on the floor
- no food, trays, cans, plates or utensils are to be taken out of the cafeteria
- no card/game playing Library/Resource centers:
- a quiet atmosphere is maintained to permit serious study
- plan to go to the library to use library materials
- students who use the library for reasons other than this will be asked to leave
- extra help is available from teachers on department duty Lobby:
- discussion groups with talk at a low conversational level
- read, study and prepare homework
- students may not sit on the tables or on the floor

Failure to abide by the rules or to maintain appropriate behavior in the aforementioned areas may result in disciplinary action, such as loss of late arrival/early dismissal privilege, loss of parking privilege, and/or assignment to a quiet study.

DRESS CODE

The West Morris Regional High School District believes that schools should be safe and affirming spaces for all students. Furthermore, we believe that all students should have the right to express themselves fully in school through choosing clothing, hairstyles, jewelry, and accessories that appropriately represent and affirm their varied identities.

This Dress Code affirms that all students are to be treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. It is our responsibility to maintain a learning environment which does not interfere with the health and safety of the student or others while encouraging standards of dress most suitable for post-secondary educational and professional environments.

Expectations for Student Dress:

- Clothing must completely cover genitals, buttocks, and nipples with opaque material.
- Undergarments, with the exception of straps or waistbands, must be covered.
- Shirts and dresses must have fabric in the front, back, and on the sides (under the arms) and may not expose the midriff.
- Anything worn on the head must not obscure the face or ears and may not interfere with the line of sight of any student or staff unless worn for religious or medical reasons.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not use or depict hate speech.
- Clothing may not use or depict violent language or images, nudity or sexual acts, or profanity.

Teachers may have additional course-specific attire requirements for curricular or safety purposes.

DRIVING/PARKING REGULATIONS

Students must apply for permission to park on the school grounds. Parking permits will only be issued after a parent and the student attend a mandatory driver safety program sponsored by the school prior to the start of classes. Only seniors may park on campus or in the church lot. When permission is granted, The student driver will be issued a parking permit and given very specific directions for use of their car on school grounds. Students are not permitted to be in the parking area or in vehicles during the school day. In an extenuating circumstance, the student must see an administrator for permission to go to their car.

Disabled students who may require parking on school grounds must contact the building administration.

The student acknowledges that parking in the school lot is a privilege and subject to Search and Seizure regulations. Parking privileges may be revoked for disciplinary reasons.

Space available for senior parking on campus is limited. The following regulations apply and will be strictly enforced:

1. Senior parking is available only in designated areas during the school day.

2. All senior cars parked on campus must be registered with the main office and a student parking tag must be prominently displayed.
3. Only seniors may register their cars and park on campus in assigned parking spaces during the school day. Parking permits/decals are not transferable and are valid only for the student to which it is issued. Underclassmen who attempt to park are subject to disciplinary action that may include suspension of parking privileges during their senior year, suspension from school, ticketing and/or towing of the vehicle.
4. No senior may park in any staff designated area during the school day.
5. Seniors may not park in the area marked for church parking closest to the church building.

While the school has no authority or responsibility for student cars parked on the public streets around school, students are reminded not to block access to mailboxes or driveways and to follow posted parking regulations.

EXTRACURRICULAR ACTIVITIES

West Morris Mendham High School maintains a wide range of extracurricular activities for all students.

Accounting Club/School Store	Math League
Alliance for Acceptance and Understanding	Mendham Players/Drama Club
American Politics/Debate	Mock Trial
Amnesty International	Model UN
Anti-Bullying (Friends/Buddies)	National Honor Society
Art Club	Newspaper - <i>Patriot</i>
Bowling Club	PALS
Cheerleading	Peace Project
Choral Groups	Peer Leadership
Esports	Peer Tutoring
Environmental Club	Photography Club
Film Club	Progressive Perspectives
Future Business Leaders of America	Relay for Life
Future Educators Club/Peer Tutors	Science League
Gaming Club	Science Olympiad
Gay Straight Alliance	Service Club
Instrumental Groups	Ski Club
International Club	Stagecraft Club
Intramurals	Student Council
Lighting and Sound	Varsity Club and Athletic Council
Literary Magazine - <i>Visions</i>	World Language Honor Society
Marching Band	Yearbook - <i>Journeyman</i>

Everyone is invited to participate in one or more of these activities. For information regarding these activities, watch the daily bulletin for announcements or speak to the advisor or the Coordinator of Student Activities for more specific information.

All activities will be under the direct leadership and supervision of a faculty advisor. No students are permitted in an unsupervised area at any time.

REGULATIONS FOR ACTIVITIES AND SPECIAL EVENTS

Philosophy

Activities should provide an opportunity for students to socialize with their classmates in a school setting. This activity should help to develop school spirit and pride while contributing to the growth and development of mature attitudes necessary in interpersonal relationships.

Scheduling

Activities are sponsored by classes, clubs, and other school organizations through the high school administration. Student officers or chairpersons of these organizations must present their plans in a request for authorization to the Coordinator of Student Activities and the Principal. Approval or denial will be decided within a week. The Coordinator of Student Activities and the Principal will work with the teacher advisors in setting up particular control procedures for the specific activity.

Basic Requirements

Activities will be restricted to students of West Morris Mendham High School. Students may be asked to show identification.

Chaperones approved by the Coordinator of Student Activities must be in attendance, along with the advisor and for some events, police officers. An administrator may be required for certain functions.

Controls

Students may be denied admission at the door.

Students may be asked to leave an activity by the chaperones. The admission cost may or may not be returned.

The advisor and/or the administrator will be present at the door during the admission period.

Students may not re-enter an event once they have left the building.

In order for students to be eligible for extracurricular activities, they must be present in school for at least four instructional hours on the day of the activity. Lunch time does not count as instructional time.

Prom Attendance: In the weeks leading up to the prom, students must be in good standing for attendance including demonstrating the ability to be in the company of classmates by being physically present in the school building. On the day of the prom, students are required to be physically present in the Mendham HS building from the first bell to the dismissal bell in order to be eligible to attend the prom that evening.

Students may be checked for possession of any Controlled Dangerous Substance including alcohol and drugs or drug paraphernalia including vaporizers and e-cigarettes while entering or during the activity.

Smoking (or the use of any tobacco products or vaporizer) is not allowed in the building or on campus

Formal or semi-formal attire regulations will be enforced.

Decorations and lighting will be controlled by the administrator and advisor.

Misconduct will incur disciplinary consequences from reprimand to school suspension from all school activities.

Every measure will be taken to ensure the safety, welfare and right to comfort and enjoyment for the majority of the students.

Because of increasing concern for the well-being of our students, the following regulations are in effect for all school-sponsored activities; this includes proms and all other off-campus events:

A. As per Board of Education Policy 5131.6, no student is allowed to participate in any activity if he is suspected of being under the influence of drugs or alcohol (CDS). Students so identified will be engaged by a chaperone who will contact the parent(s) and require that they pick up the student to be taken for a drug and alcohol screening and to seek medical clearance for return to school.

The punishment for any offense of this nature will be:

1. Exclusion from social/spectator activities.
2. Any coach/advisor may take additional action as they see fit as a result of inappropriate behavior at extracurricular events.
3. School disciplinary consequences based upon the outcome of the drug/alcohol screen.

B. Any student found with alcohol and/or drugs in his/her possession will be immediately turned over to the local police for appropriate action. Parents will be contacted. The school will prosecute the student as per state law under the New Jersey State Statutes:

1. Possession of a controlled dangerous substance: (2C:21-20)
2. Possession of alcohol by a minor: (2C:33-15)
3. Possession of alcohol on school property: (2C:33-16)

C. Any form of misbehavior by a student (profanity, smoking or “vaping”, fighting, vandalism, theft or other inappropriate behavior) will be dealt with by immediate expulsion from the activity and probable referral to the assistant principal for further disciplinary action.

Our extracurricular activities are designed to bring pleasure and enjoyment to a wide segment of the student body. Any student who infringes upon the right of others to enjoy a pleasant and safe experience will receive disciplinary consequence corresponding to the inappropriate behavior.

Assembly Rules

Since assembly programs are deemed to be of equal educational value as regular classes, students are expected to conduct themselves in the same manner as in the classroom, with all courtesies and rules in effect. Students are required to assume an acceptable classroom disposition in assembly areas (auditorium).

INTERSCHOLASTIC ATHLETICS

The athletic director may be reached directly by dialing 973-543-6476. West Morris Mendham High School's interscholastic athletic teams are open to all students. The teams and levels of competition sponsored by our school are:

	Varsity	J.V.	Frosh
Baseball	X	X	X
Basketball – Boys	X	X	X
Basketball – Girls	X	X	X
Cross Country - Boys/Girls	X		
Fencing	X	X	
Field Hockey	X	X	X
Football	X	X	X
Golf	X		
Ice Hockey	X	X*	
Lacrosse – Boys	X	X	X*
Lacrosse – Girls	X	X	X*
Soccer – Boys	X	X	X
Soccer – Girls	X	X	X
Softball	X	X	X*
Swimming – Boys	X		
Swimming – Girls	X		
Tennis – Boys	X	X	
Tennis Girls	X	X	
Track – Boys	X		
Track – Girls	X		
Unified Sports	X		(Soccer, Basketball, Track)
Volleyball – Girls	X	X	X

Winter Track	X	
Wrestling	X	X

*If numbers warrant.

ACTIVITIES AND ATHLETICS PROGRAMS - CODE OF CONDUCT

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

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

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

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

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

- Must recognize that the primary reason for attending school is to become a responsible, educated citizen.
- Must strive to set a positive personal example at all times.
- Must realize that the use of alcohol, tobacco, tobacco products, electronic cigarettes (E-Cigs), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), any steroid or any mind-altering or mood-altering substance is not consistent with responsible personal behavior.
- Must adhere to all school and community rules.
- Must strive to reach the limits of individual talent or athletic ability.

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

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

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

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

Additionally, for any egregious offense, a student may be subject to the complete removal from all activity(s) and/or athletic team(s).

A **Second Violation** of the above rules throughout a student's four year career may result in a minimum of a two week (14 day) suspension from any activity when it is offered or any athletic team during its current and/or subsequent season(s). **Exception: If a second violation occurs within the same school year as the first violation, then the student will receive a twenty-one (21) day suspension from all activity(s) and/or athletic team(s), based upon the severity of the incident. For an out of season violation, the term of suspension will begin with the first week of competitive games/contests.**

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

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

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

School Attendance

All students must arrive by the end of the **second block** of the day, and be present for the **remainder** of the day, to be eligible to participate in any after-school sports or activities.

Exception: Student can produce a doctor's note for an appointment they attended.

A student may arrive late and participate on that day if **prior approval** is given by an administrator.

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

INTERSCHOLASTIC ATHLETIC POLICIES

The Department of Athletics at West Morris Mendham High School has adopted the following policies. All athletes are expected to uphold a high standard of striving for excellence in athletics.

1. Students must meet and maintain the eligibility requirements set forth by the N.J.S.I.A.A. and N.J.A.C. Academic eligibility requires that students pass a minimum of 27.5 credits at the end of each school year to be eligible the following year. To be eligible in the spring an athlete must pass 13.75 credits.

Beginning with the class of 2014:

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.

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

2. Athletes may only change sports within a given season if released from one coach to the other coach, with notification by the coaches to the coordinator of athletics, providing that neither team has entered into competition for that particular season. A review by the school nurse or medical examiner may be necessary or a second physical required.

3. In addition, it is understood that athletes are subject to general school policies with regard to tobacco, vaping, alcohol and drugs.

4. Anyone who is disciplined by the administration for being truant, for cutting of classes or poor citizenship may be removed from that team.

5. In order for students to be eligible for extracurricular activities, they must have legally entered school by the end of the **second** block of the day, and be present for the remainder of the day, the last 4 academic hours of the day.

6. The law requires that all athletes must have a complete medical exam prior to the start of practice. Even if a student gets a physical exam from their own doctor, students still must be cleared by the school doctor before practicing.

7. The Responsibilities of Sportsmanship.

The Player

- Treats opponents with respect.
- Plays hard, but plays within the rules.
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accepts their decisions without gesture or argument.
- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the school and community.

The Spectator

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
- Respects the judgments and strategy of the coach, and does not criticize players or coaches for loss of a game.
- Respects property of others and authority of those who administer the competition.
- Censures those whose behavior is unbecoming.

Athletic Awards

Athletic awards are given at the end of each season in accordance with guidelines set forth by the head coach and the Coordinator of Athletics.

Freshman - will receive a certificate.

Junior Varsity - a J.V. certificate is awarded for successful completion of such participation in one sport.

Varsity - a varsity certificate and letter are awarded for successful completion of varsity competition in one sport (regardless of grade level). A varsity pin is awarded with the certificate in the sport. Subsequent varsity competition will earn the athlete different sport pins or gold bars as appropriate for the certificate. Each senior will receive a plaque from the Minuteman Sports Club.

PHYSICAL EDUCATION PROCEDURES

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

Grading

Physical Education is a Pass/Fail course. Students will participate in three marking periods of Physical Education activities. Each day the student will be given a numerical point value ranging from 0-3. In order to pass for the marking period, the student must have an average of 2 points. Each marking period consists of two 4-week units. Both units must be passed in order to receive a passing grade on the report card for the marking period. In order to receive a passing grade for the year, all six activity units must average out to a 2.0 or better.

Grading Key (Passing Grade = 2.0 points)

- 3 – Full Dress (Participation to the **best** of that student’s ability in judgment of the teacher)
- 2 – Full Dress (Participation on an **average** level for that student in judgment of the teacher)
- 1 – Full Dress (**Very little** participation in class activity in the judgment of the teacher)
- 0 – Full Dress (**no participation** or **disruptive behavior** in the judgment of the teacher)
- Unprepareds (Any which exceed the one permitted within the given activity unit)

Physical Education Attendance

Regular attendance is essential to the continuity of the program. Each student is permitted one (1) “unprepared” per unit, however **it must be made up** within a week from which it was taken. Any other unprepared classifications within the unit will result in a failure for that activity unit and a zero will be averaged in. Students are expected to continue to participate in order to maintain their overall Physical Education average. During any given activity unit a student is permitted two (2) absences. Any other absences must be made up within one week from the absence.

Physical Education Make-up

Any student that is assigned a Physical Education make-up by a teacher must attend the make-up session. All absences that exceed two and the first unprepared **must** be made up. All make-ups must be completed within a week from the date the absence occurred or unprepared was taken. All make-ups will be arranged by the Physical Education teacher.

If a class is to be made up during a study hall period, the student must get permission from their study hall teacher before reporting to the gymnasium. A Physical Education class can only be made up during a period of the same grade level.

Excuses From Physical Education

Legitimate medical excuses from a physician will exempt a student from participation in Physical Education for the designated period of time. The note must be presented within the unit it is being applied. If the doctor cannot specify the length of the excuse, then the next appointment date should be stated. If further excuses are considered necessary, the student will present a new excuse. The student involved must present the medical excuse to the PE teacher who will then direct the student with the note to the nurse for documentation. It is the student’s responsibility to return to Physical Education class when the medical note has ended. A doctor’s medical excuse that lasts for more than three-quarters of a unit will be indicated as a “ME” on the report card. Medical excuses will not be used in computing a final grade for a student. If a student receives a final grade of “ME” for the year, no credit will be granted.

Option Two is a program that provides students the opportunity to receive graduation credit in physical education through an alternative activity that meets or exceeds the district's physical education requirement. It must also equal or exceed the New Jersey Content Standards in Physical Education. Applications for Option Two may be picked up at the start of the school year in the Main Office and must be completed by October 1. Freshmen are not eligible for this program.

Physical Education Exemption Policy. Students in Grades 11 and 12 who have exceeded the state required instructional time in Physical Education, and do not have a Study Hall in their schedules may elect to exempt one marking period of Physical Education per year without loss of graduation credit. All

students will be required to attend the quarterly health education program, which is scheduled by marking period. Students in Grades 10-12 who participate in a school sponsored interscholastic sport and do not have a Study Hall may elect to exempt one marking of Physical Education per year. **Student valuables** must be locked-up while participating in physical education or athletics. This is the responsibility of the student. Students may obtain locks on their own.

Driver's Education

Students who pass the course but fail the test will get the appropriate grade on their report cards. They will have one other opportunity to retake the test in school. If they need other opportunities to pass the test, they will have to do so at the motor vehicle agency.

A letter will be sent to parents of students who fail the driver's education test but pass the course. They will be informed that the school will not provide a letter to insurance companies for the premium reduction. WMM will provide a letter to insurance companies **ONLY** if the student passes the test.

It is possible for a student to pass the course but not the state driver's education test. Conversely, it is possible as well for a student to pass the state driver's education test but not the course. In this case, the student will have to retake the course to satisfy the graduation requirement.

GENERAL RULES PERTAINING TO THE OPERATION OF SCHOOL

AFTER SCHOOL ACTIVITIES: Students must be under the direct supervision of a teacher or be attending a school-sanctioned activity. School rules are still in effect during these activities.

BUSING

Discipline on School Bus: Below are the two state laws that deal with discipline and/or smoking on buses.

18A:25.2 - Discipline on the School Bus

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

unmanageable pupil to the principal of the school he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal. The student's parent shall provide for his/her transportation to and from school during the period of exclusion.

2C:33-13 - Smoking on the Bus_

Any person who smokes or carries a lighted cigar, cigarette, e-cigarette or tobacco in any form in a bus is a disorderly person and shall be punished by a fine of not more than \$200.00.

School rules pertaining to drugs and alcohol apply to the school bus. Our administrative regulation reads as follows:

1. First infraction - One week (5 days) suspension from the bus to and from school. The parents will be sent a letter by a building administrator informing them of the action taken and stating that the transportation during this interim period of time will be the responsibility of the parents.
2. Second infraction - Three weeks (15 days) suspension from the bus to and from school. Letter to parents as per item #1.
3. Third infraction - Permanent removal from the school bus to and from school for the remainder of the school year. A letter will be sent to parents advising them of this action.

Afternoon Bus Changes - P.M. bus changes will be considered providing there is a note from the parent, space is available, and for the following reasons:

- a. Employment after school
- b. An emergency family situation
- c. Class assignments

The P.M. bus Stop Change Form is completed and approved by the transportation coordinator in the Counseling Office. Our intention is to provide healthy and safe transportation for you. We would greatly appreciate your support in this endeavor.

LEAVING ITEMS FOR STUDENTS

As a matter of safety and security, parents are discouraged from delivering forgotten items to the school during the school day. If a parent delivers any item to school, upon being granted entrance to the school building, it shall be placed on the table immediately within the school door entrance. Any item dropped off of any student is subject to security search.

LOCKERS

Each student will be assigned a locker. If you have a problem with your locker, please report it to the general office so we can have it repaired.

- Use your locker quietly so as not to disrupt classes
- Do not kick or write on the lockers
- Lockers may be accessed before and after school, during passing time and during the lunch period.
- Periodically clean out your locker Lockers are the property of the West Morris Regional High School District Board of Education.

You may not use them as a depository for any substance or object which is prohibited by law or Board Policy, or which constitutes a threat to the health, safety or welfare of any or all of the occupants of the high school. The school administration retains the right to inspect (any/all) lockers whenever there is reason to believe the locker is not being used properly. Students may only use the locker that has been assigned to them. **Keep your lockers locked!**

LOST AND FOUND

This is located in a bin in the student cafeteria (valuable items will be kept in the main office). Personal items and dry goods not retrieved within a two-week period will be donated to charitable organizations.

LUNCH PERIOD

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

Eating Areas

As of now, there are several areas that students may use. These areas are:

1. Picnic tables on the portico (underneath the library)
2. Picnic tables on the outdoor blacktop (gym level)
3. Picnic tables behind the school near the greenhouse
4. Cafeteria
5. Lobby and Atrium
6. Auxiliary Gym
7. Main Gym
8. Library Media Center
9. Large Group Areas

During inclement weather, other indoor eating areas, including C20-C22, the Choir Room , and Auditorium may be opened at administrative discretion.

Eating in Classrooms - Students may eat in classrooms **ONLY** if a teacher is present. Some staff members may keep their rooms open for extra help or for club and activity meetings.

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

All Science Rooms / Field House / Computer Rooms / Hallways

Any outside area not specifically listed as an eating area.

SCHOOL STORE

The school store will be open during the lunch period. The school store operates from the cafeteria.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of guarding the safety and well-being of the students in their care. In

the discharge of that responsibility, the principal directs its administrators to investigate the presence of a substance or object, the possession of which is illegal, or poses a hazard to the safety and good order of the school, whenever there is cause to suspect the presence of such substance or object.

SECURITY CAMERAS

Security cameras are in use in areas both inside and outside the building.

STUDENT PUBLICATIONS

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

VISITORS POLICY

Students are not permitted to bring a friend or relative to school. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken. Adult visitors on school-related business must register at the reception desk.

WORKING PAPERS

All persons under 18 years old seeking paid employment in New Jersey are required by state labor laws to have working papers. Forms and information can be obtained in the Counseling Office. The school doctor will do physical exams for students who need working papers.

MENDHAM HIGH SCHOOL LIBRARY

The school library is open every day from 7:00 a.m. to 2:45 p.m. Additional hours will be posted in the fall.

A library staff member is always present to help you find what you need. Orientation to the library, its procedures, resources on the school-wide network and Internet subscription services is given to freshmen during the first few weeks of school. Additional instruction relevant to particular assignments is provided individually and to classes throughout the year.

No library card is needed to check out materials from the library. All students are added to our automatic circulation system at the beginning of the school year. Just provide your name at the circulation desk and materials can be checked out to you.

The Library Resource Center has a wealth of materials available for your use. In addition to books and reference materials, there are online databases, ebooks, internet access, audio books, DVDs, CDs, videotapes, newspapers and magazines. Our photocopier makes copies at the cost of \$0.10 per page.

The following information about circulating materials may be helpful to know:

- All materials which leave the library must be signed out at the circulation desk. Most books are loaned for 4 weeks

and must be returned or renewed by the date stamped. Magazines are loaned overnight. There is a fine of .05 per day per item for overdue books or magazines.

- Reference books (encyclopedias, dictionaries, etc.) may be borrowed as overnight materials. Overnight materials must be returned by 8:30 a.m. the following morning. A fine of .25 per day is charged for overnight books which are returned late.
- Videos, DVDs and CDs may be signed out for 5 days. Late items incur fines of .25 per day.
- Overdue notices are sent to students regularly. Please respond promptly by returning or renewing materials.
- ALL OBLIGATIONS MUST BE RESOLVED BY THE END OF THE SCHOOL YEAR. That means all materials must be returned and fines paid. All lost materials must be paid for. Seniors must clear their names before graduation practice.

Please use the following guidelines to help make the Library Resource Center an effective and comfortable place to work:

1. The library is a quiet area of the school, an area designated for serious study, individual reading and research. Please observe the seating rules -- no more than four at rectangular tables, four at round tables and one person per computer. Conversational groups are asked to meet in other areas of the school. Talking on cell phones is prohibited.
2. Food or drink (in addition to water) is restricted to select areas of the library.
3. Before leaving the library, students are expected to pick up all materials which were used and place them on a nearby book cart, return reserve materials to a library staff member, put newspapers and magazines back in the reading area, throw wastepaper in recycling containers and push in chairs. Please keep in mind the school philosophy regarding personal accountability.
4. Computer applications and Internet access are tools for academic research and assignments. Unassigned, non-instructional game-playing is prohibited. Failure to adhere to these expectations puts a student at risk of losing access to these tools. It is expected that students and parents understand the school policies governing the use of the school-wide computer network and the Internet, found in "Rules for Acceptable Technology Usage."

Linked from the Library Resource Center page on the school website, research resources and subscription databases are available for student use both in school and from home. Passwords for at-home use are available both in the library and computer lab.

In addition, the MLA Citation Format, which discusses proper documentation procedures for written work, is posted on the library website. Print copies are also available in the library and computer lab.

USE OF TECHNOLOGY

Students should read and familiarize themselves with the Responsible Use Policy, Privately Owned Technology Policy, Privately Owned Technology Guidelines and Rules, Personalized Learning Devices Policy, and the Chromebook Guidebook. All of these policies and guidelines can be found by using the following link: <https://wmrhsd.info/techpolicies>.

HEALTH OFFICE PROCEDURES

Any student absent for three consecutive days must report to the health office before resuming classes. Any student becoming ill during school hours should report to the health office.

Injuries and Illness

All injuries are to be reported to the teacher in charge no matter how minor they seem. If you are not feeling well and need to see the nurse, request your teacher's permission to go to the nurse's office. Scan your ID card upon arrival. **Do not go to the nurse between periods unless it is an emergency.**

Immunization Requirements

All students must present proof of immunization as follows:

- D.P.T. (Diphtheria, Pertussis, Tetanus): Proof of a minimum of three DPT injections. Children born on or after January 1, 1997, attending or transferring into a New Jersey school at Grade Six or a higher grade level from another state or country on or after September 1, 2008, shall have received one dose of Tdap, provided at least five years have elapsed from the last documented Td dose.
- Measles/Mumps/Rubella (MMR): Proof of two MMR vaccines given on or after the first birthday.
- Polio: Proof of a minimum of three doses of oral polio vaccine. For children seven years of age and older, any combination of three doses of OPV or IPV shall satisfy the polio virus vaccine requirement.
- Hepatitis B: Proof of three doses of Hepatitis B vaccine.
- Varicella Virus Vaccine: Every child born on or after January 1, 1998, shall have received one dose of varicella vaccine, or any vaccine combination containing varicella virus, administered on or after the first birthday.
- Meningococcal vaccine: Every child born on or after January 1, 1997, attending or transferring into a New Jersey school at Grade Six or a higher grade level from another state or country on or after September 1, 2008, shall have received one dose of meningococcal vaccine.

Vaccination for COVID-19 is strongly recommended by the CDC as a lead measure within a layer of prevention strategies for schools. Proof of vaccination is required for contact tracing purposes. Students who do not provide proof or are not fully vaccinated will be subject to quarantine if identified as a close contact.

**Students entering from out of the country may need a record of a Tb Mantoux test done within the past 6 months. Check with the school nurse. This test can be done by the school nurse or may be done by your family physician.

Religious Rights

A written statement, signed by a parent or guardian, that the immunization interferes with the free exercise of the pupil's religious rights will exempt the student from the mandatory immunization. This exemption may be suspended by the State Commissioner of Health during the existence of an emergency.

Medical Contraindication

A written statement from a licensed physician stating that an immunization is medically contraindicated for a specified period of time and the reason for medical contraindication will exempt the student from a specific immunization

requirement.

Medications

A student needing to take medication in school must bring the medication to the school nurse along with a note from the parent giving permission to administer it. The medication must be in the original container with the student's name on the label. A doctor's note is needed for prescription medications (a prescription drug form is available from the nurse or on the health office web page) and over-the-counter medication such as Advil or Tylenol (an over the counter medication form is also available from the nurse or on the web page).

In order for a student to self-administer an inhaler or epinephrine a self-administration form needs to be signed by a parent and a doctor. All medication forms may be found on our web page.

Physical Education Medical Excuse

The student involved must present a physician's statement to the school nurse prior to class that day. If the medical excuse is for two or more weeks, the nurse will schedule a change to quiet study in the library for the duration of the medical excuse. It is the student's responsibility to return to gym when the medical excuse has ended. If the student receives a final grade of "ME" (Medical Excuse) for the year, no credit will be granted.

Sports Physicals

Physical examinations for sports participation are required once per academic year. Physical health history updates are required prior to every sport season.

A parent permission form and an in-depth medical history questionnaire must be filled out and signed by the parent prior to the physical. All sports forms may be obtained in the health office and are on the school's web page.

Physical examinations are done at the high school by the school physician. A student may have the physical examination done by his/her family doctor but it needs to be recorded on the New Jersey state forms. The school physician then needs to review the forms before a student can begin practice. Our school doctor is in every other week for winter and spring sports.

No student is permitted to participate in a sport until the physical exam has been done, reviewed by the school physician and the permission form has been signed and given to the school nurse. **If forms are returned to the health office after the date of the deadline a student may not be able to start on the first day of practice.**

COMPLAINT APPEAL PROCEDURE

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

1. Discuss the complaint or problem with the teacher or staff member.

2. If not resolved, discuss the complaint or problem with a department supervisor, building administrator.
3. The Assistant Superintendent/Superintendent shall review the facts of any case appealed to the district level.
4. If the parents or students are not satisfied with the resolution at the Superintendent's level, the Superintendent shall arrange for the parents or students to present their case to the Board of Education.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

The purpose of Title IX (Federal Law and Title VI, State Law) is to prohibit sex discrimination against students and employees of educational programs and activities receiving federal funds. These regulations provide that females and males must be afforded equal opportunity with regard to:

- Access to and treatment in curricular and extracurricular programs;
- Treatment under regulations and policies governing student benefits, services, conduct and dress;
- Admissions to educational institutions;
- Access to employment in educational agencies;
- Terms, conditions, and benefits of such employment.

The West Morris Regional High School District Board of Education has designated Mr. Michael Reinknecht to coordinate compliance efforts and to investigate any complaints of sex discrimination as pertains to the above. Mr. Reinknecht can be reached at 908-879-6404, ext. 1477.

CRISIS HOT-LINE (973) 540-0100 (Anytime)

Coping with traumatic events The death of a friend or teacher, criminal actions which threaten students' safety or natural or man-made disaster ... the **Crisis Response Network** was formed to help young people deal with the intense and conflicting emotions that are the result of crises.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather or other emergency, the closing of school will be broadcast via the School Messenger Instant Alert System, on the school's website - www.wmmhs.org, on the school's main telephone number (973-543-2501) and over radio station WRNJ (1510 AM). Be sure to listen for the specific school name as the closing of elementary or junior high schools in our community will not mean we are closing. Delayed openings will also be announced in the same manner.

EMERGENCY EVACUATION PLANS

Emergency evacuation plans are on file at the district office and available for inspection.

ASBESTOS ABATEMENT

There are available Asbestos Management Plans for West Morris Regional High School District. The Asbestos Management Plans provide important information regarding the locations, conditions, and amount of Asbestos Containing

Building Materials (ACBM) and suspected ACBM throughout the high school.

Asbestos Management Plans are kept in the Facilities Manager's office and are always available for public preview during normal school hours.

INTEGRATED PEST MANAGEMENT

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

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

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

Facilities Manager
973-543-2501 X1009
10 South Four Bridges Rd. Chester, NJ 7930

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

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

West Morris Regional High School District uses zero pesticides in our buildings. We do use a very small amount of RoundUp for weed control around our track area and Chaser for weed control on our playing fields. These products are only used in the summer when children are not present and the area's treated are clearly posted.

West Morris Regional High School District Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. **West Morris Central and Mendham** shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM Plans

The school IPM plan is a blueprint of how West Morris Central and Mendham High School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Principal of West Morris Central and Mendham High School is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory References

The School Integrated Pest Management Act of 2002

NJ.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971