

WEST ORANGE HIGH SCHOOL

WEST ORANGE HIGH SCHOOL
51 CONFORTI AVENUE
WEST ORANGE, NEW JERSEY 07052

Hayden N. Moore, **Principal**
Kimberly Mancarella, Ed.D., **Assistant Principal**
Annette Towson, **Assistant Principal**
Louis Della Pia, **Assistant Principal & Dean**
Lesley Chung, **Assistant Principal & Dean**
Ryan Del Guercio, **Dean**
Mark Maniscalco, **Dean**

SCHOOL COLORS

Dark Blue, Light Blue, White

MASCOT

Mountaineer

STUDENT HANDBOOK 2020-2021

The information contained in this STUDENT HANDBOOK is very important; therefore, parents must also be familiar with its contents. Students are requested to review the handbook with their parents.

It is the policy of the West Orange Board of Education to provide equal educational opportunities regardless of race, color, creed, religion, sex or handicap.

Affirmative Action Officer for Curriculum Concerns

Eveny de Mendez, Assistant Superintendent

Affirmative Action Officer for Personnel Concerns

Joseph Vespignani, Human Resources Director

High School Affirmative Action Officer

Louis Della Pia, Assistant Principal

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FREQUENTLY CALLED TELEPHONE NUMBERS

Board of Education/District

Administrative Offices 669-5400
Garage 669-5357
Transportation Office..... 669-5357
Ext. 32550, 32551, 32552, 32553, 32554

West Orange High School

Athletic/PE Office..... 669-5301 Ext. 31567 & 31569
Attendance Office 669-5301
Ext. 31506, 31508, 31507 & 31505
Audio-Visual..... 669-5301 Ext. 31535 & 31531
Child Study Team..... 669-5301 Ext. 31653

Deans of Students

Ryan Del Guercio 669-5301 Ext. 31529
Louis Della Pia 669-5301 Ext. 31515
Mark Maniscalco 669-5301 Ext. 31518
Lesley Chung 669-5301 Ext. 31516
School Counseling Office..... 669-5301
Ext. 31600, 31608, 31605 & 31614
Health Office (Nurse) 669-5301 Ext. 31521 & 31522
Library Media Center 669-5301 Ext. 31532
Main Conforti Office..... 669-5301
Ext. 31501, 31502, 31503 & 31504

Student Assistance Counselors

Amedeo Chirichiello 669-5301 Ext. 31552
Jaclyn Headlam 669-5301 Ext. 31557

PRINCIPAL'S MESSAGE

Dear West Orange High School Students,

As Principal of West Orange High School, it is my pleasure to welcome the Class of 2024 to our school and to also welcome back all of our Mountaineer upperclassmen.

WOHS is a great school with opportunities for every student to pursue. All of our academic courses provide the rigor needed for post secondary success. We encourage all students to strive for honors and Advanced Placement level courses. We currently offer 22 Advanced Placement courses and our student scores on AP exams consistently surpass state and national averages.

We provide excellent academic, athletic and co-curricular programs. We are extremely proud of our academics and students who graduate to go on to post-secondary education. In recent years, graduates have been accepted to Harvard, Princeton, Yale, MIT, Duke, TCNJ, Johns Hopkins, University of Chicago, University of California Berkeley, Montclair State University, Rutgers University, Penn State, Cornell, Columbia, the University of Pennsylvania, Brown, Amherst, Vassar, Cooper Union, the Juilliard School of Music and other outstanding colleges and universities. With hard work, determination, and the support of our wonderful faculty, you will also achieve academic success.

As your principal my goal is to ensure that your experiences here at West Orange High School are positive, meaningful and inspiring. I encourage each of you to pursue your interests and try new things. I expect everyone to study hard and achieve the best grades possible while also taking time to explore our co-curricular activities. Join one or more of our great assortment of clubs, sports, or musical and dramatic organizations. I encourage you to become an active member of this vibrant Mountaineer community.

Your four years at West Orange High School will pass quickly. Thanks to the support of the West Orange Board of Education, we are able to provide you with outstanding academic, athletic and co-curricular opportunities.

Learn all you can from your teachers; discuss, debate, and participate. I want you to leave WOHS as a lifelong learner and primed to enter a global market.

Remember this is your opportunity to embrace education as you ascend towards your goals and dreams.

Sincerely,



Hayden N. Moore
Principal, WOHS and Fellow Mountaineer

WEST ORANGE HIGH SCHOOL

MISSION STATEMENT

West Orange High School, a vital part of a culturally and linguistically diverse community, challenges and encourages students to strive for excellence through rigorous and comprehensive programs, to become active members of their community, and to emerge as lifelong learners. To this end, we are committed to superior classroom instruction, a safe and nurturing environment, and a partnership with family and community.

Adopted September, 1998

EXPECTATIONS FOR STUDENT ACHIEVEMENT

Administrators, teachers, parents and students should work collaboratively to increase student academic achievement. Expectations are summarized as follows:

1. The student will complete all homework assignments in a timely manner and spend more time studying.
2. The student will demonstrate consistent attendance and make-up practices.
3. The student will be engaged in class activities.
4. The student will regularly attend at extra help sessions.
5. Parents should increase their involvement in the learning process and closely monitor their child's study habits.
6. The student will improve performance on assessments through increased study skills imbedded in the school-wide curriculum.
7. The student will develop support systems through partnering and study groups.
8. All members of the school community will work together to establish a clean, safe school environment.

EVERYDAY HABITS OF EXEMPLARY STUDENT CHARACTER

Respect

All students should:

- demonstrate a strong sense of self respect.
- care about and help each other.
- demonstrate awareness of and tolerance for differences among people.

Honesty

All students should:

- be trustworthy.
- tell the truth even in difficult situations.
- be true to their word.

Work Ethic

All students should:

- set and attempt to achieve high standards.
- accept new challenges.
- always demonstrate their best effort.

Responsibility

All students should:

- follow through on commitments.
- be accountable for their own behavior.
- be capable of making moral and rational decisions for selves and others.
- display an active concern for the needs of individuals, the community, and the larger society.
- be actively involved in activities that enhance the school community.
- have the courage to stand up for what is right.
- seek peaceful solutions to conflicts.

School safety and security are paramount to maintaining a safe and orderly environment; therefore, the administration reserves the right to adjust rules and school policies that ensure a secure environment for teachers and students.



CONNECTING THROUGH ZOOM



WOHS Student Netiquette Expectations

We agree to be good digital citizens by following these rules when having class meetings online.

Raise your hand if you want to talk and your teacher will call on you.

BE RESPECTFUL

- Ask questions about what you are learning.
- Be kind and respectful to others.
- Nod or give a thumbs up to show you understand.
- Mute your microphone unless you are talking.
- Pause your video if you have to step away from your computer.
- Icons must be appropriate for school use.



Check your technology before the meeting begins.

BE RESPONSIBLE

- Pick a quiet spot and let others around you know you are in a meeting.
- Have your materials beside you before the meeting begins.
- Look around you. Make sure anything on video is something that can be seen by others.
- Do your best to use correct spelling and grammar in the chat box to ask questions and share ideas.
- Have paper and pencil with you in case you need to write things down.
- Ask your teacher for one-on-one help if you don't understand something.
- Use headphones if you have them.

Log in on time.

BE SAFE

- Use your own WO Google login.
- Protect your password by not sharing it with others.
- Protect your class link by not sharing it with others.
- Participate in class meetings only if you are invited.
- No one else should be on camera unless your teacher says it is okay.
- Follow school rules for using computers

Don't take photos or screenshots or record videos during the meeting.

Any infraction of the expectations will require a meeting with parent/guardian & dean.

Discipline will apply as per the WOHS student handbook & removal from the virtual community.

Bell Schedule
School Day: 7:30 - 2:15
BELL SCHEDULE (Regular)

REGULAR BELL SCHEDULE

Blocks	A	B	C	D
	Periods	Periods	Periods	Periods
1 7:30-8:27	1	4	3	2
2 8:32-9:25	2	1	4	3
3 9:30-10:23	3	2	1	4
Lunch 10:28-11:21	Lunch	Lunch	Lunch	Lunch
4 11:26-12:19	5	8	7	6
5 12:24-1:17	6	5	8	7
6 1:22-2:15	7	6	5	8

All Students should clear the halls and classrooms by 2:20 p.m., unless engaged in a supervised activity.

PASSING TONE

Tones sound in order to keep our school on schedule. Students are expected to abide by the time limits within our schedule.

PASSING TIME

Passing time between classes is five (5) minutes. This may not provide sufficient time to go to lockers between each class. Students should plan accordingly.

2020-2021 SCHOOL CALENDAR

September 3	(Thursday)	Convocation for Staff – Full Day
September 4, 7	(Friday - Monday)	Labor Day - Closed
September 14	(Monday)	First Day of School for Students
September 28	(Monday)	Yom Kippur – Closed
October 12	(Monday)	Early Dismissal for Students Professional Development for Staff - PM
October 19	(Monday)	Early Dismissal for Students Professional Development for Staff - PM
November 5, 6	(Thursday & Friday)	NJEA Conference - Closed
November 25	(Wednesday)	Early Dismissal
November 26, 27	(Thursday & Friday)	Thanksgiving Break - Closed
December 23	(Wednesday)	Early Dismissal
December 24 – January 1		Winter Recess - Closed
January 18	(Monday)	Martin Luther King, Jr. Day - Closed
February 15	(Monday)	President’s Day - Closed
**March 29 – April 2	(Monday-Friday)	Spring Break - Closed
April 12	(Monday)	Early Dismissal for Students Professional Development for Staff - PM
May 31	(Monday)	Memorial Day - Closed
June 21-23	(Monday-Wednesday)	Early Dismissals; Last Day of School on June 23 rd
June 24	(Thursday)	High School Graduation

Due to the possibility of inclement weather or other emergency closings, the last day of school is subject to change.

***Three (3) days are built into the calendar for emergency closings. Make-up dates beyond the three days will be used in the following order: March 29, 30, 31.*

HIGH SCHOOL MARKING PERIODS September 14 – November 18, 2020 November 19 – February 4, 2021 February 5 – April 19, 2021 April 20– June 23, 2021	HIGH SCHOOL REPORT CARD DATES 1 st Marking Period: Wednesday, 11/25/2020 2 nd Marking Period: Thursday, 2/11/2021 3 rd Marking Period: Tuesday, 4/27/2021 4 th Marking Period: Wednesday, 6/23/2021
HIGH SCHOOL GRADUATION Thursday, June 24, 2021	

ATTENDANCE REGULATIONS

Regular attendance by all students in the Public Schools of New Jersey is a well established, long standing State Policy (NJSA 18A—38:25, 26) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States.

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility that students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. West Orange High School places a high value on student attendance and requires high standards for its students.

Attendance is required of all students enrolled at West Orange High School during the days and hours that the high school is in session. It is expected that each student is in full attendance in all classes and reports to all classes on time.

TARDINESS

Promptness is a requisite to learning. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process.

Students who develop a pattern of tardiness, excused or unexcused, will be referred to the Office of Attendance and Discipline. Repeated tardiness to class/school is in defiance of school authority and will result in more severe disciplinary measures in accordance with the levels of discipline.

- (1) **To School / First Period:** If students are late to school, they must report **immediately upon arrival** to a late station or the Office of Attendance for a late admittance slip.
 - (a) **For a tardiness to be excused, a written note containing:**
 - i. **a valid reason for tardiness;**
 - ii. **a parental signature; and**
 - iii. **a phone number for verification****must be presented on arrival.** Repeated unexcused tardiness to school will result in disciplinary intervention by the Dean of Students.

- (2) **To Class (any class after Period 1):** Students are expected to be in class or assigned area **before** the late tone sounds. If a student is late to class and does not present a valid pass for being tardy to class, the teacher is to admit him/her as "unexcused tardy".
 - (a) **An unexcused tardy of ten (10) minutes or more will be recorded as a cut.**
 - (b) **Ten (10) unexcused tardies of less than 10 minutes during a marking period will result in a cut being charged in the class in which they were accrued.**

ABSENCES

ALL student absences, except those that are **exempt** from the policy, are classified as “**chargeable**” absences from class. These chargeable absences are applied towards the maximum number of chargeable absences that a student may have for a course.

A student may not exceed a total of seventeen (17) chargeable absences for a full –year course or eight (8) chargeable absences for a semester course.

NOTES ARE REQUIRED AFTER ABSENCES!

ABSENCES ARE RECORDED AS CUTS UNLESS AND UNTIL PROPER DOCUMENTATION IS RECEIVED!

IF NOTES ARE NOT PROVIDED IN A TIMELY FASHION, DISCIPLINE WILL BE IMPOSED!
THIS MAY INCLUDE OUT-OF-SCHOOL SUSPENSIONS!

1. **Phone calls will NOT be accepted as an excuse for any absence.**
2. **Students must provide a note to the Attendance Office immediately upon return to school from *any* absence, and the absence will be excused only if the note provided contains the following:**
 - a) **the date(s) of absence(s);**
 - b) **a valid reason for the absence(s);**
 - c) **the parent(s)/guardian(s) signature(s); and**
 - d) **A phone number for verification.**

An ABSENCE FORM will be available on the WOHS website and may be printed out, completed, and sent in with the returning student.

Email excuses may be sent to wohsattendance@westorangeschools.org. MUST BE emailed from the parent and/or guardian.

3. **An absence will be considered a CUT if:**
 - a. **A VALID NOTE HAS NOT BEEN PROVIDED WITHIN TWO SCHOOL DAYS (Notes provided after 2 days, if accepted, will result in disciplinary consequences) or**
 - b. **the note has been deemed a forgery (forgeries will also result in disciplinary action).**
5. **If an absence other than illness (state-approved religious holiday, family emergency, etc.) is anticipated, proper documentation must be submitted to the Attendance Office prior to the anticipated absence.**
6. **Students must be present a minimum of four (4) hours of instructional time (not including lunch) to participate in any co-curricular activities, including athletics and evening events, on that day. The only exception will be approved early dismissals for reasons other than illness.**
7. **Students are responsible for consulting with their teachers to make up the work missed during an absence.**

EARLY DISMISSALS

In order that the education process of each student is interrupted as little as possible, it is strongly recommended that all student doctor appointments and other matters be scheduled after school or on days when school is not in session. In the event that an early dismissal is required, the procedure is as follows:

- a. A written request for early dismissal, for legitimate reasons, should be delivered by the student to the Attendance Office at the start of the school day.
- b. The request must contain the following information:
 - i. the reason for the request;
 - ii. the time of the dismissal and anticipated return to school
 - iii. parent(s) or guardian(s) signature; and
 - iv. a phone number where the parent(s) or guardian(s) can be reached to verify the request.
- c. Students must report to the Attendance Office to sign out when they are leaving and must report to the Attendance Office when returning from an early dismissal.

PARENTS NEED TO ENTER WOHS TO SIGN THEIR CHILDREN OUT FOR AN EARLY DISMISSAL.

STUDENTS WHO LEAVE SCHOOL EARLY WITHOUT FOLLOWING THE PROCEDURE SET FORTH ABOVE WILL BE SUBJECT TO DISCIPLINE EVEN IF THE EARLY DISMISSAL IS WITH PARENT PERMISSION!

DENIAL OF COURSE CREDIT DUE TO POOR ATTENDANCE

1) For ALL Chargeable Absences – Including Excused Absences

Course credit is denied at the eighteenth (18th) chargeable absence for a full year course or the ninth (9th) chargeable absence for a semester course.

This means that if you have a total of 18 absences in a year-long course, you will lose credit – even if every absence was excused. Of course, if some are excused and some are cuts, you will still lose credit if the maximum permissible number is exceeded

For CLASS “CUTS”

Students who cut class three (3) or more times over the ENTIRE COURSE (full year or semester) will not receive credit for that course. This means that any 3 cuts ALL YEAR will result in a loss of credit – even if one cut is in September, one is in December and one is in May.

Exempt Absences

Absences that are exempt (not chargeable) based on the Attendance Policy include the following:

1. Post Secondary School Visits – students are allowed five (5) days in the eleventh (11th) grade and five (5) days in the twelfth (12th) grade for post secondary school visits. **Written verification from the institution is required. The verification must include the dates of visits and must be signed by the appropriate school official.**
2. Field Trips which are either out of school or in-house field trips as approved by the administration
3. Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education
4. Death in the immediate family which includes a parent or guardian, sibling, grandparent, and others at the discretion of the administration
5. Bedside Instruction
6. Administrative excuse with required documentation, which includes, but is not limited to, the following:
 - a. Court appearance with written documentation from the court
 - b. Driver's test with appointment card presented to the administration
 - c. Suspension from school
 - d. Visits to school offices requested by the school's professional staff
7. **DOCTOR'S NOTES will ONLY be considered for WAIVED absences if the note:**
 - a. is **FAXED** from the Doctor's Office to the WOHS Nurses' Office (973-669-4760);
 - b. is on the Doctor's letterhead;
 - c. contains **BOTH** the Doctor's Signature and Signature Stamp; and
 - d. is administratively approved for a waiver.

DAILY ATTENDANCE

PAPERLESS NOTIFICATION

The Attendance Office does NOT mail home notifications for your child's loss of credit. In order to keep abreast of a student's credit status, please access the Parent Portal account *and* utilize the School Messenger account.

Contact the school counselor to obtain a Parent Portal account to monitor attendance. Through School Messenger, there are a variety of options to receive email/text message notifications from West Orange High School. Access School Messenger through: <https://go.schoolmessenger.com/#/home>.

If you have a new phone number and it is not in our system, please contact the Board of Education's Registrar's Office to update your contact numbers.

The Attendance Notification Process

1. Phone Call to Parent/Guardian

An automated phone call will be made to the parents/guardians of the student alerting them to their child's absences/tardies each day. It is the responsibility of the student/parents/guardians to be certain that a correct phone number is on file with the board. This phone call serves as daily notice of absences and places responsibility for the prompt correction of attendance-taking errors, if any, on the student/parents/ guardians. Any erroneously reported absence MUST be corrected within two school days or the absence will remain as marked.

2. Parent Portal/School Messenger

Attendance notifications will be made through School Messenger and access to attendance records will be available through Parent Portal. Parents and Students are responsible for monitoring their status and reporting any errors or issues they encounter in a timely manner.

The Appeals Process

1. The parent/guardian, or student, who believes that there is a valid reason to have course credit reinstated, can make a formal written request for a hearing before the appeals committee. An Appeal Form must be filed with the student's Dean.
2. If necessary, a hearing before the appeals committee will be scheduled by the administration.
3. The appeals committee will render a decision by majority opinion. The committee chair will notify the parent/guardian.
4. In the case of a first semester course, the appeal shall be decided within two weeks after the end of the first semester. In the case of a full year or second semester course, the appeal shall be decided after the final examinations have been administered. Seniors at risk of not graduating will be informed of their status at or before graduation practice.
5. As permitted by law, an aggrieved student, parent or guardian may appeal the decision of the superintendent to the West Orange Board of Education.

Grading

When a student is denied credit under the attendance policy, he/she will receive a grade of No Credit (NC). If a student has failed a course for the year, a grade of "F" will be given for that course for that year.

For those students who do not receive credit (due to student withdrawal or administrative directive for excessive absenteeism), the grade indicated on the transcript will be W/P indicating a passing grade at the time of the withdrawal or a W/F indicating a failing grade at the time of withdrawal. No credit will be received for the course.

The student must remain in the class to be eligible for summer school. However, the student can be removed from class at any time for disciplinary infractions and therefore, be ineligible for summer school.

CLOSED CAMPUS

Students are **not** permitted to leave school grounds at any time during the school day, **including** lunch. **STUDENTS WHO LEAVE CAMPUS ARE SUBJECT TO DISCIPLINARY ACTION.**

FIELD TRIPS

Only students authorized to participate in a field trip may be in attendance at the event location.

SCHOOL AND CLASS BEHAVIOR POLICY

Students are expected to fulfill all school and classroom requirements of behavior. Continued and repeated disruptive behavior which negatively affects the learning of others may result in the removal of a student from class. Removal from class will result in loss of credit for that course.

Staff members are required to monitor student behavior anywhere in school, on school grounds, and at all school events. Students are expected to follow staff directives at all times; anywhere in school, on school grounds, at all school events including field trips, social events and athletic events.

MAKE-UP WORK

Students who **cut** class will receive **no credit** for the class work, activities, tests or quizzes of the day and are not granted the opportunity to make these assignments up. The teacher is under no obligation to permit students who have cut to make up work missed or to dedicate extra help sessions to material covered when the student was cutting class.

Students who have **legitimately excused absences** are expected to promptly make up the work missed to maintain competence in the course. **An excused note does not excuse a student from completing work missed.**

A student is allowed two days to make up assignments for each day's excused absence. However, if a student misses a test, quiz, or assignment due to an absence and was given two or more days of prior notification, he/she is expected to take the test, quiz, or hand in the assignment upon his/her return to school.

Teacher Assistance for Students with Excused Absences

When a student returns to school after an excused absence, it is his/her responsibility to consult teachers regarding any work which has to be made up, or any special help which he/she may need from the teacher. This work is to be made up at the discretion of the teacher.

Teacher Assistance for Students with Long Illnesses

In the case of a student who has been ill for a long period of time, the teacher will exercise his/her judgment in determining the length of time to be allowed for special help and make-up work.

Anticipated Absences

West Orange High School will not approve student vacations other than school holidays. If a student misses school due to a vacation, teachers are not responsible for tutoring the student to prepare for any tests or work missed while away.

Extended anticipated absences can have a significant detrimental effect on a student's educational program. Prolonged absence from school for non-medical reasons may result in class failure or loss of credit due to the amount of instruction missed and the attendance regulations.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that all students possess the rights and responsibilities of citizenship. Students of West Orange High School have the right to equal treatment and equal access to the educational program. Students also have the right of due process, a presumption of innocence, free expression and association and the privacy of one's own thoughts.

Together, with these rights, students of West Orange High School also have certain responsibilities.

Just as students differ in age and maturity, so they differ in their ability to handle both the rights of citizenship and their concurrent responsibilities.

Therefore, there is a need for continuing guidance and control in developing these rights and responsibilities.

Acting with the best interest of the student, school community, and the community at large, the Board of Education or its designee may require a psychiatric evaluation and/or clearance before a student may return to school.

CONFLICT RESOLUTION

Conflict resolution is a collaborative process where individuals who have a conflict identify issues, develop options, consider alternatives, and develop a consensual agreement. Trained mediators facilitate open communication to resolve differences in a non-adversarial, confidential manner.

Goals of mediation are to:

- reduce obstacles to communication between participants.
- address the needs of everyone involved.
- maximize the discovery of alternatives.
- help participants achieve their own resolution.
- provide a proven model for future conflict resolution.

Conflict resolution rooms are located in multiple locations throughout the building as follows:

- Conforti Ave. Office

- ADCAP/ISS room
- Office of Attendance and Discipline/Deans' offices

Student may seek assistance with conflict resolution by contacting any of the following:

- Teachers
- Student Assistance Counselor (SAC)
- In-School Suspension Coordinator (ISS)
- Deans

SUBSTANCE ABUSE POLICY

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, and when attending school-related functions on or off campus. Students are further prohibited from smoking cigarettes or using other tobacco products, which shall include e-cigarettes and any other nicotine delivery system in any form in school buildings, on any school grounds, in co-curricular and extra-curricular programs, and when attending a school-related function on or off campus.

The Board of Education recognizes that, in addition to introducing and maintaining a comprehensive Substance Abuse Program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

For purposes of this policy, "substance" shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in *N.J.S.A. 24:21-2* or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in *N.J.S.A. 2A.170-25.9*.

"Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

- A. The primary objective of this policy is to devote the energies of the Board of Education and the administrative and instructional staff of the school district to the prevention of substance abuse use and from the proliferation of the same into our schools, with the prime concern of protecting non-using students, and further, the destruction of the potential marketplace which the school or schools can easily become.
- B. All teaching staff members shall be alert to signs of substance abuse and shall respond to those signs in accordance with the procedures established by the Superintendent of Schools. The Board of Education will provide in-service training to assist teachers in identifying the student who uses substances, in teaching students about the consequences of substance use, and in helping students with substance-related problems access appropriate treatment programs approved by the Department of Health.
- C. The Board of Education, together with the administrative staff and the instructional staff feels every effort must be made to educate young people, of all grades, on the dangers of substance use.

- D. Every effort must be made to provide the necessary attitude and value changes in those young people who are currently using drugs.
- E. There must be a clear procedure to handle the possible drug, alcohol and/or anabolic steroid related situations involving students of the West Orange School District.
- F. There are provisions for the evaluation and treatment of students, as those items are defined by law (*N.J.A.C. 6:29-6.2*) who are affected by drug or alcohol use.
- G. The Board of Education has consulted with local agencies recommended by the State Department of Health in preparation of drug and alcohol policies and procedures and will continue such consultation; and, in addition thereto, the Board of Education shall solicit community input as an annual process to review the effectiveness of its alcohol and drug policies and procedures.
- H. Substance abuse policies and procedures for discipline, evaluation, intervention and treatment of drug and alcohol affected students shall be made available annually to all school staff, students and parents or guardians (NJ 18A: 40A-10).
- I. Compliance with the confidentiality requirements established in federal regulations found at 42 *CFR* Part II will be adhered to.
- J. Assessment of students must be conducted by individuals/agencies certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
- K. Community agencies receiving student referrals must be approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.

SUBSTANCE ABUSE PROCEDURES

Immediate Substance Abuse Related Situation

Whenever it shall appear to any teaching staff member, school nurse or other education personnel that a student may be under the influence of illegal substances, they shall report the matter immediately to the school nurse and the principal in accordance with 18A:40A-12.

- A. In the absence of the principal, his or her designee shall be notified.
- B. In instances where the school nurse and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
- C. The student shall be removed to a protective environment for observation and care by the school nurse until his or her parent/guardian can be contacted. The principal shall request the assistance of the school nurse or medical inspector (school physician) in assessing the physical state of the student to rule out medical emergency. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a student when acting *in loco parentis*, and as an agent of the parent/guardian and for the welfare of the student.

- D. The student's parent/guardian and the chief school administrator or his/her designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.
- E. The principal or his/her designee shall arrange with the student's parent/guardian the following procedures:
1. The student's parent/guardian or emergency designee will acknowledge, in writing, *Receipt of West Orange Administrative Regulations for Policy 5131.6 Substance Abuse*.
 2. An immediate medical exam for the purpose of diagnosing whether the student is under such influence and whether he/she is mentally and physically able to return to school.
 3. An immediate laboratory testing including urinalysis and/or blood test to verify use and determine extent of use by the student.
 4. Failure to comply with the Substance Abuse Policy will subject the student to school disciplinary action as though the student had tested positive for under the influence. The student will not be re-admitted to school without the proper assessment.
 5. Notification by the testing laboratory of tampering with urine specimen will subject the student to school disciplinary action as though the student had tested positive for under the influence.
 6. Refusal or failure by a parent to comply with the provisions of NJSA 18:40A-12 and NJAC 6A: 16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to NJSA 18A:38-25 and 18A:38-31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.
- F. Medical examination and laboratory testing will be subject to the following criteria:
1. The medical examination and laboratory testing will be done in compliance with the procedures outlined in *West Orange Public Schools Substance Abuse Procedures* by either the Board's contracted agency, Immedicenter, who will function in the capacity as Medical Inspector, the Emergency Room (ER) of the nearest hospital or by a physician of parental choice.
 2. New Jersey law 18:40-4.1 requires an "immediate medical examination" of any student thought to be under the influence of alcohol or other drugs.
 3. Laboratory testing required by the Board must be completed within four hours of incident and/or parent notification.
 4. If the student's parent/guardian is not immediately available, the administration, in consultation with the school nurse, may designate a member(s) of the school staff to accompany the student to the Immedicenter or the ER of the nearest hospital.
 5. If, at the request of the parent/guardian, the medical examination is conducted by a physician other than the Medical Inspector (Immedicenter), such examination shall not be at the expense of the Board of Education. The medical

examination and laboratory testing must be in compliance with the *West Orange Public Schools Substance Abuse Procedures*.

6. When the medical examination is performed by a physician other than the school's Medical Inspector or a physician at the ER of the nearest hospital, the district, in adherence with state law, requires the physician to provide a written report within 24 hours to the parent and the school superintendent or principal verifying the medical examination and its outcome. Such verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician indicating the report required by N.J.A.C. 6A:16-4.3(a) 6 is pending, and the date by which the final report will be provided. If the final written report of the medical examination is not submitted to the parent, principal and chief school administrator within 24 hours, the student shall be allowed to return to school until receipt of the final report indicates a positive determination of alcohol or other drug (see #7).
7. Medical criteria for re-entry of the student to school requires that a student must present:
 - a. certification that testing, physical examination and preliminary assessment were conducted within four hours of incident.
 - b. the physician's statement on letterhead that the student is "mentally and physically able to return to school."
 - c. expected date of forwarding of laboratory testing results.

Confirmation of Positive Diagnosis of Under the Influence of an Illegal Substance

- A. If there is a positive diagnosis from the medical examination indicating the student was under the influence of an illegal substance, then:
 1. the appropriate course of disciplinary action will be taken in accordance with the district's disciplinary code.
 2. in conjunction with disciplinary action, medical clearance may be required by a physician certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
 3. the Student Assistance Counselor (SAC) will conduct a "reasonable investigation" which may include interviews with the student, parents and/or teachers (N.J. 18A:40A-12(a) et seq.). As a result, the SAC may recommend a further assessment and evaluation of the student.
 4. A re-entry meeting will be scheduled at the time of the suspension. At the re-entry meeting, the following persons must be present: principal or assistant principal, SAC, school counselor, dean, child study team case manager (if applicable), student and parent/guardian.
- B. As required by law, the Board of Education shall provide a comprehensive list of services for the evaluation and treatment of students whose use of illegal substances has affected their school performance or who possess or consume illegal substances in school or at a school function, as required by the definitions of evaluation and treatment contained in NJAC 6:29-6.2. This shall include referral to the SAC. The Board of Education is not

responsible for the cost of any evaluation or treatment provided by any outside agency and/or organizations.

- C. While a student is receiving medical or therapeutic care for a diagnosed chemical dependency problem, homebound instruction may be provided by the district.
- D. Students who are in care or returning from care for chemical dependency will receive proper referral and support services by the SAC, school counselor, or child study team personnel.
- E. If a student, who has previously been diagnosed as under the influence or who has previously violated the substance abuse policies is found to be under the influence of an illegal substance for a second time or in possession of an illegal substance, a recommendation will be made by the principal or his designee to the Superintendent who will then make a recommendation to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.**

A student found to be under the influence for a second time or who has previously violated the substance abuse policies will be required to have a complete substance abuse assessment by an approved licensed Drug and Alcohol treatment facility. Adherence to recommendations resulting from such assessment must be enforced. (**See note in following section.)

Possession of Paraphernalia related to Substance Abuse or in Possession of Illegal Substances**

- A. If the student is found in possession of paraphernalia related to substance use in possession of illegal substances as defined by policy, the student will be suspended from school as outlined by the school disciplinary policy. In cases of possession of illegal substances and/or paraphernalia, the police will be notified. The student will only be readmitted at the end of the exclusion after receipt of the required medical certification that the student is physically and mentally able to return to school and after a conference between the principal and the parent/guardian has been held. Consideration of further disciplinary action, to include but not limited to expulsion, may result.
- B. If a student is found in possession of an illegal substance for a second time, then such student will be referred to the local police and a recommendation will be made by the principal to the Superintendent who will then make a recommendation to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.
- C. Students possessing for distribution, or administering illegal substances at any time on school grounds, as defined in this policy, to others in school or at a school-sponsored activity shall be immediately referred to the principal. The principal shall immediately notify the police and the parents/guardians and suspend the student. He/she will make the appropriate recommendations to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.

**For each of the circumstances described above (second positive diagnosis under the influence, possession of paraphernalia for a second time, possession for distribution), a complete substance abuse assessment by an approved licensed Drug & Alcohol treatment

facility will be made. Adherence to recommendations resulting from such assessment must be enforced. **Refusal or failure by a parent to comply with the provisions of NJSA 18A:40A-12 and NJAC 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to NJSA 18A:38-25 and 18A:38-31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.**

When it becomes necessary to implement these procedures, a full written report of the incident will be immediately submitted to the chief school administrator who will forward the same to the Board of Education at its next regularly scheduled meeting.

During the term of the student's attendance in the West Orange Public Schools, all substance abuse incidences are cumulative.

In all instances involving the use of illegal substances, a Violence, Vandalism and Substance Abuse Incident Report shall be completed by the chief school administrator or his/her designee.

**Record Keeping: Student Self-Disclosure
vs.
Discovery of Student Substance Abuse Concerns**

- A. In all cases involving illegal substances as defined in the policy, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator, and CORE Team. Records will be confidential and kept separate and apart from general student files. These files will be kept locked.
- B. In cases initiated by the student or family, interventions will occur without disciplinary actions. Disciplinary referrals, or in cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a substance awareness coordinator or CORE Team member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to:
 - 1. be suicidal;
 - 2. be capable of assault (murder, rape, armed robbery intent);
 - 3. have been abused;
 - 4. be under the influence of alcohol or drugs;
 - 5. be in need of emergency medical treatment.

Disclosure of information received in school drug or alcohol abuse counseling relative to the student's parent or other person residing in the household illegally using substances (18A:40A.7.1 b.1-4)

...information shall be kept confidential and may be disclosed only under the circumstances expressly authorized under subsection b.

- b. The information provided by a student pursuant to subsection a. of this section may be disclosed:

1. subject to the student's written consent, to another person or entity whom the student specifies in writing;
2. pursuant to a court order;
3. to a person engaged in a bona fide research purpose, except that no names or other information identifying the student or the person with respect to whose substance abuse the information as provided, shall be made available to the researcher; or
4. to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary school student or another child may be an abused or neglected child as the terms are used in R.S. 9:6-1, or as the terms are defined in section 2 of P.L.1971, c.437(C.9:6-8.9), or section 1 of P.L.1974, c.119 (C.9:6-8.21)

NJAC: 6:29-6.2 Definition

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise.

“Evaluation” includes, but is not limited to, the following:

- a. Procedures used to determine a student's need for an educational program which extends beyond the regular school program by virtue of the use of alcohol or other drugs by the student or the student's family.
- b. Examination by a physician for the purpose of diagnosing whether the student is under the influence of illegal substances.
- c. Evaluation by the Child Study Team to determine a student's eligibility or need for a special education program and/or related services due to involvement or consumption of illegal substances by the student or his/her family.
- d. Assessment by a teaching staff member or district Board of Education service provider appropriately certified by the New Jersey State Board of Examiners and trained in alcoholism or other drug abuse to determine the extent of substance use and dependency by the student or his/her family. Such assessment may be made through the use of trained service providers, certified alcoholism or substance awareness coordinators who are acting as resource person(s) or in conjunction with a certified teacher or school counselor.

“Intervention and Treatment-Referral System”:

Intervention and treatment-referral shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in substance abuse prevention. These programs and services shall include any of the following:

- a. Provisions for a program of instruction, counseling and related services provided by the district Board of Education while a student is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem;

- b. Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health;
- c. Providing support services for students who are in care or returning from care for chemical dependency.

NJSA: 8A:40A-13 Immunity for Educational and Medical Personnel, Officers, or Agents because of Actions Taken by Virtue of Act

No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a substance awareness coordinator, any school nurse or other educational personnel, medical inspector, examining physician or any other officer or agent of the Board of Education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or emergency room personnel. L. 1987, c.387, Sec. 6, eff. Jan. 13, 1988

18A-40A-14 Civil Immunity for Educational Personnel Reporting Students

Any teacher, school counselor, school psychologist, school nurse, substance awareness coordinator or other educational personnel, employed by or in any of the public or private schools of this State, who in good faith reports a student to the principal or his/her designee to the medical inspector or school physician or school nurse in an attempt to help such student cure his/her alcohol or other drug abuse as defined in Section 2 of the Act, shall not be liable in civil damages as a result of making any such report.

Nothing in this section is intended to preclude the protections provided in Section 2 of P.L. 1981, c.414 (C.2A:62A-4) or otherwise provided by law. L. 1987, c.387, Sec. 7, eff. Jan. 13, 1985

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education prohibits the possession and/or use of weapons, or other instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

For the purpose of this policy, "weapon" includes, but is not limited to, those items enumerated in N.J.S.A. 2C:39-1(r). The Principal or his/her designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

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 school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the student from the regular education program for a period of not less than one calendar year.

The Principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a student's removal on a case-by-case basis. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument shall be reported to the Principal/designee immediately. The Principal shall immediately inform the chief school administrator/designee and the appropriate law enforcement officials. The Principal shall provide the law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided.

The punishment for any student who is determined to have brought a firearm (defined by NJSA 18A:37-8 and NJCC 2C:39-1(f)) to a school will be EXPULSION from school for a period of not less than one year. The chief school administrator may modify such expulsion for a student on a case-by-case basis.

HARRASSMENT, INTIMIDATION OR BULLYING

In accordance with NJSA 18A:37-15 (3)(6)(1)

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

The board prohibits acts of harassment, intimidation or bullying against any student.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), 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 his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Any school employee, student or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school official as designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

IN ACCORDANCE WITH NJ LAW, THE BOE HAS ESTABLISHED AND MAY UPDATE FROM TIME TO TIME ITS POLICY AGAINST HARASSMENT, INTIMIDATION AND BULLYING. THE

MOST CURRENT STATEMENT OF THE BOE POLICY MAY BE FOUND ON THE BOE WEBSITE.

Procedures are currently in place addressing:

- a. a mechanism for reporting acts of harassment, intimidation or bullying, including a means of anonymous reporting;
- b. a prompt investigation by the principal or his designee;
- c. a school's response to an incident of harassment, intimidation or bullying; and
- d. appropriate consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying in accordance with the Levels of Disciplinary Action.
- e. The board recognizes that a school campus is a place that has appropriate rules and regulations to ensure a safe and healthy environment, which is conducive to learning for all students. All persons shall be knowledgeable of the conduct and expectations on which this School District operates.

It is the policy of this District that membership or affiliation in secret fraternities or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this School District is strictly prohibited.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which disrupt the school environment and/or are harmful to the education process will be dealt with as if they committed an offense of the most serious category.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, present a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and State and is strictly prohibited.

Any incident involving initiations, intimidation and/or related activity of such gang affiliates will hereby be considered actions which present the danger or likelihood of bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang/group paraphernalia; exhibiting behavior or gestures which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance or sense of personal safety or well-being of another student or staff member will be subject to disciplinary action including suspensions and/or permanent expulsions.

LEVELS OF DISCIPLINARY ACTION

Listed below are the various levels to be used in a disciplinary case. Each circumstance is considered independent of any other. These levels are guidelines. A student will move to succeeding steps for subsequent occurrences of misconduct which requires disciplinary action. Infractions, with numbers in (parentheses), may, at the discretion of the disciplinary officials, be entered at any level indicated by those numbers.

Level 1 – Conference/Teacher Detention*

- Failure to follow directions
- Failure to follow general rules listed in the handbook
- Late to class, 1st and 2nd offense
- Defiance (2-8)
- Inappropriate use of school technology/security (2-9)

***Note:** *Failure to report to assigned teacher detention will result in a general detention.*

Level 2 – General Detention

(2:20 p.m. - 3:20 p.m. Tuesday - Thursday)

- Failure to produce absence/late notes in a timely manner (3-9)
- Cutting **class, including** study hall (3-9)
- Unauthorized sales of merchandise (i.e. candy, clothes, etc.)
- Failure to follow *Locker Policy* (i.e. sharing of lockers), p. 33
- Unauthorized access to another's belongings (3-9)
- Possession of toys in school (3-9)
- Failure to follow the *Dress Code Policy* (i.e. headgear use), p. 35, 1st offense (3-9)
- Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 36, 1st offense (3-9)
Note: *When headgear/hats/electronic devices are confiscated, they will be returned **after** detention is served. When cell phones are confiscated on a first offense, they will be returned at the end of the school day. For second and subsequent offenses, they will be returned **only** when a parent/guardian appears at school to claim them.*
- Repeated failure to follow directions and requests of teachers and other supervisory personnel (3-9)
- Failure to sign into or out of school, 1st offense (3-9)
- Loitering after the late bell has sounded (3-9)
- Eating or drinking in class (3-7)
- Missing Teacher Detention (3-7)
- Unauthorized use of elevator (3-7)
- Failure to follow *Student ID Policy*, p. 34 (3-7)
- Opening or passing through alarmed doors when not an emergency (3-7)

Level 3- Extended General Detention or Multiple General Detentions

(Extended is held from 2:20 p.m. until 5:00 p.m. Wednesday.)

- 5th unexcused tardy (per marking period)
- Failure to follow the *Dress Code Policy* (i.e. headgear use/exposed undergarments), p.35, 2nd offense (4-9)
- Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 36, 2nd offense (4-9)

Note: When cell phones or electronic devices for second and subsequent offenses, they will be returned only when a parent/guardian appears at school to claim them.

- Inciting others to create a disturbance (4-9)
- Hazing other students (4-9)
- Parking in teacher's lot, 1st offense (car may be ticketed or towed)
- Disrespectful Behavior (4-9)
- Failure to sign in to or out of school, 2nd offense (4-9)
- Missing General Detention (4-9)
- Refusal to serve teacher detention (4-9)
- Cutting study hall (second offense) (4-9)
- Riding/Attempting to board a bus other than as properly assigned. (4-9)
- Multiple students in restroom stall, 1st offense (4-6)

Level 4 – ADCAP-Alternative Disciplinary Counseling Activities Program

- 10th unexcused tardy per marking period (5-9)***
NOTE: In any marking period, if a student accumulates ten (10) unexcused tardies of under 10 minutes, a cut will be charged against the student, which may result in loss of credit under the cut policy.
- Chronic loitering (5-9)
- Profanity (5-9)
- Truancy, 1st offense (5-9)
- Entry into an inappropriate student lavatory (5-9)
- Cutting class, 2nd Offense
- Cutting restricted study hall, 1st offense
- Defiance of authority (5-9)
- Dangerous roughhousing/irresponsible behavior (5-9)
- Altered passes, etc. (where pass is properly issued by staff and not stolen) (5-9)
- Failure to follow *Student ID Policy*, p. 34 (5-9)
- Tampering with school ID (5-9)
- Failure to disperse when instructed to do so (5-9)
- Wandering/abuse of hall passes (5-9)
- Harassment, Bullying/provocation including sexual harassment (5-9)
- Derogatory comments/actions based upon race, creed, color, religion, ethnicity, sex or handicap (5-9) (See p. 24 for further detail)
- Inappropriate, insensitive and/or inflammatory language (5-9)
- Non-compliance with Study Hall behavioral expectations (5-9)
- Out of school building without permission, 2nd offense (5-9)
- Possession or use of any tobacco product or nicotine. 1st offense
Smoking on school grounds is a violation of the law and may result in a complaint being filed with the WOPD against offenders.
- Possession of any smoking device, 1st offense (5-9)
NOTE: Because these devices are commonly employed in drug use, students in possession of e-cigarettes or other types of vaping devices will be required to undergo a medical examination and will require medical clearance before returning to school in the same manner and extent as students who are suspected of being under the influence, and if the testing results in a positive result for illegal substances, further discipline may be applied. **Additionally, students may be required to participate in a smoking cessation program and/or counseling.**
- Missing detention may result in an ADCAP followed by a general or an extended detention (5-9)
- Multiple students in restroom stall, 2nd offense (5-7)

Level 5 – Saturday Detention

Saturday detentions are held from 9 am until 10 am (general) or 9 am until 12 pm (extended) in Room 3310.

STUDENTS ARE RESPONSIBLE FOR ARRANGING THEIR OWN TRANSPORTATION TO AND FROM SATURDAY DETENTION.

Students are responsible to bring schoolwork and/or reading material to Saturday Detention.

- Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 36, 3rd offense (6-7)
- Parking in teacher's lot, or parking in Degnan lot other than in a marked space 1st offense (car may be ticketed or towed)
- Failure to follow the *Dress Code Policy* (i.e. headgear use), p. 35, 3rd offense (6-7)
- Inability to attend general or extended detention during the week.
- Failure to clean up after one's self in the Cafeteria or in any other designated eating area at breakfast or lunch. (6-7)
- Leaving school building/grounds without permission (6-7)
- Unauthorized use of computer/technology belonging to another. (6-7)
- Compromising security/opening doors / propping doors open (6-9)
- False reporting of incidents (6-9)

Level 6 - One to three day In-School Suspension

- Excessive Tardiness (more than 10 times late to class per marking period) (6-8)
This WILL result in a cut being charged, which might result in LOSS OF CREDIT!
- Cutting class, 3rd or greater offense (7-9)
- Possession or use of any tobacco product, 2nd offense
See note concerning smoking in Level 4 above.
- Possession of any smoking device, 2nd offense (7-9)
See note re: testing and clearance in Level 4 above.
- Leaving school building/grounds without permission, 2nd offense (7-9)
- Out of school building, 3rd offense (7-9)
- Graffiti (Tagging) (7-10) **Defacing property may result in criminal prosecution and/or restitution for the cost of repair/correction/replacement of defaced item.**
- Creating a disturbance (i.e. in hallway or classroom) (7-9)
- Truancy, 2nd offense (7-9)
- Overt or covert behavior of an obscene or profane nature (7-9)
- Throwing any projectile/object out a school or bus window (Writing utensil, book, paper) (7-9)
- Attempting to ride/riding bus to which the student is not assigned (7-9)
- Causing a disturbance on the bus (7-9)
- Late to class (9th offense) (7-9)
- Laser Optic Devices (7-9)
- Parking in teacher parking lot, 2nd offense (car may be ticketed or towed)
- Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 36, 4th offense (7-9)
- Failure to follow the *Dress Code Policy*, p. 35, 4th offense (7-9)
- **Refusal** to surrender **any item**, including hats, headgear, cell phones or electronic devices, when requested by a staff member (7-9)
- Possession or display of inappropriate (non-pornographic) material (7-9)
- Unauthorized use of recording devices in school (7-9)
- Missing Extended Detention: **ISS directly into General or Extended Detention** (7-9)
- Academic dishonesty (cheating/plagiarism/etc.) (7)
- Refusal to Identify One's Self to Staff (7-8)

Level 7 - One to Three Days Out of School Suspension

- Excessive tardiness (more than 15 times late to class per marking period) (8-9)
- Theft (8-9) *
- Throwing food (8-9) *Including restitution and possible referral to juvenile authorities
- Possession or use of any tobacco product. 3rd offense (8-9)**
See note concerning smoking in Level 4 above.
- Possession of any smoking device, 3rd offense (8-9)
See note re: testing and clearance in Level 4 above.
- Altercation with other student / Behavior deemed dangerous and irresponsible (8-9)
- Profanity or obscenity which is intentional or directed toward any staff member (8-9)
- Intimidation/Bullying/Harassment/HIB Retaliation or False Reporting (8-9)
- Tampering with fire alarm or fire extinguisher (8-9)
- Possession of fireworks or other incendiary devices (8-9)
- Vandalism (8-9)
- Gambling (8-9)
- Possession or display of pornographic material (8-9)
- Cutting Study Hall (third and subsequent offense)
- Violation of In-school suspension rules and procedures (8-9)
- Out of school building without permission (2nd and subsequent offense) (8-9)
- Leaving school grounds without permission (2nd offense to level 5) (8-9)
- Parking in teacher parking lot, 3rd or subsequent offense
- Failure to follow the *Dress Code Policy*, p. 35, 5th offense
- Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 36, 5th offense
- Failure to comply with directives during emergency/drills (i.e. lockdown, evacuation) (8-10)
- Use of water toys (i.e. water guns, balloons, modified water bottles) (8-9)
- Throwing a projectile out of any window of school building or school bus, 2^d offense (8-10)
- Use of someone else's ID or Hall Pass – with permission.
- Intentional attempt to expose another's undergarments or private parts ("Pantsing") (8-9)
- Unauthorized publication of recorded material online or elsewhere (8-9)
- **Refusal** to serve Detention (General or Extended) or ADCAP (8-9)
- Missing Saturday detention (8-9)
- Causing a disturbance at any athletic or other event, whether a home or away game/event (8-10)
- Refusal to wear personal protective gear or to maintain appropriate social distance, as may be required by school regulation, 1st offense (8-9)

Note: Any student caught stealing is required to make restitution. It is recommended that students put their names or identification mark on every article of value. Students should not bring large amounts of money or expensive jewelry articles to school. Students should not give anyone a locker combination and use someone else's locker. All gym lockers must have a lock.

Level 8 - Three to Five Days Out of School Suspension

- Detonation of fireworks or other incendiary devices to include, "stink bombs", or "smoke bombs" (9-10)
- Theft or unauthorized use of student ID (9)
- Unauthorized possession of hall or bus passes (9)
- Forgery of notes or other documents (9)
- Extortion (9-10)
- Use of e-cigarettes or other vaping type devices. 1st offense (9)
See note re: testing and clearance in Level 4 above.

- Under the influence of illegal drugs including alcohol (1st offense) (9-10)
- **Refusal** to serve Saturday detention (9-10)
- Attempt to alter school (teacher or other) records/grades (9-10)
- Interference with/inappropriate access to staff member's desk and/or belongings (9-10)
- Unauthorized possession of testing materials (9-10)
- Trespassing on school grounds (9-10)
- Obstructing cameras/recording devices/safety devices in school or on a bus (9-10)
- Compromising the integrity/safety of the school building or buses (9-10)

Level 9 - Ten Days Out of School With Possible Recommendation For Additional Disciplinary Action to the Board of Education*

- Assault of another student / Expectorating on another student or staff
- Fighting
- Aggressive interaction with other student(s)
- Possession of a weapon as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed dangerous by WOHS administration. These include, but are not limited to, knives of any kind, any device which projects, releases, or emits any substance intended to produce temporary physical discomfort or permanent injury, metal knuckles, clubs, blackjacks.
- **NOTE THAT POSSESSION OF A FIREARM, AS DEFINED BY N.J.S.A. 2C:39-1(f) OR APPLICABLE FEDERAL LAW WILL AUTOMATICALLY RESULT IN RECOMMENDATION FOR EXPULSION.**
- Possession of drug paraphernalia
- Possession of illegal drugs including alcohol
- Student under influence of illegal drugs or alcohol (2nd offense)
- Possession or use of explosives or other ordnance (any device that can explode or ignite)
- Physical assault of a staff member
- Threats upon students or staff
- Possession of any anti-personnel liquid or aerosol (MACE/Pepper spray)
- Failure to comply with the school substance abuse policy procedures
- Terroristic threat
- False Public Alarm
- Lewd and lascivious behavior
- Inappropriate use of or tampering with school technology/security
- Dangerous and irresponsible behavior

Level 10 - Ten Days Out of School with Recommendation for Additional Disciplinary Action to the Board of Education*

- Possession of a firearm as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed sufficiently dangerous by WOHS administration. Note that New Jersey law defines the following items, among others, to be firearms: any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, and includes any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.
 - **NOTE: AS PER THE STANDARDS SET FORTH ABOVE IN THE SECTION ENTITLED *WEAPONS AND DANGEROUS INSTRUMENTS*, THE PUNISHMENT FOR ANY STUDENT WHO IS DETERMINED TO HAVE BROUGHT A FIREARM**

(defined by N.J.S.A. 18A:37-8 and N.J.C.C. 2C:39-1(f)) TO A SCHOOL WILL BE EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE YEAR.

- Bomb Threat
- Setting false alarm
- 2nd Fight or 2nd violent event during tenure at WOHS
- 2nd Positive for alcohol or drugs / 2nd Possession of drugs, alcohol, or paraphernalia
- The sale or distribution of alcohol or drugs
- Arson

These guidelines and procedures are intended to maintain an orderly educational environment. Students will be held accountable for actions that negatively affect the good order of the WOHS community and/or the health and safety of its members.

Furthermore, school authorities may discipline a student for conduct occurring off school property where “such is reasonably necessary for the student’s physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, teachers or public school property.”

Unusually severe breaches of discipline or repeat offenses of a serious nature can result in a student being brought before the Board of Education for additional discipline which could include an alternative educational setting or expulsion. An appeal to the Board of Education can be made to contest a suspension.

Detention by Teachers

A teacher may detain a student after school for disciplinary reasons.

General Detention

Assignments to General Detention are made by the Deans of Students. See Levels of Disciplinary Action for specific instances.

- General detentions are held from 2:20 p.m. to 3:20 p.m.
- Students are required to be prompt; silent during the detention session; and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention room except in an extreme emergency.
- Failure to report is “refusal to obey the authority of the school” and will result in the assignment of extended detention, ADCAP or in-school suspension.
- Inappropriate behavior in detention will result in additional disciplinary consequences
- Students, when dismissed at 3:20 p.m., are directed to immediately leave the building and proceed home.

Extended Detention

- Assignments to Extended Detention are made by the Deans of Students and the Administration. See Levels of Disciplinary Action for specific instances.
- Extended detentions are held from 2:20 p.m. to 5:00 p.m.
- Students are required to be prompt, to be silent during the detention session and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention room except with the consent of the detention moderator.
- Failure to report will result in further disciplinary consequences.

- Inappropriate behavior in detention will result in additional disciplinary consequences

Saturday Detention

- Saturday detentions are held from 9 am to 10 am (Saturday General) or 9 am to 12 pm (Saturday Extended).
- Students are required to be prompt; silent during the detention session; and to have work, reading or study assignments to occupy their time.
- Failure to report (or failure to report in a timely manner) will result in suspension.
- Students are to enter the Pleasant Valley Way entrance before 9 am.
- Students are responsible for their own transportation to and from Saturday detentions.

Alternative Disciplinary Counseling Activities Program (ADCAP)

- ADCAPs are held in the In-School Suspension (ISS) room Monday through Friday for a period of time determined by the principal or his designee.
- Students are assigned ADCAP by the Principal or his designees only.
- Students are required to be prompt. They may not leave the room except with the permission of the ADCAP moderator.
- Students will receive assignments from their teachers which are to be completed during the ADCAP session. Students are to bring textbooks, pens, pencils, etc., with them. Students are encouraged to bring additional work as well.
- Inappropriate behavior in the ISS room will result in additional disciplinary consequences.

In School Suspension (ISS)

- ISS is held in the ISS room Monday through Friday from 7:30 a.m. to 2:15 p.m.
- Students are assigned to ISS by the Principal or his designees only.
- Students are required to be prompt and may not leave the room without the permission of the Suspension Coordinator and under proper supervision.
- Students will receive assignments from their teachers which are to be completed during the ISS session. Students are to bring textbooks, pens, pencils, etc., with them. Students are encouraged to bring additional work as well.
- Inappropriate behavior in ISS will result in additional disciplinary consequences.
- Any student who is assigned an In-school suspension is prohibited from participating in school or extracurricular activities or practice for the duration of the suspension.

Out of School Suspension (OSS)

Out of School Suspensions are determined by the Principal or his designee according to the nature and severity of the offense committed.

Students who are suspended out-of-school are not allowed to participate in any school or extracurricular activities or practice for the duration of the suspension. The student is further prohibited from being on school property during the length of his/her suspension. Violations may result in trespassing charges being lodged with the West Orange Police Department.

CAFETERIA REGULATIONS

Students are not permitted to leave the school during lunch. WOHS does not have an open lunch. Disciplinary action is taken for students leaving the building without permission during lunch and may include Saturday detention and/or suspension. Lunch may be brought from home or purchased at school.

Neither food nor beverages are to be taken from the cafeterias to any area not normally designated for eating without a note from the nurse or administration.

The throwing of food or other items is forbidden and will result in the application of appropriate discipline (1 to 3 days out of school suspension).

Students are expected to:

1. display proper decorum; throwing of food is prohibited.
2. eat lunch in their assigned cafeteria.
3. report on time to the assigned cafeteria.
4. remain in the assigned cafeteria and/or outside area for the entire lunch period.
5. be seated at a table.
6. be orderly, polite and reasonable in speech and action.
7. **be responsible for his/her table's cleanliness**. If asked by a staff member to clean up, students are expected to cooperate, even if the debris is not theirs.
8. return chairs under the tables.
9. exit from the assigned cafeteria in an orderly manner.
10. remain on school grounds during their entire lunch period.
11. extend courteous behavior, which includes not cutting the lunch line.

PLEASE NOTE THAT LUNCH SEATING MAY BE ASSIGNED BY THE STAFF, AND IF SEATING IS ASSIGNED, FAILURE TO SEAT WHERE DIRECTED WILL RESULT IN DISCIPLINARY CONSEQUENCES.

FAILURE TO CLEAN UP AFTER LUNCH WILL RESULT IN DISCIPLINARY ACTION, INCLUDING SATURDAY DETENTIONS, EXTENDED DETENTIONS and POTENTIALLY SUSPENSIONS.

LUNCH DETENTION

At the discretion of the deans, lunch detentions may be assigned where appropriate in lieu of or in addition to other disciplinary consequences.

HALL REGULATIONS

1. Students in the halls must be in possession of a hall pass while classes are in session.

2. In passing through the corridors, students are to move along quickly and without delay, keeping to the right to reduce congestion.
3. Students are to report immediately to their destination and not wander through the corridors or leave school grounds.
4. Creating a disturbance, boisterous conduct or running in the corridors are all prohibited and will result in disciplinary consequences.
5. Students are to leave the building and grounds promptly at the end of their class or at the end of any after school appointments or authorized activities.
6. Students may not be in the building or on the school grounds after dismissal unless they are members of a properly authorized student activity, using the Library, or in some way under the direct supervision of a staff member. Violations of this policy will result in disciplinary measures.
7. Students are expected to carry the official hall pass in full view and are required to show the pass to any staff member upon request.

HALL PASSES

Students may not leave class without the permission of the teacher in charge. Hall passes must be signed by the teacher and include date, time and destination. The official printed pass must be used at all times. Students may not be in the halls without an official hall pass. Any staff member may request to see the official hall pass when encountering a student in the halls.

When students are in the hall, they are required to show a pass, politely and without confrontation, to any staff member who requests it. Students are expected to carry the official hall pass in full view.

Students in unauthorized possession of blank passes shall be considered to be in possession of stolen property, and disciplined by out-of-school suspension.

STUDY HALL REGULATIONS

A study hall is a regular class assignment. Although no grades are issued, attendance is mandatory. Students tardy or absent without proper excuse are subject to disciplinary action.

Students may not leave the building during assigned study hall periods.

Students may not go to the LMC during study hall periods.

If a student is a senior and is assigned to a study hall during BLOCK 6, the student may apply, with parental consent, for administrative approval to be dismissed after BLOCK 5. In cases where such approval is granted, the student will be expected to leave campus following BLOCK 5.

If a student is a senior and is assigned to a study hall during BLOCK 1, the student may apply, with parental consent, for administrative approval to begin the school day with BLOCK 2. In cases where such approval is granted, the student will be expected to arrive on campus shortly before BLOCK 2.

In either of the preceding two cases, while on campus but not in class, students are expected to behave in a non-disruptive manner and shall not loiter. Permission to start the school day one BLOCK later or end one BLOCK earlier may be revoked by Deans/Administrators at any time.

LOCKER POLICY

Each student is assigned a locker and will be held responsible for the general condition and cleanliness of the assigned locker. **Students are responsible for providing a lock for their locker. The school does not assume any responsibility for lost, stolen or damaged articles.**

Remember: Lockers are not safes!

- Every student is responsible for the contents of his/her own locker and may not permit another student to use the locker. Articles found in the locker will be the responsibility of the student to whom the locker is assigned.
- **Lockers are subject to random searches; individual lockers may be searched for any reason determined by the principal or his designee. The school does not recognize a right of privacy with respect to student lockers.**
- Violation of this policy may result in loss of the property in question, detention, suspension, expulsion or other school-imposed penalty. Furthermore, any evidence of criminal activity will be turned over to police. Provision has been made to allow for **ONE** hall locker for each student. Any violation of this policy will have disciplinary consequences.
- If a lock is placed or left on a locker that is not assigned to a student, the lock may be cut and the contents of the locker removed and disposed of.

Guidelines for Securing Lockers

Students should NOT:

1. leave lockers unlocked when not in use.
2. give locker combinations to anyone.
3. preset locker combinations in any way.
4. share lockers with anyone.
5. leave lockers without securing the lock (i.e. turning the tumbler).
6. store money, jewelry or other valuables in lockers.
7. use lockers that are not secure.
8. vandalize or deface lockers.
9. use an unassigned locker.

Any problems concerning lockers should immediately be forwarded to the Security Office. **Lockers remain the property of WOHS and are subject to periodic inspections.**

STUDENT ID POLICY

All students are required to be in possession of a WOHS issued photo Identification Card (ID) while on school grounds. Student IDs are the property of WOHS.

IDs must be WORN and VISIBLE at all times while on campus.

Teachers may direct, in the interest of physical safety, that IDs be removed, but this is the only exception to the requirement that IDs be WORN and VISIBLE.

The ID card may not be altered or destroyed. IDs may be required to identify students to staff members, obtain late passes or readmit slips, borrow materials from the school library, use LMC computers, use office telephones, enter bathrooms, purchase lunch, enter school sponsored events, and obtain late bus passes. Students are not permitted, under any circumstances, to borrow, lend or exchange student IDs. Violation of this policy will result in disciplinary action. Students must have their ID in possession when attending school related activities. Failure to present his/her card upon staff request will result in disciplinary action.

STUDENTS WHO DO NOT HAVE A VALID WOHS ID IN THEIR POSSESSION OR WHO DO NOT PRODUCE ONE WHEN REQUESTED MAY BE DENIED ENTRY TO OR MAY BE REMOVED FROM ANY SCHOOL BUS OR SCHOOL EVENT.

Replacement IDs can be obtained in the security office for a non-refundable cost of \$10.00 **cash or money order.**

Students are to surrender their ID upon withdrawing from school.

PERSONAL BELONGINGS

Do not leave valuables unprotected. If it is necessary to bring large amounts of money or valuables to school, they may be left in one of the offices for safekeeping.

When attending Physical Education classes, students are instructed to leave all valuables locked in their gym lockers. **The school does not assume responsibility for any lost or stolen articles. Keep all lockers locked at all times!**

UNAUTHORIZED SOLICITATION AND SALES

The sale of items by students for the purpose of personal gain is prohibited. Fund raising activities on school grounds are specifically prohibited unless previously authorized by the Superintendent of Schools or his designee.

RESTROOMS

Smoking, vandalism, loitering, eating and drinking are strictly prohibited in restrooms and will result in disciplinary action.

DRESS CODE

High school students are expected to dress in clean, neat clothing, worn in a manner which will not distract from the learning experience. Students must dress in a manner that does not attract undue attention and is not offensive to others.

Students are also required to adhere to health and safety standards in their mode of dress and personal appearance. Students are urged to use good judgment in the consideration of their overall appearance. The following guidelines are established to assist in maintaining the proper dress for school:

- Hats, hoods, visors, sweatbands, bandanas/flags, wave caps, do rags and all other non-religious headgear are strictly prohibited and may not be worn in school. Additionally, combs or hair picks, etc. may not be worn during the school day. Hats will be confiscated during the day and will only be returned AFTER detention is served.
- Sunglasses may not be worn in school. Prescription sunglasses may be worn in school only if indicated by a doctor's note, which must be submitted to the school nurse. Cosmetic sunglasses may not be worn even when placed on the head.
- Students may not wear apparel that promotes or endorses illegal substances (i.e., drugs, alcohol or tobacco products) or violence (i.e., weapons). In addition, students may not wear clothing with messages deemed offensive, profane or inappropriate as judged by the administration.
- Clothing that depicts or suggests images of violence, sexual content, profanity or inappropriate references to race, gender, or religion may not be worn in school.
- Students may not wear see-through garments, bustiers, tops with cut outs or shirts that allow the midriff to be exposed.
- Students may not wear short skirts or short shorts. Ripped jeans should not be ripped in areas which could be considered inappropriate as judged by the administration.
- Students may not wear beachwear or clothes designed to look like underwear. Proper attire should include undergarments. No undergarments should be visible or worn as outerwear.
- Pants and shorts must be fastened at the waist.

IF A STUDENT IS WEARING PANTS THAT SAG AND EXPOSE THEIR UNDERGARMENTS, THEY MAY BE OFFERED EITHER A BELT OR A "ZIP TIE" TO CINCH UP THEIR PANTS. IF THE STUDENT REFUSES TO UTILIZE SUCH ITEMS TO SECURE HIS OR HER PANTS AT THE WAIST, HE/SHE MAY BE PLACED IN ADCAP FOR THE REMAINDER OF THE DAY, MAY BE SENT HOME, AND MAY BE FURTHER DISCIPLINED FOR DEFIANCE.

The school administration has the right to judge the appropriateness of dress and grooming on an individual basis. Students who fail to dress in an appropriate manner may be sent home to change.

Failure to comply with this policy is a violation of the West Orange High School Discipline Code and is subject to penalties as written in the *Student Handbook* under the section "Levels of Disciplinary Action".

SMOKING

Smoking inside the building or on school grounds at any time by anyone is in violation of state law. Students found smoking **in the school building or on school grounds** will be suspended. It is in violation of West Orange Municipal Code 12-8.6 and Board Policy for students to smoke on school property. Complaints may be filed with the West Orange Police Department against students smoking on school property. Additionally, students found smoking on school grounds or in the school building may be required to meet with the school Substance Abuse Counselor (SAC).

EIGHTEEN YEAR OLD POLICY

Students who reach the age of majority (18 years) may, on written and verified consent of a parent (form available at the Attendance Office), sign their absence excuses and tardy notes.

No student may sign his/her own early dismissal note or field trip permission slip.

STUDENT USE OF AUTOMOBILES

There is no student parking permitted in the Pleasant Valley Way or Conforti Avenue parking lots. There is **no** student parking lot. **Students who drive to school and use the Alisa Avenue parking lot do so at their own risk.** Unauthorized cars in the school parking lots may be ticketed and/or towed.

ROMANCING/ PUBLIC DISPLAYS OF AFFECTION

All students are to refrain from romancing and public displays of affection in and around the school. All incidents will result in disciplinary action.

CELL PHONES, ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS POLICY

1. Except as set forth in the next paragraph, electronic devices used for communication and/or recording of images and/or audio, are prohibited in the building.
2. Electronic devices, such as MP3 players and cell phones, may be used under the following limited circumstances:
 - a. Cell phones may be used during the lunch period.
 - b. Other electronic devices that operate silently, such as MP3 players with headphones, may be used during the lunch period.
 - c. No device may be used if it is making noise that can be heard by others.
 - d. Any device used – even during lunch period – in violation of these restrictions is subject to being confiscated.
 - e. In addition to the lunch period, electronic devices may be used during class (a) for educational purposes and (b) with teacher permission.
3. At all other times and in all other circumstances, teachers are instructed to confiscate unauthorized items and submit them to the Security Office.
4. ***THIS MEANS THAT A CELL PHONE OR OTHER DEVICE THAT IS IN VIEW IN THE HALLWAYS DURING PASSING OR IN A CLASSROOM MAY BE CONFISCATED AND***

THE STUDENT SUBJECTED TO DISCIPLINE. If a cell phone is on a desk during class time – even if it is not in use or in the student’s hand – it may be confiscated.

5. Electronic devices and hats will be held until the student serves the appropriate disciplinary action.
6. If a student violates this school rule, these items may be held by the school until the end of the school year in June, or until they are released after parent contact. Students are subject to disciplinary action, including General Detention, Extended Detention, ADCAP, In School Suspension, and/or Out of School Suspension.
7. Telephone beepers (pager) brought to school are in violation of New Jersey Law P.L. 1989,c.232,Art 2,Section F. Students who are in violation of this law will immediately have the pager confiscated and turned over to the West Orange Police Department; additionally, they will be suspended from school for a period of five (5) days. Eighteen (18) year old students are subject to arrest by the West Orange Police Department.
8. If a student brings a cell phone to school, except during times and under circumstances set forth above, the telephone must be deactivated during instructional hours. Telephone calls cannot be received or sent during instructional hours. Students are not permitted to use cell phones during school emergencies, such as evacuation or lock down of the school building. Non-compliance of this policy will result in confiscation of the cell phone and appropriate disciplinary action. Cell phones that are confiscated may be returned to the student at the end of the day or, if it is a second or subsequent offense, may be held until picked up by a parent. **Note:** Parents please contact the Main Office at 973-669-5301 if you need to call a student.

Use of Digital Device During the Administration of an Exam

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of an exam.

Before administering the exam the teacher will inform all students if they have a cell phone or other digital device (to avoid any problems) to take them out and power them OFF. Teacher will not administer the exam until they are satisfied that ALL digital devices are turned off. These devices then must be placed out of sight.

If a student is observed in possession of a digital device during the administration of an exam then the device will be confiscated and returned according to school policy.

If a student is observed using a digital device during the administration of an exam then testing for the student will cease and the phone will be confiscated and security called to retrieve the phone and the student. An exam grade of a “0” will be given to the student.

BUS TRANSPORTATION

1. The Board of Education, following procedures outlined by state law, determines which students are entitled to free bus transportation. All other students must find other means for getting to school.
2. Students who are entitled to ride regular school buses must present their identification cards to the driver upon entering the bus.
3. All students **must** wear seat belts while on a school bus as required by law.
4. When it is necessary for students, who ride regular school buses, to stay after school (i.e., extra teacher help, detentions, athletics, etc.), they must obtain a late bus pass from the detaining teacher, Security or the Conforti Office.
5. Students involved in co-curricular activities will be issued late bus passes valid for the duration of their respective activities.
6. Inappropriate student behavior will result in disciplinary action which may include detention, suspension, and/or suspension or revocation of bus privilege.
7. In order to assist in the maintenance of good order and safety on school buses, cameras and recorders may be present on the vehicle.
8. Please note that New Jersey State Law section 18A:25-3 states “A student may be excluded from the bus for disciplinary reasons by the Principal and shall provide for his/her own transportation to and from school during the period of such exclusion”.

WEST ORANGE HIGH SCHOOL BUS RIDERS' SAFETY HANDBOOK

INTRODUCTION

The “Bus Riders’ Handbook” is designed to help provide a safe and enjoyable experience for the bus rider. Riding the school bus is a privilege provided by the school district and should be treated as such. It is important to note that additional information will be provided to families via the West Orange transportation department regarding Bus Rider safety.

TO THE BUS RIDER

Students who have the privilege of bus transportation to and from school are under the authority of West Orange School District and will obey and follow the instructions of the drivers. The school bus is an extension of the classroom. All rules that apply in the classroom carry over to the bus. Discipline will be administered by the Principal or designee, Transportation Supervisor, or Director of Transportation. All school board policies that apply to student conduct and other student related activities apply to the school bus. It is the student’s responsibility to make the trip pleasant and safe for all riders.

Note: Disciplinary action depends on the severity of the violation.

TO THE PARENT

Please go over the “Bus Rider Handbook” with your child so that he/she will know that you, as well as the West Orange School District, expect them to follow the rules.

AT THE BUS STOP

- Students must be at the bus stop at least 10 minutes before scheduled pickup time. Stand on the sidewalk or back from the roadway while waiting for the bus.
- In the event of inclement weather, please allow our vehicles extra time to get to their pick up points
- When the bus approaches, stand clear until the bus comes to a complete stop.
- If you miss the bus, go home immediately.
- It is the responsibility of the parent to get the child to or from school if the child misses the bus.

LOADING THE BUS

- Form a single file line and board the bus.
- Use the handrail as you go up the steps.
- Go to your seat.
- All students may be placed in assigned seating at the bus driver's discretion.
- Students will not be allowed to leave the bus at any point other than your school or home bus stop.

CONDUCT ON THE BUS

- Remain seated while the bus is moving. Students should face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the aisle. Students must wear seatbelts.
 - The student will remain seated until instructed otherwise by the driver.
 - Normal conversation is permitted. Any loud noises may distract the driver and create an unsafe condition.
 - Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
 - Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person responsible. The cost may vary due to the damage.
 - The emergency door and exit controls should be used only during supervised drills or an actual emergency.
 - Students will not extend any part of their body or any article out the window of the bus whether the bus is in motion or not.
- NOTE:** The appropriate law enforcement agency will be called in regards to fighting on the school bus.

PROHIBITED ITEMS

- Tobacco
- Glass Containers
- Matches or cigarette lighters
- Students are not allowed to eat, drink, or chew gum on any school bus. Bottles or cans whether full or empty will not be allowed on the school bus.
- Drivers and school officials are not responsible for articles left on the bus.

The primary goal of the West Orange Board of Education is safe and orderly transportation of eligible students to and from school. The district will not tolerate misconduct while students are loading, unloading, or on the school bus. Students who have the privilege of the bus transportation also have the responsibility to make the trip safe, orderly, and pleasant.

Riding the bus is a privilege and not a right. This privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Fails to observe proper safety rules.
- Disregards the authority of the bus driver or other adults in charge.
- Behaves in a disorderly, distasteful, or unsafe manner.
- Creates excessive noise, such as loud talking, screaming, or whistling, or by the playing of radios, tape players, or similar equipment.
- Abuses, defaces, and destroys property or equipment on the bus.
- Restitution may be required
- Handles the emergency equipment inside the bus. (Emergency doors, fire extinguisher, etc.)
- Throws articles within the bus, out the window of the bus, or at any other vehicle.
- Behaves in such a manner that he/she jeopardized the safe operation of the bus.

ASSIGNED BUSES ONLY

Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Students must have a bus riders' pass from the Transportation Office. Failure to ride the assigned bus from bus stop or school may jeopardize the student's safety and could result in disciplinary action.

ACCIDENTS OR EMERGENCIES

- **Follow the bus driver's instructions.**
- **If you must leave the bus, keep your hands free leaving everything behind. If you must jump from the bus, keep your knees bent slightly as you jump. Move quickly away from the exit and stay away from any point of danger.**

VIDEO

Video cameras are used on each bus and are viewed by the Director, Supervisor, Principal, and any other personnel from the Administration. Videos may also be viewed by the local Law Enforcement Agency and may be subject to release through a court ordered subpoena.

BEHAVIOR GUIDELINES AND CONSEQUENCES

OFFENSES

- Excessive noise
- Roughhousing/mischief/distracting behavior
- Eating/drinking/littering on bus
- Leaving/standing without permission from driver
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- False identification/refusal to identify oneself
- Riding unassigned bus or using unassigned bus stop
- Throwing objects out of window
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver/para-educator/bus patrol
- Other offenses as reported by the driver or principal
- Hanging out of windows
- Bullying and/or physical aggression against any person
- Profanity/threats directed towards bus driver/para-educator

- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
- Lighting of matches, lighters or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession or threat of weapons/explosives/flammables
- Other offenses as reported by the driver or principal
- Possession/use of laser pens or pointers

VIOLATION OF BUS CONDUCT POLICY MAY RESULT IN ANY OF THE FOLLOWING AT THE DISCRETION OF AN ADMINISTRATOR.

- Warning
- Lunch Detention
- In School Suspension
- Out of school Suspension
- Loss of bus service for a specified number of days
- Possible loss of all bus service (Parent/Principal meeting/optional)

LOST AND FOUND

Lost and found items should be turned in and recovered at the Security Office. It is the student’s responsibility to check Lost and Found area as soon as possible in the event of lost item(s). Lost items will not be kept for an unlimited period of time and may be disposed of. WOHS will not be responsible for items placed in lost and found.

SCHOOL CLOSINGS

The following radio/tv stations will announce school closings in inclement weather:

WOR	<u>710</u>	WINS	<u>1010</u>	WNBC	<u>660</u>
WABC	<u>770</u>	WCBS	<u>880</u>	Cable	<u>TV 36, Verizon 45, News12, Fox 5, FIOS 1 News</u>

Announcements will be made BEFORE the scheduled start of school beginning at 6:00 A.M. Parents are not to call the Board of Education or the Police Department to determine whether school will be in session. There will be a pre-recorded message on the main line at WOHS at 973-669-5301. Information regarding school closings can be obtained by visiting our website at www.westorangeschools.org.

SCHOOL VISITORS

School policy allows only those individuals who have legitimate business to visit the school. **Student visitors** are NOT permitted to visit the school and/or classes with friends except under special circumstances. Parents/guardians of students from other schools may request permission for a school visit if the student visitor is planning to attend WOHS in the future and wishes to learn about the school. Permission must be requested by the parent/guardian at least one week prior to the date of the requested visit so that teachers may be informed of the scheduled visit to their classes. Foreign students visiting or living with residents of the township may request permission to visit WOHS by following the same procedure.

All visitors must register in the Main Conforti Avenue Office immediately upon entering the building to present proper identification.

Parents/guardians are required to schedule an appointment with an administrator, counselor or teacher prior to entering the building. Registration in the Main Conforti Avenue Office upon entering the building is required.

Individuals in the building without approval from the administration will be considered trespassers and subject to local ordinances regarding trespassing.

POSTERS

Posters advertising school sponsored activities or campaigns must be signed by an administrator. Requests by outside organizations to advertise activities must be authorized by the Superintendent of Schools. Posters must be posted on the designated bulletin boards and removed the day after the event, by the responsible student and/or organization.

ANNOUNCEMENTS

Morning announcements will be made during Block 1. Those wishing to submit school announcements must:

- Submit a form on the Faculty Lounge under **FORMS, AM/PM BULLETIN ANNOUNCEMENTS**
-OR-
- E-mail Helaine Spitzer at HSpitzer@westoangeschools.org.

SALUTE TO FLAG

According to *N.J.S.A. 18-A:36-3*, each school board requires its students in each school in the district on every school day to salute the United States flag and repeat the Pledge of Allegiance to the flag” except those students who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the U.S. Government extends diplomatic immunity, shall **not** be required to render such salute and pledge, but shall be required to show full respect to the flag while the pledge is being given merely by standing **or sitting in silence.**”

Failure to demonstrate appropriate respect to the flag or Pledge of Allegiance, as mandated by state law, will result in disciplinary consequences.

ELEVATORS

Elevators are provided solely for the use by staff and/or members of the student body who have obtained permission from the Nurse's office or administration due to physical needs. Students using the elevator without permission are subject to disciplinary action.

Students requiring the use of the elevator must report to the Health Office. A Nurse will determine if an elevator pass is to be issued.

SCHOOL HEALTH SERVICES

The Health Office is located on the first floor. The school health program is designed to promote health and prevent illness. The school nurse will assess and evaluate student health records in order to make a nursing diagnosis and establish appropriate follow up. **It is extremely important that students return an accurately completed blue Health Card to the nurse as early as possible in the school year.**

In the event of illness or an accident, parents will be contacted to arrange for medical care, or students may be allowed to rest temporarily and sent back to class upon recovery.

No medications are included in the school's first aid supplies. Even the simplest drugs may cause reactions when they mask pain or symptoms. Drugs may delay diagnosis and treatment. Therefore, administering of medication is not a function of school personnel.

If it is necessary for a student to take medication during school hours, the student may be allowed to carry only the dosage needed during school hours and must have a note signed by the parent each school day that has been submitted to the school Nurse.

Students must have official hall passes from their teachers to report to the Health Office. Special medical passes will be issued by the nurse for students to return to class.

Students who need to be excused from gym, must bring a note signed by their parent/guardian and present the note to the nurse before 7:35 a.m. If the student needs an excuse for an extended length of time, the student is required to have a doctor's written excuse.

Any hospitalization, serious illness or accident should be reported to the nurse so that it can be appropriately noted on the student's cumulative health record.

The nurse's office monitors vision, audio screening, scoliosis screening, tuberculosis testing, measurement of height and weight and the state mandated immunization program. Physical examinations for athletics and new students are screened by the school doctor.

Students should not request a pass to the Health Office to "rest", use the bathroom, get hand/body lotion, or to weigh themselves.

FIRE DRILLS AND OTHER EMERGENCIES

Regularly scheduled fire and other emergency drills are essential for school safety. The following regulations will ensure a maximum degree of protection for the entire school community.

When the fire alarm or emergency tones sound, please:

1. cease all activity and talking.
2. follow all instructions from the classroom teacher.
3. leave the classroom in a quiet and orderly manner, proceeding to the designated exit.
4. clear the building and await the “all clear” signal or other directions.
5. maintain **silence** in order for students to hear directions.
6. return to the classroom immediately after the drill or follow other directions as given by school and/or law enforcement personnel.

GRADE SCALE

LETTER GRADE	NUMERICAL EQUIVALENT
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	50-59
I	Incomplete*
WP	Withdrawn Passing
WF	Withdrawn Failing
NC	No Credit
NM	No Mark
EX	Exempt

Marking Period Grades

Student achievement is indicated on report cards for each marking period in terms of letter grades. Numerical grades can be accessed via the Parental Portal System (<http://schools.woboe.org/Parents/ParentPortal/default.aspx>).

Incomplete*

Incompletes are only given in extenuating circumstances. After two weeks into the new marking period, incompletes are reevaluated by the teacher, school counselor and Administration.

Determination of Marking Period Grades

Grades for each marking period will represent student progress as indicated by multiple formative and summative assessments which include and are not limited to written quiz and test results, evaluation of the level of class participation, completion of homework assignments, class work, and any other alternative forms of assessment utilized by the teacher.

Final Grade Calculation

Final grades are calculated using the numerical values from each marking period. For full year courses, each of the 4 marking periods counts for 25% of the final grade. For semester courses each of the 2 marking periods count for 50% of the final grade.

ACADEMIC DISHONESTY

All forms of academic dishonesty are unacceptable at West Orange High School. These include cheating on tests, copying work of others, copying from published works (plagiarism), and unauthorized possession of testing materials, use of unauthorized technology during testing, attempts to modify grades and other records and similar activities. When a student participates in a form of academic dishonesty:

1. a zero is assigned as a grade.
2. parents are notified.
3. the subject area supervisor is notified.
4. a disciplinary report is recorded.
5. disciplinary measures may be taken.

CLASS RANK

WOHS does not provide class rank on any school record. Class rank is calculated, but is only used in such instances as applying to service academies; certain college honors programs, and specific college scholarships. However, students and colleges will be provided with a decile rank (Ex. 10%, 20%, etc.). Deciles are used to inform colleges about a student's performance compared to others within the student's graduating class. In addition, students in the top 5% will have this indicated on their student record.

Weighted courses differ in level of academic challenge; therefore, a differential weighting system is used to determine GPA. The calculated GPA will determine student decile. The student with the highest GPA is assigned first position in the class. To be eligible for Valedictorian or Salutatorian, a transfer student must be enrolled at West Orange High School for at least the four (4) semesters of his/her Junior and Senior years.

GRADE	AP	HONORS	STANDARD
A+	5.33	4.83	4.33
A	5.00	4.50	4.00
A-	4.66	4.16	3.66
B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.66	3.16	2.66
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.66	2.16	1.66
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.66	1.16	.66
F	.00	.00	.00

- All graded subjects are considered for GPA. Since this is a comprehensive high school, all graded courses **are** considered in the calculation for GPA.
- Pass/Fail courses **are not** included in GPA.

- Summer school courses taken for purposes of enrichment or advancement **are not** included in GPA.
- Summer school courses being repeated because of failure during the regular school year **are** not counted toward GPA.

Grade Point Average (GPA) is calculated by multiplying the number of credits per course times the grade weight to determine quality points. Total quality points are divided by the total credits taken. See the following example:

PERIOD	CLASS	GRADE	WEIGHT	CREDITS	QUALITY POINTS
1	Honors Physics IM	A	4.5	6	27
2	Journalism 3	B	3	5	15
3	A.P. Comp. Science A	A	5	5	25
4	A.P. Calculus	B	4	6	24
LUNCH					
5	Physical Education	A	4	5	20
6	A.P. Language & Comp	C	3	5	15
7	A.P. US History	A	5	5	25
8	Spanish 4	A	4	5	20
			TOTAL	42	171
GPA = 4.07					

SOCIAL EVENTS

Social events that are sponsored by the school are a reflection of current student interests. Concerts and events that are reflective of various cultural expression are held throughout the year. Proms are formal events of the year and are usually held at nearby off-campus locations.

As always, participation is a privilege and subject to administrative review.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) contains a wide range of print and on-print materials chosen to enrich the curriculum and answer the needs of the varied interests of students and staff. Students may borrow materials by presenting their student ID cards. Kindles are also available for circulation after a permission slip is completed and filed.

The LMC is open from 7:20 a.m. until 3:30 p.m. Monday through Thursday and from 7:20 a.m. until 2:15 p.m. on Friday. Staff is available to answer questions, locate materials and assist students in using the resources.

Students who wish to use the LMC during an assigned study hall period must present a pass from one of their teachers and sign in on the appropriate attendance sheet. Students who wish to use the LMC during lunch must obtain a pass issued by a library media specialist before 10:00 a.m. each day. The LMC is open after school Monday through Thursday until 3:30 p.m. Students who need to use the LMC after school must present their school ID and sign in by 2:35. Late bus passes will be provided.

The LMC is to be used as a quiet area for research, reading and other appropriate activities. Socializing, conversations and other frivolity are not allowed. In order to ensure that everyone enjoys the opportunity to work and study in quiet surroundings, students must follow all school rules for appropriate behavior. Students who fail to cooperate will be asked to leave the LMC and may have their library privilege suspended.

For more information visit: wohs.woboe.org/LMC/pages/

SCHOOL COUNSELING DEPARTMENT

Vision Statement:

The West Orange School District School Counseling Department's vision is that students graduating from the West Orange School District will be college and career ready and will have the skills needed to maximize their academic success and social/emotional development. A comprehensive school counseling department supports students through rigorous curriculum while providing a variety of opportunities for self-directed growth to become contributing members of a competitive global society.

Mission Statement:

The West Orange School District School Counseling Department's mission is to provide information, resources, support, and opportunities that will empower all of our students to develop and demonstrate the knowledge, skills, abilities and character to pursue their individual plans and goals as they move beyond high school and become contributing members of our society.

Staff & Information

The West Orange High School - School Counseling Department supports the school's mission to help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. At the high school there are 11 School Counselors and two Student Assistant Counselors.

Students are assigned to School Counselors and Student Assistant Counselors by the student's last name. Every attempt is made to retain the assignment of the same school counselor to a student throughout the student's high school career. Students are encouraged to make appointments with their school counselor for leadership, support and planning throughout their years at the high school.

The West Orange High School - School Counseling Department is ready to help students and parents with academic and individual concerns.

Cheryl Butler

Director of Student Personnel/School Counseling K – 12

cbutler@westorangeschools.org

973-669-5301 ext. 31611

**WEST ORANGE HIGH SCHOOL
SCHOOL COUNSELOR'S CASELOAD ASSIGNMENT**

Counselor	Class of 2024	Class of 2023	Class of 2022	Class of 2021
Mr. Casale acasale@westorangeschools.org	A – Bri	A – Ba Perry – Piccolo	A – Ba Plais – Quirk	A – Ba Louis – Perez
Mrs. Santos rsantos@westorangeschools.org	Bro – Del	Be – Ce Pierre – Polgar	Be – Ce	Be – Cha Perlman – Petrucci
Ms. D’Elia adelia@westorangeschools.org	Dem – F	Ch – D	Ch – E	Che – Do
Ms. Kehoe mkehoe@westorangeschools.org	G – Ho	E – G Portero – Prado	F – Gra Ramos – Relic	Dr – Gom Phil – Pigott
Mrs. Fernandez-Perez mfperez@westorangeschools.org	Hu – Lem	H – K Prasad – Pride	Gre – Ja Rembert – Rivera	Gon – Jon Pill – Quispe
Mrs. Rosen rrosen@westorangeschools.org	Len – Mim	L – Mc Prince – Rella	Je – Li	Jor – Mal Raines – Renwick
Mrs. Millington gmillington@westorangeschools.org	Min – Pas & Non Spanish ESL	Me - N & Non Spanish ESL Reyna – Robinson	Ll – M & Non Spanish ESL	Mam – Mor & Non Spanish ESL Retino – Rhoden
Ms. Fahey mfahey@westorangeschools.org	Pat – Rock & Spanish ESL	O – Pe & Spanish ESL	N – Pi & Spanish ESL	Mos – Pa & Spanish ESL
Mrs. Furey kfurey@westorangeschools.org	Rod – Sm	S Robson – Romero	S – To Robinson – Rodriguez	Ro – S Ricks – Riviere
Mr. Pallante lpallante@westorangeschools.org	Sn – Z	T – Z Ronceros – Rubino	Tr – Z Rogers – Rutherford	T - Z

Student Assistance Counselor:

- Student Assistance Counselor will be assigned a caseload of students
 - Last names A – K - **Amedeo Chirichiello** (achirichiello@westorangeschools.org)
 - Last names L – Z - **Jaclyn Headlam** (jheadlam@westorangeschools.org)

WEST ORANGE HIGH SCHOOL GRADUATION REQUIREMENTS

Total credits to meet graduation requirement = 135

	Course and credit requirements for all students entering grade 9 in:			
	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020
English Language Arts Literacy	20 Credits aligned to grade nine through 12 standards			
Mathematics	15 credits including algebra 1 and geometry or the content equivalent and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 st century careers			
Science	15 credits including at least five credits in laboratory biology/life science or the content equivalent and one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics; and a third laboratory /inquiry-based science course			
Social Studies	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings			
Financial, Economic, Business and Entrepreneurial Literacy	2.5 credits			
Health, Safety and Physical Education	3 $\frac{3}{4}$ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8			
Visual and Performing Arts	5 credits			
World Languages	5 credits or student demonstration of proficiency			
Technological Literacy	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum			
21st Century Life and Careers, or Career-Technical Education	5 Credits			
SAT Prep		2.5 credits	2.5 Credits	2.5 Credits

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Pathways Available	English Language Arts/Literacy (ELA)	Mathematics
First Pathway: <i>Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I</i>	NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4)	NJSLA/PARCC Algebra I \geq 750 (Level 4)
Second Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments</i>	<p>NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), <i>or</i></p> <p>NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i></p> <p>SAT Critical Reading (taken before 3/1/16) \geq 400, <i>or</i></p> <p>SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450, <i>or</i></p> <p>SAT Reading Test (taken 3/1/16 or later) \geq 22, <i>or</i></p> <p>ACT Reading or ACT PLAN Reading¹ \geq 16, <i>or</i></p> <p>ACCUPLACER WritePlacer \geq 6, <i>or</i></p> <p>ACCUPLACER WritePlacer ESL \geq 4, <i>or</i></p> <p>PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) \geq 40, <i>or</i></p> <p>PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, <i>or</i></p> <p>ACT Aspire Reading¹ \geq 422, <i>or</i></p> <p>ASVAB-AFQT Composite \geq 31</p>	<p>NJSLA/PARCC Geometry \geq 725 (Level 3), <i>or</i></p> <p>NJSLA/PARCC Algebra II \geq 725 (Level 3) <i>or</i></p> <p>SAT Math (taken before 3/1/16) \geq 400, <i>or</i></p> <p>SAT Math Section (taken 3/1/16 or later) \geq 440, <i>or</i></p> <p>SAT Math Test (taken 3/1/16 or later) \geq 22, <i>or</i></p> <p>ACT or ACT PLAN Math¹ \geq 16, <i>or</i></p> <p>ACCUPLACER Elementary Algebra \geq 76, <i>or</i></p> <p>Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) \geq 255, <i>or</i></p> <p>PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, <i>or</i></p> <p>PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, <i>or</i></p> <p>ACT Aspire Math \geq 422, <i>or</i></p> <p>ASVAB-AFQT Composite \geq 31</p>
Third Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals</i>	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

Promotion Policy

For a student to be promoted to the next grade level, he/she must earn the following credits:

- 10th grade: 30 credits
- 11th grade: 65 credits
- 12th grade: 100 credits

Summer school credits are included towards grade level advancement.

COURSE SELECTION PROCESS

Students are expected to give careful consideration to the courses chosen during the Course Selection Process conducted each year under the advisement of their current teachers and school counselor. School counselors begin meeting with students in January for the course selection process for the next school year. When selecting courses, students should think in terms of a four-year, high-school program of courses, and how the program will prepare them for their goals after high school. Since staffing needs and class size considerations are determined by initial student course selections, course changes must be made before the first day of school.

WEST ORANGE HIGH SCHOOL PROGRAM of STUDIES

An updated Program of Studies is available online under the Counseling tab on the WOHS homepage and on Naviance Student. The Program of Studies provides specific information about the complete high school curriculum, sequencing of courses, and a description of how GPA is determined. Please reference the Program of Studies for more information about these topics:

- Assistance with course selection
- Help in the determination of grade point average (GPA)
- Assistance with the criteria for honor roll
- Determination of graduation requirements and college requirements

SCHEDULE CHANGES DURING THE SCHOOL YEAR

COURSE WITHDRAWAL

All course changes must be addressed prior to the beginning of the school year. After the start of the school year, any change requested will not be made until the end of Quarter 1. Students will remain in the course until the end of the quarter and at that point placed in a study hall. Every attempt will be made to add a second semester course in order to maintain no more than one full year Study. Dropping a course at the end of the first marking period or the third marking period for a second semester course will result in a grade of **“WP” (withdrawn passing) or “WF” (withdrawn failing)** on the student’s permanent record.

Students requesting to drop a course from their schedule must obtain a Course Withdrawal form from the School Counseling Department.

COURSE LEVEL CHANGES

Student must obtain a Course Level Change Request Form from the School Counseling Office. This form must be completed with all signatures and returned to the student's counselor. On this form, the reason for requesting the change must be stated. It is the responsibility of the student to acquire all of the signatures necessary to process a level change, including a parent/guardian, counselor, teacher and department supervisor. After all signatures are obtained the student must submit the form to their counselor and all requests will be reviewed by the classroom teacher, department supervisor, counselor, before rendering a decision. All course changes must be addressed prior to the beginning of the school year. Any changes requested after the start of the school year will not be made **until the interim date in Quarter 1**. If the level change is permitted, the current grade that the student receives Quarter 1 will be transferred to the new course. **No level change request will be accepted after Quarter 1. All level change requests will be completed between the interim date of Q1 and the end of Q1.**

Students must follow the steps below for a course level change:

1. Discuss the change with parent/guardian and teacher.
2. Discuss the appropriateness of the move from the current course. *It is strongly recommended that the parents/guardians also communicate with the teacher regarding the appropriateness of the move.*
3. Discuss the following with the school counselor: the appropriateness of the change, the impact the move will have on the current schedule; the impact on college preparation.
4. Obtain written permission from counselor, teacher, department supervisor and parent/guardian on the required form.

POWERSCHOOL PARENT PORTAL (Web Access-Portal to grades)

The PowerSchool Parent Portal is an online resource through which parents can check on attendance records, progress reports, report card grades, and midterm and final exam grades. Parent Portal may be accessed from any place the parent/guardian can access the Internet. If you do not have access to Parent Portal please contact your child's school counselor in order to obtain your ID and access code.

INTERIM PROGRESS REPORTS

Due to the implementation of parental access to student grade books, teachers will no longer mail interim or progress reports for students. Interim dates are provided at the beginning of the school year. Parents are encouraged to access their child's grades on a regular basis. As always, parents may request a conference with teachers to discuss the progress of students.

REPORT CARDS

Report cards are available to students four times during the school year. Dates are provided at the beginning of the school year. Students are expected to discuss their report cards with their parents. Listed on each report card are the student's letter grade, any teacher comments, and the number of days the student has been absent or tardy.

PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES

1. The student/guardian should contact the teacher to discuss the grade.
2. Guardian should contact the school counselor to arrange a meeting with both the teacher and supervisor.
3. If satisfaction has still not been attained, the student/parent may appeal to the principal or his/her designee.

ADDITIONAL ACADEMIC ASSISTANCE

Teachers are available to provide assistance to students for one-half (1/2) hour daily, except Fridays and days preceding vacations. If students are experiencing difficulty with class work, this is an opportunity to get the help needed. Tutoring is also available by members of the various honor societies.

HOME INSTRUCTION via MEDICAL

After an absence of ten consecutive days from school, a request may be made by parents to the nurse to begin home instruction. This request must be accompanied by a note from a physician indicating the nature of the illness or injury and an estimate of the possible duration of the absence. The predicted extent of the absence must be greater than two weeks.

SUMMER SCHOOL

Students must complete a course in order to be recommended for summer school. For students needing summer school, no more than three (3) courses may be taken. Summer school courses being repeated because of failure or loss of credit will **not be** counted towards GPA. Students who plan to attend a remedial summer school program must obtain approval prior from their school counselor prior to registration.

EXTERNAL SUMMER COURSE WORK POLICY FOR ADVANCEMENT

Students that request to enroll in a summer course for the purpose of qualifying for advancement must meet the criteria listed below. The External Course Work Approval Request Form may be picked up in the School Counseling Department and must be approved before the conclusion of the school year and prior to taking the summer course.

1. The course is to be aligned with the West Orange High School curriculum and must be equivalent to a minimum of 120 hours of instruction. The course may not be a credit retrieval course. The institution and the course must be approved by the content area supervisor in advance.
2. After completion of the course, the student must demonstrate proficiency by attaining a minimum score of 80 on a West Orange High School comprehensive exam in order to advance to the next level. If the student demonstrates proficiency on the WOHS exam and a transcript from the receiving school indicates successful completion of the course (A, B, or C), then the course title, credits, and grade from the sending institution will be listed on the student's transcript and the student will advance to the next level. If the student does not demonstrate proficiency on the WOHS exam and/or the

transcript from the receiving school indicates a grade of a D or F earned, the information will still be listed on the student's transcript however the student will not advance to the next level.

3. In order to be eligible to apply for this opportunity, the student must have earned an average of an 80 in prerequisite coursework in the respective departmental courses.
4. During a student's high school career, there is a limit of 10 credits that may be earned through external coursework.
5. The external course grade will not be factored into the student's Grade Point Average.

COUNSELOR VISITS

To see a school counselor during the school day, a student must have a pass giving permission to go to the School Counseling Department. If the student is called by his/her counselor from class, the teacher must provide the student with a pass before allowing him/her to leave the room. Parents may also call the counselor to arrange an appointment; appointments should be made in advance for conferences.

TEXTBOOKS

Students are responsible for lost/damaged books. Books not returned to teachers at the end of the school year will result in the last report card/grades being held. Obligations are cumulative until the student transfers/graduates. Students will not receive transcripts or be allowed to participate in graduation until such obligations are satisfied.

WORKING PAPERS

State law requires that persons 14 to 18 years of age obtain employment certificates (working papers) in order to accept part-time or full-time employment. Both working papers and information outlining the procedure to follow in obtaining an employment certificate may be obtained in the School Counseling Department. Return all completed forms to the School Counseling Department.

SCHOOL RECORDS

Access to pupil records will be available only to the pupil's parent or legal guardian, or the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education and pursuant to Board Policy 8330. Any parent or adult pupil (18 years or age or older) may request the right to inspect the pupil's file by submitting a letter of request to the principal. A response will be provided within ten (10) days after receipt of said letter.

WITHDRAWAL/TRANSFER FROM SCHOOL

The procedure for students withdrawing or transferring is as follows:

1. Parent/Guardian must come to the School Counseling Department to complete necessary forms. No forms will be faxed. If the student is transferring to another school, the parent/guardian must provide the School Counseling Department with the name, address, and phone number for the new school.
2. Students are responsible to return all school books and property (i.e. school ID, athletic equipment), and make sure all fees are paid prior to the last day of attendance.

CAREER & COLLEGE EXPLORATION

Most students continue with some form of post secondary education upon graduation from West Orange High School. The School Counseling Department provides students with assistance in planning their post secondary school career. This help is provided through the following services: individual conferences; classroom lessons; college/career school fairs; college and vocational school visits. In addition, students and parents have access to Naviance, an internet-based web tool, which can be utilized at each grade level to explore careers, participate in career interest inventory programs and in the college search and application process.

NAVIANCE STUDENT

The Naviance Student will play two major roles at West Orange High School. The school counseling curriculum and post secondary planning with students are planned through Naviance. The communication of important information between WOHS and the parents/students is transmitted through Naviance.

All West Orange High School communications are sent electronically via Naviance; it is important that parents/students/teachers register immediately. Information on how to register is available on the high school website. Information about how to register will go out to the parents/students/teachers new to the high school during the first week of August. Parents/Students/Teachers can contact the School Counseling Department for assistance as well.

Naviance Student provides parents and students with necessary information and tools to help with post secondary plans. Naviance Student is a web-based program designed to assist students and parents with all aspects of college and career planning. Early research and ongoing planning lead to better preparation and more opportunities!

COLLEGE ADMISSIONS TESTING

PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) now measures not only critical reading, verbal reasoning, and math problem-solving skills, but also writing skills. By taking the PSAT/NMSQT students practice for the SAT, compete for national scholarships, receive information from colleges, and get feedback about important academic skills. Taking the PSAT/NMSQT is an excellent way to prepare for college.

All sophomores and juniors take the PSAT in the fall (October). This test, paid for by the Board of Education, is administered during school time and is the qualifying test for juniors for National Merit Scholarship Program.

SAT and ACT

The SAT and ACT are nationally administered tests that help colleges evaluate candidates. Colleges accept your SAT and ACT scores interchangeably. This means that you have the opportunity to decide on which test you'll perform better. Some students prepare for and take both exams. The test is typically taken by high school juniors and seniors. The test tells students how well they use the skills and knowledge they have attained in and outside of the classroom - including how they think, solve problems, and communicate. The test dates for both are indicated below. The asterisk (*) indicates the date the test is administered at WOHS.

Students can register to take the SAT at www.collegeboard.org.

Students can register to take the ACT at www.act.org.

Please note that colleges require SAT and ACT test scores to be sent to them directly from CollegeBoard (SAT) and American College Test (ACT) programs. Students must therefore make their request directly to the testing services asking that their scores be sent to the appropriate college(s), scholarship programs, and/or National Collegiate Athletic Association (NCAA).

SAT AND ACT FEE WAIVER ELIGIBILITY

If a student qualifies for free or reduced lunch, he/she is eligible for a SAT and/or ACT fee waiver which covers 100% of the registration fee for a single test. Qualified students are responsible for obtaining a fee waiver from their school counselor prior to registration. Fee waivers will not be honored during late registration.

HONOR ROLLS

Honor Rolls are published for each marking period. Students with Incomplete grades do not qualify until the required "A" or "B" grade is formalized.

High Honor Roll- A minimum of an **A-** grade in all courses.

Honor Roll- A minimum of a **B-** in all courses.

Juniors who have earned grades of all and only A's and B's during their time at WOHS from Marking Period 1 of their freshman year up until Marking Period 3 of their junior year qualify for the Junior Honor Guard.

CO-CURRICULAR PROGRAM

Student involvement in all aspects of the school program is strongly encouraged. A variety of extra and co-curricular experiences is available to all students regardless of race, color, sexual orientation, creed, religion, sex or handicap.

PUBLICATIONS

The school yearbook, **MOUNTAINEER**, is a presentation of the school year in review. Its major emphasis is on senior activities, but it appeals to students of all grade levels.

The literary publication, **COBBLESTONE**, is composed of short stories, poems, essays and photographs submitted by the students of West Orange High School. It goes on sale in early spring.

The school newspaper, **PIONEER**, is published periodically during the year. It provides a current review of curricular and extra-curricular activities. Applications for student staff membership may be submitted, however, selection is based on journalistic ability. In addition, students may contribute by submitting articles for review to the editor. Website: <https://wohspioneer.org>.

ASSEMBLY PROGRAMS

Assembly programs serve important purposes. They provide an opportunity for students to share in a common learning experience outside of the traditional classroom. When appropriate, assembly programs at WOHS are presented to the entire population; however, the majority of such programs are conducted on a smaller scale. Assembly programs presented to smaller groups of interested students, or to a particular grade, level or group of classes, are an important part of the high school program. Students are expected to demonstrate appropriate behavior and follow all school rules when attending any assembly program. Students are expected to be attentive and courteous.

Students who do not attend official school assembly programs will be subject to the same consequences of the "cut" policy for regular classes (see p. 9). The "cut" will be assigned to the class during which the assembly was scheduled.

ATHLETICS

Over the years, the following athletic programs have been available at West Orange High School: Cheerleading, Cross Country (Boys and Girls), Volleyball (Boys and Girls), Basketball (Boys and Girls), Bowling, Ice Hockey, Swimming (Boys and Girls), Winter Track (Boys and Girls), Wrestling (Boys and Girls), Baseball, Golf, Lacrosse (Boys and Girls), Softball, Track and Field (Boys and Girls) and Fencing (Boys and Girls). West Orange High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA), Super Essex Conference (SEC) and the New Jersey Super Football Conference (NJSFC).

SUPER ESSEX CONFERENCE SPECTATOR CODE OF BEHAVIOR

- The use of tobacco products is prohibited.
- Conduct deemed disorderly by game management officials may result in removal from premises.
- Spectators will at all times respect officials, visiting coaches, players, cheerleaders and other spectators as guests in the community and extend all courtesies to them.
- All spectators are expected to respect the integrity and judgment of officials.
- All spectators must adhere to all regulations designed to ensure safe and orderly operation of the event.
- All spectators shall practice good sportsmanship at all times.
- Noisemakers are prohibited at indoor events.
- Any signs, banners, shirts, etc. deemed inappropriate by the contest management staff are prohibited.
- Do not use obscene gestures, abusive remarks, or profane or unduly provocative language or actions towards officials, opponents or spectators.
- The throwing of debris, confetti or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
- Spectators will respect and obey all school officials and supervisors at interscholastic athletic contests.

The **SPECTATOR CODE OF BEHAVIOR** was developed in accordance with the rules and regulations of the Super Essex Conference and the New Jersey State Interscholastic Athletic Association (NJSIAA).

Any person failing to comply with this code or the spirit of these rules is subject to ejection from an event and may be prohibited from attending future athletic events.

ELIGIBILITY FOR SPORTS

1. To be eligible for athletic competition, students must have earned 30.0 credits for the first semester of school. (Note: There is no credit requirement for incoming students from middle schools.) To be eligible for the second semester, students must have passing grades in courses equivalent to 15.0 credits.
2. Students nineteen (19) years of age or older, by September 1, are not eligible to participate.

3. A student must have a comprehensive physical and parent/guardian consent waiver permission form submitted in order to participate.
4. No post-graduate is eligible.
5. No student having completed eight (8) consecutive semesters at the high school level is eligible.
6. All transfer students should contact the Athletic Director to determine their eligibility status.
7. Participation in Interscholastic Sports is a privilege. In order to participate students will be held to the standards set forth in the Student/Parent Athlete Handbook.

ACADEMIC CONDITIONS FOR PARTICIPATION BY STUDENT-ATHLETES

All student-athletes are required to comply with BOE and NJSIAA rules and regulations in order to compete in interscholastic athletics. NJSIAA eligibility rules include, but are not limited to, the following:

- a. To be eligible for athletic competition during the **first semester** (September 1 to January 31) of the **10th grade or higher**, a student must have passed 30 credits required by the State of New Jersey for graduation (120), during the **immediately preceding academic year**.
- b. To be eligible for athletic competition during the **second semester** (February 1 to June 30) of the **9th grade or higher**, a student must have passed the equivalent of credits (15.0) required by the State of New Jersey for graduation (120) at the close of the **preceding semester** (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- c. Students may be eligible in the second semester of their senior year even if they carry less than 12.5% of the State minimum (15.0) credits during the first semester provided they are meeting their school district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester.

The Board of Education academic eligibility rules include, but are not limited to, the following:

- a. All student-athletes must meet the minimum standards set forth by the BOE approved Athletic Students for Academic Proficiency Program, known as the ASAP Program.
- b. Please read the attached ASAP manual below for complete details of the program.
- c. If you have any questions or concerns regarding ASAP, they can be directed to Athletic Director Ron Bligh at West Orange High School, telephone number (973) 669-5301 x31567.

CONTEST DISQUALIFICATION

In accordance with the Rules and Regulations of the NJSIAA, an athlete/spectator who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two regularly scheduled games/meets, with the exception of football, which will carry a one-game disqualification (approximately 10% of scheduled contests). **Disqualification/ejection is a judgment call by the official and the decision is final and may not be appealed.**

A disqualified player/spectator may not be present at any contest in that sport during the period of disqualification (not to be present in the locker room, on the bus, on the sidelines, or in the bleachers/stands before, during, or after the game).

Any student-athlete disqualified by the NJSIAA may also be suspended additional games by the Athletic Director of WOHS. The Principal of WOHS must agree with the recommendation of the Athletic Director before the student-athlete is assessed additional suspension time.

Any player/spectator disqualified a second time during a 365-day period from the first disqualification will have the penalty doubled. On the third offense, the player/spectator will be suspended indefinitely and must apply in writing to the NJSIAA through the office of his/her principal for reinstatement.

CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM

Gambling, stealing, the use of tobacco (in any form), cutting classes, failure to consent in writing each season to alcohol and drug testing, possession, sale and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will result in discipline in accordance with Board Policies, the Student/Parent Athletic Handbook, the Student Handbook and the Athletic Participation Form which clearly details all aspects of drug, alcohol, substance use and abuse, including other sanctions.

Any student-athlete that is charged with a criminal offense may be subjected to suspension from participation in athletics at WOHS. The suspension may stay in effect until a disposition of the charges occur.

Other reasons for suspensions may include, but are not limited to, insubordination, profanity, fighting, hazing, bullying, sexual misconduct, unsportsmanlike conduct, unexcused absence from practice or game, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the coach or advisor deems necessary to maintain discipline and facilitate the efficient execution of daily procedures.

Imposed suspensions in excess of one day require consultation with the Athletic Director and/or Principal. Parental notification will be required in all cases of suspension.

Discipline referrals and school suspensions may be justification for suspension or removal from a team.

Athletic Students for Academic Proficiency (ASAP)

The purpose of this program is to establish academics as the first priority for student-athletes attending West Orange High School. A secondary purpose would be to maintain student-athlete eligibility levels to be competitive in all athletics participated in at West Orange High School.

Program Guidelines

- ASAP is a continuous year round program. Student-athletes repeating courses due to failure or no credit will be reviewed and placed in the program immediately. All student-athletes attending West Orange High School in all sports will have their first progress reports reviewed and be subject to the stipulations of ASAP.
- Any student-athlete receiving a “D” or an “F” on his/her interim report or report card will immediately be placed in the ASAP Program. An ASAP Grace Period will commence. Every coach and student-athlete will be notified in advance at the start of school in September the exact dates for ASAP reviews and the extent of the ASAP Grace Period. A copy of the ASAP dates is attached to the last page of this document. At the end of the ASAP Grace Period, the respective student-athlete hopefully will have taken the opportunity to improve his/her grades enough to satisfy the requirements of ASAP and exit the program. Student-athletes whose grades have not improved will be remanded to stay in the ASAP Program for at least an additional 25 school day period. There will be no ASAP Grace Period for the end of the 4th Marking Period, the close of the school year.
- It is the responsibility of the Head Coach to monitor the ASAP Grace Period. In order to maintain integrity and validity in the ASAP Program hard copies of individual student-athlete academic reports will be taken and turned into the Athletic Department. This procedure will take place on the respective date posted by the Athletic Department for Interim Reports and Reports Cards.

Head Coaches:

- Interim Reports – On PowerSchool, hard copies of all student-athletes in your respective programs reflecting their academic standings will be taken at Interim Report time. Quick Look-Ups can be utilized for this procedure. Student-Athletes who are cleared at this time remain in a cleared status until Report Cards are issued. Student-Athletes who are not cleared enter ASAP immediately for a specified Grace Period. Immediately following the specified Grace Period, a Coach can bring to the Athletic Director an updated Quick Look-Up clearing the student-athlete from ASAP mandates. A coach must have both hard copies of the Quick Look-Ups to have any of his/her student-athletes cleared from ASAP obligations.
- Report Cards – Follow the same procedures as Interim Reports. There is one major difference. Only an official grade change during the specified Grace Period can relieve a student-athlete from ASAP consequences.
- These procedures and protocols also are in effect for Rule of 3 Student-Athletes.

- Rule of 3: When a student-athlete receives any combination of D's or F's equaling 3 on an Interim Report or Report Card. These student-athletes will immediately be placed in the ASAP Program and receive mandatory tutoring for an ASAP specified Grace Period. During the Grace Period "Rule of 3" students must elevate one "D" or "F" grade to the level of a "C" and must elevate one of his or her other "D" or "F" grades up at least one grade level. Accomplishing this requirement of ASAP will allow the student-athlete to stay in ASAP and to continue to stay on his or her respective team. Failure to accomplish this requirement of ASAP will result in the student-athlete being suspended from his or her respective team for a 25 school day period starting after the specified ASAP Grace Period has officially concluded. There will be no grace period for the end of the 4th Marking Period, the close of the school year.
- At times it may be necessary for a WOHS Coach based on playing time and team continuity to reduce the number of student-athletes in his or her program. This can be true of all sports most notably basketball, baseball, softball etc. The Head Coach may request special consideration from the Athletic Director to allow a Rule of 3 student-athlete the opportunity to try out for a Varsity Team at WOHS. The tryout period can last no longer than three days. If the respective Head Coach allows the student-athlete to make the team he or she cannot practice or be part of the team until he or she has fulfilled his or her 25 school day period. After this period an ASAP review will take place to determine if the student-athlete is now eligible to rejoin the team.
- Any student-athlete receiving an "NC" (No Credit) on his/her report card will be removed from his/her respective team until the "NC" can be rectified.
- The ASAP Program is a year-round continuous effort. It can start or end for a student-athlete any time an interim report or a report card is posted. Based on their final report card, any student-athlete that remains in ASAP at the end of the school year will be placed on ASAP probation. The student-athlete will be subject to review and all ASAP sanctions at the time of his/her first interim report.

Head Coach Responsibilities

- ASAP must be a top priority for every coach at West Orange High School.
- To make all of his/her student-athletes and their parents, completely aware of the details and protocols of ASAP.
- The Head Coach is responsible for the issuing and collection of all ASAP Student-Athlete Teacher Contracts.
- The Head Coach is responsible for the issuing and auditing of the ASAP Student-Athlete Log Sheet. Auditing will take place every Friday.
- It is the responsibility of all Head Varsity Coaches to maintain a year-long Eligibility List for all of his/her student-athletes. The form shall be completed and turned into the Athletic Director no more than 7 days after the first day of school.
- To make all Assistant Coaches aware of their ASAP responsibilities.

- All Head Coaches will be given complete access on PowerSchool to any student-athlete in their respective program. This will allow for all coaches to monitor their student-athletes' academic progress year-round. It is the Head Coach's responsibility to maintain their rosters, issue, collect and maintain a file for all ASAP student athlete contracts for their respective teams.
- All Head Coaches or their appointed Assistant Coaches must check and sign off on their respective student-athletes ASAP log sheets every Friday throughout the school year.
- All Head Varsity Coaches must check their student-athletes academic standing throughout every marking period. Immediately following the posting of interim reports or report cards the Head Coach is responsible to notify his or her student athlete that they must enter the ASAP program.
- Throughout the school year, the Athletic Director will audit every team at least one time.
- Any Coach that does not adhere to all of his/her ASAP responsibilities will be given a verbal warning on the first violation from the Athletic Director.
- The second violation of ASAP protocols, will result in a written warning for the Head Coach.
- The third violation of ASAP protocols, will result in a one game suspension for the Head Coach.
- All violations of ASAP protocols are cumulative throughout the Coaches career.

ASAP Student-Athlete Responsibilities

- Any student-athlete receiving a grade of "D or F" on an interim report or report card must immediately enter into the ASAP program. Failure to do so will result in the student-athlete being dropped from his/her respective team and not being able to participate in any other athletic team for the remainder of the school year.
- Please see page 1 for the "Rule of 3" and the "NC" protocols of ASAP.
- The student-athlete must agree to spend at least two 30-minute tutorial periods a week getting extra help in the academic subject in which he/she has been declared deficient. Extra help may be given before, during or after school and takes precedence over practice time.
- The student-athlete must submit to his/her Head Coach a signed ASAP Student-Athlete Teacher Contract Form (all ASAP Forms can be found attached at the end of this document) within two days of his/her placement in ASAP. The form must be signed by his/her parent/guardian and the teacher supplying tutoring.
- The student-athlete must submit his/her ASAP Log Sheet to his or her respective Head Coach every Friday.

- A written warning will be issued by the Head Coach to any student athlete when a tutorial session is missed. The warning must be signed by the student athlete's parent/guardian and returned to the Head Coach. A second tutorial absence will result in the student-athlete being suspended indefinitely from his/her respective athletic team. It is the student-athletes as well as the Head Coaches' responsibility to monitor that the student-athlete is attending scheduled tutoring sessions.
- It is most desirable that the student-athlete's subject-matter teacher give him/her the prescribed extra help in the academic subject in which he/she has been placed in the ASAP Program. However, with the permission of the Athletic Director, a certified teacher can be used to satisfy the tutorial requirements of the ASAP Program. The two 30-minute tutorial sessions requirement must always be met. Students in ASAP for multiple subjects will work out a tutorial schedule with his/her respective Head Coach.
- By the beginning of the second marking period, it is hoped that every student-athlete assigned to the ASAP program has made measurable academic progress. What follows is a list of possible events that may occur after a student-athlete has been in the ASAP Program for at least a 25-day period:
- Student-athlete in ASAP for a "D" or "F" improves to a "C". Result: Student-athlete will be notified by the Athletic Director that he or she has earned the right to exit the program.
- Student-Athlete in ASAP for a grade of "D or F". Result: Student-athlete does not improve, must meet with his/her respective Head Coach. The Head Coach will prepare an ASAP Packet for the Athletic Director to review.
- Any time a teacher refuses to meet with a student-athlete for ASAP tutoring it is the student-athletes responsibility to report the incident to Mr. Ron Bligh the WOHS Athletic Director immediately. Mr. Bligh will forward the information to Mr. Hayden Moore, WOHS Principal.

School Counseling Department ASAP Responsibilities

- As soon as all teams have established their final team rosters, the Head Coach of each in season team will send it to the Athletic Director. The Coach will post the name and grade of the student-athlete and post the student-athletes respective School Counselor.
- The respective School Counselor of the in season student-athlete will monitor his or her academic performance at least 3 times a marking period at evenly spaced intervals. When an academic deficiency or problem is detected the student-athlete, Parent/Guardian and Head Coach will be notified by the School Counselor.
- Before any student-athlete is suspended from any team, the Athletic Director will meet to certify the suspension. In the case of a special needs student-athlete, the student's Case Manager will also be included in the meeting. When a difference of opinion occurs, Mr. Moore will render a decision on the eligibility of the student-athlete in question.

- The respective School Counselor of the special needs student-athlete, is responsible for being the liaison between the student-athlete and his/her Case Manager. Any problems or academic concerns should be reported to the respective Case Manager immediately.

The Review Packet will include the following:

- The Head Coach is responsible for compiling all information needed for the Review Packet.
- ASAP Log Sheet
- ASAP Subject Report from teachers will include assessments such as homework, class work, test scores, student behaviors, school attendance and tardiness.
- Head Coaches ASAP recommendation to Athletic Director
- The Athletic Director will then either confirm or deny the ASAP Recommendation of the Head Coach.
- A final decision will then be made by the Athletic Director. The student-athlete may be allowed to leave the ASAP program, stay in ASAP for another 25 day period or be removed from the team.
- The Head Coach will communicate all ASAP issues and decisions to the respective student-athletes parent/guardian.

ASAP Appeal Process

- Any parent/guardian can lodge an ASAP appeal.
- Any ASAP decision reached by the Athletic Director may be appealed to the West Orange High School Principal.
- Mr. Moore's ASAP decisions can be appealed to the West Orange Public Schools Superintendent, Dr. J. Scott Cascone.
- All appeals must be made in writing within a 72 hour period.
- In rare cases involving special circumstances, a Parent/Guardian or Head Coach may petition the Athletic Director to relieve the respective student-athlete from some or all of the requirements of ASAP. The Athletic Director will then forward the request to the building principal for consideration. A final appeal can be forwarded to the Superintendent of Schools, Dr. J. Scott Cascone.

2020-2021 ASAP DATES

Marking Period 1 – Interim Reports – Friday, October 9, 2020
Report Cards – Monday, November 16, 2020

Marking Period 2 – Interim Reports – Tuesday, December 22, 2020
Report Cards – Tuesday, February 2, 2021

Marking Period 3 – Interim Reports – Tuesday, March 9, 2021
Report Cards – Friday, April 16, 2021

Marking Period 4 – Interim Reports – Wednesday, May 19, 2021
Report Cards – Wednesday, June 23, 2021

FORM B ASAP STUDENT TEACHER CONTRACT

Print Student Name	Student Birth Date	Sport
Grade Level	Home Room	

Subject student athlete in danger of failing	Current Grade	Academic Teacher
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	Day of Week	Time	Room Number
Tutorial Session One			
Tutorial Session Two			
Physical Education Pull-Out			

By signing this contract, I have read and agree that my son/daughter will follow all rules and regulations set forth by the ASAP initiative.

Signature of Student	Date
Signature of Parent/Guardian	Date
Telephone# of Parent/Guardian	
Signature of Head Coach	Date
Signature of Academic Teacher	Date

Failure of the student-athlete to follow all of the ASAP rules and regulations will result in the student-athlete being removed from the WOHS Athletic Program.

BAND STUDENTS FOR ACADEMIC PROFICIENCY

The purpose of this program is to establish academics as the first priority for WOHS students participating in band. *For clarification purposes, "band" refers to the fall marching band and color guard students.*

The BAND STUDENTS FOR ACADEMIC PROFICIENCY (BSAP) program will resume in the fall of 2020. BSAP will be a year round program that can begin and end at any time. Starting with the 2020-2021 school year, BSAP will begin from the beginning of the school year.

Any student who receives a D or F on his/her marking period report card will be placed in BSAP. The BSAP program will run in 25-day increments in which progress must be made academically, or the student's participation in the ensemble will be jeopardized.

If a student has received a D or F as a marking period or progress report grade, they will receive the BSAP Academic Contract. This contract must be completed by the student, parent/guardian, academic teacher, and ensemble director within two school days, and then it will be forwarded to the Director of Visual and Performing Arts. If this form is not completed, the student will be removed from the ensemble.

Tutorials

As part of the BSAP Academic Contract, the student must have at least two 30-minute tutorial periods in the academic subject needed. These tutorial periods may be given either before or after school, or during his/her lunch period. These tutorials will take precedence over any rehearsal or practice time. In the event that the academic teacher is unavailable, any certified teacher may give the tutorial help.

In the event a student is absent from a scheduled tutorial, the academic teacher should inform the Director of Visual and Performing Arts. This student will then be given a written warning that must be signed by his/her parent/guardian and then returned to the Director of Visual and Performing Arts. A second tutorial absence will result in the student's immediate removal from the ensemble.

Timeline

Once a student has been placed into BSAP, one of the following will happen:

1. Once a student improves his/her grade to a C, the student will be removed from the BSAP program.
2. If the student is earning a D by the end of the 25-day period, the student will have a meeting with the Administrative Academic Review Board. The student will either be assigned another 25-day period, or be removed from the ensemble.
3. If the student is earning an F by the end of the 25-day period, the student will be removed from the ensemble and will start a new 25-day BSAP period. At that time there will also be a meeting with the Administrative Academic Review Board to make recommendations on how the student can improve their academic performance.

Administrative Academic Review Board

The Administrative Academic Review Board (AARB) will consist of:

- An Assistant Principal
- Director of Visual and Performing Arts.
- The student's School Counselor
- In the case of a classified student, the student's Case Manager

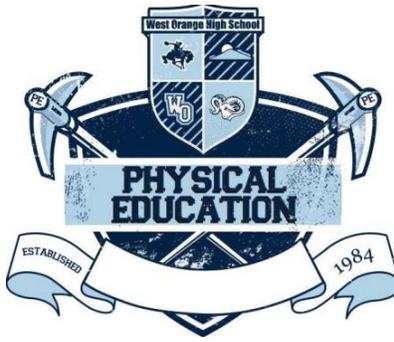
The AARB meeting will measure the student's effort in the BSAP program and use assessments such as class work, homework, tests, quizzes, class participation, attendance, and behavior to determine the course of action to be taken. The Director of Visual and Performing Arts will schedule the meeting and encourage the student, parents/guardians, and the ensemble director to speak at this meeting. The student and parents/guardians will be notified of any decisions made within a 24 hour period. Appeals on the AARB decisions can be made with the Principal.

Special Circumstances/ Extenuating Circumstances

- In the event a student receives three failures on one Marking Period Report Card, the student will be removed from the ensemble immediately and an AARB meeting will be held to discuss the proper course of action.
- In examples of special circumstances, the Ensemble Director may petition the Director of Visual and Performing Arts to waive or exempt a student from some or all of the requirements of BSAP. The Director of Visual and Performing Arts will then forward this request to the Superintendent of Schools for consideration.

Director's Responsibilities

It will be the ensemble director's responsibility to submit the Academic Eligibility List to the Director of Visual and Performing Arts at the start of the program each school year. The director will maintain that list throughout the school year through Powerschool. For each Progress Report or Marking Period Grade period, a new list will be submitted to the Director of Visual and Performing Arts indicating the academic status of each student in the ensemble.



2020-21 WEST ORANGE HIGH SCHOOL Department of Health & Physical Education

PHYSICAL EDUCATION/ HEALTH GOALS, POLICIES & PROCEDURES

Goal:

- The goal of the West Orange High School Physical Education curriculum is to provide students with the knowledge and skills to value and apply physical activity and its benefits for a lifetime. Through active participation in movement and sport, students will foster an appreciation for the health-related fitness components (Cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition), develop the skill-related fitness components (speed, agility, balance, reaction time, coordination, and power) and other social skills vital to becoming healthy, productive members of the community.

Grading: All students in physical education will have two activity units per marking period. The grading formula is as follows:

Unit and Course/Grade Level Understanding and Performance: 70% OF MP GRADE

- **Daily Preparation, Fitness Development, Unit Activity, Social Responsibility & Safety (55%)**
 - All students are required to be prepared every day in the proper physical education attire and footwear.
 - Students will be evaluated daily on their active participation and effort during the 10 Minutes of Fitness warm-up and during pre and post fitness testing.
 - Students will be evaluated daily on their active unit participation, comprehension of unit rules, and show willingness and effort to improve skill proficiency during designed drills and gameplay.
 - Students will be evaluated on their ability to follow safety rules and guidelines, demonstrate appropriate social behaviors (respect for peers, teachers, sportsmanship, etc.) throughout the class period.
- **Performance-Based Assessments (15%)**
 - Skill execution and application during game/tournament play
 - Strategy application during game/tournament play

Lesson Practice and Unit Activities: 30% OF MP GRADE

- **Knowledge-Based Assessments (20%)**
 - Unit Written Tests (2)
Students will be assessed on the two units of instruction they have been assigned during each marking period of physical education. The contents of the assessments will include but not be limited to history, rules, terminology, strategies, and regulations.
- **Unit Goals & Fitness Reflection (10%)**
 - Students will be responsible for all four marking periods to set personal fitness goals and submit monthly unit reflection sheets as part of their grade.

Required preparation for participation:

- **ABSOLUTELY NO JEWELRY OF ANY KIND IS PERMITTED**, including body piercings, watches, and wristbands. ***NEW PIERCINGS WILL NOT BE ACCEPTED AS AN EXCUSE. OUR SUGGESTION IS TO GET NEW PIERCINGS DURING NON-PE COURSES SUCH AS CPR, DRIVER ED OR HEALTH.*** Failure to remove ANY jewelry will result in a loss of opportunity to perform. **NO EXCUSES OR EXCEPTIONS**
- Canvas or leather sneaker laced and tied completely must be worn (No Open Backs, Platforms or Slip-Ons permitted)
- No turf shoes/cleats/boots/slippers/sandals/dress shoes will be permitted
- A pair of socks is required. Shorts and tee shirts, sweatshirts, sweatpants or jogging suits are permitted
- No hats or wave caps
- No jeans, jeggings, or cargo joggers/ shorts permitted
- No tank tops or crop tops (shirt must cover the belly and hip area)
- **No electronic devices.** All devices need to be locked up in the locker room. As per the student handbook, any device brought into the class will be confiscated and brought to security
- All student bags/backpacks must be kept in the locker rooms during the period

Students will be expected to participate outdoors during and should, therefore, be prepared and dressed appropriately for temperatures 32 degrees and up.

Physical Education Make-Ups:

All makeup testing assessments will only be given for excused absences. Students are only allowed to make-up one unprepared. This make-up session is to be initiated by the student and scheduled with his/her teacher. All unprepared make-ups must take place during the marking period the unprepared occurred.

Excused Tardy:

Any student arriving late to class with an authorized pass will be excused. Any chronic situation will be handled on an individual basis.

Unexcused Tardy:

All locker room doors will be locked one minute after the late bell. Students who arrive after this time without an acceptable pass will not be permitted to change and participate in physical education on that day. Once the late bell sounds, students will be given 5 minutes in the locker room to change into their physical education attire.

Safety and Security:

YOU MUST BRING A LOCK TO SECURE YOUR BELONGINGS IN A LOCKER. WEST ORANGE HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Each student will be able to use a locker during his/her class period. At the conclusion of the class, the student must remove their lock and all of their belongings from the locker. Since lockers are needed throughout the day, all locks that are not removed from the gym lockers will be cut off and the contents of the locker removed at the conclusion of each period. **Students are prohibited from bringing electronic devices into the gymnasium.** Locks can be purchased at the school store.

While changing clothes for physical education, both before and after class, a teacher will be posted inside the locker room. Any type of **misbehavior in the locker room will not be tolerated.** Unruly behavior will result in a disciplinary referral.

STUDENTS ARE SOLELY RESPONSIBLE FOR ALL OF THEIR PERSONAL ITEMS. West Orange High School, its faculty, and staff are not responsible for any lost, stolen, or removed items.

Medicals:

Students excused from physical education for 3 days or less must have a medical excuse signed by the school nurse. A student who is medically excused for more than 3 days must have a doctor's note. A student with an excused medical for less than 3 days will report to the nurse's office and will receive a blue medical pass to be presented to his/her physical education teacher. For up to three excused days, they will remain with their physical education teacher. All students with a medical excuse may not participate in any physical education activities. The doctor's note must include diagnosis and length time that the student will be out of PE and turned into the nurse's office. Students with long-term medical excuses will not be readmitted to class without their doctor's written permission. Students who are medically excused from physical education or miss class due to chronic illness will be required to complete written work as a way of earning credit for missed class time. **Medical excuses for body piercings of any kind will not be accepted and are not valid.**

*** If you are on a medical due to a concussion, the paper should be a two-page handwritten position paper using a sports or fitness magazine available in the LMC. However, please speak to the nurse regarding the severity of your concussion. All concussed students are handled on a case by case manner.**

Medically Excused Students Achieving Credit Procedures

Step 1 – Student supplies medical documentation to the school nurse explaining the reason for being excused from physical education and indicating the length of time the student will be medically excused.

Step 2 – For any student who will be excused for more than 3 days, the school nurse will notify the Supervisor of Health and Physical Education, the students’ respective physical education teacher, WOHS trainer, guidance counselor, and the librarians. On the first day of reporting to the LMC the student must initially make email contact with their assigned quarterly PE teacher to notify them that they are reporting to the LMC and that they will be sending them their weekly written assignments.

Step 3 – Students must sign in when coming into the library each day during their respective physical education period and work on their weekly physical education assignments that are posted on the WOHS Physical Education Medical Classroom page on the district department web page.
<https://www.woboe.org/Page/5639>

Step 4 – When the individual weekly assignment is completed, students must email it directly to their PE teacher to receive a weekly grade for that marking period. The LMC secretary will email the attendance office at the end of each day for attendance updates on these students. Three cuts will result in a loss of credit for the year.

Step 5 – The students’ respective physical education teacher will monitor, grade, and post the student’s weekly progress on the parent portal. Assignments are due weekly and will not be accepted late.

*** When students are scheduled to have health education they must report to their health class and not continue going to the LMC during that marking period.**

* On shortened school weeks, a week constitutes a minimum of three full school days.

* Any questions or concerns related to these procedures should be addressed to the physical education teacher.

Health Education

Goal:

- The goal of the West Orange High School Health Education curriculum is to provide students with the skills and health literacy necessary to make informed decisions. Students will acquire the knowledge and skills necessary to address health concerns at various stages of development. Students are encouraged to achieve optimal health by recognizing health issues and applying preventative strategies to promote optimal wellness. By connecting academic content to real-life scenarios, students understand the impact of personal choices and external factors on individual health and the overall health of the community.

Health Education Grading Policy

Grade 9 - Health:

<p>Unit and Course/Grade Level Understanding and Performance (70%)</p>	<p>Lesson Practice and Activities (30%)</p>
<p>Performance-Based Assessments (15%)</p> <ul style="list-style-type: none"> • Conflict Resolution Project • Song/Poem Project • Marketing Campaign <p>Skill & Knowledge-Based Assessments (55%)</p> <ul style="list-style-type: none"> • <u>Unit Tests</u> <ul style="list-style-type: none"> - Wellness - Relationship/Dating - Sex Education 	<p>Example Activities Included:</p> <ul style="list-style-type: none"> • Journal Entry • Exit slips: Reflection, Response, and Level of Understanding Sheet • Do Now Activity • Portfolio/Classwork/Homework • Agree/Disagree Line-Up Activity/Discussion

Grade 10 - Drivers Education:

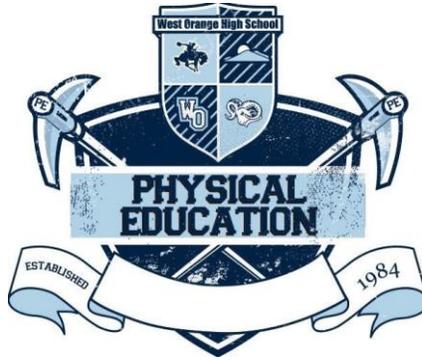
<p>Unit and Course/Grade Level Understanding and Performance (70%)</p>	<p>Lesson Practice and Activities (30%)</p>
<p>Performance-Based Assessments (15%)</p> <ul style="list-style-type: none"> • Obtaining A Driver's License • Signs & Road Markings • Driving Simulator Skills • Driver Education Public Service Announcement <p>Skill & Knowledge-Based Assessments (55%)</p> <ul style="list-style-type: none"> • Pre-Assessment - NO GRADE • <u>Unit Tests</u> <ul style="list-style-type: none"> - Chapters 1,2, and 9 - Chapter 4 and appendix - Chapter 3 and 5 - Chapters 6,7, and 8 • NJ State Exam 	<p>Example Activities Included:</p> <ul style="list-style-type: none"> • Project • 4 Review Sheets • Do Now Activity • Classwork

Grade 11 - Health:

Unit and Course/Grade Level Understanding and Performance (70%)	Lesson Practice and Activities (30%)
<p>Performance-Based Tasks (15%)</p> <ul style="list-style-type: none"> • Drug Project • Relationship Skits • Disease Project <p>Knowledge-Based Assessments (55%)</p> <ul style="list-style-type: none"> • <u>Unit Tests</u> <ul style="list-style-type: none"> - Alcohol, Tobacco, Drugs - Relationships, Pregnancy, & Parenting - Disease Prevention 	<p>Example Activities Included:</p> <ul style="list-style-type: none"> • Do Now Activity • Homework • Class Activity • Portfolios

Grade 12 - CPR/First Aid:

Unit and Course/Grade Level Understanding and Performance (70%)	Lesson Practice and Activities (30%)
<p>Performance-Based Tasks (15%)</p> <ul style="list-style-type: none"> • Before Giving Care • Cardiac Breathing Emergencies • American Red Cross Adult/Child CPR/AED Practical Exam • American Red Cross Infant CPR/AED Practical Exam <p>Skill & Knowledge-Based Assessments (55%)</p> <ul style="list-style-type: none"> - Adult CPR Cognitive Exam - Before Giving care Cognitive Exam - AED Cognitive Exam - Child CPR Cognitive Exam - Infant CPR Cognitive Exam - First-Aid Project - First -Aid Cognitive Exam 	<p>Example Activities Included:</p> <ul style="list-style-type: none"> • CPR packet (10%) • Adult CPR Peer Assessment check-in (5%) • AED Peer Assessment check-in (5%) • Infant CPR Peer Assessment check-in (5%) • Adult/Infant conscious/unconscious choking Peer Assessment Check-in (5%)



WEST ORANGE HIGH SCHOOL
Department of Health & Physical Education

Please sign below and return to your child's PE/Health Teacher

I, the parent/guardian and student are signing this document to verify that I have received, read and fully understand the Policies, Procedures and Grading Information Sheet provided by the Health & Physical Education Department of West Orange High School.

Student's Printed Name: _____ Grade: _____
Period: _____

Teacher's Name: _____

Student's Signature: _____

Parent's Printed Name

Parent's Signature

Parent email: _____

Parent email: _____

Parent Cell: _____

**WEST ORANGE HIGH SCHOOL
2020-2021 CLASS & STUDENT COUNCILS**



STUDENT COUNCIL 2021:

ADVISORS: Catherine Connors & Katherine Garcia

President: Anya Dillard
Vice-President: Olivia Lewis
Secretary: Tyra Hughes
Treasurer: Christina Sarkes

SENIOR CLASS of 2021:

ADVISORS: Michelle Morais-Lawrence & Lauren Feehan

President: Paulina Acosta
Vice President: Lorelle Adames
Secretary: Nooha Kawsar
Treasurer: Dylan Wimberly

JUNIOR CLASS of 2022:

ADVISORS: Brian Cohen & Sean Devore

President: Skylar Brooks
Vice-President: Emily Liew
Secretary: Alisyn Knox Silver
Treasurer: Soham Bhatnagar

SOPHOMORE CLASS of 2023:

ADVISORS: Teresa Harris & Jaclyn Headlam

President: Lance Zeligson
Vice-President: Maura Baker
Secretary: Zoe Gilson
Treasurer: Jessica Sarkes

FRESHMAN CLASS of 2024:

ADVISORS: Heather Yates & Allan Norville

Presidents: Skylar Lassiter
Vice President: Sean Harrington
Secretary: Svava Bhatnagar
Treasurer: Dylan Schatell

HONOR SOCIETIES

Presently West Orange High School has twelve (12) Honor Societies. They are:

- The National Honor Society
- The National Art Honor Society
- The Esriptus Chapter of National English Honor Society
- The Math National Honor Society – Mu Alpha Theta
- The Science National Honor Society
- Rho Kappa Social Studies Honor Society
- The Tri M Music Honor Society
- The West Orange Troupe 1530 of the International Thespian Society
- The World Language Honor Societies
 - The French National Honor Society- *La Société Honoraire Français: René Descartes*
 - The Italian National Honor Society - *La Società Onoraria Italica : Dante Alighieri*
 - The Spanish National Honor Society - *La Sociedad Honoraria Hispánica : Diego Velázquez*
 - The Natonal Chinese Honor Society, *West Orange Chapter*

THE NATIONAL HONOR SOCIETY

SELECTION OF MEMBERS

Section 1. Candidates for membership shall be selected and invited to apply in April of their Junior Year. Candidates who did not fulfill the requirements during their Junior Year, but fulfill based on grade point average at the beginning of their Senior Year, are also eligible and invited to apply in September.

Section 2. Students must complete and submit the entire National Honor Society entrance application IN FULL by the prescribed deadline or their application will not be considered by the Faculty Council.

Section 3. In the spring, April application, the initial requirement for membership shall be a current Junior with a minimum cumulative grade point average (GPA) of 3.55 or higher. In the fall, September application, the initial requirement for membership shall be a current senior with a minimum cumulative grade point average (GPA) of 3.55 or higher. Students who meet the GPA requirement will be invited to complete an application in which they will be selected on the basis of the following characteristics:

I. Leadership

An applicant must show proof of a minimum of 2 leadership roles which reflect active management and guidance skills. Leadership is defined as that in which you inspired positive behavior in others, such as, being a class representative, officer, chairperson, captain of a sports team, director of a charitable activity or event. Activities listed for leadership may not be activities for which you have been paid or received other compensation.

II. Service

- a. An applicant must show proof of a minimum total of 35-40 hours of Community Service which must be completed over the course of the first 3 years of high school (not including 8th grade or any years prior). Service is defined as that in which you assisted or benefited others.
- b. An applicant may show participation in various school or volunteer activities which include but are not limited to clubs, sports, theatrical performances, or employment. The Faculty Council may consider these experiences in lieu of the required hours of community service, but each application will be reviewed on a case by case basis.

III. Character

An applicant must have 5 faculty members attest to their outstanding character as part of the application process.

Section 4. Selection Procedure. The leadership, service, and character requirements shall be judged by a Faculty Council (appointed by the Principal). The 5 member Faculty Council will review all applications anonymously, and a three-fifths majority will be needed to determine acceptance. Records will be maintained and kept on file with the application; any non-accepted student will be given the reasoning for the Council's decision.

Section 5. Appeals Process. Students not accepted in their Junior year during the April application process may not appeal, but will be able to re-apply in their Senior year in September provided a 3.55 GPA or higher is maintained. Seniors not accepted during the application process in September may appeal the decision of the Faculty Council to the Principal in writing within 1 week of the date of the letter of Non-Acceptance. The Principal will hear appeals on a case by case basis, and make decisions as he/she sees fit. Students who submitted an application for April admission must also submit a new application for September consideration. Appeals will not be honored if this is not followed.

The complete set of bylaws for NHS can be found at the WOHS website.

THE NATIONAL ART HONOR SOCIETY

MEMBERSHIP

1. Membership in this chapter shall be based upon art scholarship, service, and character.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in art in this school.
3. Candidates eligible for selection to this chapter must be high school students, and shall have a minimum art scholarship average of B. This level of achievement shall remain fixed.
4. Members may remain active during such time when there is no art on their class schedule.

The complete set of bylaws for National Art Honor Society can be found at the WOHS website.

THE ESCRIPTUS CHAPTER OF NATIONAL ENGLISH HONOR SOCIETY

SELECTION OF MEMBERS

MEMBERSHIP

Application and membership in this select organization is by invitation only. Candidates for invitation must meet the following criteria:

1. All candidates are nominated by their sophomore / junior English teachers after the second marking period is completed. Members of Escriptus must be juniors or seniors.
2. Junior and senior candidates must be in Honors or Advanced Placement Language Arts classes, and must have maintained a final average of a 4.0 every year of their high school career in Language Arts classes (core and elective).
3. Students must also maintain a B in all other courses, including electives and health/gym.
4. Students must successfully complete the application package, submit all specified compositions and meet all deadlines.
5. A faculty advisory committee of Language Arts teachers will review and score the submissions of candidates. All candidates' writing will be identified by student identification number only for an anonymous and more objective assessment. Each writing selection will be read and scored by at least three different teachers during the decision-making process.
6. Members of Escriptus must publish three compositions in one of the many literary publications of West Orange High School, or in a contest or publication outside of West Orange High in order to remain in good standing. They must also maintain all academic standards.

The complete set of bylaws for Escriptus Chapter of the NEHS can be found at the WOHS website. _____

THE NATIONAL MATH HONOR SOCIETY – MU ALPHA THETA

MEMBERSHIP

Members are students in grades 11 & 12 who have completed two mathematics courses at the honors/AP level and are currently enrolled in an honors/AP mathematics course for the current school year, provided that this work has been done with distinction. On the 4-point grading scale, this shall mean at least a cumulative unweighted grade point average of 3.5 has been achieved in their math courses. In addition, members must have an overall unweighted grade point average of 3.0.

Members shall demonstrate the ability to work with others, conduct independent research, and shall possess qualities of industry, initiative, and reliability. No student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, gender, sexual preference and/or physical disability.

Selection of members shall be made by the advisor(s) of the organization and will consist of the following requirements:

- Completion of Application

- Mathematics Teacher Recommendation

All members must complete the following attendance requirements in order to be considered a full member of the society and receive all the benefits the organization has to offer.

- Complete a minimum of 8 hours mathematics tutoring sessions at the high school under the supervision of a Mu Alpha Theta advisor.
- At least one hour of tutoring must be completed each month from October to April, until all hours are completed
- Complete a minimum of 1 fundraising events
- Complete a minimum of 1 community service project
- Participate in a minimum of 2 school sponsored mathematics contests
- Attend **ALL** mandatory meetings

The complete set of bylaws for National Math Honor Society can be found at <http://www.mualphatheta.org/>.

THE SCIENCE NATIONAL HONOR SOCIETY

SELECTION OF MEMBERS

Membership in the Science National Honor Society (SNHS) is prestigious recognition of your achievement in Honors and AP level science courses. As an active member, you will organize and be involved in peer-to-peer tutoring support as well as science programs within the school and larger community. There are opportunities to network with other students, professionals, and learn about the wide range of career possibilities in applied science and engineering by interacting with invited guest speakers.

Membership in the SNHS is contingent on the following: you must be a junior or a senior, enrolled in at least 2 years of honors or AP science classes, have a 4.0 WOHS average in science (equivalent to an A- average) and an overall school average of 3.0 or better. Seniors must have taken, or be enrolled in one of the following 2nd year AP science courses: AP Biology, AP Chemistry, AP Environmental Science or AP Physics 2 in their 11th or 12th grade. You may join the SNHS through an invitation issued to qualified students in September of each year.

Indicating that you are a member of the SNHS on your college applications will provide a clear indication to your selected schools of your sincerity and achievement in scientific or technical pursuits. In addition, should you demonstrate outstanding academic performance, commitment to science and dedication to your fellow students or the communities by developing outreach projects, you will have the opportunity to receive national recognition.

THE TRI-M MUSIC HONOR SOCIETY

MEMBERSHIP

Music Participation—enrolled in a school-sponsored music ensemble and/or class for at least one semester.

Academic Achievement—at least a B grade average in music courses and at least a C grade average in other academic subjects.

Character Strength—demonstrates leadership, service, and character in their activities.

The bylaws for the Tri-M Music Honor Society can also be found at the WOHS website.

WEST ORANGE TROUPE 1530 OF THE INTERNATIONAL THESPIAN SOCIETY

MEMBERSHIP

SECTION 1: Thespian Society membership is offered to all WOHS students that meet the required dedication to WOHS theatre.

SECTION 2: The membership requirements shall be as follows:

1. A student must obtain at least 10 points according to the conditions outlined by the official point system of ITS.
2. A student must participate in at least two full-length productions, one full-length and two one-acts, or four one-acts.
3. A student must participate in at least two areas of theatre production.
4. A student must submit the appropriate fee to the society for the ITS headquarters.

The complete set of bylaws for the West Orange Troupe 1530 of the International Thespian Society can be found at the WOHS website.

THE WORLD LANGUAGE HONOR SOCIETIES:

THE FRENCH NATIONAL HONOR SOCIETY- *LA SOCIÉTÉ HONORAIRE DE FRANÇAIS : RENÉ DESCARTES*

THE ITALIAN NATIONAL HONOR SOCIETY - *LA SOCIETÀ ONORARIA ITALICA : DANTE ALIGHIERI*

THE SPANISH NATIONAL HONOR SOCIETY - *LA SOCIEDAD HONORARIA HISPÁNICA : DIEGO VELÁZQUEZ*

Bylaws:

1. All students nominated for induction into the World Languages Honor Societies are at a minimum expected to be in the third level of study of the targeted language. Students selected must maintain an overall academic average of at least B in all subjects and an A average through the third level of study of the targeted language. All nominees are required to attend the induction ceremony and the dress rehearsal.
2. All students inducted into the World Languages Honor Societies must complete the highest level available to them of their respective language.
3. All members must maintain an overall academic average of at least B in all subjects, including an A average in the world language.

4. Students must submit a copy of their report cards to the respective advisor by the end of the second quarter and in September of the following year. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

5. Members must attend club meetings regularly and assist in the organization of all club activities or projects. Failure to do so will result in loss of membership in the respective honor society.

6. All members shall regularly participate in these projects. These projects shall have the following characteristics: fulfill a need within the school community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, well organized and executed. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

7. All members must be available for peer tutoring and departmental projects.

8. All members must demonstrate integrity, honor, responsibility, citizenship, interest, cooperation, trust, seriousness of purpose, service and commitment to others. Members who fall below any of those standards will jeopardize their membership in the honor society.

The bylaws for these World Language NHS can also be found at the WOHS website.

West Orange Chapter of the National Chinese Honor Society

SELECTION OF MEMBERS

Section 1: To be eligible for induction into the National Chinese Honor Society, the candidate must be a regularly enrolled junior or senior student of West Orange High School who has:

1. Taken at least three years of Chinese at the high school level
2. Maintained an overall GPA of a 3.0 or above
3. Received final grades of A in Chinese for all levels.
4. Displayed good character, leadership, and service.
5. Participated in organizing and performing in the Chinese club activities throughout the school year

Section 2: Prior to the final selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Student who is eligible scholastically shall be notified and asked to complete the NCHS application form for further consideration for selection.
3. The Chapter Advisor shall review the students' attendance and disciplinary records.

Section 3: The selection of members shall be held once a year during the spring semester of the school year. Students selected will be inducted in a formal ceremony.

The complete set of bylaws for the National Chinese Honor Society, West Orange Chapter can be found at the WOHS website.

RHO KAPPA SOCIAL STUDIES HONOR SOCIETY

Membership in the Sebastian LaSapio chapter of *Rho Kappa*, The National Social Studies Honor Society, requires exemplary scholarship, leadership, service, and character, as well as maintaining specific grade point averages, (B average in Social Studies Honors or Advanced Placement classes, A average in non-honors) and an **overall** 3.0 grade point average. Students must obtain signatures from teachers attesting to their character and submit a writing sample. A panel of social studies teachers will review candidate applications and writing samples in order to determine admission.

THE KITTY HAWK NATIONAL AIR FORCE JUNIOR ROTC HONOR SOCIETY

MEMBERSHIP

Must be a member of the Air Force Junior ROTC program to apply. Freshmen are not eligible.

Applicants must have a minimum of 3.0 GPA and at least a 3.5 in AFJROTC class to apply.

If the applicant meets the minimum academic criteria, they are further considered according to the following criteria:

1. Leadership traits
2. Community involvement
3. Quality of character
4. Ability to work with others
5. Willingness to go above and beyond minimum expectations

RESPONSIBILITIES

Upon acceptance, students must:

1. Complete a minimum of 8 hours peer tutoring, supervised by faculty advisors
2. Attend all scheduled meetings
3. Participate as a member of the squadron competitive academic team
4. Attend induction ceremony

Kitty Hawk members receive a certificate and are authorized to wear the Kitty Hawk badge on their AFJROTC uniform.

TESTING SCHEDULE
2020-2021

TESTING	
October 14, 2020	PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test) ALL 10th and 11th grade students
*April 19 – 20, 2021	NJSLA – ELA 9 and 10 (New Jersey Student Learning Assessments for English Language Arts)
*May 19 - 20, 2021	NJSLA: Algebra 1, Algebra 2, Geometry
*May 19 - 20, 2021	NJSLA Science Assessment 11
May 3 – 14, 2021	AP Exams Specific test dates, times, locations will be developed. All students will be notified of specific test dates and times.

**** Testing dates are set by the State Department of Education. Make-up testing will take place the week after regular testing. Specific dates and content area to be announced.***

ALMA MATER

On the slopes of Orange Mountain,
Stands West Orange High
Let the echo of our spirit
Swell up to the sky
Loyal students strong and steadfast
We will always be
As we cheer our Alma Mater
On to victory.

HELP LINES – HOT LINES

ALCOHOL AND DRUG HOTLINE (24 HOUR HELP)	1-800-234-0240
ALCOHOL AND DRUG REFERRALS	1-800-252-6465
ALA-TEEN	1-800-322-5525
ALA-NON (SPOUSES LIVING WITH AN ALCOHOLIC)	1-800-356-9996 1-800-344-2666
NAR-ANON (FAMILIES LIVING WITH AN ADDICT)	1-800-322-5525
NARCOTICS ANONYMOUS	1-800-992-0401
NEW JERSEY DRUG HOTLINE	1-800-225-0196
COCAINE HOTLINE	1-800-COCAINE

Other Issues

AIDS HOTLINE	1-800-624-2377
CENTER FOR DISEASE CONTROL (HIV-AIDS-OTHERS)	1-800-342-AIDS
DOMESTIC VIOLENCE HOTLINE	1-800-572-7233
EATING DISORDERS	1-800-624-2268
GAMBLERS ANONYMOUS	1-800-426-2537
NATIONAL MENTAL HEALTH ASSOCIATION	1-800-969-6642
NEW JERSEY AIDS HOTLINE (INFO.TESTING)	1-800-624-2377
POISON CONTROL CENTER (IMMEDIATE RESPONSE)	1-800-962-1253
RUNAWAY SWITCHBOARD (ALL ISSUES)	1-800-621-4000
SEXUALLY TRANSMITTED DISEASES	1-800-227-8922
YOUTH CRISIS COUNSELING	1-800-621-4000
WOMEN'S REFERRAL CENTER	1-800-322-8092

HELP LINES – HOT LINES

Essex County Services

CONTACT HELP LINE (ANY ISSUE, ANY TIME)	973-831-1870
ESSEX HELP LINE	201-783-9318
DIVISION OF YOUTH AND FAMILY SERVICES.....	973-680-3587
STUDENT (REFERRALS FOR HELP)	973-675-3817
FAMILY VIOLENCE.....	973-484-4446
PARENTS SUPPORT GROUP.....	973-736-3344
PLANNED PARENTHOOD (MONTCLAIR).....	973-746-7116
RAPE CRISIS CENTER	877-733-2273
SUICIDE CRISIS CENTER.....	973-672-9685
WEST ORANGE POLICE.....	973-325-4000

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