MEMORIAL HIGH SCHOOL

2017-2018
Student Handbook

Accredited by
The Middle States Association of Colleges and Schools

This is Tiger Country!
The policies contained in this student agenda/handbook are summaries of the District’s numerous policies. The District requires all pupils and their parent(s) or legal guardian(s) to review all District policies which are posted on the District’s web site and are available from any school principal.
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201-553-4000

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MISSION STATEMENT

We teachers, administrators, parents, and community members are stakeholders who commit ourselves to helping students develop the necessary academic and social skills needed to achieve their goals, and provide a safe learning atmosphere that fosters positive interactions in a culturally diverse, global environment.

BELIEF STATEMENT

We believe that:

- Memorial High School Stakeholders share the responsibility for raising student self-esteem and advancing the school mission.
- A safe environment within the school will reinforce positive relationships and mutual respect among students, staff and community.
- Students need to be engaged in the learning process to foster academic growth.
- Students need to reinforce skills where they can successfully compete in an ever-changing globalized society.
- All curriculums should be based on students' needs as the chief priority for the school.
- Different methods of instruction address different learning styles to promote student's responsibility for their education.
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Superintendent’s Message

Welcome staff, parents and students to another year in the West New York Public Schools! As the Superintendent of Schools, I am looking forward to working with our community to continue to provide quality education to West New York’s children. In our schools, we are fortunate to have minorities being our majority. Our school district is rich in both culture and diversity, allowing for enhanced 21st century learning. Growing up and attending public schools in West New York, I fervently believe that we, as human beings, learn so much from our environment and from those around us. In the West New York School District, we embrace each other’s differences in order to achieve academic success inside and outside the classroom.

As your superintendent, assuring that our students receive meaningful education is my top priority. I am proud to say that our exceptional teachers push our students to the highest potentials through a challenging and rigorous curriculum. With career-orientated learning academies at Memorial High School, we make sure that our children are fully prepared for all of the next steps they will take in their lives. In addition, our partnerships with Syracuse University, New Jersey City University, Kean University, Fairleigh Dickinson University, and Hudson Community College provide our students with a glimpse of college life at the high school level.

In today’s modern world, technology has become a major part of effective teaching and learning. The West New York School District uses the state-mandated Partnership for Assessment of Readiness for College and Careers (PARCC) exam to evaluate students. Because we are living in a digital age, we have adapted our instruction by making Chromebooks an essential resource for our students. In addition, Google Classroom allows for interactive discussions between classmates and their teachers. The technological advancements made in our public schools promote science, technology, engineering, mathematics, and the arts (S.T.E.A.M.) education.

While education inside the classroom is incredibly important, parents play a critical role in the education process after the school day ends. Being a mother myself, I understand the everyday struggles West New York parents face. Nonetheless, parental involvement is without a doubt a necessary component of a successful school district. As parents, you truly understand that education is the great equalizer, and through education your sons and daughters will achieve great academic success. Parental input is always valued, and I strongly encourage parents to get involved in our school district by actively attending local parent meetings.

Though change can often cause people to become worrisome, I assure you that together the West New York School District will continue to succeed. I have a clear vision for our schools focused upon student achievement, parent involvement, staff relations, and cultural diversity. Working with the members of our community for the best interest of our students is exactly the reason I choose to be an educator. I am confident that this will be yet another year of academic excellence for the West New York students.

Sincerely,
Clara Brito Herrera
Superintendent of Schools
Principal’s Message

Dear Parents and Students,

I would like to welcome you to Memorial High School. If you are a returning family, or a new family to Memorial, I hope you make the most of what Memorial has to offer.

In order for the school to run efficiently there are guidelines that everyone must follow. In this handbook you will find the rules and regulations. Please be advised that many of the rules and regulations in this handbook are summaries and can be found in full on the district website, www.wnyschools.net

I urge you to read this handbook together and discuss these policies. If you have any questions, please see an administrator. Once you are sure you understand these policies please sign the Memorial High School Student Handbook Acknowledgement form

Scott Wohlrb
Principal
## TIME SCHEDULES

<table>
<thead>
<tr>
<th>Regular Period</th>
<th>Regular Time</th>
<th>One Session period</th>
<th>One Session time</th>
<th>Delayed Opening</th>
<th>Delayed Opening Time</th>
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<tbody>
<tr>
<td>HR</td>
<td>7:41 - 7:49</td>
<td>1</td>
<td>8:16 - 8:51</td>
<td>HR</td>
<td>9:35 - 9:55</td>
</tr>
<tr>
<td>1</td>
<td>7:52 - 8:33</td>
<td>HR</td>
<td>8:54 - 9:01</td>
<td>1</td>
<td>9:58 - 10:18</td>
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<tr>
<td>4</td>
<td>10:04 - 10:45</td>
<td>4</td>
<td>10:20 - 10:55</td>
<td>6</td>
<td>11:28 - 12:09</td>
</tr>
<tr>
<td>6</td>
<td>11:32 - 12:13</td>
<td>6*</td>
<td>11:42 - 12:23</td>
<td>3</td>
<td>12:56 - 1:16</td>
</tr>
<tr>
<td>7</td>
<td>12:16 - 12:57</td>
<td>7*</td>
<td>12:26 - 1:07</td>
<td>4</td>
<td>1:19 - 1:39</td>
</tr>
<tr>
<td>8</td>
<td>1:00 - 1:41</td>
<td></td>
<td></td>
<td>8</td>
<td>1:42 - 2:02</td>
</tr>
<tr>
<td>9</td>
<td>1:44 - 2:25</td>
<td>One Session before holidays Dismissal</td>
<td>12:30</td>
<td>9</td>
<td>2:05 - 2:25</td>
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* Periods will rotate
Emergency School Closing Information

On days when weather or some other condition requires a change in the regular school day, parents will be notified by the BlackBoard Connect school-to-family notification system, and information will be posted on the school district website homepage.

Further, news of school closings will be broadcasted at approximately 7:00 a.m. on the following radio station and television networks respectively; WINS (1010), News 12, CBS Channel 2, NBC Channel 4, FOX Channel 5, and ABC Channel 7. Unless specifically announced, students should assume that school will be open and classes will be conducted as usual.
Parent Portal

Parents and students now have the ability to track and monitor academic progress in real-time as long as they have internet access and an email account. This new opportunity is called the Parent Portal. The Parent Portal gives parents and students access to real-time information from the teacher’s grade book including attendance, grades, and detailed assignment descriptions. Parents and students who currently use this system really love it. Rest assured that the information accessed through the Parent Portal is secure and strictly confidential.

If you have not already subscribed to the Parent Portal and would like to obtain access, you must go to the school to pick up your respective Access ID Number and Access Password. Students will be given their access credentials at school. Regrettably, we cannot mail this information to you due to the confidential nature of the information contained in the Parent Portal.

It is our hope that you will find this new reporting method convenient and helpful, as it is designed to enhance the connection between the school and home. Feel free to call the main office if you have any questions regarding this new system.

Guidance Department
The general purpose of the guidance department at Memorial is to assist the students to analyze and appraise their own abilities, aptitudes and values; to identify their interests and seek out personal life directions; to aid them in planning and attaining goals and to establish personal decision-making skills. Personal and group counseling are provided to accomplish these objectives.

STAFF
The staff of this office consists of an Assistant Principal, a substance awareness coordinator (SAC), guidance counselors and clerical personnel. The professional staff members are fully certified and have had appropriate graduate training to work effectively with the students, their parent(s)/guardian(s) and the teachers. Each student is assigned a counselor who will remain with the student throughout his/her entire high school career. The Assistant Principal in charge of the Guidance department administers the guidance program and the services of the student information center (SIC).

Students who wish to see their counselors should obtain an appointment slip from the counselor during a non-class time period. In the case of an emergency, the guidance counselor is always available. In addition to student-initiated requests, counselors will send for all students for regular conferences and interviews. Students are encouraged to make extensive use of their counselors and the guidance facilities.

FACILITIES
The guidance department includes individual offices for each counselor, the SAC, the Assistant Principal and a variety of reference materials, computers, software, audiovisual equipment, and videos to assist the students and their parent(s)/guardian(s) in educational, vocational and personal decision making. Located on the south corridor of the first floor of the main building, this office is open at all times to all students of the school. The guidance department is a Career Guidance and Counseling Center. Parents/guardians are also welcome to visit the guidance department for conferences. It is advised that arrangements for such conferences be made in advance by calling the guidance department at 201-553-4110. The guidance department also includes the SIC, the location for the generation of student and teacher schedules, report cards, deficiency notices, and other student records.

SERVICES
1. COUNSELING
The primary activity employed in the guidance program is counseling. To promote efficient functioning is the goal of this process, which includes consideration of development or situational adjustment problems, self-understanding, and self-development.

2. EDUCATIONAL PLANNING
To assist students to attain their immediate goals upon graduation is a major priority of the guidance department. This service includes consideration of student interests, past performance, present potential and future opportunities.

3. EVALUATION
The counselors evaluate the performance of their students through cumulative records in order to provide relevant information about each pupil’s present status, past performance and future potential. Information about students from standardized tests is interpreted and utilized to aid the student in self-appraisal.

4. COLLEGE/POST-SECONDARY INFORMATION
College applications and catalogs are available in the guidance department. During the first semester of each school year, representatives from many colleges, business, nursing and technical schools visit Memorial to supply information about their schools to the current senior class. A college visitation calendar is made available to all seniors so that they may make appointments to attend the presentations of their choice. Qualified juniors may utilize the early admissions procedure provided they meet special academic criteria. All applications and transcripts for undergraduates are processed through the guidance department. The senior class rank is available at the end of September.

5. SCHOLARSHIP INFORMATION
Financial aid information and forms are available in the guidance department after the counselors present the annual financial aid workshop. Various local and county organizations provide scholarship assistance to Memorial’s graduates. The selection of the scholarship recipients is completed by Memorial’s Scholarship Committee. Additional scholarship information about special programs is presented through posters, notices and announcements from the Guidance Office.

6. REFERRAL SERVICES
To meet the needs of some students, the counselors and the substance awareness coordinator make referrals to private or public agencies. This is done with the assistance of the school psychologist.

7. SCHEDULING ASSISTANCE AND ADJUSTMENTS
The counselors and teachers help students in the selection of courses for each of their four years at Memorial. The students review their cumulative records each year to assure they are meeting the requirements for graduation. Adjustments to the students’ schedules are made according to a prescribed policy. Every effort is made to insure that each student’s program satisfies the individual’s educational plan.

8. PLACEMENT SERVICES
Students are advised regarding job openings in the community and the county. In some cases, the placement of students can lead to full-time employment following graduation. Information regarding working papers can also be obtained from the guidance department.

SMALL LEARNING ACADEMIES

Current research overwhelmingly supports the notion that students in high school are more successful when they attend small education environments. In fact, smaller learning environments positively affect grades, test scores, attendance rates, graduation rates, and school safety. This approach makes it possible for student work to be more actively and closely monitored, and more academically focused, than is
possible in a traditional, comprehensive high school. One of the goals of these Small Learning Communities will be to increase the rigor of instruction and selection so that entering 9th graders are prepared for college preparatory work and high school graduates are ready for university instruction. The Small Learning Community initiative at Memorial High School will take two forms, a Freshmen Academy for grade 9 and Career-Based Academies for grades 10-12.

The Freshmen Academy will be housed in Annex B. The students and teachers will be placed in teams (groups) that will help personalize the high school experience. In addition, this academy will also ensure that all students will rotate through a series of exposure activities which will provide them with a basis to select their preferred Career Based Academy for the 10th, 11th and 12th grades.

These Career Based Academies are "schools-within-schools" organized around career themes. Within the personalized learning environment of a small community, the students will be exposed to academic and vocational instruction that will prepare them for postsecondary education and employment. Teachers and students integrate academic and occupation-related classes as a way to enhance real-world relevance and maintain high academic standards. Partnerships with local colleges, universities and employers will provide program planning guidance, mentors and work internships. Career based academies place an emphasis on building relationships between students and teachers as well as work-site supervisors and other employer representatives. The school-within-a school structure supports constructive relationships between students and teachers by grouping students together each year to take core courses with the same group of teachers, thus increasing the support students receive.

- Alternative Education
- Freshmen Academy
- Visual & Performing Arts
- Public Affairs
- Business/Finance
- STEAM
- Tomorrow’s Teachers

Small Learning Academies at Memorial High School are vibrant and stimulating places. The design and development of each of the academies is due to the involvement, enthusiasm, and commitment of both teachers and students alike. If you have any questions regarding any of these programs, contact your guidance counselor. A brief synopsis of each academy appears below.

**ALTERNATIVE EDUCATION**

**PROJECT ALTERNATIVE**

Project Alternative is a unique program for seventh and eighth graders who will be at least fifteen and a half by the beginning of the school year. These students will have a specially designed program consisting of two major components. The first component is a self-contained class that offers basic instruction to prepare the students to meet the state and school academic requirements. The second component is a vocational/technical preparation in elective classes. The purpose of the program is to provide educational, vocational and supportive services to students who are potential dropouts. Because of extenuating circumstances, these students have been unable to perform at a satisfactory level in the elementary schools. If these students complete Project Alternative, they will receive their elementary diplomas as well as sophomore status at Memorial. All students in the program sign a pledge/contract to adhere to the policies and procedures of the program.

**FRESHMEN ACADEMY**

The Freshmen Academy will be housed in Annex B. The students and teachers will be placed in teams (groups) that will help personalize the high school experience. In addition, this academy will also ensure that all students will rotate through a series of exposure activities which will provide them with a basis to select their preferred Career Based Academy for the 10th, 11th and 12th grades.
VISUAL/PERFORMING ARTS ACADEMY
Visual/Performing Arts Academy is a program designed for students who show an interest in the conservatory approach to the performing arts. Classes taught by professional artists in the areas of dance, musical theatre, vocal music, dramatic literature and acting are provided, in order to create "well rounded" performers. The audition technique, as well as materials appropriate for audition use will be discussed. Students involved will have the opportunity to work with the prestigious Manhattan Theatre Club in workshop situations, as well as see three of their Broadway productions. This course is offered on the College prep level, with the possibility of taking it on the honors track.

PUBLIC AFFAIRS ACADEMY
The Public Affairs Academy will offer a rigorous curriculum in public policy analysis and administration that will prepare students to assume leadership positions in government, business, and non-profit organizations. This academy will be open to students in their junior year of high school that have expressed interest in public affairs and/or are recommended by their Social Studies and/or English teacher. These students are then interviewed by a core group of teachers from the academy. The Academy will go beyond traditional programs to offer a multidisciplinary approach to the complex economic, political, technological, and social issues of the 21st century. All courses will focus on studying public affair and policy in all facets of modern society. Each course, whether an elective or required selection, will incorporate media and technology into the everyday reinforcement of all classroom teachings. Through research and inquiry based methods students will be given the opportunity to study public affairs. Special attention will be given to the political and socio-economic nature of public affairs. Topics included in the study of public affair will include, but not be limited to, race, gender, ethnicity, social class, environment and culture. All of these topics will be looked at both historically and in modern context to help students better understand current events, political climates and relevant public affairs.

BUSINESS/FINANCE
Students in the emerging Business Academy will be given a hands-on introduction into the world of business. Students will learn basic business principles in multiple high-level core courses such as accounting, business law, personal finance, computer applications, economics, and marketing. Of particular interest to students in the Business Academy will be the FBLA (Future Business Leaders of America) and DECA (Distributive Education Clubs of America) club which develop competencies in business and related fields, and promote civil and personal responsibility. In keeping with recent trends in the business world, the Business Academy program will stress the importance of the global economy. This modern approach to high school business education will provide students with the communication skills and multicultural understanding that is so valuable in today’s global business arena.

STEAM
Students in the emerging STEAM ACADEMY will be exposed to a wide array of topics in the world of science, mathematics, technology and media. The students in the STEAM ACADEMY should have a strong interest in mathematics, science and/or technology. The program of study will be centered on the usual academic core subjects - English, social studies, world language, and mathematics with a concentration on technology. The academy will offer students a unique learning experience using cutting edge, web- based technology and connect them to the global community and the workplace of tomorrow.

Tomorrow’s Teachers
Students participating in the Tomorrow’s Teachers academy will be exposed to careers within the realms of education and social work. This academy is ideal for those students who would like to pursue careers in the humanities and education. Students who choose this academy are interested in one of the aforementioned fields and seek a well-rounded high school experience. Regardless of why students pick
the Tomorrow’s Teachers, they will be prepared for study in a curriculum that will offer course work at honors and college preparatory levels.

SPECIAL PROGRAMS

SYRACUSE UNIVERSITY PROJECT ADVANCE Syracuse University Project Advance (SUPA) is a partnership linking Syracuse University with Memorial High School. Qualified high school juniors and seniors will have the opportunity to enroll in Syracuse University courses for college and high school credit concurrently while on the Memorial High School campus. The courses we offer are basic introductory courses that fit well into most college and university curriculums. They are the same courses taught on the main campus of Syracuse University only at a fraction of the cost. There is an array of courses designed for those students who are capable of doing college-level work while still in high school. However, students must be recommended to SUPA courses by their present teachers. THERE IS A TUITION FEE (payable to Syracuse University) FOR SYRACUSE UNIVERSITY PROJECT ADVANCE COURSES.

SUPA Course Offerings:

- American History 101 & 102 6 credits
- Web Design 3 credits
- Calculus 295 4 credits
- Intermediate Italian 201 4 credits
- College Learning Strategies 105 3 credits
- Practices of Academic Writing 105 3 credits
- Gender and Literacy Texts 192 3 credits
- Sociology 101 3 credits
- Entrepreneurship 3 credits
- Class and Literacy Texts 181 3 credits
- Presentational Speaking 3 credits

PLEASE NOTE
Students taking SUPA courses do not have to gain acceptance into Syracuse University for the college credits to count. However, while Syracuse University states that over 90% of their SUPA courses are transferrable, each college and university determines the nature and extent of its policies for the acceptance of transfer credit. On the other hand, MHS students that take advantage of SUPA may be granted up to a full year of college credit (sophomore standing) at the institution of higher learning of their choosing upon graduation from Memorial High School.

We also have articulation agreements with: Bergen Community College
Hudson Community College Fairleigh Dickinson University
Kean University
NJCU

PASSES

This program is available to all ELL students ages 15-19, who have been assessed to be academically delayed. PASSES is a nine-period a day, one-year program. The courses are taught by one or two bilingual/ESL teacher(s) at Memorial High School.

It is important to note that PASSES is an un-graded, developmental, alternative bilingual program for ELL students with little or no formal education.
MEDIA SERVICES

MEDIA CENTER
The Memorial High School Media Center, located on the third floor of the main building, offers students and staff a completely computerized educational facility. Students and staff use computers to search for and check out books, research periodicals and Internet periodical databases, use resources for school and personal interests, and use different computer application programs. Internet access is available to students and staff. Instruction in all areas of computer research technology is available. The MHS Media Center has an extensive collection of books and periodicals for reference, research and personal use.

The Media Center is open Monday to Friday from 7:45 a.m.-2:20 p.m. Students may use the Media Center during their study and lunch periods. Extended hours for computer use only is available before and after school in Room 313 a.m. and Room 314 p.m. Students may borrow books and periodicals by showing their school ID cards. Periodicals are available in regular paper form, on microfilm and on computer printouts. The Media Center has a copy machine for student use. In order to use or gain access to the Internet, students must sign an acceptable Use Policy which also must be signed by student’s parent/guardian.

EXTRACURRICULAR ACTIVITIES & SPORTS

- Football
- Boys/Girls Basketball Softball
- Boys/Girls Soccer Boys/Girls Volleyball
- Boys/Girls Tennis
- Boys/Girls Cross Country Track
- Boys/Girls Indoor And Outdoor Track
- Cheerleading
- Boys/Girls Bowling
- Color Guard Boys/Girls Swimming
- Chorus
- Video Club Band/Marching Band
- Gay Straight Alliance
- Art/Photography Spanish Club Orchestra
- Academic Bowl
- Audio/Visual - Video Club
- National Honor Society
- Chess Club
- Choraliers
- Italian Club
- Spanish Club
- Future Business Leaders Of America (Fbla)
- Math Club
- The Memo
- Nova
- Tigs
- Drama Club
- Peer Club
- Student Council
- Yearbook Staff
- Academic Bowl
- Youth Alive

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GENERAL INFORMATION

BEFORE AND AFTER SCHOOL
1. No student should be in the building before 7:30 a.m. unless the student is participating in a teacher-supervised school activity or breakfast in the cafeteria.
2. No student should be in the building after his/her classes have concluded unless requested by a teacher, participating in a supervised activity, or assigned to PM detention.
3. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition.
4. A student completing his/her school day may not remain in or around the school building.
5. Students found in school after 2:35 p.m. who are not under the immediate supervision of a staff member may be subject to disciplinary action.
6. Students are reminded to schedule appointments with teachers ahead of time and not to stay after school in hopes of finding a teacher.

SALUTE TO THE FLAG
Pursuant to Law Title 18A:36-3 each Homeroom/Advocacy Period group will participate in the Pledge of Allegiance as it is being recited over the intercom.

VIDEO SURVEILLANCE
The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds.

FIRE DRILLS & LOCKDOWN DRILLS
Fire drills and Lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. These drills are an important safeguard for our schools; however, anyone caught setting off a false alarm will be prosecuted to the fullest extent of the law and face suspension and/or expulsion from school.

HALL PASSES AND ID CARDS
Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a plastic hall pass from an authorized staff member.
Students must wear their school ID cards at all times in an appropriate manner according to school rules.
Students not having their ID must be issued a temporary ID from the appropriate Assistant Principal’s office in order to be admitted to class. Students not having or wearing ID’s will face disciplinary action.
New students to the school will be issued an ID card upon his/her registration. Students are responsible to keep their old cards until new ones are issued. Both ID cards and hall passes are to be presented to any authorized staff member upon request. Lost ID cards must be replaced at a cost of $5.00 with approval from the appropriate Assistant Principal’s office.
**TEXTBOOKS**

Textbooks are loaned to students for use during the school year. They are expensive and are to be covered and treated as personal property. The condition of the books should be noted when they are received. Please report any problems immediately to the teacher issuing the textbook. We expect books to be returned in nearly the same condition as when received. If not, fines are imposed and must be paid. If the student fails to return a textbook and does not pay the necessary fine, he/she may not receive a report card, student schedule, and be ineligible for extracurricular activities, athletic events and school functions such as graduation, sporting games, field trips, proms, dances, clubs, pep rallies, etc.

Please be sure the student’s name, school, and homeroom number are written on the book label in case the book is misplaced.

**LOCKERS**

Each student will be assigned a locker. Lockers with combination locks are issued to students at the beginning of the year by their homeroom teachers. Only locks issued by Memorial High School are permitted on the homeroom lockers. Lockers are NOT to be shared nor should a student give his/her combination to anyone. Lockers should be kept locked at all times. Rigging of lockers to remain unlocked is prohibited. Students are cautioned against telling their combination to each other, or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. No decorating of lockers is permitted. Damages caused by misuse of tape, graffiti, etc… will be charged to the student responsible. Any locker malfunction should be reported to the school administration. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for loss of personal belongings.

Students may access their assigned lockers in between class periods and during the homeroom/advocacy period. Students may not go to their respective assigned homeroom lockers at any other time, unless they have the permission of an administrator.

As previously mentioned, all students will be provided with locks for the lockers assigned to them in homeroom; however, **ALL STUDENTS SHOULD BRING THEIR OWN LOCKS FOR USE ON THE LOCKERS IN THE PHYSICAL EDUCATION LOCKER ROOMS**. These locks are to be removed at the end of every period. **The security of the locker and its contents is the student’s responsibility. We will not be held responsible for items lost or stolen from a locker that has not been locked.**

New Jersey Law (18A:36-19-2) permits the administration to inspect students’ lockers or storage facilities provided for use by students. **The school reserves the right to inspect lockers at any time for the purpose of the health and safety of others.** The school administration will hold periodic inspections of all lockers.

**CAFETERIA**

Students in 10th, 11th and 12th grade have the option to eat lunch in school in the cafeteria or to leave the school building for lunch. Students in the Freshmen Academy will not be permitted to leave the building during the lunch period. Food and beverages are prohibited from leaving the cafeteria. Students using the cafeteria must:

1. Clean their table area before leaving. All debris must be emptied into trash containers. Clean up any food that is spilled.
2. Maintain orderly cafeteria lines. No running or pushing.
3. Eat only at the tables.
4. Only be present at their scheduled time or face disciplinary action from the administrator in charge.

**OFFICE TELEPHONES**
All office telephones are reserved for school business purposes. Students will not be called out of class to the telephone. Only in an emergency situation will a message be delivered to a student.

HEALTH SERVICES
If a student is ill before coming to school, he/she should stay home. If a student is injured or becomes ill during the school day, he/she must report to the nurse, who will decide what should be done. If the nurse decides that a student must go home, proper arrangements will be made to release the student to an authorized adult. Students must not leave the building because of illness without authorization. If the nurse is not available, students are to report to the main office.

MEDICATION
School Board Policy prohibits students from taking any medication on their own. This includes over-the-counter medicine as well as prescription medicine. No medication will be administered to students in school except by the school nurse. Medication must be delivered to the school nurse in its original labeled container by the student’s parent and must be accompanied by the parent’s written request for its administration and by the physician’s written and signed statement of the medications name, the purpose of its administration, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. All student medications shall be appropriately maintained and secured by the school nurse.

ACCIDENTS
All injuries shall be reported to the school nurse. If the nurse decides that the individual should be sent to a doctor, the nurse will contact the student’s parent/guardian and make arrangements. The school will make every effort to inform the parents of any accidents or illness occurring at school that may need care or observation at home. However, no student will be sent home unless he/she is picked up by a parent/guardian or designated adult. Please make sure that you provide the school with a phone number at which you may be reached during the day in case of an accident or illness. Please keep this number current. If the nurse is not available, students are to report to the main office.

ELEVATOR USE
An elevator is available to students in the school who have physical handicaps, are on crutches, etc., and who have received special permission from an administrator. A note from a doctor and a parent/guardian is required.

RADIOS, IPODS, CELL PHONES, ETC
No electronic entertainment devices for personal use—IPODS, radios, CD or cassette players, game-boys, MP3 players, portable TV’s, etc.—are to be brought to school. These items are subject to immediate confiscation and will be turned over to the assistant principals. Parent(s)/guardian(s) must come to school to reclaim them. Refusal to surrender items will result in immediate disciplinary action.
* Cell phones are to be turned off and must not be visible while in class (unless the teacher has given permission for educational purposes) and in the hallways. Violation of this cell phone policy may result in being sent to the Administrative Office for disciplinary action.

MEMORIAL HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL PROPERTY INCLUDING CELL PHONES.

BEEPERS
State law prohibits beepers in the school buildings: “Any person enrolled as a student of a secondary school ... who brings or possesses any remotely activated paging device on any property used for school purposes ... is guilty of a disorderly person’s offense.” (2C:33-19). BEEPERS WILL BE CONFISCATED AND TURNED OVER TO THE LOCAL POLICE. DO NOT BRING BEEPERS TO SCHOOL.
DRESS CODE

The West New York Board of Education recognizes that the Legislature has authorized school districts to require the wearing of school uniforms in certain circumstances. The Board further recognizes that uniform clothing requirements can assist in providing a safe and effective learning environment by discouraging peer rivalry, instilling students with a sense of discipline, and helping students concentrate on their school work. The West New York Board of Education has allowed Memorial High School to adopt a school uniform policy.

It is our philosophy that certain standards of dress should be maintained. We believe that neatly attired students, who take pride in their appearance, generally display good self-discipline, good attitude and demeanor. Besides being neat and clean, clothing should not be hazardous to the health and safety of oneself and others nor detract from or interfere with the educational environment. Memorial has developed a fine reputation for the appearance and conduct of its students.

The purpose of these regulations is to provide pupils, parents and staff members with a clear description of the district’s expectations with regard to student uniforms.

The following guidelines govern appropriate dress at MHS:

- Shirts/tops (short and long sleeve polo styles) will be SOLID BLACK in color and must have the official Memorial High School insignia.
- Pants/bottoms (shorts, skirts, slacks or chinos) must be khaki, blue or black only and conform to current policy on length and proper fit. Jeans (denim), sweat pants, and leggings are not to be considered part of the uniform at any time.
- Skirts, Shorts, and Dresses must be no more than two inches off the knee. Extremely short shorts, skirts or skirts with high side or front slits do not meet Memorial High School’s dress code.
- School Uniforms—Must be worn at all times when the student is in the building or on school grounds. If not, students should be sent to the appropriate administrative office.

* RULES for uniform
  1. No Student is to wear anything over his/her uniform shirt, i.e., jackets, sweaters, pullovers, etc… THIS INCLUDES athletic team gear in lieu of the uniform (unless announced by the Building Principal for a special event).
  2. Students may wear a long sleeve T-shirt underneath the official uniform shirt.
  3. They may wear any of the solid black shirts/sweaters with our official logo sold at the stores, i.e., long-sleeve “polos”, fleeces or sweaters.
  4. If the student wears an approved sweater or fleece, the uniform shirt must always be worn with it. NO EXCEPTIONS!
  5. UNIFORM SHIRTS MUST NOT BE ALTERED, i.e. removing sleeves, collars, buttons, seams, etc…
  6. Uniform shirts, when not tucked in pants, must not exceed the length of his/her fingertips.
  7. Solid Black shirts without our official logo are a violation of our policy
  8. Any student in violation of our policy should be sent to the appropriate administrative office immediately.

- Proper and safe footwear is required, with shoelaces tied.
- Head coverings, including hats, are not permitted in school except for religious observance or medical reasons.
- Clothing which might injure a student or damage school property may not be worn or brought into school. (Chains, studs, etc.)
- Obscene patches, emblems, or slogans are not permitted.
• Undergarments are not to be displayed.
• Sleep and loungewear are not to be worn.

As with all school policies, there are consequences for non-compliance. A student’s failure to comply with the policy would result in progressive discipline, which could include warnings, conferences, detentions, and Saturday Detentions. Continued non-compliance could result in the students being denied the opportunity to participate in extracurricular activities, athletic events and school functions such as graduation, sporting games, field trips, proms, dances, clubs, pep rallies, etc…

Students dressed inappropriately may face disciplinary action and parent(s)/guardian(s) may be called to bring in appropriate attire.

Program of sequential consequences with regard to non-compliance of school uniform policy:

1. First Offense: Telephone call to the parent indicating that the pupil is not wearing the required uniform and student will be assigned detention. The parent may also be asked to bring in appropriate attire.
2. Second Offense: Telephone call to the parent indicating that a second violation has occurred and the parent may be asked to bring in appropriate attire. Student will be assigned detention.
3. Third Offense: The pupil and parent will be required to attend a meeting with the appropriate administrator to discuss the cause of the pupil’s repeated non-compliance to the uniform requirement and the consequences of continued non-compliance. Student will receive Saturday detention.

VANDALISM

Memorial High School students are expected to conduct themselves in a proper manner at all times. Acts of vandalism anywhere in the building or in the vicinity of the school will not be tolerated. Any student committing any act of vandalism will face suspension and/or expulsion from school with consequent possibility of failure. The student’s parent(s)/guardian(s) will be required to pay for any damages incurred.

LOST AND FOUND

The main office is the area designed for lost and found articles. Anyone who finds a lost or misplaced article should take it there. Students looking for lost possessions should check with the secretary in the main office.

SMOKING

Fire regulations and state law prohibit smoking in the building and around school grounds. Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

In the event the pupil is found to have violated this policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

Smoking violations may be punishable by suspension. To deter smoking, pupils in violation may receive:

1. a documented warning on first occurrence and phone call to parent
2. 1 OSS on second occurrence and parent conference to further discuss consequences
3. Any occurrence thereafter, a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c) will be filed. According to Board Policy 7434 N.J.S 26:3D-15 through 26:3D-20 N.J.A.C 6A:16-1.3

DECORATION AND POSTER CODES

Before being displayed, all posters must be approved by the Principal.
Posters are not permitted on any painted surfaces. Only posters showing good taste will be approved. Please use masking tape when hanging posters and remove all posters and tape immediately after the announced event takes place. Do not tape anything to lockers. Any posters and/or flyers not abiding by school rules will be removed immediately and disciplinary action may be taken.

SUBSTANCE ABUSE
R 5530 SUBSTANCE ABUSE (M)

A. Definitions

1. "Confidentiality" means information regarding a student's involvement in a school intervention or treatment program shall be kept confidential in accordance with Section 408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act, 21 USC 1175m and implementing regulations, 42 CFR Part 2.

2. "Diagnostic Assessment" is an evaluation conducted by a trained and licensed professional consisting of a biopsychosocial interview of the student, parent or guardian, and may include questionnaires, urine drug screen and any other information the clinician deems appropriate.

3. “Evaluation” means procedures used by a certified or licensed professional to make a positive determination of a student’s need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student’s family.

4. "Immediate" for the purpose of medical screening shall mean no more than two hours following the initial report that a student may be under the influence of a substance.

5. “Intervention” means those programs, services and actions taken to identify and offer help to a student at risk for learning, behavior or health difficulties.

6. "Intervention and Referral Services Team" is a State mandated interdisciplinary team which will include members that have been specifically trained to identify, evaluate and recommend strategies to help students who are at risk, affected by, or using substances. Students are exhibiting school related difficulties whether it be through health, behavior or academic problems.

7. "Involved with substances" means that the student is influenced by the use of substances by the student or a member of his or her family, whether or not on school premises or during the school day. A suspicion or determination that a student is involved with substances does not depend on a finding that the student is immediately under the influence of a substance or possesses or distributes a substance on school premises.

8. "Medical screening" is a diagnostic substance screen and medical examination by a licensed physician.


10. "Paraphernalia" means any equipment, product and/or materials used in the manufacture, preparation, consumption or ingestion of substances, as described in N.J.S.A. 2C:36-1.

11. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
12. “Referral for evaluation” means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student’s need for services that extend beyond the general school program.

13. “Referral for treatment” means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family’s request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

14. "SAC" means a person who holds certification as a Substance Awareness Coordinator. SAC’s are also called Student Assistance Coordinator.

15. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

16. “Substance” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, 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 at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

17. “Substance abuse” means the consumption or use of any substance 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.

18. "Trained and licensed professional" is an individual, group or community agency not associated formally with the school district that is appropriately certified by the New Jersey Board of Examiners and trained to diagnose and treat alcohol and or/drug abuse.

19. "Treatment" means all procedures and programs recommended by the SAC and/or licensed assessment and treatment professionals or providers.

20. “Under the influence” of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

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

(i) Five days out of school suspension, exclusion from extra-curricular and co-curricular activities until in compliance with and actively engaged in recommended evaluation and or treatment programs. Reinstatement in school activities is contingent upon administrative review and subject to continued monitoring.

(ii) Prior to returning to school, the student and parent(s) or legal guardian(s) must meet with the SAC and administration and comply with recommended programs.

(iii) May be denied participation in the junior and/or senior proms, senior trip, graduation, and other end of year activities until all requirements stated in the above are satisfied.

b. Second offense:

(i) Minimum of ten days out of school suspension, consultation with SAC and must follow recommendations of the SAC.

(ii) A student who has been removed from school under this paragraph, other than a student who has been expelled, shall after five (5) days be placed on home instruction pending further evaluation.

(iii) Denial of participation in all school related activities for thirty (30) days.

(iv) School may find Child Study Team evaluation appropriate, review with the Superintendent.

c. Third offense:

(i) All in the above paragraphs including Board of Education review and possible expulsion.

A student's discipline record under the Substance Abuse Policy will be carried from year to year; i.e. an offense occurring in the sophomore year following an offense in the freshman year places a student at the second offense stage for that offense. Similarly, suspensions under this policy will be carried into subsequent years; i.e. a thirty day activity suspension occurring in June will be complete in the next school year.

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

a. Refusal or failure of a student to comply with the N.J.S.A. 18A:40A-12 and this section shall be treated by the district provision of as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1.

b. The District shall notify DCPP and file with Attendance Court for any refusal or failure to comply with this Policy and Regulation.

c. In consultation with the Substance Awareness Coordinator / Student Assistance Coordinator, the student shall not be readmitted to school until he/she complies with the provisions of this Policy and Regulation.

d. Student shall be placed on home instruction pending review by the Board of Education.

C. Intervention, Referral for Evaluation, and Referral for Treatment Services
1. Staff members shall be alert to the signs of a student's involvement with substances, in accordance with the training offered in in-service training sessions.

2. A staff member who suspects that a student is involved with substances, but not under the influence of them, should refer the student to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team member, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the student's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.

3. When a student involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the student to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the student requires professional counseling or intervention that the student will not seek on his/her own, the staff member may report the student to the Principal, who shall consult with the Substance Awareness Coordinator / Student Assistance Coordinator and determine whether to notify the student's parent(s) or legal guardian(s) and may report the student to an appropriate district professional or trained resource person, including the Substance Awareness Coordinator / Student Assistance Coordinator, or to an appropriate agency for evaluation and possible treatment.

4. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

   a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the SAC or Substance Awareness Coordinator / Student Assistance Coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.

   b. The participant shall attend an intervention program at an agency approved by the Department of Health and Social Services as an appropriate substance abuse treatment center/provider. The participant must enter an approved program within the two weeks of the receipt of the confirmed positive test result.

   The parent(s) or legal guardian(s) are responsible for the cost of the treatment program.

   c. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

      (i) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;

      (ii) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;

      (iii) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

      (iv) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures - Steroids
1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent, at the parent's own expense.

(i) If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

(a) If the school physician is not available, and the parent is unable to appear at school, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination. Upon the parent(s) arrival at the hospital, the District staff member is relieved from his supervision of the student.

(b) The student shall be accompanied by the student's parent(s) to the school physician, emergency room physician, or student's personal physician. If the parent determines to send the student to their personal physician, it is incumbent on the parent to ensure that the personal physician's testing complies with the District's requirements and mandates. Parental permission is not required for the school's physician or emergency room examination. The Principal and/or designee will supervise the student while the student is waiting for the parent(s) to take the student to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room.

(c) A refusal to comply with the testing requirements set forth by the District shall be considered a positive test result.

(d) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

(ii) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

(iii) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

(iv) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room, at all times, the student will be supervised by a school employee.

(v) As the examination and drug screening are to take place within two (2) hours of referral, unless the student appears to be medically unstable, the District shall strive to immediately contact the parent.

1. When the chain of custody is compromised or the sample is adulterated, the results are invalid and will be considered a positive substance finding.

2. Failure to comply with this procedure will be considered a violation of Substance Abuse Policy and Regulations.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a
student suspected to have used or to be using anabolic steroids.

(i) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the SAC or Substance Awareness Coordinator / Student Assistance Coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student’s involvement with and use of anabolic steroids and the possible need for referral for treatment.

(i) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student’s teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student’s involvement with and use of anabolic steroids represents a danger to the student’s health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, SAC or Substance Awareness Coordinator / Student Assistance Coordinator pursuant to N.J.S.A. 18A:40A-12.

(i) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the SAC or Substance Awareness Coordinator / Student Assistance Coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified, who will, in turn, notify the Principal.

(ii) The referring staff member shall report to the SAC or Substance Awareness Coordinator / Student Assistance Coordinator or the Building Principal all information necessary for the Building Administration to complete accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

(i) Immediately notify the student’s parent and the Superintendent or designee;

(ii) Arrange for an immediate medical examination of the student for the purposes of providing
appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and

(iii) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

(i) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.

(i) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

**Drugs Tested:**

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Results</th>
<th>Confirmation Cutoff</th>
<th>Screening Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Positive</td>
<td>15 ng/mL</td>
<td>15 ng/mL</td>
</tr>
<tr>
<td>Negative 150 ng/mL</td>
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**29110 N SYNTHETIC CANNABINOIDS II**

<table>
<thead>
<tr>
<th>ANALYTE</th>
<th>INITIAL TEST LEVEL</th>
<th>CONFIRMATORY LEVEL</th>
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</tr>
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<td>AKB-48 pentanoic acid</td>
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<td>BB-22 (3-carboxyindole)</td>
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F-PB-22 carboxyindole 10 ng/mL 10 ng/mL MS
JWH-018 (4-hydroxypentyl) 10 ng/mL 10 ng/mL MS
JWH-018 (5-hydroxypentyl) 10 ng/mL 10 ng/mL MS
JWH-019 (5-hydroxyhexyl) 10 ng/mL 10 ng/mL MS
JWH-073 (3-hydroxybutyl) 10 ng/mL 10 ng/mL MS
JWH-073 (4-hydroxybutyl) 10 ng/mL 10 ng/mL MS
JWH-122 (5-hydroxypentyl) 10 ng/mL 10 ng/mL MS
JWH-210 (5-hydroxypentyl) 10 ng/mL 10 ng/mL MS
JWH-250 (4-hydroxypentyl) 10 ng/mL 10 ng/mL MS
MAM-2201 pentanoic acid 10 ng/mL 10 ng/mL MS
PB-22 (3-carboxyindole) 10 ng/mL 10 ng/mL MS
UR-144 Pentanoic acid 10 ng/mL 10 ng/mL MS
UR-144 (5-hydroxypentyl) 10 ng/mL 10 ng/mL MS
XLR-11 (4-hydroxypentyl) 10 ng/mL 10 ng/mL MS

28000N Bath Salts

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<tr>
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<tr>
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</tr>
<tr>
<td>Pentylone</td>
<td>50 ng/mL</td>
<td>50 ng/mL</td>
</tr>
</tbody>
</table>

29551N covers both of the above test.

(ii) The examination shall be at the expense of the parent and not the District Board of Education.

e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

(i) If the school physician is not available, and the parent is unable to appear at school, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination. Upon the parent(s) arrival at the hospital, the District staff member is relieved from his supervision of the student.

(ii) The student shall be accompanied by the student’s parent(s) to the school physician, emergency room physician, or student’s personal physician. If the parent determines to send the student to their personal physician, it is incumbent on the parent to ensure that the personal physician’s testing complies with the District’s requirements and mandates. Parental permission is not required for the school’s physician or emergency room examination. The Principal and/or designee will supervise the student while the student is waiting for the parent(s) to take the student to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room.
(iii) A refusal to comply with the testing requirements set forth by the District shall be considered a positive test result.

(iv) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

f. Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room, at all times, the student will be supervised by a school employee.

g. As the examination and drug screening are to take place within two (2) hours of referral, unless the student appears to be medically unstable, the District shall strive to immediately contact the parent.

(i) When the chain of custody is compromised or the sample is adulterated, the results are invalid and will be considered a positive substance finding.

(ii) Failure to comply with this procedure will be considered a violation of Substance Abuse Policy and Regulations.

h. A written report of the medical examination of the student shall be furnished to the student’s parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.

(i) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.

(ii) The report’s findings shall verify whether the student’s alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

(i) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.

(ii) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d), and be treated as a violation of the Compulsory Education Act N.J.S.A. 18A:38-25 et. seq.

j. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
k. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student’s physical and mental ability to perform in school, the student will be immediately returned to school.

l. If there is a positive determination from the medical examination, indicating the student’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(i) The student will be returned as soon as possible to the care of the parent;

(ii) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student’s alcohol or other drug use no longer interferes with the student’s physical and mental ability to perform in school.

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(iii) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

m. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the SAC or Substantial Awareness Coordinator / Student Assistance Coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

(i) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student’s teachers and parents and consultation with experts in student alcohol or other drug abuse for the purpose of making a preliminary determination of the student’s need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student’s use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(ii) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

(iii) All students returning from suspension or treatment programs must participate in a re-entry conference with the parent, SAC, administrator and guidance counselor / child study team case manager.

n. While the student is at home because of the medical examination or after he or she return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student’s need for programs and services that extend beyond the general school program, as necessary.

(i) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
o. If at any time it is determined that the student’s use of alcohol or other drugs presents a danger to the student’s health and well-being, an individual who holds the Educational Services Certificate with the SAC or Substance Awareness Coordinator / Student Assistance Coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

p. Student is expected to comply with all treatment recommendations in order to remain in school.

q. If the results of the drug and alcohol screenings are negative, the student shall be permitted to resume classes immediately and no legal action can be taken against any individual involved in this procedure. The student may be referred to the Intervention and Referral Services Team to address behaviors of concern.

E. Handling of Alcohol or Other Drugs

1. A student’s person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:

(i) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(ii) The identity of the student believed to have been in possession of the substance or paraphernalia.

d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to
participate in an appropriate treatment or counseling program.

(i) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal and/or the SAC or Substance Awareness Coordinator / Student Assistance Coordinator or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.

2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.

4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs
1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.

2. The program shall, at a minimum, provide:

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a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;

b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;

d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and

e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.

3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student’s involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.


3. For Administrators: Log Entries of Student Discipline – Information should be limited to the wording “Violation of the Substance Abuse Policy” only.
4. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student’s parent or other person residing in the student’s household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the student’s written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student’s immediate family or the appropriate school personnel in the case of an elementary student;

b. Pursuant to a court order;

c. 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 was provided, shall be made available to the researcher; or

d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student’s written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

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The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

5. Each incident of substance abuse shall be reported to the Commissioner on the Electronic Violence and Vandalism Reporting System (EVVRS) by the Building Administrator.

I. This policy and regulation shall apply to all students registered in the District, including those students which are placed in an out of District placement. All out of District placements shall be provided the District’s Substance Abuse Policy and Regulation.

Adopted: January 4, 2017
GRADES

Academic success is dependent on a number of factors—the most important of which is the student’s desire to learn. Our school, through its faculty, curriculum, and services is dedicated to giving every student the opportunity to grow intellectually, socially, and emotionally. We are committed to this objective; and, therefore, we believe that the ultimate responsibility lies with the student to take advantage of all the experiences high school has to offer. The student must be equally committed to being an active participant in this learning process.

Grades are an evaluation of what you have learned. They become a part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. We only keep them—you make them.

Written or oral evaluation is a continuing process in each class. A variety of methods of assessment are used to give our diverse learners every opportunity to succeed.

EXAM POLICY

Every student must take the final exam or he/she may fail the course for the year. This also applies to students whose yearly average without taking the final exam would be a D (65) or better.

If a senior has an average that is an A- (90) or higher, the student is exempt from the final exam. Only seniors are eligible for exemptions.

REPORT CARDS

Report cards are issued at the end of each quarter, using letter grades to designate a pupil’s progress. Progress reports are issued at the middle of the first, second, and third quarters.

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<th>Letter Grade</th>
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<td>D</td>
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Numerical averages of 50 and below*

*(May indicate Summer School Ineligibility)

Academic Honors

High Honors- A student must have A’s in every subject
Honors- A student must receive an A in four or more subjects and no grade lower than a B

GRADE LEVEL REQUIREMENTS

The following credits and course work must be completed to achieve the indicated class status:

Sophomore 30 credits which include PE/Health 9, English 9, Biology, Social Studies and Algebra.

Junior 60 credits which include PE/Health 9 & 10, English 9 & 10, two years of Math that include any combination Algebra & Geometry, or Geometry & Algebra 2, two years of a lab Science which must include Biology and two years of Social Studies which includes World History and US History 1.
Senior 90 credits which include PE/Health 9, 10, & 11, English 9, 10, 11 and two years of Math but scheduled for a third year of Math which includes Algebra 2 or Math 3Q, two years of a lab Science which includes Biology and Social Studies which includes World History and US History 1, but must be scheduled into a 3rd year of a lab Science.

CURRICULUM MEMORIAL HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation from Memorial High School is based upon successful completion of the requirements listed below, in accordance with New Jersey State Law, and Rules and Guidelines of the West New York Board of Education.

1. Students must not have more than fifteen (15) days absent for a yearly course and not more than eight (8) days absent for a semester course. This is subject to review by the school administration and the West New York Board of Education.

2. Students must successfully complete 120 academic credits in curriculum requirements which include the following subject areas:

- Language Arts Literacy – 20 credits aligned to grade 9 to 12 standards;
- Math – 15 credits including Algebra I or the content equivalent (effective with the 2008-2009 9th grade class), geometry or the content equivalent (effective 2010-2011 9th grade class), and a third year of math that builds upon Algebra I and geometry and prepares students for college and 21st century careers (effective with the 2012-2013 9th grade class);
- Science – 15 credits in science, including at least five credits in laboratory biology/life science or the content equivalent effective with the 2008-2009 grade nine class, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, and one additional laboratory/inquiry-based science course effective with 2010-2011 grade nine class;
- Social Studies – 15 credits including U.S. and world histories, integrated civics, economics, geography and global content;
- Economics – 2.5 credits in financial, economic, business and entrepreneurial literacy (effective with the 2010-2011 9th grade class); and
- One credit year of World Languages, with a second year recommended for those who wish to attend a four-year college
- One credit year of Visual and Performing Arts
- One credit year of physical education (including one marking period of health/safety plus 10 hours of drug and alcohol education) for each year of enrollment
- One credit year of Practical Arts
- Students may be placed in particular core courses or Saturday programs which are designed to address weaknesses in Language Arts and/or Mathematics or for students who have scored below grade level on District or State Assessments will be required.
- Placement in Graduation Portfolio classes in the morning, afternoon or on Saturday may be required for those seniors who have not met the updated State Graduation Requirements. Failure to complete these classes successfully will prevent the student from graduating from Memorial unless he/she meets the testing requirement during senior year.
- Career Education, Family Life Education, Lessons on the Holocaust, and Lessons on African-American history will be provided across the curriculum
Technology will be infused across the curriculum.

3. Successful course completion is based upon mastering the Core Curriculum Content Standards as required by the State of New Jersey and proficiencies enumerated for each course in each discipline

4. Students must take final exams in all courses unless exempt.

School policy states that an exemption is based on maintaining an A- average for all four marking periods. If a student does not take the final exam, the student will fail the course for the year.

Only seniors are eligible for exemptions.

ADVANCED PLACEMENT COURSES (AP Courses) Memorial High School offers nine different Advanced Placement Courses (AP Courses). Each AP Course offers a rigorous and comprehensive curriculum which resembles college level work and provides a solid foundation for the first year of college. As a requirement of the AP Course(s), all students must take the respective AP test(s). Achieving a passing test score may result in the student receiving college credit. However, any student not taking the AP test will not only fail to receive college credit, but will also receive a failing grade for the course (unless medically excused with a doctor’s note or a mandatory court appearance).

- ADVANCED PLACEMENT LITERATURE AND COMPOSITION
- ADVANCED PLACEMENT LANGUAGE AND COMPOSITION
- ADVANCED PLACEMENT CALCULUS AB
- ADVANCED PLACEMENT CHEMISTRY
- ADVANCED PLACEMENT BIOLOGY
- ADVANCED PLACEMENT UNITED STATES HISTORY
- ADVANCED PLACEMENT SPANISH LANGUAGE
- ADVANCED PLACEMENT SPANISH LITERATURE
- ADVANCED PLACEMENT FRENCH LANGUAGE
- ADVANCED PLACEMENT ITALIAN LANGUAGE & CULTURE

MAKE-UP WORK

Students, who are absent for any reason, will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. All makeup work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. A day’s absence does not excuse a student from the responsibility for all recitations on the day of his/her return.

It is the student’s responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain makeup work is no excuse for not doing missed work. If a student will be absent for a prolonged period of time, his/her parent or guardian must contact the student’s guidance counselor to request his/her assignments for each course.

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day.

A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make progress.

STUDY HALLS

Each student in the study hall must have something with which to occupy himself/herself for study purposes. Study hall teachers may issue passes to the office, counselor’s
office, and the library only, and to the lavatories in emergency cases. Students desiring to see a teacher, other than their study hall teacher, must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Study halls will be held in the cafeteria or other locations noted on the student(s) schedules. Attendance will be taken. Students must be in assigned seats.

**PAWS APPLAUSE**

No act of kindness should go unnoticed. Nothing motivates students and staff members like recognizing their outstanding positive behavior and efforts. From time to time, our students and staff members do wonderfully positive things like return a lost wallet with all of its contents intact; help someone in need, etc… The “Paws Applause” program will allow students and staff members to recognize positive, outstanding student and staff member behavior immediately and personally. Every month students and staff members that have been selected for “Paws Applause” will have their names posted on a bulletin board outside of the main office.

If you would like to nominate a student or staff members for ”Paws Applause,” simply fill out the form below. A copy of your comments will be forwarded to the student or staff member you wish to recognize. At the end of each month, each student or staff member nominated will receive a “Paws Applause” certificate and one student will be selected as the ”Student of the Month” based on a random drawing from all submitted forms. The winner will receive a certificate and a surprise gift.

**ATTENDANCE POLICY**

Good class attendance is essential if the maximum benefits of a thorough and efficient education are to be realized. The interactions of teachers with students and students with peers as well as participation in group discussions are activities that are a vital part of the classroom experience and cannot be “made up” at a later date. Regular attendance is vital, and anything that interferes with regular attendance and participation detracts from the maximum educational benefits available to the students. (Medical notes must be turned into the nurse’s office within ten (10) days of said absence or will not be accepted.)

The Board of Education neither condones nor permits absences from school for any reason not specified in the law, and course credit may not be issued if the student attendance requirement is not met.

The Board of Education, in order to encourage good attendance, has set an absentee policy that permits only 15 days absent from school or class for a full year course and 8 days absent from school or class for a semester course. The parent or guardian of a student who is absent from school for any reason must report the absence between 7:30 a.m. 9:00 a.m. on the day of the absence. Those absences that are not reported by the parent or guardian by 9:00 a.m. on the day of the absence will be considered truancy and will be referred to the administration. Parents and guardians should report the student’s absence by calling – 201-553-4110.

If no phone call is received, the parent or guardian will be notified by phone after 9:30 a.m. that their son/daughter is truant from school.

Excessive absences may lead to one or more of the following: parent conference with school administration, academic failure or loss of credit due to missed class time, and/or court appearance(s). Good attendance is critical in order to succeed in school. Teachers may request parental conferences on their own or in collaboration with the guidance counselor and/or assistant principal.

Credit may be withheld and/or summer school required making up for chronic absenteeism at the discretion of the administration. Truancy may lead to the administration pursuing legal action if warranted. Chronic absenteeism could also result in ineligibility for extracurricular activities, athletic events and school functions such as graduation, sporting games, field trips, proms, dances, clubs, pep rallies, etc.
When a student is absent for medical reasons, a doctor’s note must be submitted to the school nurse within 10 days of return to school so that proper documentation is kept and recorded in a timely fashion.

EXCUSED ABSENCES

The following are reasons for necessary absences and are excluded in the 15 maximum:
1. Professional note (i.e. doctor, dentist, lawyer, etc…)
2. Death in family (upon the discretion of the administration)
3. Religious holiday, as prescribed by state law and verified by a parental note
4. Court summons (legal papers must be submitted in advance to the assistant principal)
5. NJ state drivers’ road test (written form showing time and date of test must be submitted in advance to the assistant principal)
6. Dated letter from a college verifying a visitation.

DAYS MISSED DUE TO FAMILY VACATIONS DO NOT QUALIFY AS EXCUSED ABSENCES.
Students are reminded that:
1. PM absences are considered cuts unless approved by an administrator.
2. Dental and medical appointments are to be scheduled AFTER school hours.

CUTS

The unauthorized absence of a pupil from any scheduled class or study hall during a day in which the pupil is legally present in school shall be defined as a cut of such class or study. Academic penalties may be imposed at the discretion of the class teacher.

The following disciplinary action may be imposed by the Assistant Principals:
1st cut—One p.m. detention
2nd cut— One Saturday Detention
3rd cut and subsequent cuts—One day out of school suspension
6th cut---Dropped from class and loss of credit/ Suspension of extra curricular activities

* Loss of credit applies to 6-cuts compiled in each individual course. Total cuts in all courses will result in Saturday Detention (SD) for each cut after the second and may result in Out-of School Suspension (OSS) upon the administrator’s discretion.

LATE/TARDY POLICY

LATE TO SCHOOL
Students must be in their Advocacy (homeroom) period at 7:41 a.m. Late to the advocacy period is considered late to school and will be recorded as such by the advocacy period teacher during the advocacy timeframe. If a student arrives late to school, he or she must sign in at the front lobby or report to the Attendance Office on the first floor of the main building before proceeding to classes. A late slip will be issued and should be shown to his/her class teacher.

Students missing class (es) due to tardiness shall receive a zero for quizzes, tests and/or assignments missed. A student may not come to school for a single class or take a test and then leave. Violation of this rule will result in a zero for that class assignment on that day.

LATE TO CLASS
If a student is late to class, the Class Teacher may assign detention in the auditorium on the same day at 2:30 pm. A student shall receive a separate afternoon detention for each class late in a school day. If a student is late to class 3 or more times in a school day, that student may be placed in the Saturday Detention (SD) program. After the 3rd cumulative late to the same class, a parent conference will be scheduled with the appropriate administrator to discuss the reasons for lateness and to develop corrective action plan. After the 5th cumulative late to the same class, the student may be placed in SD and a parent conference will be scheduled with the appropriate administrator to discuss the reasons for lateness and to develop corrective action plan.

EXCESSIVE SCHOOL POLICY VIOLATIONS
Any student that excessively violates school policy will face disciplinary action in an attempt to remedy the situation. The following school policy violations may result in these consequences:

Excessive ID violations, Late to Class, School Uniform and/or cuts (not in the same class)

DETENTION
All detentions are in the cafeteria at 2:30 p.m. There is NO TALKING during detention and students are required to bring schoolwork. The duration of detention is one hour.

A missed detention will result in two additional makeup detentions. A missed makeup detention will result in one Saturday Detention (SD). Detention shall be assigned for the following:

**Afternoon Detention**
Late to school, Cutting classes ,Late to class, Violation of school ID policy, Other minor school policy infractions

SATURDAY DETENTION
A student may be assigned to the Saturday Detention (SD) program for committing an infraction of the school regulations or for repeated misbehavior. This assignment will be on Saturdays from 8:00 a.m. to 11:00 a.m. Release from SD is contingent upon satisfactory completion of assignments and may require a parental/guardian conference with the administration. A student may also be assigned to Extended Saturday Detention for repeated misbehavior upon the discretion of the administration.

Infractions resulting in placement in Saturday Detention may include, but are not limited to, the following:
Insubordination, Excessive Cuts ,Vandalism, Theft, Fighting , Forgery, Violation of dress code, Repeated offenses of school rules, Disrespect, Missing makeup detention, Not signing in late to school, Refusal to surrender beepers, Disruptive behavior, Radios, Incomplete or unsatisfactory completion of SD assignments, Use of foul or inappropriate language

A student may be recommended for out-of-school suspension for violation of school rules and/or policies. Continual violation of school rules and/or policies could result in a student being recommended to the Board of Education for possible expulsion.

SATURDAY DETENTION REGULATIONS

1) You must report at 8AM in **Full Uniform** (pants and polo shirt) and have your ID.

2) If you are not in full uniform, you will be sent home and assigned **2 Saturday Detentions**.
3) You are not allowed to bring iPods or any other electronic devices. Any such devices will be confiscated and returned ONLY to the parent/guardian.

4) If you bring a cell phone, it must NOT BE VISIBLE AND MUST BE OFF, OR IT WILL BE CONFISCATED.

5) No Talking or any other kind of communication between students is allowed.

6) No food or drink is allowed in the auditorium or other detention site.

7) *** Any student removed from Saturday Detention for not following the rules will be given 3 DAYS OUT OF SCHOOL SUSPENSION.

8) Only a DOCTOR’S NOTE will be accepted for a missed Saturday Detention.

9) A Missed Saturday Detention will result in two Make-up Saturday Detention Assignments.

10) Missing any of the two assigned Saturday Detentions may result in three Out-of-School Suspension + parent conference.

**TRUANCY**
Truancy is defined as absence from school without parent’s or guardian’s knowledge. Any student who is found to be truant may face disciplinary action and not return to school unless accompanied by his/her parent or guardian.

**FIELD TRIP ELIGIBILITY**
Any student who is participating in a school field trip must have a permission slip completed with the necessary information including a parental/guardian signature. This must be returned to the faculty advisor prior to the trip.

Students should be aware that they might be denied the privilege of participating in a field trip if they have excessive absences from a class. The final decision rests with the administration.

No field trips will take place after May 15 without approval of the Principal.

**PARENTAL RESPONSIBILITIES**
The Board of Education believes that the ultimate responsibility for a student’s behavior rests with his/her parent(s)/guardian(s). Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures. The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this cooperative effort will be apparent to the child. Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold: parental/guardian conferences, guidance conferences, or conferences with the court, and the right to request schedule changes.

**STUDENT RIGHTS AND RESPONSIBILITIES**
As students, you have a fundamental right to a free public education. You have a corresponding responsibility to join with other members of your school community in respecting the rights and responsibilities of others in that community.

The West New York Board of Education has a Student Code of Conduct Handbook that is available to you. Acceptable behavior is largely a matter of respect for others combined with good common sense. Since the purpose of attending school is to get an education, anything that interferes with this objective is
clearly unacceptable. The following specifics are presented to serve as a guide to acceptable behavior:

- Attend all scheduled classes.
- Arrive at school on time (unexcused tardiness may be considered cutting).
- Arrive at school in appropriate attire. (See specific dress code regulations).
- Animals and pets not allowed in school.
- No skateboarding or in-line skates allowed on school property.
- Overt displays of affection are not appropriate for the educational environment.
- School personnel will not tolerate foul or abusive language or personal threats. Such actions will lead to appropriate disciplinary action.
- Students must follow the directions and requests of their teachers and supervisors.
  - All students must follow the proper hall pass procedures.
- Students and their parents will be held financially accountable for any school property defaced or destroyed or not returned.
- Card playing is not permitted.
- Wear shoes at all times.
- No food or drink is permitted outside of the Cafeterias. Lunches are to be eaten in the Cafeterias unless special arrangements have been made with the Administration.
- Do not throw snowballs or other foreign objects on school grounds.
- If a student has a question or if an unusual situation arises not specifically defined in the student handbook, inquiries should be made at the office of his/her Assistant Principal.

**AFFIRMATIVE ACTION/HARASSMENT**

The Board does not tolerate and expressly prohibits any form of harassment based on race, religion, color, national origin, ancestry, age, gender, marital status, domestic partnership status, political affiliation, liability for service in the United States Armed Forces, status as a Vietnam-era or special-disabled veteran, atypical hereditary cellular or blood trait, affectional or sexual orientation, physical or mental disability or handicap, genetic information or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Board.

All Board officials, executives, appointees, managers, supervisors, employees, volunteers, consultants, outside contractors and pupils alike must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including discharge or, in the event non-employees are found to be at fault, other appropriate action.

The Board having a policy for the prevention of sexual harassment, the following is the procedure for employees, pupils, outside contractors and members of the public for filing a charge of harassment, including but not limited to race, religion, color, national origin, ancestry, age, gender, marital status, domestic partnership status, political affiliation, liability for service in the United States Armed Forces, status as a Vietnam-era or special-disabled veteran, atypical hereditary cellular or blood trait, affectional or sexual orientation, physical or mental disability or handicap, genetic information or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Board.

**Grievance Procedure**

1. Complainant shall notify his immediate supervisor of the complaint. If the immediate supervisor is unavailable or the target of the complaint, the Complainant shall notify the next immediate supervisor, the District’s Affirmative Action Officer, an Assistant Superintendent or the Superintendent. In the event that the Complainant is a pupil, the pupil should speak to his/her teacher, the building principal or his/her parent or guardian who shall inform the Superintendent of the complaint.

2. The Complainant shall be directed to the District’s Affirmative Action Officer who shall conduct a full investigation of the complaint. If the District’s Affirmative Action Officer is the target of the complaint, then the matter shall be directed to the Superintendent who will
either conduct the investigation or designate someone other than the Affirmative Action Officer to conduct the investigation.

3. The Complainant shall complete as specifically as possible the “Complaint Form” and sign and date the form which will be held confidential.

4. The Affirmative Action Officer shall analyze the “Complaint Form”. The Affirmative Action Officer shall interview the Complainant in a timely manner.

5. The Affirmative Action Officer shall interview any witnesses identified by the Complainant. All witnesses shall complete the “Witness Statement Form”. The Affirmative Action Officer shall instruct the witnesses not to speak to anyone regarding the complaint.

6. The Affirmative Action Officer shall inform the target of the complaint that a complaint was filed. The target shall be informed prior to this meeting that the target may bring a union or legal representative with them. The Affirmative Action Officer shall interview the target. The target is not permitted to review the complaint. The Affirmative Action Officer shall instruct the target not to speak to anyone regarding the complaint. The target is prohibited from retaliating against the Complainant.

7. The Affirmative Action Officer shall interview any witnesses identified by the target. All witnesses shall complete the “Witness Statement Form”. The Affirmative Action Officer shall instruct the witnesses not to speak to anyone regarding the complaint. The target is prohibited from retaliating against the Complainant.

8. The Affirmative Action Officer shall complete the investigation in a timely manner. The Affirmative Action Officer shall verbally inform the Complainant and target of the conclusion of the investigation and the results.

9. The Affirmative Action Officer shall submit a written report to the Superintendent or his designee. The Superintendent shall take action accordingly.

All complaints, investigations and results of investigations are considered to be confidential. Any breach of these procedures may lead to disciplinary action or, in the case of outside contractors, other appropriate action.

**Remedial Action**

If the District determines that the target is guilty of harassing the Complainant, appropriate disciplinary action will be taken against the offending employee, including the following:

1. Referral to counseling
2. Verbal warning
3. Written warning
4. Reassignment
5. Suspensión
6. Termination and/or
7. Referral to the criminal justice system for possible prosecution

**Retaliation**
It is a violation of this policy for any anyone to take reprisals against any person because she/he has filed a complaint, testified or assisted in any proceeding under this policy. Threats, other forms of intimidation, and/or retaliation against the complainant or any other party based on involvement in the complaint process may be cause for disciplinary action, including termination. However, if, after investigating any complaint of harassment, the District determines that the complaint is not bona fide, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or provided the false information.

**Constitutional Rights of Freedom of Speech**
Nothing in these policies is intended to infringe upon anyone’s right to express themselves as guaranteed by the Constitution of the United States or the State of New Jersey. For questions or assistance, contact:

**Affirmative Action Officer**
Robert Sanchez
West New York Board of Education
HAZING

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, organization, or group that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources; however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district’s Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, pupils, parents and interested community members on the district’s Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

This Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to this Policy.


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DEPARTMENT OF SPECIAL SERVICES
1-201-553-4000

What are my rights as a student who is eligible for special education services? All classified students with disabilities have certain rights based on Federal and State Laws. You have a right to:

- A free appropriate public education through age 21 or high school graduation, whichever comes first.
- Have transition services included in your Individualized Education Program (IEP) beginning at age 14. Transition services are activities/strategies that prepare you for a successful adult life.
- Attend and participate in your entire IEP meeting beginning at age 14, or younger if transition services are being discussed.
- Be informed on or before your 15th birthday that all parental rights under New Jersey special education law will transfer from your parents to you when you reach age 18.
- Be educated with students without disabilities to the maximum extent appropriate.

If you need more information or have a problem asserting any of these rights, first speak to your teacher, school case manager, school counselor and parent. If you need additional assistance you can request a meeting with the Beverly Lazzara, Director of Special Services.

You also have a right to get help in preparing for, obtaining and keeping a job after exiting from high school (regardless of the severity of your disability). Eligible students can apply for services through the Division of Vocational Rehabilitation Services (DVRS) up to two full year’s prior leaving high school. For most students, the application should be submitted in the spring of your junior year. You can submit an application to DVRS online at [www.nj.gov/labor/dvrs/vrsrefer.html](http://www.nj.gov/labor/dvrs/vrsrefer.html) or by submitting a one page written application to the local DVRS office. You can also ask your case manager or transition specialist for an application. After you submit an application, a local DVRS counselor should contact you and schedule an intake interview within 14 days from the date DVRS received your application.

If you have a problem with applying for or receiving DVRS services, ask to speak with a DVRS supervisor or office manager. If you need further assistance, contact the Client Assistant Program at 1-800-922-7233.

SECTION 504 OF THE REHABILITATION ACT OF 1973

What is Section 504? Section 504 of the Rehabilitation Act of 1973 is Congress’s directive to schools receiving any federal funding to eliminate discrimination based on disability from all aspects of school operation. Section 504 is a civil rights statute and not a special education statute. Therefore, it is the responsibility of the general education staff and administration to implement those practices and procedures necessary for a school to fulfill this law’s requirements. School districts receive no additional funding to implement Section 504 accommodations.

What criteria are used to determine 504 eligibility? Like other students, those students with a 504 eligible disability are entitled to a free appropriate public education. An appropriate education for a student with a Section 504 plan may include the provision of specific accommodations and related services (e.g., counseling) in order to meet the needs of the student. Section 504 focuses on assuring access to educational services and the learning process that is equal to that given students who do not have disabilities.
For a student to qualify for Section 504 plan the student must meet three criteria. The three criteria are
(1) A mental or physical impairment (or has a record of an impairment or is regarded as having an
impairment), (2) which substantially limits, (3) one or more major life activities. It is important
to understand that all three criteria must apply to a student before that student is eligible for Section 504
protection. In addition, this disability must be why the student cannot equally access or receive benefit
from the school’s programs and services.

Who is MHS Section 504 Coordinator? The Section 504 Coordinators for Memorial High School are Tara Giacumbo and Harold Schroeder.

The responsibilities of the high school coordinator are as follows:
1. Review annually the 504 Plans of students attending the high school with the 504 Team which
   includes the student and parents
2. Met with parents and/or adult students who have disabilities who feel that the student may be
   eligible for services under Section 504.

SECTION 504 COORDINATOR

Who is the District Coordinator? The District Section 504 Coordinator for the West New York
Board of Education is Beverly Lazzara, Director of Special Services. She may be reached at 201-553-4000.

The responsibilities of the district coordinator are as follows:

1. Monitor the 504 Plans throughout the district;
2. Track the number of the students with disabilities who have a 504 Plan;
3. Serve as a mediator in 504 disputes after attempts have been made to resolve disagreements with the school-based 504
team; and
4. Obtain and impart up-to-date 504 information to the building principals, the Superintendent of
   Schools and the West New York Board of Education

The Director of Special Services is also the Coordinator of the Americans with Disabilities Act
(ADA). The ADA protects students with disabilities from being denied access (e.g. due to physical
barriers) to educational, co-curricular and extracurricular programs. The West New York Board of
Education asks that all parent(s)/guardian(s) of students with disabilities to notify the Board with any
concerns.

Information Regarding Section 504 of the Rehabilitation Act of 1973

Section (§) 504 is an Act which prohibits discrimination against
individuals with a disability in any program receiving federal financial assistance. The Act defines a
person with a disability as anyone who:
1. Has a mental or physical impairment which substantially limits one or more major life
   activities (e.g., caring for one’s self, performing manual tasks, walking, seeing, hearing,
   speaking, breathing, learning, working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under §504, the West New York School District recognizes a responsibility
to avoid discrimination in policies and practices regarding its personnel and students. No discrimination
against any person solely due to his/her disability will knowingly be permitted in any of the programs and
practices in the West New York School District.

The West New York School District has specific responsibilities under the Act, which include the
responsibility to identify, evaluate, and if the student is determined to be eligible under §504, to afford
access to the appropriate educational services. If the parent/guardian disagrees with the determination
made by the professional faculty/staff of the West New York School District, he/she has the right to a
hearing with an impartial hearing officer.
The Family Educational Rights and Privacy Act (FERPA) allows parents/guardians and students over 18 years of age certain rights related to the student’s educational records. This Act gives the parent/guardian the right to: 1) Inspect and review his/her child’s educational records within 45 days of the day the school receives the request for access; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact:
Ms. Beverly Lazzara, §504 Officer
for the West New York School District
Phone: (201) 553-4000, Ext. 30604
E-mail: blazzara@wnyschools.net

Mailing Address:  
Office Location:
Board of Education  
Memorial High School
6028 Broadway  
5501 Park Avenue
West New York, NJ 07093  
West New York, NJ 07093

INTERVENTION AND REFERRAL SERVICES

WHAT IS THE I&RS?
In accordance with 6A:16 subchapter 8, MHS has established an Intervention and Referral Services Committee (I&RS). The philosophy of the I&RS committee is to work collaboratively with the educational staff to assist general education students who are experiencing learning, behavioral, or health difficulties. The I&RS committee is made up of the following specially trained members of the staff:

- Teachers
- A Child Study Team member
- A nurse
- A guidance counselor
- The Student Assistant Coordinator
- A building administrator

* When a teacher refers a student, he/she will be asked to become a member for that particular case.

HOW DOES THE REFERRAL PROCESS WORK?
After a teacher has attempted to manage the problem by contacting the parent and enlisting the help of the student’s guidance counselor, the teacher may seek the assistance of the I&RS committee by completing an initial referral form. Upon receipt of the form committee will take the following steps:

1. An I&RS committee member will gather information on grades, history, previous interventions, etc.
2. The parent will be contacted for additional information and will be invited to become part of the process.
3. The referring teacher becomes an active participant of the I&RS committee for the case referred.
4. The I&RS committee meets with the parent and student to create a service plan which provides for appropriate school or community interventions or referral(s) to school and/or community resources to achieve desired outcomes. The I&RS committee also provides support, guidance, and professional development to the school staff person who identified and referred the student.
5. The staff of the general education program shall maintain written documentation, including data setting forth the type of interventions utilized, the frequency, and duration of each intervention.
and the effectiveness of each intervention. [N.J.A.C. 6A-14-3.3(c)]

6. The I&RS committee will monitor case.

WHAT ROLES DO PARENTS PLAY?
- Parents may refer their son or daughter to the I&RS committee.
- Parents are contacted so that they may take part in designing and implementing the service plan.

PLAGIARISM

Plagiarism is presenting someone else’s words, ideas, or data as your own work. This covers unpublished as well as published sources. The following are all examples of plagiarism:

1. Quoting or paraphrasing material without citing the source of that material. Sources can include websites, magazines, newspapers, textbooks, journals, TV and radio programs, movies and videos, photographs, and drawings, charts and graphs; any other information or ideas that are not your own.
2. Quoting a source without using quotation marks – even if you do cite it.
3. Buying a paper online or downloading a paper from a free site.
4. Copying or using work done by another teacher.
5. Citing sources you didn’t use.
6. Turning in the same paper for more than one class without the permission of both teachers.
7. Copying another student’s written test answer.

HOW TO AVOID PLAGIARISM IN YOUR WRITING

Some ways to avoid plagiarism are to take careful note, write quotations exactly as they appear and enclose in quotation marks, use different ink for each type of source, list all source information (e.g., quotes, paraphrased passage, summarized idea, etc.) into your bibliography, and print any web pages you are using.

Cheating and plagiarism are not tolerated at Memorial High School. Any student proved guilty of such activity will automatically receive a failing grade for the specific item on which the cheating or plagiarism occurred.

WORKING PAPERS

New Jersey law requires employment certificates or special permits for the employment of any minor up to the age of 18. The only exception is for work in agricultural occupations for which a special permit is required only up to the age of 16.

After receiving a promise of employment for the first time a student will need to obtain “working papers” from Memorial High School. The working papers have several sections that need to be completed by different people.

1. A Promise of Employment - completed by person or company that has agreed to hire you. This section must be completed before any of the forms can be processed.
2. School Record – completed by Guidance Department when accompanied by birth or baptismal papers.
3. Health Certificate – completed by designated physician or family doctor to verify that you are healthy and able to work.
4. Proof of Age – in order of preference a. Birth certificate or transcript
   b. Baptismal certificate or transcript
   c. Bible, passport, immigration card, provided such proof has been in effect for at least one year prior to date it is offered as evidence.
Once your first “working papers” have been approved by the NJ Department of Labor a new Promise of Employment is only required for each time a change in jobs occur, until the age of 18. At this time your employer may request an age certificate which can be obtained from the issuing officer at the high school.

General Employment – this includes mercantile establishments, offices, gas stations, restaurants, hotel jobs, counselor at camps, life guards 14-16 years of age, outside of school hours. Minors under 16 years old may not be employed during the hours they are required to attend school. Minors who are 16 and 17 years old may not work more than 8 hours a day, 40 hours a week, more than 6 consecutive days, and before 6 a.m. or after 11 p.m. except during school vacation season, and on days not preceding a school day, students may work until midnight.

Employers have to post a schedule for each minor, showing work day beginning and ending times and any scheduled meal periods.

ACCEPTABLE USE OF COMPUTER POLICY

This is a summary of the District’s acceptable use of computer network and computer resources policy. The District requires all pupils and their parent(s) or legal guardian(s) to review the entire policy which is posted on the District’s web site and is available from any school principal.

The Board of Education recognizes that as telecommunications and other new technologies shift, the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes.

While the Board provides access to computer network/computers for educational purposes only, it retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. Prior to a pupil accessing any District computer, the Board requires each student to have a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board has adopted standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. These standards are fully stated in Policy and Regulation 2361.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children’s Internet Protection Act. Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Violations of Policy 2361 include but are not limited to suspension or revocation of computer privileges, suspension or expulsion from school or prosecution by authorities.
HARASSMENT, INTIMIDATION, AND BULLYING

The West New York Board of Education believes that a safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Memorial High School prohibits acts of harassment, intimidation and bullying.

“Harassment, intimidation and bullying” means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:
- Is motivated 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
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damage the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or, substantial interference with, the orderly operation of the school.

Violation of this policy will result in disciplinary action that may include suspension and/or a board hearing.

MARRIED/PREGNANT PUPILS

No pupil, whether married or unmarried, who is otherwise eligible to attend the district’s school shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board reserves the right to require, as a prerequisite for attendance in the regular classes of the school and the extracurricular program of the school, that each pregnant pupil submit to periodic medical examination by a physician at the intervals prescribed by that physician.

Pregnant pupils shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother’s physician. The physician’s approval of this continued attendance must be on file at the school.

A pregnant pupil who does not wish to attend regular classes or who is physically unable to do so during her pregnancy may, on her request, as confirmed by attending physician, be assigned to an alternate educational program which may include home instruction.

A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

Voter Registration Information

The right to vote is afforded to every citizen of the United States of America. The New Jersey Department of Education mandates that the board of education of each school district provide voter registration information to their eligible high school students. N.J.S.A. 18A:36-27 states that districts must provide a voter registration form, a summary of voter registration eligibility requirements, and materials describing the role of a citizen and the importance of voting to high school students prior to the graduation date for each school year.
Being a citizen means you have the right to work in the country where you live and the ability to participate in political activity. If you were born in the United States, you are a U.S. citizen. If your parents are U.S. citizens, but you were born in another country, you are also a U.S. citizen. Citizens have certain freedoms and rights of the country in which they were born like the right to vote and run for a political office. Citizens pay taxes and defend their country in times of peace and war.

Voting is important to all citizens. If you want to make a difference in the world and have your voice count, you must vote. In order to exercise your right to vote you must be registered. High school students who are at least 18 years old can register to vote. Once you are a registered voter, you can vote in state and local elections.

Students can still register at the Hudson County Board of Elections office where you will need to show a photo ID and proof of address for the next election. You can also register at the local Division of Motor Vehicles or the public library. If you are not a registered voter, you can do it at any time. Just click on the links below to fill out your voter registration form online and read the voter’s bill of rights. The registration form must be printed out and mailed, or hand delivered to a local voter registration facility near you. If you have questions, you can contact the Hudson County Superintendent of Elections at 201-369-7740 or 1-877-NJ-VOTER (1-877-658-6836).

You are important. Your vote is important. Register today! Voter Registration Information
http://nj.gov/state/elections/voting-information.html

New Jersey Voter Registration Application-English

New Jersey Voter Registration Application-Spanish

NJ Voters’ Bill of Rights - English
http://www.state.nj.us/counties/mercer/commissions/pdfs/boe_billofrig.hts.pdf

NJ Voters’ Bill of Rights – Spanish

Hudson County Board of Elections at 201 369-3435 http:
www.hudsoncountyclerk.org/elections
Hudson County Clerk’s Office
Division of Elections
Hudson County Plaza
257 Cornelison Avenue
Jersey City, New Jersey 07302

Metal Detectors

The West New York Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities. For more information regarding the use of metal detectors, please read District Policy 7444- Use of Metal Detectors which is posted in its entirety on the District’s Website.

WeTip, Inc. Anonymous Crime Reporting Hotline

WeTip provides anonymous crime and incident reporting hotline to students and their families. WeTip’s hotline is a solution for people to get involved in establishing safer schools and communities. Students are often afraid to report crime information because they fear reprisal from the person they are reporting. WeTip gives students and their families an opportunity to give information without fear.
When someone calls the WeTip hotline, the first words they will hear from the operator will be, “This is the WeTip crime line, please do not give your name.” The operator will then ask a series of questions, designed by law enforcement, to obtain the maximum amount of information about the reported crime. Information is then immediately relayed to the appropriate police, fire, and sheriff’s agencies.

The WeTip School Safety Program is a unique nationwide program designed to provide a way for students and staff to give information anonymously regarding school crime. WeTip created the School Safety Program in 1972 to provide a way for anyone to give information on threats, drug trafficking and criminal activity in their schools and neighborhoods, anonymously. For more information, visit www.wetip.com.

Pupil Supervision After School Dismissal--District Policy 8601

Any parent(s) or legal guardian(s) of a student in grades Pre-K through twelve may request the school or program not release the student to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) may designate up to three escorts. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program; upon request to the Principal, or designee, or the program administrator; on the school or school district website; and to parent(s) or legal guardian(s) in the beginning of the school year.

All parents or legal guardians must complete the Request Form and return the form to the school along with the student acknowledgement that this Student Handbook was received.

District Policy 8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL is posted on the District website in its entirety for review.
Memorial Fight Song

“On Memorial”

On Memorial, On Memorial Make our dreams come true Let our spirits fill the air with victory for you Rah! Rah! Rah! On Memorial, On Memorial show them what we mean Fight onto victory and reign supreme!
MEMORIAL HIGH SCHOOL STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2017-2018

Please complete form and return to your Homeroom teacher

Student Name: ________________________________

ID Number __________

Student Homeroom ________________

Our signatures indicate that we have read and understand the 2017-2018 Student Handbook. We accessed the handbook online (http://bit.ly/MHSHandbook17-18) or a printed version was obtained.

Student Signature ___________________________________________ Date

Parent/Guardian Signature _____________________________________ Date
# West New York Board of Education
## District School Calendar 2017 - 2018

### September 16 Days

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- **September:**
  - 6-7 Professional Development Days
  - 8 Schools Open-One Session Day (students only)

### October 21 Days

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- **October:**
  - 9 Columbus Day

### November 17 Days

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- **November:**
  - 7 One Session
  - 8 Veterans Day (Observed)
  - 9-10 Teachers Convention
  - 23-24 Thanksgiving Recess

### December 16 Days

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- **December:**
  - 20 One Session
  - 25-29 Winter Recess

### January 21 Days

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- **January:**
  - 1 New Year’s Day
  - 15 Martin Luther King Day

### February 18 Days

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- **February:**
  - 16 Lincoln’s Birthday
  - 19 President’s Day (Observed)

### March 21 Days

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- **March:**
  - 29 One Session
  - 30 Good Friday

### April 16 Days

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- **April:**
  - 2-6 Spring Recess
  - 9-30 DLMI
  - 16-30 PARCC Administration

### May 22 Days

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- **May:**
  - 1-25 PARCC Administration
  - 1-25 DLMI
  - 25 Teacher Appreciation Day
  - 28 Memorial Day

### June 15 Days

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- **June:**
  - 21 Last Day for All (tentative)

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**Days 1st Semester - 91**

- School Closed
- Testing Dates
- One Session Day Staff & Students
- One Session (Students only)
- Prof. Dev. Day (No Students)
- Indecent Weather

***(Professional Learning Seminar/Faculty Meeting)

**Days 2nd Semester - 92**

- School Closed
- Testing Dates
- One Session Day Staff & Students
- One Session (Students only)
- Prof. Dev. Day (No Students)
- Indecent Weather

** If additional attendance days are not required, May 25th, 24th, and 29th may be added as school closing days, respectively.

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*Vacations are subject to change due to inclement weather or other unforeseen circumstances. If attendance days need to be added they may be taken from Spring Recess, April 6th, 5th, and 4th respectively.*

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