

*Kinnelon, New Jersey*

*September 2008*

*Dear Students of Kinnelon High School,*

*Welcome to the 2008-2009 school year. Hopefully you are beginning the year well-rested and prepared to devote your time and energy to having a successful year. This year we are opening a new wing that includes a state of the art media center, two science labs, band and art rooms as well as a number of large and small group instructional classrooms. This addition allows us to provide you with new electives as well as more personal attention because of lower class sizes.*

*The classes of 2008 and 2009 made sacrifices over the past few years so that you and all who follow you would benefit from this building, the new parking area, and the additional services we will offer. The new wing is the most visible sign of the heritage left to you by the KHS alumni and the support of the entire community of Kinnelon. Our tradition, to which we hope you will contribute, has recently been strengthened by a number of AP, National Merit, and Garden State scholars, a state hockey championship, numerous conference championships and also several individual state and sectional championships. Our students were recognized for their achievements in scientific research, technical/ literary and performing arts. One example is Chelsea Carlson, whose work was chosen for the cover design of this book. The Class of 2008 was awarded over five million dollars in scholarships and recent alumni are now attending such prestigious universities as Harvard, Yale, Cornell, Columbia, and Duke. In addition, we have an increasing number of athletes graduating to compete at the collegiate level.*

*One of the most important additions to our school's tradition this year is the Honor Code. Please join us in using it to help both you and our entire school community to aspire to a higher level of excellence. As we progress through the year, we will be discussing not just achieving success, but reaching it in an honorable way. We will also emphasize the importance of observing pledges to teams and honor societies in a serious manner.*

*The 2008-2009 school year promises to be an exciting time in our school's history and I hope that at its end you can say that it was the same for you. This year our school theme, which we hope you find appropriate for the opening of our new wing is:*

*KHS : Built with bricks of tradition and mortar of honor.  
Opening new doors to more opportunities.*

*I look forward to working together to bring Kinnelon High School to another level of success and remind you that I am here to assist you in any way that I can. I wish you much success during the coming year.*

*Sincerely,*

*Dr. Wayne Merckling Principal*

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Dear Students,

The 2008-2009 school year is a time of growth at Kinnelon High School. As our school and community grow so shall we. It is a time to build upon the past, personally and together as a High School. To do this we must use the vast resources that Kinnelon High School has to offer to better not only ourselves but our community. We must join and, with equal passion, support the clubs and sports programs of Kinnelon High School. We must do this because no club or team can ever be successful without the support of the school as a whole.

Take this year as an opportunity to grow as a student. Immerse yourself in the work presented to you by your teachers because you never know what source of passion you may find in a piece of literature or a chemical equation. No matter how tedious and tiring this may be, it will always pay off. It is important to ask teachers the tough questions and to not simply be a passenger during your journey as a student. By engaging yourself in this manner you will improve the class for not only yourself but your peers.

Underclassmen, this is truly the beginning of your future; it is time to prepare yourself. This means creating good habits in and out of the classroom. More importantly, it is a time to create lasting memories. Spend time with your friends and loved ones because these four years go by quicker than you can imagine. Do not waste this time because you will never get it back. Use your remaining time at KHS to grow as individuals. To grow as students and people it is necessary to strive to be better than your elders, not simply match their accomplishments.

Class of 2009, we made it! It has been a long, sometimes bumpy, but always fun ride. We have created an identity for ourselves and we must use this last year at KHS to show everyone how special we really are. Senior year is in my opinion, the most important year of high school. It is our last chance to develop before we step into "the real world". We must take this very seriously. Use our remaining time at KHS to strengthen relationships and to create new ones to take into the future.

2008-2009 is a time of personal and academic growth at Kinnelon High School. If we are able to grow as individuals in and out of the classroom, then, and only then is it possible for KHS to grow as a school.

Eric Makinen

Student Council President

## **KINNELON BOARD OF EDUCATION**

Mr. Richard Beeferman	President
Mrs. Margaret Zybrick	Vice President
Mr. Keith Dama	
Mr. William Hickey	
Dr. Allen Kirk	
Ms. Patricia Moeser	
Mrs. Deborah New	
James J. Opiekun	Superintendent
Alice Robinson	Business Administrator
Dr. Richard Maizell	Director of Special Services
	Director of Curriculum
Martha Croley	Supervisor-Secondary Education
Henry Pawlak	Supervisor-Language Arts
Noreen LaFergola	Supervisor-Science
Wayne J. Merckling, Ed.D.	Principal
Scott Rosenberg	Vice Principal -Athletics/Student Activities
Matthew J. Scanlon	Vice Principal
Meridith Charles	Supervisor of Guidance

### **Student Council Officers**

Eric Makinen	President
Chris Clark	Vice President
Scott Kaston	Recording Secretary
Trevor Horton	Corresponding Secretary
Melissa Tavares	Treasurer
Brittany Airey	Historian

### **KINNELON HIGH SCHOOL**

Kinnelon High School is a comprehensive 9 – 12 high school with an enrollment of nearly 700. The experienced faculty consists of 70 highly qualified professionals. The school offers a challenging college preparatory program as well as programs for students who wish to enter the work force or to pursue additional vocational or technical training after graduation. Last year 98% of the graduates planned to continue their education at a four-year or two-year college or technical program. The population of Kinnelon has remained stable, which is a contributing factor to the close-knit nature of the school environment.

### **MISSION STATEMENT**

It is the mission of Kinnelon High School to graduate students that have been provided with the foundation, both scholastic and societal, necessary to become self-actualized, productive, ethical, and respected members of their future communities.

### **PHILOSOPHY**

Kinnelon High School is dedicated to providing the academic, co-curricular, and social elements required for excellence in a secondary school. Fundamental to our success is a safe and orderly environment. We recognize the importance of rigor in academic courses as well as the importance of providing opportunities for students to acquire a liberal and eclectic education. We have been entrusted to afford instruction that not only addresses the academic needs of our students but also makes provision for the diverse interests and abilities of each individual. We affirm traditional values; however, we acknowledge that society is not stagnant: life styles, the common body of knowledge, and mores are ever-changing. It is integral to our purpose that we assist each student in the development of the skills requisite for success in our pluralistic, democratic society as well as in the global society.

### **HOME AND SCHOOL ASSOCIATION KINNELON HIGH SCHOOL**

The Home and School Association is dedicated to improving communication among parents, faculty, students, and other residents. It is only through candid sharing of ideas and concerns that we can assist each other, working together as we experience secondary education. Parents interested in the Home and School Association should contact the President of the Home and School Association, Mrs. Katie Stylianou at 973-283-6362.

### FREQUENTLY CALLED NUMBERS

Board of Education	838-1418
High School Information Line	838-5500
Attendance/Guidance	838-6006 Ext.1109, 1110
Main Office	838-5500 Ext.1100
High School Fax	838-0261
School Nurse	838-5500 Ext.1111
Athletic Director	838-8034
Daily Athletic Events	838-6323
Special Services	838-1418
Student Assistance Counselor	838-5500 Ext.1211

### DELAYED OPENING – SCHOOL CLOSING

In the event of a delayed opening or school closing, information can be obtained from the following stations; or calling 283-0682.

WSUS FM-102.3	WGHT AM-1500
WCBS AM-880	WOR AM-710
WINS AM-1010	WMTR AM-1250
FOX TELEVISION	Channel 5

### KHS SCHEDULE - REGULAR SCHEDULE

<b>Students Admitted</b>		<b>7:20 -</b>	
<b>Warning Bell</b>		<b>7:25 -</b>	
<b>Block 1</b>		<b>7:30 -</b>	<b>8:33</b>
<b>Block 2</b>		<b>8:37 -</b>	<b>9:37</b>
<b>Block 3</b>		<b>9:41 -</b>	<b>10:41</b>
<b>Block 4</b>	(4.1)	<b>10:45 -</b>	<b>11:15</b>
	(4.2)	<b>11:15 -</b>	<b>11:45</b>
	(4.3)	<b>11:45 -</b>	<b>12:15</b>
<b>Block 5</b>		<b>12:19 -</b>	<b>1:19</b>
<b>Block 6</b>		<b>1:23 -</b>	<b>2:23</b>

### DELAYED OPENING SCHEDULE

<b>Students Admitted</b>		<b>9:00 -</b>	
<b>Warning Bell</b>		<b>9:05 -</b>	
<b>Block 1</b>		<b>9:07 -</b>	<b>9:55</b>
<b>Block 2</b>		<b>9:59 -</b>	<b>10:43</b>
<b>Block 3</b>		<b>10:47 -</b>	<b>11:31</b>
<b>Block 4</b>	(4.1)	<b>11:35 -</b>	<b>11:59</b>
	(4.2)	<b>11:59 -</b>	<b>12:23</b>
	(4.3)	<b>12:23 -</b>	<b>12:47</b>
<b>Block 5</b>		<b>12:51 -</b>	<b>1:35</b>
<b>Block 6</b>		<b>1:39 -</b>	<b>2:23</b>

**EARLY DISMISSAL SCHEDULE**

Students Admitted		7:20 -	
Warning Bell		7:25 -	
Block 1		7:30 -	8:18
Block 2		8:22 -	9:02
Block 3		9:06 -	9:45
Block 4	(4.1)	9:49 -	10:08
	(4.2)	10:09 -	10:29
	(4.3)	10:28 -	10:49
Block 5		10:52 -	11:31
Block 6		11:35 -	12:15

**EARLY HOLIDAY DISMISSAL SCHEDULE**

Students Admitted		7:20 -	
Warning Bell		7:25 -	
Block 1		7:30 -	8:15
Block 2		8:19 -	9:03
Block 3		9:07 -	9:51
Block 4		9:55 -	10:39
Block 5		10:43 -	11:27
Block 6		11:31 -	12:15

**ALL CLASSES MEET SCHEDULE**

Students Admitted		7:20 -	
Warning		7:25 -	
Block A		7:30 -	8:24
Block B		8:28 -	9:12
Block C		9:16 -	10:00
Block D		10:04 -	10:48
Block E	---	10:52 -	11:15
	---	11:15 -	11:38
	---	11:38 -	12:01
Block F		12:05 -	12:49
Block G		12:53 -	1:37
Block H		1:41 -	2:23

**CLASSES ARE TO BE DISMISSED ON BELL – NOT BEFORE OR AFTER**

Detention and activities begin	2:30
Late Bus (Monday – Friday)	3:45

**KINNELON HIGH SCHOOL  
CALENDAR FOR 2008 – 2009 SCHOOL YEAR**

September	1	Labor Day
September	<b>10, 11</b>	Teacher In- Service
September	15	School Opens (students report)
October	<b>9</b>	Yom Kippur (students/staff do not attend)
November	<b>6-7</b>	Teacher Convention
November	26*	Early Dismissal (staff/students)
November	<b>27 – 28</b>	Thanksgiving Recess
December	1	School Opens
December	23*	Early Dismissal (staff/students)
December	<b>24-Jan 2</b>	Holiday Recess
January	5	School Opens
January	<b>19</b>	MLK Day - Teacher In Service (students do not attend)
February	<b>13-16</b>	President's Weekend (staff/students do not attend)
February	17	School Opens
April	<b>6-10</b>	Spring Break
April	13	School Opens
May	<b>25</b>	Memorial Day (students/staff)
June	25*	Early Dismissal for students
June	26*	Graduation (Early Dismissal students; Last day for students)
June	29	Teacher In Service; (last day for teachers)

**If more than 3 snow days are used** before March 31, 2009, an appropriate number of school days will be added to the calendar by subtracting from the Spring recess beginning with April 6, 2009.

**If more days are needed** to complete the 180 day requirement, they will be added in June and then as necessary. The date for high school graduation may change depending upon snow days during the year.

**If all of the snow days are not used** during the 2008-2009 school year, these additional vacation days will be approved in priority order. May 22, May 26, May 21.

**PLANS THAT CANNOT BE CHANGED SHOULD NOT BE MADE DURING THE  
PROJECTED VACATION PERIOD.**

## Kinnelon High School Honor Code

**We developed the following using Mountain Lakes High School's code as a model. We appreciate the assistance offered by their committee and administration.**

Kinnelon High School operates under a structured code of honor and conduct. Administrators and staff members model appropriate behavior and establish the expectation that students follow suit. As stated in the statement of goals of Kinnelon High School, we should help all students function as responsible citizens and respect the law, understand the importance of human dignity and understand and demonstrate ethical principles. We strive to instill a thorough understanding of ethical principles and values by demonstration. Additionally, the entire staff exercises honesty and loyalty in developing interpersonal relationships, and value the responsibility we all have to live and work with others. Lastly, students are encouraged to appreciate and understand different cultures and life styles.

**PURPOSE - The purpose of the Honor Code is to constantly remind students of the importance of honesty in academic endeavors, commitments, and personal relationships. It also serves to protect the integrity of the work achievement of self and others, promote a safe and respectful community, and emphasizes the importance of sportsmanship. Finally, the Honor Code promotes ethical values that will contribute to the personal and leadership potential of each student.**

*In order to support these goals we present the following pillars of character:*

### **Integrity:**

- Maintain honesty and openness in communication and action.
- Take action when a wrong is committed against the school community or a member of the community.
- Use technology for educational purposes, not to slander anyone with words or pictures.
- Admit making mistakes and accepting the consequences of one's actions (includes unexcused absences, violations of team/honor society/club rules and school code of conduct).

### **Respect:**

- Behave in a respectful manner toward all in the school community.
- Respect the academic mission of each teacher by not disrupting educational delivery in terms of arriving late to class, disrupting behavior, or distracting others.
- Respect the right of others to be educated in a clean building in which their belongings are secure and they do not have to fear physical or verbal harassment.
- Respect yourself enough to make positive decisions regarding how you portray yourself, including not abusing substances.

### **Reliability/Responsibility:**

- Work to meet the agreements of any contracts or organizations.
- Meet all obligations including working on team projects and following assignment standards.
- Fulfill responsibilities to organizations in which one is a member.

**Citizenship:**

- Help to improve your school and community.
- Participate in the democratic process by exercising the right to vote.
- Become involved in local initiatives when possible.
- Develop a more global concern about the disadvantaged.
- Obey local, state, and federal laws (driving, substance abuse, etc.).

All submitted work, team, club and honor society responsibilities, policy agreements, and behavior should be guided by the Honor Code. The underlying purpose of the policy is to remind students of the importance of maintaining good character, setting guidelines for how a person of integrity lives on a daily basis and develop into involved and concerned citizens.

**Proactive Measures for Extracurricular Activities and Athletics**

Students who elect to participate in after school/extracurricular activities automatically extend their responsibilities and obligations to the organization(s) they represent. They place themselves in a category that demands additional time management skills, self awareness, initiative, and responsibility. The administration, staff, and coaches will make clear to students and parents the expectations for attendance, behavior, policy requirements, and individual team and club rules. In addition to abiding by the school's general code, student athletes will also submit to an athletic pledge that is separate and binding.

**Administrative Obligations**

Since the goal of the Honor Code is to instill these important pillars of character, it is incumbent on the administration to establish a standard of behavior and responsibility for staff and students. To that end, the administration must work with the appropriate staff to maintain a safe and clean facility and respectable service to the community. In the building the administrative team must establish positive relationships with students and work in concert with appropriate staff to provide support services, including counseling, when needed. It is their responsibility to ensure that regulations and consequences are administered in a fair and equitable manner, with due consideration given to the individual and consequences surrounding disciplinary situations. Along with the rest of the staff, administrators must maintain open and frequent communication of expectations, so that parents and students are aware of possible consequences.

**Faculty Obligations**

While teachers deliver the educational component of goals, a major focus is the seamless integration of the Honor Code into daily practice. Other goals include appropriate planning and use of the entire class period, fostering a classroom culture that results in a positive learning environment, clearly articulating requirements, assignments, and assessments, treating and evaluating students in a fair and equitable manner, maintaining high standards and ensuring that there are avenues of support to meet those standards, and providing opportunities for open dialogue.

**In order for teachers and students to be able to work together in a positive educational venture, the following guidelines for students are advanced in a proactive manner:**

**EXPECTATIONS OF CLASSROOM BEHAVIORS**

Students will: Bring all materials that are needed to class.

Bring homework and/or be ready to discuss assigned readings.

Come prepared to meet the expectations set by teacher.

Arrive in class on time with materials, ready to be engaged.  
Make every effort to actively participate in the lesson.  
Be respectful to teachers and other students by not disrupting/interrupting lectures, dialogues, or other student contributions.  
Make every effort to contribute to collaborative work (group work, projects, labs).  
Participate in discussions, activities, and group work.  
Avoid distracting behavior and extraneous conversations.  
Wait until after class to address concerns that are only relevant to themselves.  
Advocate for individual needs if they are needed.

#### **EXPECTATIONS WITH REGARD TO ASSIGNMENTS**

Students will: Try to make sure they understand the assignment and all information relating to it.  
Use appropriate planning and time management techniques to allow for completing work and meeting deadlines.  
Complete the assignment mindful of the parameters of the cheating/ plagiarism policy.

#### **EXPECTATIONS WITH REGARD TO EXAMS**

Students will: Arrive prepared for assessments.  
Make up assessment if missed due to absence within the time frame set by the teacher.  
Follow the directions given.  
Use the time for the exam in the appropriate manner.  
Not distract other students.  
Abide by the cheating/plagiarism policy.

#### **TIPS TO HELP STUDENTS ABIDE BY THE HONOR CODE PRINCIPLES**

##### **To Decrease Stress**

- While planning an academic schedule, follow teacher recommendations and advice of school counselor so that you challenge yourself at the appropriate level of difficulty.
- When joining activities, volunteering for community service, registering for SAT prep classes, and looking for employment, make sure you take your academic course load into consideration so you do not overextend yourself.
- Respect your body by getting the appropriate rest. Maintain a healthy diet, and let your parents and/or the school nurse know when you are not feeling well.
- Set reasonable short and long term goals. Consult teachers, your guidance counselor, or an administrator with questions about your future.
- When planning for college, consider strongly the type of college (highly selective, selective, etc.) you apply to and make sure you have applied to at least one safety school).

##### **SAFETY**

- Make sure you are familiar with all regulations pertaining to you regarding driving. Do not give rides to peers you do not know well. You are responsible for any illegal substances in your car.
- Do not put yourself in compromising situations with regard to the substance abuse policy. If you find yourself in a situation in which alcohol and/or illegal substances are present, leave even if you are not involved in their use.

- If a peer is in need of medical attention due to alcohol /substance abuse, do not hesitate to call 911. That person's life should be more important than getting into trouble.

### **ACADEMIC**

- When taking a test, they close all books and put study sheets away. Keep your test paper in a position where it can not easily be seen by another student. Have nothing on your desk.
- When working on group projects, do your share and speak to the teacher if there are problems. It is unfair if work loads are not balanced equally among group members.
- Develop the appropriate time and self-management skills including using your agenda book for assignments and your activity schedule, reviewing assignments, especially if the class is dropped on a particular day and speaking with your counselor if you are experiencing difficulty.
- Extra help is provided by teacher and groups such as honor societies. Contact your counselor if you need this type of assistance.
- Use tutors in the appropriate manner. If your family provides tutoring from an outside professional, remember that the purpose is for supplementary instruction and not to replace the formal instruction that you receive here.
- A critical piece of acting in a mature, responsible manner includes self-advocacy. Students are encouraged to speak and act on their own behalf when opportunities present themselves. Administration and faculty stand ready to support students who wish to voice their opinions.

### **RESPECTING OUR SCHOOL AND OTHERS**

- Lock your school and Phys Ed lockers, and do not leave clothing, athletic equipment, jewelry, money, or electronic equipment etc. unattended.
- Demonstrate your respect to others by helping to keep the building clean by using recycle/ garbage containers and cleaning your area leaving the cafeteria.
- Report any vandalism to an administrator.

### **VIOLATIONS OF THE HONOR CODE**

The Honor Code is explained at a general assembly each year when the Student Agendas are distributed. It is during these small meetings that students are reminded of the expectations put upon them. Likewise, the school staff and administration meet to review the code and emphasize consistent treatment across grade levels and disciplines. Students are reminded of the Honor Code each time an assessment is administered, including papers and group projects. In short, everyone is obligated to not only follow the enumerated rules of the Code, but the spirit of integrity and character, for which it was intended. If you are not sure about how the Honor Code impacts a particular assignment or choice of behavior, ask you teacher, counselor or administrator.

*Violations of the Honor Code include, but are not limited to, the following areas:*

**Cheating:**

- Copying and/or giving your homework to someone.
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- Sharing test info with a student who may be taking it at a future time.
- Inappropriately using technology (computers, calculators, cell phones) to gain or share information.
- Receiving assistance from tutors, family members, etc., with graded assignments that you were directed to submit as your own work.

**Plagiarism:**

- Copying **another's** answers or work.
- Using information (written, diagrams, statistical representations, pictures, video clips, etc.) from written and electronic sources without citing them in footnotes, parentheses, endnotes, bibliography or works cited, whether quoted, paraphrased, or summarized.
- Paraphrasing the research of another and passing it on as your own work.

**Actions that negatively impact members of the school community:**

- Theft, Bullying, Hazing, Vandalism

**Violating pledges taken by athletes, peer leaders and members of SADD**

**School/Activity Policies**

A critical piece of the Honor Code is that all members of each of our honor societies, **athletic teams, and organizations such as peer leadership and student government** ensure that they fully understand the guidelines for membership and the conditions that may lead to dismissal. Any questions should be directed to the advisors or an administrator. It is incumbent on advisors to educate prospective members and maintain an ongoing, open dialogue regarding scenarios that could result in expulsion from an honor society.

Equally important is the commitment **athletes** make when the Athletic Department Pledge with regard to substance abuse and the rules stated in the Athletic Handbook. Any questions should be directed to the coaches or the Vice Principal for Student Activities.

**Code of Conduct**

The code of conduct is published each year in the agenda. During the first week of school, the Student Agendas are distributed and the code is reviewed in small student groups by an administrator. Any questions should be directed to the coaches or Vice Principal for Student Activities.

**Levels of Consequence: Cheating and Plagiarism****(Incidents involving members of honor societies are reported to the advisor)****First offense:**

The student will receive a grade of “0” for the assignment, and the teacher will contact the student’s parents, as well as file a report with the Vice Principal. The report will be kept on file with the Vice Principal for the remainder of the student’s high school career. The school counselor will assist the student in identifying proactive measures that he/she might take to prevent further violations. The student will be reminded of further consequences should another violation of the Honor Code occur.

**Second Offense:**

Student will receive a “0” on the assignment and the incident will be reported to the Vice Principal. The Vice Principal will contact parents to discuss incident and invite them to take part in a meeting between the student and faculty members of the Honors Committee. The student will be suspended for two weeks from all extracurricular activities and informed of future violations.

**Third Offense:**

The student will receive an “F” as the marking period grade for the course in which the infraction occurs. The parents will be contacted by the Vice Principal and informed that they may take part in discussions regarding the formulation of preventative plans for their child. The student will be suspended from all extracurricular activities for 4 weeks and then meet with the faculty members of the honors council.

If the student’s infraction of the Honor Code is exceptional and seems to have violated more than one aspect of the Honor Code, the student will be held accountable for a second or third offense regardless of whether the student has committed a first or second offense. This decision will be made by the Vice Principal, taking into consideration the recommendations of the Honor Committee.

**With regard to Honor Code violations that do not pertain to cheating/plagiarism, (these include breaking a pledge, theft, vandalism, bullying, and hazing among others) consequences may include but are not limited to the following:**

- Guidelines of Athletics, Honor Society or Activity.
- Verbal or written warning.
- Exclusion from running for office or removal from office for a set length of time.
- Ineligibility from being a member of a particular athletic team/extra-curricular activity for a set length of time.
- Community service hours.
- Full financial restitution in cases of theft or repairing damaged property.
- Periodic meetings with a school counselor.
- Assignment of peer or faculty mentor for a designated period of time.
- Terminate membership in a designated club (ex. SADD, REBEL).

The Peer Leadership Advisor, Vice Principal for Athletics and Activities, as well as all honor societies advisors will be informed by the Vice Principal of all infractions of the Honor Code, who will then inform the faculty council of each society, of all infractions committed by members and candidates under consideration for membership.

At the close of each school year, a letter will be sent to the parents of all students who have violated the code verifying the violations and the actions taken.

### **Honor Committee**

The Honor Committee is comprised of key members of the school community including:  
1 Junior/Senior member of an Honor Society (NHS, World Lang.) to be rotated each year, 1 Junior/Senior member of Varsity Club, 1 Junior/Senior member of any club that takes a pledge (SADD, Peer Leadership etc.), 1 Freshman, 1 Sophomore, 4 Faculty members (teacher, counselor, coach, advisor), 1 Administrator

#### **Student application process**

- A. Students may nominate themselves for a position on the honor committee by completing an application (including an essay) and submitting a petition containing 30 signatures of members of her his class (for freshman and sophomores) or 20 members of the society/club they will represent. Finalists will be reviewed by the entire faculty and the Honor Committee and ensure that there is at least one junior and one senior representative.
- B. Students may also be nominated by a member of the faculty. Those candidates must follow the same procedures as above.
- C. Committee members must reapply each year. They can be dismissed from the committee or their application be denied if they did not fulfill their duties ,violated the code or were involved in an incident not appropriate for a committee member.

#### **The purpose of The Honor Committee is:**

To discuss solutions to individual and school community problems as they arise (rashes of vandalism, theft, building security, parking, etc.) Problems can be brought to the committee by students, teachers, or administrators. The student representatives should bring concerns (including those concerning plagiarism and other violations of the honor code) raised by members of their class.

To discuss violations of the Honor Code by repeat offenders. The students' names will be kept confidential and the committee will recommend assistance for the students with the goal of assisting them to meet the standards of the Honor Code. Possible solutions could include mentoring, tutoring, counseling, meeting with parents, etc.

Below is an alphabetical list of the behaviors that the Kinnelon Schools deem unacceptable and subject to disciplinary consequences. For any conduct that violates local, state or federal law, administrators will follow the appropriate procedures as required by law.

1. Academic dishonesty (cheating/plagiarism)
2. Verbal and/or Physical assault of another student/staff
3. Causing a false alarm for fire, bomb or any other emergency condition
4. Cutting class – unexcused absence from a class
5. Disrespect to staff
6. Disruption of class or school activities
7. Driving violation (KHS only)
8. Entering/leaving school without permission (including parking lot)
9. Failure to report to assigned detention/ICE
10. Fighting
11. Forgery/falsifying documents; failing to sign in/out library
12. Gambling on school property
13. Hazing of another student (Policy #5512)

14. Insubordination, defiance of authority, failure to follow teacher directive or classroom rules, disregard of school property
15. Joining a secret society/organization/gang
16. Lateness to class/in hallway during class
17. Lateness to school
18. Littering
19. Parking violation (KHS only)
20. Going to the parking lot during the school day without permission.
21. Physical harassment of another student (Policy #5512)
22. Possession of any type of explosive device on school property
23. Possession/use/sale of any controlled substance (Policy #5530)
24. Possession/use of a weapon
25. Possession of pager (NJ Statute 2C:33-19)
26. Reckless behavior that endangers the safety of others
27. Setting or causing a fire on school property
28. Smoking on school property
29. Stealing property belonging to another student, teacher or to the school
30. Threat toward staff
31. Threat toward another student
32. Truancy-unexcused absence from school
33. Unauthorized use of elevator
34. Unauthorized use of a locker
35. Use of intimidation including threats made using electronic devices (texting, messaging)
36. Use of personal electronic equipment (cell phones, hand-held electronic devices, including CD players, MP3 players & iPods) during school hours
37. Use of vulgar, offensive or derogatory language
38. Use of playing cards, dice, hacky-sack, Frisbee, or other recreational articles in school.
39. Vandalism of or disrespect for property of school or persons
40. Verbal harassment of other students
41. Violation of Acceptable Use Policy

Unacceptable behavior may result in any of the following consequences. This list does not imply any sequential order or progression. The severity of the incident being considered will determine the consequence applied.

1. Conference with student/teacher
2. Conference with student/teacher/administrator
3. Teacher detention
4. Student's temporary removal from class
5. Administrative detention
6. Conference with student/parent/administrator
7. Detentions (KHS)
8. Deprivation of privileges such as:
  - participation in any/all co-curricular activities
  - attendance at any/all school related/sponsored events
  - participation graduation ceremony
  - moving freely around the school building
  - transportation by school bus
9. Restitution/restoration for any damages
10. In-School suspension
11. Out of school suspension (Policy #5610)
12. Expulsion (Policy #5620)

13. Loss of computer or library privileges
14. Restricted hall pass
15. Restricted Study Hall

### **DETENTIONS**

Detentions are scheduled on Tuesdays, Wednesdays, and Thursdays.

They may be 1, 2 or 3 hours in duration and are assigned using an incremental system depending on severity of offenses and frequency of offenses. **Detentions take precedence over all activities, both in and out of school, including sports.** Failure to report will result in further disciplinary measures.

In-School Suspension (ISS) is another method of consequence for code of conduct infractions. At times, this may be used in lieu of, or in addition to detentions. When in-school suspension is used as a method of discipline, parental contact is mandatory.

### **GENERAL COMMENTS**

**Smoking** – Kinnelon High School is a smoke free environment. No smoking is permitted within the school building or on school grounds at any time. Included in this policy is the use of smokeless tobacco anywhere on campus. (See Page 40).

**Dress Code** – Neatness and cleanliness in keeping with acceptable social norms are required of each student. Since parents play an important role in the selection of clothing worn to school, the administration reserves the right to contact the student's parent(s) if the clothing worn is inappropriate/offensive or excessively distracting.

- Apparel (including accessories) should not cause a distraction that interferes with instruction and/or presents a danger to the health and safety of the student body and staff.
- Apparel should not contain any reference, direct or subtle, to drugs, alcohol, sex, or that which others may deem offensive to their background, cultures, religion, or ethnicity. Any garments or accessories that display inappropriate language, sayings, logos, profanity, or distasteful plays on words are not acceptable
- Apparel should ensure that undergarments are covered at all times including when students are standing, sitting, or bending over.
- Upper garments should overlap the lower garments.
- Footwear is to be worn at all times.
- Any extremes in dress are not acceptable. Entire midriffs are to be covered.
- Strapless and backless garments are not acceptable.

**The administration reserves the right to determine whether an article of clothing is appropriate and may direct a student to change or remove an item that is not.**

**Study Hall** – Study Hall is a place to study. Teachers in charge are expected to establish and enforce rules of conduct which will provide the best possible conditions for study. Students desiring to go to another area must first report to the study hall and obtain a pass to leave. It is the student's responsibility to return to the study hall supervisor with a signed pass at the end of the period or to sign in at the Media Center. Media Center lists will be returned to study hall supervisors. Study hall students are not permitted in the cafeteria or the outside eating area during lunch periods. Additionally, students may not use MP3 players or cell phones during study hall.

**Vandalism** – Any student found vandalizing school property will be subject to immediate administrative consequences, inclusive of restitution and/or restoration of damages.

**Cheating/Plagiarism** – Cheating and plagiarism (copying work and presenting it as your own) are highly serious offenses, and are not tolerated. The teacher will assign a zero on the assignment, without opportunity to make up or redo. Parent will be notified by the teacher, and a parent-teacher conference, inclusive of the student, will be required.

Counselor and/or administrator will be present as well. Any deviation from this policy shall require administrative intervention. **Any student involved in a bonafide/documented incident (at any time during his/her high school career) may not eligible for the National Honor Society or World Language Honor Societies.**

**Bullying** – It is expected that students treat each other with respect. As outlined in the Code of Conduct, any form of hazing, threats, use of intimidation, taking another's personal property, or harassment will be consequence.

**Personal Electronic Equipment** – Cell phones, MP3 players, CD players and Ipods are only permitted to be used after school. During school hours, students found using these devices will have them confiscated.

**Lockers** – **All students are required to use their assigned locker and secure it with a school lock.** Kinnelon High School is not responsible for items lost or stolen from lockers. Students are urged not to bring large amounts of money or valuables since the school is not responsible for loss or theft of personal items. No personal lock of any type may be placed on any hall locker. Illegal locks will be removed by the administration, and **no reimbursement will be made if illegal locks are damaged during their removal.** Student lockers are school property and remain at all times under the control of school personnel. **Lockers are subject to search by administrative personnel at any time.** Stickers and/or pictures are not to be placed on lockers.

**Physical Education Lockers** – In-season Student-Athletes will be given first priority to season-long lockers in the boys' locker room. They will have 4 days to vacate this locker upon completion of their season. All other students (not in-season athletes) will be given a physical education lock. They must keep their physical education clothing in their regular school lockers. Each day they have physical education; they should bring their physical education clothing and lock to the locker room. There will be plenty of available lockers for them to leave their clothing for the time that they are in class (students should not bring any valuables with them to Physical Education Class). They should lock up their belongings for that period and remove all clothing and locks at the end of that class period (leaving room for the next class to lock up their belongings). We will not be responsible for any clothing/belongings not locked up. Locks will be removed on a daily basis when they are left on unassigned lockers, and items will be removed (we will not be responsible for these items either.)

**Cafeteria** – **Students are only permitted to purchase food from the cafeteria during lunch periods or prior to school. Fast food is not permitted in the cafeteria area.** Students are expected to behave in a responsible manner at all times. No student is permitted to leave the cafeteria or outside lunch area (between library stairs and loading dock, back of school to edge of woods) without permission. Soliciting money from other students is prohibited. No sales are permitted in the cafeteria or in the cafeteria lobby unless authorized by the administration. The only lavatories to be used during lunch periods are those in the cafeteria lobby.

**Bus Transportation** – In addition to the bus company’s safety rules, all school regulations regarding behavior are in effect when a student is on a school bus. Discipline referrals from bus drivers will result in suspension or termination of bus transportation.

**Driving Policy** –**Parking spaces will be assigned to all eligible seniors. During the 2008-2009 school year juniors WILL be permitted to drive to school – space permitting, and assigned to the upper parking lot, located below Kiel Avenue. There will be days throughout the school year that JUNIOR PARKING WILL BE SUSPENDED due to district need for additional parking for Kiel/Sisco and/or Pearl R. Miller activities. Juniors will be notified ahead of time, and if possible, alternate parking locations provided.**

**Seniors** eligible to bring an automobile to school must have their automobile registered with the school each year and a parking decal for the correct school year must be placed in the lower left corner of the rear window. Parking is limited to the parking lot, path behind the building and the side of the school building up to the dumpsters. Seniors are not permitted to park in the cafeteria area and in rear of the school building.

Permission to use a motor vehicle for the purpose of travel to and from school is a privilege. The privilege is revocable if disciplinary infractions warrant. The school is not responsible for consequences of parking off campus. This includes students who cross Kinnelon Road in an area where traffic moves quickly.

**All students who drive mopeds to school must register them with the Main Office and be issued the appropriate parking sticker.**

**Evening Events** – Students who attend evening activities such as school dances, Spirit Week events and Band Night are expected to remain at the function until its completion. Students are not permitted to return to the function if they choose to leave.

**Fire Drills** - Fire Drills are held regularly throughout the school year. Route signs are posted in all rooms and at all exits. Students should become familiar with all escape routes. Students are to pass from the classroom in an orderly manner.

**Lock-Down Drills** - Lock-down drills are held several times each year. Students are required to follow the directions of the classroom teacher. Failure to comply with directives will result in disciplinary consequences including suspension.

**Telephone Messages** - Parents are requested not to call the school to leave messages for students unless an absolute emergency exists. The school does not have the facilities for the taking and delivering of these messages.

**Visitors** – All visitors must register in the High School Office and secure the necessary pass. No visitors will be permitted during exam periods, the last two weeks of school or the week prior to any school vacation. Kinnelon High School students wishing to bring a visitor must bring a note of request from their parents and must apply for and receive administrative permission at least 48 hours prior to the intended visit. All visitor passes are valid for one day only.

**Midterm/Final Examinations** – All students must be present for midterm/final exams, including those for elective courses. Only students with administrative approval will be granted a make-up exam. (This also applies to electives) All requests must be made in made in writing to the Office of the Principal. Medical excuses require a doctor’s note. Family vacations are not legitimate excuses.

The exam schedule will be available early in the school year, for planning purposes. Exams are administered on a rotational schedule, with two exams being administered on one day in the five major academic areas: English, Mathematics, Social Studies, Science and World Language. The rotation schedule is announced at the beginning of the school year. Semester exams, where given, take place within the classroom itself and within the normal school day rotation. When taking midterm/final exams, students are required to be in school for the half-day examination periods only:

- 1<sup>st</sup> exam period: 7:45 a.m. – 9:45 a.m.
- 2<sup>nd</sup> exam period: 10:00 a.m. - 12:00 p.m.
- Buses depart for home at: 12:10 p.m.
- For semester exams, students are in school for the full day.

**Exemptions from final examinations** are made within specific guidelines:

- Exemptions apply to full-year courses only and in grades 10, 11, 12 only.
- In order to qualify for exemption, a student must earn a cumulative average of 90 in the specific subject, inclusive of all 4 quarters and the mid-term examination.
- Exemptions are made on a subject specific basis.
  - Seniors earning the above average may exempt from all full-year exams.
  - Juniors earning the above average may exempt from (2) two full-year exams.
  - Sophomores earning the above average may exempt from (1) one full-year exam.
  - Freshmen may not exempt from any exams.
  - If a teacher assigns an alternative assessment in lieu of a final examination, a student may exempt only if:
    - The average prerequisite of 90 is met.
    - No part of the alternative assessment is created within the framework of class time.
    - If preparation of the alternative assessment is such that its preparation is exclusively handled on the student's own time, outside of class; and if the 90 average is met, then the student may exempt the alternative assessment.

### Student Activities

Academic Decathlon	Actors' Workshop	Art Service Club	Auditorium Mgr
Broadway Club	Business Club	Chess Club	Drama Club
Envirothon Team	Feedback	French Honor Society	Freshman Class
Graphic Arts Club	Habitat for Humanity	Graphics Arts Club	Habitat for Humanity
Interact	Interface	Junior Class Advisor	Latin Honor Society
Mock Trial	Model UN/History	Mountain Biking	Newspaper
Peer to Peer	Pep Band	Publications	Reading Club
SADD	Science Club	Shakespeare Festival	Senior Class
Social Outreach/Interact	Sophomore Advisor	Spanish Honor Soc.	Student Council
TV & Video Club	Varsity club	Yearbook	

### ATHLETICS

#### Eligibility

To be eligible for athletic competition during the first semester (Sept. 1 to Jan 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have

passed 25% of the credits required by the State of New Jersey for graduation, during the immediate preceding academic year.

To be eligible for athletic competition which begins during the second semester (Feb. 1 to June 20) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12-1/2% of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31). Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediate preceding semester.

Notwithstanding the provisions of Paragraphs 1 and 2 above, a pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.

**Please see Page 39 for Athletic Substance Abuse Policy.**

Students must be in school for at least three hours and fifteen minutes to participate in that day's game or practice.

Games take place during all school vacations. Athletes will not be excused for family trips during the season.

The following is the number of credits a student must pass in order to be eligible to participate in interscholastic athletics under the Bylaws of the N.J.S.I.A.A.:

**Number of Credits Required**

All Grades 9 through 12

FIRST SEMESTER 27.5

SECOND SEMESTER 13.75

**KHS ATHLETIC TEAMS**

**FALL**

Boys Cross Country	V
Girls Cross Country	V
Girls Tennis	V, JV
Boys Soccer	V, JV
Girls Soccer	V, JV
Football	V, JV, FR
Cheerleading	V, JV
Girls Volleyball	V, JV, FR

**WINTER**

Boys Basketball	V, JV, FR
Girls Basketball	V, JV, FR
Wrestling	V
Winter Track	V
Ice Hockey	V, JV
Boys Swimming	V
Girls Swimming	V
Winter Competition Cheerleading	

**SPRING**

Baseball	V, JV
Softball	V, JV, FR
Boys Track	V
Girls Track	V

Boys Tennis	V, JV
Boys Lacrosse	V, JV, FR
Girls Lacrosse	V, JV
Golf	V

**Schedules available at [www.highschoolsports.net](http://www.highschoolsports.net)**

### **ATTENDANCE**

The success of Kinnelon High School's educational program is dependent on regular attendance by students. Students are expected to be in attendance on all days that school is in session. In accordance with Policy No. 5200, the following rules and regulations govern pupil attendance:

The New Jersey Statutes of Education (18A:38-25, 38-26, 38-27) provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents/guardians. The school is required to keep an accurate record of daily attendance, tardiness and absence.

The Board of Education believes that regular attendance and participation in classes along with interaction between pupils and teachers, as well as the interaction among pupils in class are a vital and integral part of the learning process. Attendance is a means of serving educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the pupil is not in school to take advantage of them. Chronic absence

limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Research indicates that there is a close relationship between pupils' attendance and academic and behavioral achievement.

Regular student attendance must be the concern of all staff members, parents, and those who value the instructional time given to the children of the district. It requires continued vigilance, communication, and cooperation between parents and teachers.

### **ABSENCE**

At Kinnelon High School, attendance will be taken on a class-by- class basis.

Please refer to the table on page 21 for the maximum number of days a student can be absent for any reason other than excused religious holidays as defined by law. A note from a doctor indicating illness as the reason for the absence, a DMV appointment or a documented court appearance does not exclude the absence from being counted among the 16 absences. **Notes are due on the day of return and will not be accepted after a 5-day period.** This limit can be extended only if extenuating circumstances are involved. Extenuating circumstances may be given consideration by a building administrator or as a recommendation of the school attendance appeals committee.

Eight times a year, in conjunction with the mailing of progress reports and report cards, an attendance summary will be sent home to the parents (or to any address authorized by the parents)

that will indicate the current number of absences from each class. The office should not be expected to run additional attendance printouts. It also should be noted that the school cannot be responsible if mail is not received by the parents because of interference at the address specified, and no waiver of this policy will be granted on that account. It is ultimately the parents' and students' responsibility to note when a student is in danger of losing credit for a course due to excessive absence.

Attendance limits are adjusted for three-quarter, half year and quarter courses as follows:

Course	Maximum # of absences	Loss of credit
Full year course	16 absences	17 <sup>th</sup> absence
Physical Education	12 absences	13 <sup>th</sup> absence
Semester course	8 absences	9 <sup>th</sup> absence
Health	4 absences	5 <sup>th</sup> absence

Missing more than **15 minutes** of a class for any reason will constitute an absence. Students who miss more than the maximum number of absences permitted for the type of course shall receive an \* (asterisk) as a final grade. Students shall not receive any academic credit towards graduation for that course. Students may be withdrawn from the class and scheduled into a study hall during that class meeting time. All class attendance data will be reported on report cards.

According to New Jersey state law, the following are the only legal excuses for absence from school:

- a. Personal illness
- b. Death in the immediate family
- c. Quarantine
- d. Religious holidays

While the state law indicates that only reasons a, b, and c are legal excuses, there is no prohibition against counting such absences towards the 16 absence maximum. However, reasons a, b, and c require formal documentation which can be used through an appeals process. Absences due to religious observances are specifically excluded by state law from being counted towards any accumulated absence total. In short, all absences other than religious observances, count toward the maximum number of absences listed in the table on page 19.

Absence to classes due to field trips, athletic competitions, and school association meetings (such as Student Council, National Honor Society and class meetings) approved by the building administration do not count in the cumulative total of absences to any given classes. College visitations for juniors and seniors will not count toward absences if they are verified by filing the appropriate form with the Guidance Office.

**Forms must be obtained prior to the scheduled visitation from the guidance counselor and are due back, verified by college admissions office, to the guidance office when the student returns to school.**

Appeals due to illness must be accompanied by a doctor's note (parental notes are not sufficient) submitted on the day of return. Chronic illnesses that negatively impact a student's attendance must be verified each school year by the attending physician. Please note that although the administration

should be informed of absences due to family vacations and other special situations such as nationally recognized competitions, the absences do count toward accumulated absences.

#### **LATENESS TO CLASS**

**Any lateness to class is considered a tardy.** The passing time between periods is sufficient for all students to be in their classes before the bell rings. Students are always admissible to class regardless of the time that they arrive. No student should ever be turned away from entering a class to which they are assigned. **All students arriving to school after the beginning of the first class must sign in at the Guidance Office.** The secretary will then issue a pass to admit the student to class. When a student has **accumulated four tardies in a marking period, a detention will be assigned** by an administrator.

All students arriving late to class without a pass from a staff member shall be marked tardy by the classroom teacher. If a student misses more than 15 minutes of the class period, she/he will be marked absent for that class period. When a student has accumulated four (4) tardies in a marking period to a class, resulting in a 2-hour detention, the very next tardy will be viewed as a **cut**. Three (3) class cuts results in a **loss of credit** in that class. Additionally, privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy.

#### **LATENESS TO SCHOOL**

Any students arriving late to school, after the bell, **MUST** sign in at the Guidance Office. Presentation of a note is required to verify that parent is aware of time of entry. A pass from the secretary will permit class entrance. At four accumulated tardies to school in a marking period, a 2-hour detention is assigned.

When five (5) tardies to school have been accumulated, a 3-hour detention is assigned. Further lates result in loss of privileges (participation in school activities, loss of senior privileges – parking, early sign out, late sign in). Additionally, privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy.

#### **LATE SIGN IN/EARLY SIGN OUT (SENIORS)**

Seniors who have a study hall may have a late sign in or early sign out if they have parent permission (including those 18 years old). Those with late sign in must report to school by 8:36 a.m. If a senior is late for the Late Sign In three (3) times, this privilege will be revoked. Those with early sign out must come to guidance and sign the appropriate list before leaving. Seniors who abuse the privilege of driving to campus in any way risk have parking privileges suspended or revoked.

#### **ATTENDANCE APPEALS**

In order to provide students and their parents/guardians the opportunity to appeal decisions under the provisions of the attendance policy, an appeals committee will be established by the principal to hear cases brought by petition by students and/or their parents/guardians. The committee will provide a measure of procedural due process for those desiring to appeal.

1. A written appeal petition must be submitted to administrator by the student after the maximum attendance level has been exceeded. Once the request to appeal has been

submitted, the student must remain in the class and attend the class in question pending the outcome of the appeals process.

2. An administrator will review the appeal petition and the student's attendance record. If sufficient cause exists to believe that no abuse of the attendance policy has taken place, then a limited waiver of the attendance policy may be granted. That decision will be communicated in writing to all concerned parties. If, however, a possibility exists that an abuse of the attendance policy has occurred, the appeal will be referred to the School Attendance Appeals Committee.
3. The appeals committee shall consist of a building administrator and two teachers appointed by the principal, and two students appointed by the principal in consultation with the Executive Committee of the Student Council.
4. The appeals committee will examine the pattern of absences. When the absence pattern does not indicate abuse of the attendance policy, a limited waiver will be granted. **It should be noted, however, that simply the presence of legitimate absences, or the fact that a student is earning passing grades, are not sufficient grounds to grant an appeal.** The committee will also review the number of excused medical absences, the nature of any personal or family problems that may have contributed toward absences, and/or a pattern of absences which suggests an improving pattern of attendance.
5. The decision of the appeals committee will be made known in writing after hearing the appeal.
6. Decisions of the appeals committee can be appealed in writing to the building principal, the superintendent, and the Board of Education, in that order. Decisions of the Board of Education can be appealed to the Commissioner of Education.

#### **PARTICIPATION IN SCHOOL EVENTS**

A student must be present for three hours and fifteen minutes in order to be considered present for the day for state attendance register purposes. Furthermore, a student must be present 4 hours on the day of an extracurricular event to participate in the event. This includes all co-curricular school-related functions.

Students should be aware that a "no credit status" in a course may adversely affect their eligibility to participate in athletics in a succeeding season.

#### **ABSENCE VERIFICATION**

When a student is absent, the parent or guardian should call the Guidance/Attendance Office (838-6006) on the day the absence occurs. **Students, including those who are 18 years of age and older, cannot call themselves in.** A note signed by a parent or guardian must be presented upon the student's return to school. The note should include: student's name, date(s) absent, and reason (s) for the absence(s). The note is to be presented to the Guidance office as soon as possible but no later than within two school days of the student's return from the absence. If the student does not have a note on file, the student may be considered truant, may receive zeros in all classes for each day of the absence and may receive disciplinary action. Work missed by an absence for which a note was presented and accepted must be made up within five school days of the student's return to school. Individual teachers may extend this schedule on a case-by-case basis. Work missed by an absence for which there is not a note on file cannot be made up by the student. **It should be noted**

**again that whether or not a note is submitted, all absences, except religious observances, accumulate towards the maximum allowed.**

#### **CUTTING CLASS**

Cutting is defined as an unauthorized or unexplained absence from school or class(es). It generally takes the form of selectively missing one or more assigned classes. It also includes taking the liberty to identify a “cut day” (i.e. staying at the shore following the prom weekend) without the authorization of a parent who knows that the absence will count towards loss of credit. Cutting a class has attendance, academic, and disciplinary consequences. From an attendance standpoint, a student who chooses to cut a class will receive an absence in that class. From an academic standpoint, a student who cuts a class will receive a zero for that day’s work, and will not be allowed to make up the work for credit. From a disciplinary standpoint, in addition to the attendance sanctions, students who cut a class will receive a detention. **Any student who accumulates three cuts in a class will lose credit for that course.** Additionally, privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy.

#### **EXTRA HELP**

Extra help is available at least one day a week after school from 2:20 to 3:10 in individual teacher’s rooms. It is advisable to make an appointment with the teacher at the first sign of academic difficulty or upon receipt of a progress report. If there is a conflict with an activity, students must notify the coach or advisor of the intent to go for extra help. Academic performance is vital to future careers. Students should see a counselor if additional help or private tutoring is needed.

#### **LIBRARY MEDIA CENTER**

The School Library Media Center is the resource room for research, group instruction and for recreational reading. The Library is supervised by a full time librarian and is open from 7A.M. to 3 P.M. Reference books and books in great demand, are loaned out for overnight use only and must be returned by 7:45A.M. the following morning. All books must be returned in good condition. Lost or damaged books must be paid for as determined by the librarian. Students who wish to use the Library Media Center during their study hall period, must plan ahead, request a pass from his/her subject teacher, present the pass to the study hall teacher and must sign-in at the Library Media Center. Computers are available for school related student projects and research only. **GAMING, MUSIC AND MESSAGING (UNLESS APPROVED BY THE LIBRARIAN OR ADMINISTRATION) IS PROHIBITED.** Students are required to sign an Acceptable Use Policy to access the school network and the Internet. **ANY ABUSE/VIOLATION OF THESE PRIVILEGES MAY RESULT IN LOSS OF COMPUTER ACCESS AND/OR SUSPENSION FROM USE OF THE LIBRARY.**

#### **HEALTH SERVICES**

The Health Clinic Office is on the first floor. A registered nurse is on duty to assist all pupils who are ill or have a health problem. This service is primarily an emergency based facility. Contact will be made with parents of those students who appear to be using the Health Service facility to avoid academic responsibility. If a student is too ill to return to class within one class period of the time

s/he reports to the nurse, the parent or guardian will be contacted to take the student home. Students may not report to the nurse at any time (including between periods) without the proper pass.

### **GUIDANCE and COUNSELING SERVICES**

The services of the Guidance and Counseling Department are available to students, parents and faculty. In addition to personal counseling, counselors will be seeing students individually and in groups to cover such topics as: adjustment to high school, learning styles, career information, course selection, transcript review, and post-high school planning. The Guidance and Counseling Office serves as a resource center for college and career materials, standardized testing registration information, and scholarship and financial aid resources.

Students may schedule a guidance appointment by stopping in to the Guidance and Counseling Office before or after school or during the day with the permission of his/her teacher to fill out an appointment request form. Parents may request an appointment with a counselor by calling 973-838-6006.

### **COURSE CHANGE PROCEDURES**

Changing a student's academic program once classes have started disrupts the learning and teaching process and is strongly discouraged. If it becomes necessary to make a schedule adjustment, the student should review the problem with his/her school counselor, who will then require the student and parent to complete a *Schedule Change Request Form*. Other than changes recommended as a result of interventions (i.e. Child Study Team IEP changes, Core Team recommendation, administrative removal from class, etc.), the only changes that will be considered are for the following reasons:

If a student fails a class, every effort will be made to enable the student to experience a different teacher when repeating the course, if the student so desires and the schedule permits. No other requests for teacher changes will be honored unless a bona fide personality clash, confirmed through appropriate conferencing is determined.

**No student may enter a new course after the third week of its beginning.**

All level changes are an outgrowth of teacher recommendations. No level changes will be entertained without teacher/counselor/parent contact. If a teacher suggests a course level change (i.e. from Algebra 2B to Algebra 2C), or a class change (i.e. from Algebra 1C to Math Concepts 1C), the grades will transfer from one class to another but no W will appear on the student's record. Level changes are not predicated on discipline issues, lack of handing in assignments, lack of interest, lack of motivation, class size, or grade distribution. Level changes are predicated on lack of ability only. **No level changes will be entertained after the mid-point of the second marking period.**

If a decision is made to change a student's schedule, the student must report to the old class to return his/her book and notify the teacher of the change, and the new teacher must be notified before the student can enter the new class.

A student who is failing a course must remain in the class if he/she plans to attend summer school. If the student is removed from a course for disciplinary reasons, he/she may not attend summer school to make up the class. Students may, however, take the course in an approved summer school with appropriate permission as if it were a new course.

**Full year course drops:**

Full year course drops within the first five weeks of the first marking period will not appear on the permanent record.

Full year course drops after the first five weeks of the first marking period but before the beginning of the third week of the second marking period will appear as **W** on the permanent record.

Full year courses dropped after the first two weeks of the second marking period will appear as a **WF** on the transcript.

Semester courses dropped within the first five weeks after the course begins will not appear on the transcript. After the five-week period, a **WF** will appear on the transcript.

### **COURSE SELECTION**

All students must carry a minimum of 7 courses each semester. Students' courses will be assigned based on teacher recommendation, grades in previous courses in that area, and any other criteria set by the department.

All challenges to recommendations must be in writing, signed by the student, a parent, the lead teacher for that discipline, and given to the student's counselor. The principal, counselor, student and parent will meet to discuss the challenge. The principal will make the final decision if the challenge will be honored.

### **GRADING SYSTEM**

The academic grade not only measures the degree of achievement in absolute terms but also measures the student as he/she compares with others in a particular area. Such factors as tests, daily assignments, quizzes, class participation, projects, etc. are considered in compiling this grade. **If a change in this policy is approved by the Board of Education it will be distributed as soon as possible.**

Letter grades for each marking period have the following equivalent:

A+ 97-100	Excellent	C+ 77-79	Fair
A 93-96		C 73-76	
A- 90-92		C- 70-72	
B+ 87-89	Good	D+ 67-69	Poor, but passing
B 83-86		D 63-66	
B- 80-82		D- 60-62	
		F	Below 60 Failures

*Final grades will be computed using the following formulae:*

$$\text{Semester Course } \frac{2(Q1 + Q2) + \text{Final}}{5} = \text{Final Grade}$$

$$\text{Full Year Course } \frac{(Q1 + Q2 + Q3 + Q4) + (\text{Mid-Term} + \text{Final})}{5} = \text{Final Grade}$$

$$\text{Full Year Course where student is exempt from final } \frac{2(Q1 + Q2 + Q3 + Q4) + \text{Mid-Terms}}{9} = \text{Final Grade}$$

In unusual situations, the student's final grade may deviate from the established norm provided that the teacher has documented the reasons, and the parents have been notified prior to the end of the fourth marking period.

### **NATIONAL HONOR SOCIETY Selection Procedure**

The Kinnelon High School Chapter of the National Honor Society follows all selection procedures outlined by the National Association of Secondary School Principals (NASSP).

The faculty council has set the minimum academic standards as:

#### **SCHOLARSHIP**

- Nominee must have completed eight academic courses at the end of the sophomore year, twelve at the end of the junior year and be enrolled in at least three in the senior year.
- Students who meet the required minimum **unweighted** cumulative GPA of 3.5, or a **weighted** cumulative GPA of 4.7, become *eligible* to apply for membership.
- ***Selection for membership is based on applicants demonstrating leadership, character, and service.***
- When an applicant's character is evaluated, he/she is selected based upon the standards of the Honor Code, code of conduct, interactions with staff, administration, and other students, during the school day and also while participating in extracurricular activities. Their seriousness of purpose in the classroom, initiative and responsibilities and cooperation with teachers is also considered.

#### **LEADERSHIP, CHARACTER, SERVICE**

- All faculty members are invited to evaluate (recommend/do not recommend) only those students that have qualified academically for membership. The categories of evaluation are those defined by the National Honor Society, *leadership, character, and service.*
  - A student receiving a sufficient number of positive recommendations must complete an information form describing leadership and service activities done during high school years. The student is also required to submit an essay on a topic determined by the faculty council.
  - On the basis of these submitted materials the faculty council makes the final selection for admission to the National Honor Society.

### **WORLD LANGUAGE HONOR SOCIETIES**

Students are eligible for induction into the French, Latin and Spanish Honor Societies after maintaining a 90% average for six consecutive grading periods of high school work. Character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others will be considered along with the student's academic record when application for membership is made.

Students with a record of disciplinary or legal infractions, including, but not limited to, plagiarism or cheating will not be considered for induction or continued membership.

Only active members (those who continue their study of the World Language through their senior year and who have maintained eligibility) will be considered for academic recognition (i.e. awards, honor cords, scholarships, etc.).

### **HOMEWORK**

Homework is an important part of the curriculum as it reinforces the lessons taught in class. Students in all classes should expect homework assignments nightly requiring a minimum of half an hour for writing, study or preparation of a project or computation exercises.

When a student is absent, it is his/her responsibility to obtain the assignments by calling another student in the class. If a student is going to be absent more than three school days, then a parent may request homework by calling the Guidance Secretary who will place a homework request form in the teacher's mailbox. Approximately forty-eight hours later, the parent may contact the Guidance Office to pick up the assignments.

### **GUIDED STUDY PROGRAM (BASIC SKILLS)**

The following guidelines govern the Guided Study Program in this district:

1. The expectations set forth in the reading, writing and math curricula are for all students.
2. Students who are having difficulty reading should be reading less difficult books but they should be applying all the strategies listed for their grade level and engaging in all the comprehensive activities that are listed in our guidelines. Similarly, students who are having difficulty writing may write less sophisticated compositions but they should be engaging in the full writing process and experiencing the same types of writing that other students are experiencing. In math, also, our expectations are that students having difficulty will accomplish all the skills required in the math program. Whatever level they are at in math, they should be taught using concrete materials and have opportunities to represent math concepts using pictures, graphs, etc. At all levels, they should be doing problem solving as well as computation.
3. Students having difficulty mastering basic skills may have to go backwards to compensate for some gap in their development but they do not have to go slower. If we ever expect them to catch up to their peers, we must accelerate the learning process for these students. That is why we provide them with adults who can work with them individually or in small groups at the high school. Our individualized plans let them work at their own pace and address their particular difficulties. For these students, productive learning time spent in instruction is profitable. That means that the students are working at their level of success and learning to use strategies which transfer to other tasks requiring use of the basic skills.

4. Despite the fact that we identify the students' deficiencies, good theory and research indicate that we must also identify the students' strengths. An Individualized Student Improvement Plan (ISIP) is developed for every student needing help. The plan must contain test information and outline the deficiencies identified through testing. It must also include materials and strategies that will be used to help students overcome these deficiencies. Finally, it must outline the schedule for help, including the people who will work with the students, when that help will be provided, and what criteria and procedures will be used to determine when the students no longer needs the program.

It is worth our effort, however, to note also what the student can do. First, it is important to notice those areas on the standardized tests where the student has been successful. In reading, for example, perhaps the student has mastered all the word attack skills or can get the main idea from the passages on the test but not make inferences. This information can be used by the adults working with the students to begin their own investigation of how he or she is reading. What strategies are being used? What cueing systems are being used? What level books can he or she read successfully? Does he or she read his or her own compositions more easily than those in the book?

When we know what a student can do, we can help him to transfer the strategies he uses successfully to other tasks by bringing the strategies to a conscious level. He or she must be able to say how he or she figures out a problem or attacks a difficult word. This is called metacognition. For students having difficulty, it is a critical step and cannot be accomplished unless the adult can verify what the student is doing successfully.

5. The whole purpose of compensatory education is to develop an independent learner. These students must have confidence that they can learn. They must internalize the truth that people learn through their mistakes. That is our only assurance that these students will be able to take the risks necessary to learn from their environment and from a variety of teachers. Thus, adults who work with guided study students must be alert to issues of self-confidence and independence.
6. Every adult who works with students needing help in guided study is responsible for their progress. Professionals and paraprofessionals who are responsible for the program confer with the classroom teachers and build the students' plans together. The final responsibility for reading and math instruction rests with the classroom teachers. At the high school and middle school, students having difficulty are placed in small classes with their own teacher. It is more difficult in these schools to realize that everyone – including industrial arts and business teachers – have a responsibility for basic skills improvement.
7. Every effort should be made to make the parent a partner in the learning process. We have identified a process for notifying parents of their youngster's participation in the Guided Study Program and assurance that the parent knows the content of the plan that has been developed at the school. Beyond that, however, teachers must consider how parents can help the students make progress. The child deserves maximum help even if the family appears indifferent.

## STUDENT ASSISTANCE/STUDENT ASSISTANCE COUNSELOR

The Student Assistance Counselor is available to students who have emotional/family crisis issues and/or drug and alcohol related problems. Services include individual and small group counseling. Appointments may be made by contacting Ms. Adams directly or by scheduling a conference through the Guidance Secretary.

There are two teams of professionals who work together to offer support to students and their families when they encounter difficulties.

The **Pupil Assistance Committee (PAC)** consists of the Supervisor of Guidance, the student's guidance counselor, and teachers. They convene with the student and his/her family to discuss academic support for students when needed.

**Building Based Intervention Team (BBIT)** BBIT functions to serve all students. It consists of members of the guidance department, the school nurse, the Student Assistance Counselor, the Child Study Team, two teacher representatives and the assistant principal. Students are referred to BBIT on the basis of teacher concern, demonstrated issues related to academic achievement, core attendance (tardy and absences), and discipline. Referrals are made after teachers have shared their concerns with the guidance counselor and the parents. After discussing the initial referral, BBIT usually asks for further feedback from all of the student's teachers. Based on this information the student is referred to PAC if the problem seems academic. If there does not seem to be evidence of a serious problem, the student is monitored by guidance; if the problem may be due to substance abuse, the following methods of support become available. If, (1) after reviewing the data collected by BBIT, it appears that the use of alcohol or other drugs may be affecting a student's school performance or (2) a student has been charged by a local law enforcement agency of a drug or alcohol related violation; an outside assessment is required and the following procedure is implemented:

1. A conference with the parent, Substance Awareness Coordinator (SAC), and the principal or his/her designee will be arranged at which time the student shall be referred to an outside resource approved by the State Department of Health or by the County Local Advisory Council on Alcoholism or Drug Abuse or by a licensed practitioner who holds a certification in Alcohol and Drug Abuse. The findings of this assessment and the therapeutic recommendations shall be submitted in writing to the Substance Awareness Coordinator **within one week from date of conference**. The Principal has the authority to mandate the foregoing requirements as a condition for remaining in school. (N.J.S.A, 18A:40A-10)
2. Upon completion of the diagnostic assessment, if it is determined that the student is in need of a more extensive evaluation and/or treatment for a substance involvement, the Principal has the authority to mandate that this requirement be met as a condition for remaining in school. All expenses related to the foregoing stipulations shall be borne by the family. (N.J.S.A. 18A:40A-10)

(NOTE:) The Child Study Team will not act on referrals of new cases where involvement with substances is suspected but should follow the guidelines set forth in these regulations.

**Procedure when it appears to an educational staff member or other professional that a student's behavior may indicate that s/he is under the influence of alcohol or other drugs in school, on school property or at a school function. (N.J.S.A. 18A:40A-12(a); N.J.S.A. 18A:40A-12(b)). The need for medical emergency services will be assessed immediately.**

1. The staff member shall immediately notify the building Principal or, in his/her absence, an administrator designated by the Principal. The Principal or designee shall immediately notify a school nurse, if available.
2. When the school nurse is available, the Principal or his/her designee shall accompany the student to the nurse's office at which time a Health Status Assessment shall be completed. No staff member other than the school nurse or school physician shall conduct any independent medical examination of the student.

**If, upon completion of the Health Status Assessment by the school nurse, s/he determines that an immediate medical emergency exists, appropriate medical transport shall be contacted. The Principal or designee shall notify the parent/guardian, Substance Awareness Coordinator and the Superintendent of Schools, and arrange for the parent/guardian or a staff member and/or the local police or the emergency medical team to accompany the student to a medical facility.**

If a medical emergency does not exist the parent is contacted and informed that a urine and alcohol screening must be administered. If the parent agrees that the nurse can do the screening, see 2i. If the parent chooses to have a private physician perform the screening, skip to iv.

- i. At this time, the school nurse or designated administrator shall collect a urine specimen from the student following the specimen collection guidelines (Appendix D). Chain of custody protocol shall be followed. The specimen will be sent to a Board-approved laboratory for drug screen analysis.
- ii. In addition, the school nurse shall administer a saliva alcohol test (the results of which will be shared with the physician who is conducting the initial medical exam).
- iii. The Principal or designee shall ensure that the parent/guardian provides for the immediate medical examination of the student by physician selected by the student's parent, the school physical or the nearest approved medical facility.
- iv. The parent may choose to have both the chemical screening along with the required physical examination done by a physician of their choice. **The examination and drug screening are to take place within two (2) hours of parent contact.** The drug screening

must meet the standards of Kinnelon Public Schools (form will be provided). Parent is responsible for the cost of all examinations and drug screens performed outside of the school.

- v. Examinations performed by the school physician or nearest approved medical facility will be at District expense. Drug and alcohol screens conducted at school will be at District expense.

**The urine sample must be submitted within 2 hours of parent contact whether the sample is given at school or the physician's office. Failure to comply with this procedure will be considered a violation of the substance abuse policy.**

- vi. If a parent/guardian is not able to provide for the medical examination of the student within two (2) hours s/he shall be transported to the nearest approved medical facility by two members of the school staff designated by the Principal. If the student is uncooperative, and/or if it appears that the student will be difficult to transport, then the local police will be called and asked to transport the student to the facility. Parents will be notified as soon as possible.

Any student who tests positive or who refuses to comply with this process shall be viewed as in violation of the substance abuse policy. Additionally, when the chain of custody is compromised or the sample is adulterated, the results are invalid and will be considered a substance positive finding.

3. **Before the student may return to school, medical clearance (Appendix B) from the examining physician shall be furnished to the Principal or designee, and chief school administrator by the parent within a 24-hour time period.**
4. **If there is a positive drug screening indicating that the student was under the influence of substances, excluding anabolic steroids, the Board-approved laboratory will fax the results to the building principal and the school physician. The school physician shall notify the parent/guardian within 24 hours. Discipline is administered based upon the Progressive Discipline Policy, Section A (page 37). Attendance at school will then depend upon receipt of a written notification submitted to the principal from the physician who has examined the student. The initial report shall certify that substance use no longer interferes with the student's physical and mental ability to perform in school.**
  - a. The student and parent will meet with the principal and the SAC. The student will be referred to an outside resource approved by the State Department of Health and certified by the appropriate drug and alcohol licensing board or a licensed practitioner who holds a certification in alcohol and drug counseling to conduct a diagnostic assessment for substance abuse.

- b. If it is determined, through outside evaluation that a student is abusing alcohol and/or other substances, the SAC will monitor the student's continuum of substance treatment. She/he will provide support services for students who are in treatment or returning from treatment for substance dependence.
  - c. The student will provide a urine sample/saliva alcohol tests on a random basis. Results will be reported to the parent.
  - d. Student is expected to comply with all treatment recommendations in order to remain in school.
  - e. All students returning to school from suspension or treatment programs must participate in a reentry with the parent(s), SAC, administrator and guidance counselor.
5. 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 shall be referred to the Building Based Intervention Team (BBIT) to address behaviors of concern.

**Procedure when a student is involved in the sale, provision, or possession of mood altering substances and/or drug paraphernalia on school property or at a school sponsored or school related activity.**

1. The student must be reported to the principal or his/her designee and the Superintendent of Schools.
2. The principal or his/her designee must immediately notify the parent. The student shall be suspended from school for a minimum of ten days in accordance with state rules and regulations. During that time a comprehensive drug and alcohol diagnostic assessment must be scheduled. This assessment is to be completed within the ten days of the suspension. In addition, as a condition for returning to school and remaining in school, the student and parent must meet with the Substance Awareness Coordinator. The student shall be referred to an outside resource approved by the State of Health or Local Advisory Counsel on Drug and Alcohol or a licensed practitioner who holds a certification in Alcohol and Drug Counseling to conduct a diagnostic assessment for substance abuse. The principal or his/her designee will notify the local police and file a formal complaint.
  - a. The student must have an immediate medical evaluation.
  - b. The student will have an immediate urine drug screen and alcohol screen.
  - c. The student will be suspended a minimum of ten days.
  - d. In order to return to school, the student must comply with the recommendations of the SAC, the treatment provider and the administration.
  - e. Superintendent's review and/or Board of Education to consider expulsion.

## PROGRESSIVE DISCIPLINE

Any violation of Board rules prohibiting the use, possession, and/or distribution of substances is a serious offense. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy. Pupils who violate the policy are automatically placed in the suspicion testing pool and will be subject to random testing until graduation and will be disciplined as follows:

### A. **Being under the influence of illegal/mood altering substance(s)**

A student found to be under the influence or in use or possession of substances or paraphernalia on school property or during a school sponsored or school related activity will be disciplined as follows.

#### 1. **First Offense**

- a. Five (5) 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.
- b. Prior to returning to school, the student and parent must meet with the SAC and administration and comply with recommended programs. 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.

#### 2. **Second Offense**

- a. Minimum of 10 days out of school suspension, consultation with SAC and must follow the recommendations of the SAC.
- b. A pupil who has been removed from school under this paragraph, other than a pupil who has been expelled, shall after 10 days be placed on home instruction pending further evaluation.
- c. Denial of participation in all school related activities for 30 days.
- d. School may find Child Study Team evaluation appropriate, review with the Superintendent.

#### 3. **Third Offense**

- a. 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 30-day activity suspension occurring in June will be completeD in the next school year.

### **Athletic Substance Abuse Policy**

Understand that the policy explained below begins from the time a student plays (first practice) their first sport at Kinnelon High School until their graduation. Consequences for violating this policy are progressive and carry over from sport to sport from 9<sup>th</sup> grade until graduation.

The athletic department fully supports the theory that athletes can only perform to their optimum level of ability if they are in the best possible physical and mental condition. The use of health deterring substances such as tobacco, alcohol and drugs will prevent an athlete from reaching the level of physical and mental conditioning commensurate with optimum performance. Additionally, privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy.

#### **Tobacco only:**

**First Offense:** 5 day team suspension. All sports must miss a minimum of one game. Athletes must attend practices and a meeting scheduled with the SAC.

**Second Offense:** 10 day team suspension. Football, Cross Country, Cheerleading, Swimming, and Spring Track must miss minimum of one game; all other sports, a minimum of two games. Athletes must attend practices and a meeting scheduled with the SAC.

**Third Offense:** Athletic season suspension

#### **All Other Substances:**

**First Offense:** 10 day team suspension. Football, Cross Country, Cheerleading, Swimming, and Spring Track must miss minimum of one game; all other sports, a minimum of two games. Athletes must attend practices and a meeting scheduled with the SAC

**Second Offense:** Suspended for athletic season

**Third Offense:** Suspended from athletics full year.

**The above noted rules and regulations are in addition to the regular school rules and regulations assigned to these infractions.**

#### **Eligibility of Cheerleaders**

Eligibility rules and regulations for cheerleaders will be the same as those for athletes.

#### **B. Procedure if a parent refuses to comply with these regulations**

A parent or legal guardian who refuses to comply with NJSA 18A:40A-12 or who frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the compulsory education statute, NJSA 18A:38-25 and 18A:38-31, and/or the child neglect laws statutes, NJSA 9:6-1 et seq., and may be subject to prosecution. Further, refusal or failure of a pupil to comply with NJSAA 18A:40A-12 shall be handled by the district in accordance with NJAC 6A:16-4.1 (c) 2.

### 1. **Additional evaluations**

Additional evaluations may be required of a pupil once found to have been under the influence of a substance, in order to determine the extent of the student's substance use and its effect on his or her school performance behaviors. Random drug/alcohol screens will be conducted. (**Appendix E**).

#### **Presence of Substances on School Premises**

- a. A student's person, effects, or school storage places may be searched for substances according to Policy 5770.
2. The principal or other school officer conducting the search shall confiscate as evidence any substance found in the student's possession.
- a. Any controlled dangerous substance as defined in NJSA 24:21-1 or at NJSA 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy 9322 and implementing regulations.
  - b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official that conducted the search and found the substance. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

### **D. Suspicion of Tobacco Use/Possession on School Property or at School Related Functions**

The Board of Education supports a smoke-free environment.

In accordance with NJ Law (NJSA 26:3D-16-22). The Board prohibits smoking anywhere on school property. The use, possession, and distribution of any tobacco product by pupils at any time on school premises, at events sponsored by the school away from school and on any transportation vehicle supplied by the Board of Education will result in the following action.

Procedures:

1. A discipline report will be made to the principal or designee.
2. Appeals must be received within 48 hours of any reported violation.

If Tobacco Use/Possession is Confirmed:

#### **First Offense**

1. Three hours detention
2. Parent/guardian contacted
3. Referral to SAC
4. Referral of violation to Health Department

#### **Second Offense-after hearing with appropriate administrator**

1. Three hours detention
2. Completion of an education/prevention strategy designed by SAC
3. Referral to SAC
4. Parent/guardian contacted
5. Referral of violation to Health Department

#### **E. Pupils Returning from Rehabilitation/Treatment**

The Kinnelon School District is committed not only to prevention, intervention and treatment of substance abuse, but believes that for successful aftercare, the student, parent/guardian must work closely with the school to arrange for the most beneficial educational environment possible.

1. The SAC shall be involved with the exit contract and educational planning for the student prior to discharge. The SAC is to maintain contact with the facility throughout the process of treatment and rehabilitation and keep the BBIT/CORE team informed of progress.
2. The student and parent shall meet with the appropriate members of the BBIT to determine if (a) modifications in the educational program will be needed when the student returns and (b) to arrange for a contract specifying the conditions for re-entry. Student's teachers are to be included in the re-entry process.
3. The SAC shall monitor the student on a weekly basis for the first six months following return to assess progress and compliance with re-entry. The SAC shall bring the student to the attention of the principal & BBIT immediately in cases of noncompliance or adjustment problems.
4. The BBIT shall review students after re-entry on a regular basis and shall make recommendations to correct situations in which a student or parent fails to comply with the contract for re-entry. The principal shall take appropriate disciplinary action in accordance with due process when there is noncompliance with the contract.
5. When a student has been hospitalized or was in treatment without the school's involvement, the SAC shall encourage the parent and student to share information and participate in planning a follow-up program. Any long-term absence of a student shall require a re-entry conference.

#### **F. Records**

##### *Disclosure of Juvenile Information*

In a continuing effort to provide students with assistance and support and in accordance with the New Jersey Code of Juvenile Justice 2A:4A-60 (Disclosure of Juvenile Information), law enforcement agencies can disclose various records to the principal or his/her designee in planning programs relevant to a juvenile's education and social development. These records shall be safeguarded from public inspection and held in strict confidence.

1. If a student is charged with or convicted of possession, use or distribution of a substance or paraphernalia off of school property, law enforcement officers may disclose pertinent information.
2. Students charged with or convicted of possession, use, under the influence of or distribution of substances or paraphernalia off of school property must meet with parent, SAC and administrator and follow recommendations of the SAC and of any subsequent evaluations/assessments in order to remain in school.

### **POLICY ON NONDISCRIMINATION**

It is the policy of the Kinnelon Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status in its education programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and N.J.A.C. 6:4-1.1 et. Seq

### **AFFIRMATIVE ACTION STATEMENT**

The Board of Education, shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Kinnelon Board of Education has adopted an Affirmative Action Plan for Personnel and Contracts, an Affirmative Action Plan for School and Classroom Practices and a 504 Transition Plan. The plans are on file with:

1. Affirmative Action Officer for Personnel and School and Classroom Practices  
Office of the School Superintendent  
109 Kiel Avenue Kinnelon, NJ 07405  
973-838-1418
2. 504 Officer  
Office of Special Services  
109 Kiel Avenue  
Kinnelon, NJ 07405  
973-838-1418
3. Public Agency Compliance Officer  
Office of the School Business Administrator  
109 Kiel Avenue, Kinnelon, NJ 07405  
973-838-1418

Parents of students or students who wish to make a discrimination complaint should contact any of the above-mentioned individuals.

### **SEXUAL HARASSMENT**

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils of their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to any teaching staff member, counselor or administrator.

### **STUDENT SAFETY**

In order to ensure the safety and well-being of all students, the administration reserves the right to work with local and county law enforcement agencies, for appropriate searches on school property.