

Kinnelon High School

2020-2021

Student Handbook



Principal's Message

Dear Students and Parents,

It is time to officially welcome you back to Kinnelon High School and the 2020-2021 school year! As we usher in a new school year, we celebrate new beginnings and embrace a diverse student body. Student leaders at every grade level will emerge and each student will find their niche and unique talents in an academically rigorous environment.

Kinnelon High School is a vibrant learning community, nestled upon 30 beautiful acres, proudly serving approximately 600 students. Our high school maintains high expectations and provides outstanding educational opportunities for every level of learning through rigorous academics, superior athletics and an exceptional arts program. Our professional faculty and staff take pride in meeting the diverse needs of ALL students as they learn, collaborate, and prepare to contribute in a technologically advanced global society. These critical elements, in concert, make Kinnelon High School one of the most exceptional and well-balanced high schools in our state and nation.

This handbook has been prepared for the students and parents of Kinnelon High School to ensure clear understanding of our expectations, procedures and policies. The foundation of this handbook is derived from New Jersey administrative law, state policy, district policy and our district Code of Conduct. It is our hope and vision that the student handbook will articulate and promote respect for self and others, self-advocacy, integrity, individual expression, character and school pride. Any change in law or update to policy will be reflected by yellow highlighted text within this document on our website (<http://khs.kinnelonpublicschools.org>).

It is imperative that we utilize this handbook to communicate effectively and work collaboratively as a community to ensure that students are afforded and access the highest level of instruction in a safe and nurturing educational environment. We encourage you to actively participate in our school of excellence and to pursue your educational goals with passion and enthusiasm. Our educational team looks forward to the opportunity to serve your individual educational needs in the upcoming school year!

Sincerely,

Gary T. Suda

Gary Suda

Principal

Hello KHS Student Body,

Welcome to your 2020-2021 school year. This year is beginning like no other. Some of you may be working in a virtual setting, while others may be learning in person. Either way, our school will look different than it ever did before. I want to assure you that no matter which platform you are attending, this year will be awesome! We have the ability to create innovative and fun ways to stay connected and still follow the rules in this new COVID-19 world. Wearing masks and social distancing are the new normal but that cannot stop us from sharing a good laugh or helping out a friend. Together, we can reimagine our school life and leave our mark in history.

I recently heard a quote that seems fitting for this year. “The measure of intelligence is the ability to change” - Albert Einstein. We all need to be flexible and accepting of what each new day will bring. Change, in this year, will be frequent and it is important to keep an open mind. We are Kinnelon Colts, the best student body around. We can do this!

On behalf of the KHS Student Government, I again welcome you to the year you will never forget. I look forward to seeing you either on my computer screen or in the halls. The road may be uncharted, but the journey will make memories that will last a lifetime.

GO COLTS!

Sincerely,

Mathew Smith

Matthew Smith
Executive Board President
Kinnelon High School

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GENERAL INFORMATION

KINNELON BOARD OF EDUCATION	
Mr. Michael Petruccelli	President
Dr. Peter Hughes	Vice President
Mrs. Karen D'Amico	
Mrs. Jean Donaldson	
Ms. Michelle Donus	
Mrs. Megan Fishbeck	
Mr. David Gigante	

CENTRAL OFFICE	
Ms. Diane DiGiuseppe	Superintendent
Ms. Kerry Keane	Business Administrator
Ms. Cordé Reed	Director of Special Services
Mrs. Ivonne Ciresi	Director of Curriculum
Mrs. Trina Moschella	Mathematics Supervisor
Ms. Madeline Travaille	Science Supervisor
Ms. Denise Velez	English Supervisor

KHS ADMINISTRATION	
Mr. Gary Suda	Principal
Mr. Scott Rosenberg	VP -Athletics/Student Activities
Mr. Vincent Shivas	Vice Principal
Dr. Jordana Bradley	Supervisor of Guidance

STUDENT LEADERSHIP

Student Council Executive Board 2020-2021

President-Matthew Smith
Vice President-Bridget Wang
Co-Treasurers-Andrew Garcia and Catrina Serocke
Co-Recording Secretaries-Mia Corigliano and TJ Coppla
Co-Corresponding Secretaries-Emma Schmidt and Paris Kowalczyk
Co-Public Relations Ambassadors- Juliana Marston and Michael Koutsokoumnis
Historian-Katie Nieto
BOE Representative-Claire Zhang

Class of 2021

President - Gavin Freda
Vice-president - Ethan Burt
Secretary - Raquel Ospina
Treasurer - Karolyna Link
Historian - Rachel Delaney

Class of 2022

President - Beth Malone
Vice President - Saun Notay
Secretary - Sidhani Jaggi
Treasurer - Alicia Pileggi
Historian - Jake Pryor

Class of 2023

President - Marissa Kosco
Vice President - Matthew Hausler
Secretary - Melissa Elefonte
Treasurer - Jack Ahart
Historian - Sullivan DenBleyker
Representative - Kaya Kaplan

Class of 2024

President - Jordan Doty
Vice President - Riley Darlington
Secretary - Ella Corigliano
Treasurer - Thomas Solarino
Historian - Josh Cho
Representatives
Carley Dumaresq
Kate Donaldson
Kyle Bjornson

KINNELON HIGH SCHOOL

Kinnelon High School is a comprehensive 9–12 high school with an enrollment of approximately 660 students. The experienced faculty consists of nearly 80 highly qualified professionals. The school offers a challenging college preparatory program as well as programs for students who wish to enter the workforce 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

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, Lynn Less at (973) 568-8653.

FREQUENTLY CALLED NUMBERS

Board of Education	(973)838-1418	
High School Information Line	(973)838-5500	
Attendance	(973)838-6006	Ext. 4009
Main Office	(973)838-5500	Ext. 4009
High School Fax	(973)838-0261	
School Nurse	(973)838-5500	Ext. 4014
Athletic Director	(973)838-8034	
Special Services	(973)838-1418	
Student Assistance Counselor	(973)838-5500	Ext. 4021
Guidance	(973)838-5500	Ext. 4010

(Non-Covide-19 Schedule)

REGULAR SCHEDULE

Warning Bell	7:20
Students Admitted	7:25
Block 1	7:30 - 8:27
Block 2	8:31 – 9:31
Block 3	9:35 – 10:32
Lunch	10:32 – 11:24
Block 4	11:24 – 12:21
Block 5	12:25 – 1:22
Block 6	1:26 – 2:23

DELAYED OPENING SCHEDULE (120 MIN)

Warning Bell	9:20
Students Admitted	9:25
Block 1	9:30 – 10:09
Block 2	10:13 - 10:52
Block 3	10:56 – 11:35
Lunch	11:35 – 12:15
Block 4	12:15 – 12:55
Block 5	12:59 – 1:39
Block 6	1:43 – 2:23

EARLY DISMISSAL SCHEDULE (NO LUNCH)

Warning Bell	7:20
Students Admitted	7:25
Block 1	7:30 – 8:14
Block 2	8:18 – 9:02
Block 3	9:06 – 9:50
Block 4	9:54 – 10:38
Block 5	10:42 – 11:26
Block 6	11:30 – 12:15

DAY 5 ALL CLASSES MEET

Warning Bell	7:20
Students Admitted	7:25
Block 1	7:30 – 8:12
Block 2	8:16 – 8:58
Block 3	9:02 – 9:44
Block 4	9:48 – 10:30
Lunch	10:30 – 11:22
Block 5	11:22 – 12:04
Block 6	12:08 – 12:52
Block 7	12:56 – 1:38
Block 8	1:42 – 2:23

DAY 5 HALF DAY ALL CLASSES MEET (NO LUNCH)

Warning Bell	7:20
Students Admitted	7:25
Block A	7:30 – 8:02
Block B	8:06 – 8:38
Block C	8:42 – 9:14
Block D	9:18 – 9:50
Block E	9:54 – 10:26
Block F	10:30 – 11:02
Block G	11:06 – 11:38
Block H	11:42 – 12:15

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

Detention and activities begin	2:30
Late Bus (Monday – Friday)	4:15

DELAYED OPENING – SCHOOL CLOSING

In the event of a delayed opening or school closing, information can be obtained from the following website:

www.kinnelonpublicschools.org

**KINNELON HIGH SCHOOL
CALENDAR FOR 2020-2021 SCHOOL YEAR
(TBD)**

STUDENT SERVICES

GUIDANCE & COUNSELING SERVICES

The services of the Guidance and Counseling Department are available to students, parents and faculty. In addition to working with students on immediate and critical issues, counselors see 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.

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 Mrs. Wysocki directly or by scheduling a conference through the Guidance Secretary.

School personnel work together to offer support students and their family when they encounter difficulties through **Interventional & Referral Services (I&RS)**. I&RS serves all students with a team composed 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 I&RS on the basis of teacher concern, demonstrated issues related to academic achievement, core attendance (tardy and absences), and discipline. Referrals are made after concerns have been shared with the school counselor and the parents.

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.

ACADEMICS

COURSE SELECTION/SCHEDULING PROCESS

During the months of February and March, Kinnelon personnel begin the process of scheduling students for next year's courses. Teachers, in consultation with district curriculum supervisors, make students' placement recommendations based on multiple measures, inclusive of level of academic achievement, standardized testing, and overall related academic performance characteristics. Counselors meet with their advisees individually to assist them in selecting courses which will help them best meet their academic and post-secondary goals.

In early April, course request verification forms are disseminated to students with the purpose of students and parents reviewing/confirming selected courses for upcoming school year. Requests for changes via conference with counselor, or, level changes via submission of placement waiver forms should be completed by April 30th.

Based on these processes, KHS administration allocates budget and staffing resources, and, a master schedule is produced by May/June.

Throughout June – July, counselors work with students to address scheduling related issues such as readjustments due to course failures, or, conflicts as a result of single section offerings. Finalized schedules for the upcoming school year become accessible through Power School portal mid to late August.

COURSE CHANGE PROCEDURES

There should be little need to change a schedule after the initial selection of courses, due to the emphasis placed on the importance of individual counseling for educational planning. Valid reasons for schedule changes are limited to the correction of a clerical error, addition of a required course, addition of credits required by seniors for graduation, and an adjustment for summer school completion.

Courses cannot be dropped or rearranged to accommodate student's personal preference or convenience. Kinnelon High School has an obligation to ensure equity in placement for all students based on their academic/ course needs.

If it becomes necessary to make a schedule adjustment, the student should review the program with his/her counselor, who will then require the student and parent to complete a Schedule Change Request form according to the following timelines:

<p>1st semester courses No later than 9/21/20</p> <p>2nd semester courses No later than 2/2/21</p>	<p>Window to add or drop classes (primarily for electives) NO CLASSES MAY BE ADDED AFTER DATES</p>
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LEVEL CHANGES/COURSE WITHDRAWALS/FULL YEAR COURSE DROPS

All level changes are an outgrowth of teacher recommendations. No level changes will be entertained without teacher/counselor/parent contact. Level changes are not predicated on discipline issues, lack of handing in assignments, lack of interest, or lack of motivation. If a teacher suggests a course level change (i.e. from Geometry CP to Geometry C), the grades will transfer from one class to another accordingly – 50% from original course/50% from new course if change made between September – October OR 100% from original course if change is made on or after October 20. **No level changes may be made after November 30.**

ALL SCHEDULE CHANGES ARE CONTINGENT UPON SEAT AVAILABILITY

Dropping a course after November 1 will result in WP (Withdraw Pass) OR WF (Withdraw Fail) on transcript. ONLY STUDENTS WITHOUT A STUDY HALL MAY DROP OR WITHDRAW FROM A CLASS.

2020-2021 GRADE REPORTING SCHEDULE

Report Periods	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Begins - Ends	9/8/20 - 11/10/20	11/11/20 - 1/22/21	1/25/2021 - 3/30/21	3/31/21 - 6/24/21

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 and/or term weights:

<p><i>Semester Course (no exam)</i></p> <p>$(Q1/3 + Q2/4) = \text{Final Grade}$</p> <p style="text-align: center;">2</p>	<p><i>Semester Course (with exam)</i></p> <p>$(Q3 + Q4) - \text{Term weights} - 45\%$ each quarter</p> <p>EXAM – Term weight – 10%</p>
<p><i>Full Year Course (no exam)</i></p> <p>$(Q1 + Q2 + Q3 + Q4) = \text{Final Grade}$</p> <p style="text-align: center;">4</p>	<p><i>Full Year Course (with exam)</i></p> <p>$(Q1+ Q2+ Q3+ Q4) - \text{Term weights } 22.5\%$- each quarter</p> <p>EXAM – Term weight – 10%</p>

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.

ACADEMIC INTEGRITY

Kinnelon High School advocates for high standards of intellectual honesty and conduct as the foundation of our Academic Integrity Policy. In order to create an ethical learning environment, students must recognize that they are responsible for their choices. Their actions are a direct reflection of themselves, as well as the school community.

Cheating is defined as giving or receiving any unauthorized aide on tests, exams, reports, papers, homework, or any school/course related assignments. Cheating includes but is not limited to the unauthorized use of information orally, in writing, by signs, by electronic devices, etc.

Plagiarism is to use, intentionally or unintentionally, without crediting the source, to commit literary theft, and to present as new and original an idea derived from an existing source.

Examples of Unacceptable Behavior / Academic Conduct (*include but are not limited to*):

- Any use of or access to an electronic device during an assessment
- Copying any class assignment and submitting it as your own
- Unauthorized collaboration
- Submitting any work that is not your own (such as purchased or obtained works)
- Using language, words, or ideas without citing properly
- Altering answers on a scored exam
- Obtaining any unauthorized information on an exam prior to the administration
- Destroying or stealing the work of others
- Falsification of signature
- Using a word translator in World Language classes

Acceptable Use Policy (computers and mobile devices)

**See Kinnelon District Website for approved Acceptable Use Policy # 2361 & 2163*

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.

MAKEUP OPPORTUNITIES AFTER AN ABSENCE

Students who have been absent for up to two days must make up assignments ***within two class meetings*** of returning to school. If the absence is longer than 2 days, the missed assignments must be made up ***within five class meetings*** after the student returns to school unless other arrangements have been made with the teacher due to extenuating circumstances. Missing assignments will be posted as a zero (0) until the work has been submitted until the timeframe for completing the work has expired or the work is turned in. If an assignment is not made up within the time frame, a grade of zero (0) will remain.

EXTRA HELP

Extra help is available at least one day a week after school from 2:23 until no later than the departure of the late bus, 4:10pm. 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.

AP TEST DAYS

Students taking an AP exam on a particular day are excused from either the morning or afternoon classes prior to the test and the classes used for testing. Students may be excused from other classes during the school day with a parent note; however, absences with a parent note still count towards their cumulative class absences.

HOME INSTRUCTION POLICY

A student is eligible to receive home instruction from an instructor hired by the Board of Education when a physician has assessed and memorialized in a medical notification that a student will be absent for more than 10 consecutive school days, or 20 cumulative school days. All requests of this nature must come from a physician and are required to be approved by the district's physician. The request must be provided on the letterhead of the physician with the original signature of the physician. Should you believe that your child is in need of home instruction, please contact the student's school counselor. In addition, home instruction cannot be offered in elective subjects. Due to specific requirements of AP courses, long-term home instruction cannot be provided at these levels.

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 7:30am to 2:23pm. 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.

CODE OF CONDUCT

The code of conduct is published each year in the agenda. During the first week of school the code is reviewed in small student groups by an administrator. Any questions should be directed to members of the administrative team.

Below is a 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.

Infraction	Consequences may include
Tardiness BLOCK 1-8	<p>Fourth offense: One (1) hour detention 1 unexcused absence</p> <p>Eighth offense: Two (2) hour detention 2 unexcused absences Suspended parking privilege Loss of late sign in if applicable</p> <p>Twelfth offense: Three (3) hour detention 3 unexcused absences Loss of parking privilege Loss of late sign in if applicable</p> <p>Sixteenth offense: 1 day in school suspension Loss of late sign in if applicable</p>
Cutting class (refer to attendance policy for loss of credit status)	<p>1st offense – Two (2) hour detention 2nd offense – Three (3) hour detention 3rd offense – ISS, loss of credit/activities</p>
Unexcused Absences – 4 Health 7 Semester Course 10 Physical Education 13 Full Year Course	Loss of credit pending review by Attendance Review Committee
Improper Use of Cell Phone	<p>1st offense – hold phone until end of day 2nd offense – hold phone until end of day & 1 hour detention 3rd offense - hold phone until end of day & 2 hour detention 4th offense - hold phone until end of day & 3 hour detention</p>
Found in unauthorized area	Detention and/or Suspension
Student found on district property or during a school sponsored activity while on social probation or suspension	Suspension
Breach of School Security	<p>1st offense - two(2) hour detention 2nd offense - three(3) hour detention 3rd offense - one(1) day in school suspension</p>
Breach of Academic Integrity (as defined on page 19)	<p>1. A zero will be assigned as a grade on the assignment. 2. Teacher must call parents and/or guardian within 24 hours.</p>

	<p>3. A two(2) hour after school detention will be assigned</p> <p>4. The instructional supervisor, the assistant principal(s), and the student's guidance counselor will be notified, and the incident will be recorded in the student's disciplinary record.</p> <p>5. The student may be excluded from the National Honor Society & other societies (when appropriate).</p> <p>6. Meeting with guidance counselor</p> <p>*Additional disciplinary actions may be taken for each incident</p>
Class disruption	Teacher detention
Disruption of the learning environment by action, attire, or vocal expressions	<p>1st offense – 2 hour detention</p> <p>2nd offense – 3 hour detention</p> <p>3rd offense – 1 day ISS</p>
Disrespectful behavior	<p>1st offense – 2 hour detention</p> <p>2nd offense – 3 hour detention</p> <p>3rd offense – 1 day ISS</p>
Cafeteria disruption	Detention and/or Suspension
Misuse of electronic device	Immediate behavior is sanctioned by any consequence ranging from detention to suspension.
Improper Electronic Communication	Detention and/or Suspension
Unauthorized recording of a Board of Education approved employee or student (audio/video)	Suspension
Refusal to turn electronic device over to teacher	Detention
Insubordination/Defiance/Disobedience	Detention, suspension and/or social probation
Continued and willful disobedience: A repeated pattern of failing to abide by school rules	1 to 4 day ISS/OSS
Reckless driving or failure to follow GDL laws and parking rules	Loss of driving privileges and/or social probation
Illegal parking on school property /parking in faculty parking lot	<p>1st offense - two (2) hour detention</p> <p>2nd offense - 3 hour detention</p> <p>3rd offense - 1 day in school suspension</p>
Conduct dangerous to the physical well-being of others: Students, through their direct or indirect actions, place another person in danger of physical harm, even if there was not intent to harm (Includes throwing food and other objects)	Detention and/or Suspension
Inappropriate Use of Physical Force: Any student who engages in reckless behavior that poses a substantial danger to one's self and others (ie.	<p>1st offense – One (1) – Three (3) day suspension, social probation, KPD notified, and meeting with Assistant Principal</p> <p>2nd offense – Three (3) – Five (5) day suspension, social probation, KPD notified, and meeting with Principal</p>

Pushing or shoving with another student).	3 rd offense- Five (5) to Ten (10) day OSS social probation, KPD notified, and meeting with Principal
Fighting/Physical Aggression	1 st offense – immediate 3-5 day suspension, picked up by parent/guardian, social probation, Kinnelon Police notified, and meeting with Assistant Principal 2 nd offense – progressive suspension from prior incident 3 rd offense- Five (5) to Ten (10) day OSS
Threat (electronic, verbal, physical, or written) to a student or Board of Education approved employee	Send out for clearance Suspension for a period not exceeding 10 days, social probation and report to police
Possession and/or dissemination of inappropriate material	Detention, suspension and/or social probation. KPD notification
Violent or dangerous behavior (assault, assault with a weapon, battery, possession of a weapon)	Suspension for a period not exceeding 10 days, social probation and report to police
Harassment/Intimidation/Bullying (HIB)	Immediate behavior is sanctioned by any consequence ranging from general detention to long term suspension. The Anti-Bullying Specialist is also notified and will investigate for further possible consequences.
Bias/Hate actions: Any behavior designed to intimidate a person or group either using verbal, written, or non-verbal communication. New Jersey defines bias/hate crimes as those involving race, ethnicity, religion, or sexual orientation.	1 st offence - Three (3) days OSS- KPD notification for potential bias act. 2 nd offense – Five (5) OSS- progressive suspension from prior incident 3 rd offense- Five (5) to Ten (10) day OSS HIB investigation may take place
Abusive Language/Obscenity	1 st offense –Three (3) hour detention 2 nd offense – ISS
Abusive Language/Obscenity directed at staff	ISS and/or OSS
Vandalism/Theft	Suspension, Social Probation, and Police Report
Tobacco products Smokeless/Chewing Tobacco Nicotine Gum	1 st offense – 3 hours detention 2 nd offense – 1 day ISS 3 rd offense – 1 day OSS, Social Probation
Vapor/Electronic cigarettes, vapor liquids, accessories, paraphernalia	1 st offense – 1 day OSS, drug test performed 2 nd offense – 3 days OSS, bathroom restriction 1 month, drug test performed 3 rd offense – 5 day OSS, Social Probation, bathroom restriction 1 month, counseling, drug test performed
Alcohol and Substance abuse	*Suspension and all Consequences under Policy and Regulation # 5530
Contraband-lighter, laser pointers, noise makers etc.	Immediate behavior is sanctioned by any consequence ranging from detention to suspension.
Gambling/Card Playing	Detention and/or Suspension
Leaving school grounds without permission	Suspension

Failure to return a loaner calculator or laptop to media center or teacher	1st offense - warning 2nd offense - 1 hour detention 3rd offense - 2 hour detention 4th offense - 3 hour detention
Failure to report to an administrative detention	1st offense - 1 additional hour of detention added 2nd offense - 3 additional hours of detention added
Theft	1 - 4 days of ISS/OSS
Unauthorized attempted taking of food from the cafeteria; leaving the lunch line with food without making a payment; participation in these actions as a lookout or by possessing stolen food/property	1 - 4 days of ISS/OSS
Student found on another school's campus during the school day	1 day ISS
Positive drug screen following the enactment of the substance abuse protocol	5 day OSS Full Substance Assessment SAC Review of program Assessment Decrease in levels of all future substance screenings
Inappropriate Sexual Conduct	1 - 4 days ISS/OSS
Harassment, Exposure, or Inappropriate Touching	3 - 5 days ISS/OSS
Possession of Pornographic Material	3 hour detention
Dissemination of pornographic or inappropriate material	1 - 4 days ISS/OSS
Covid-19 protocol violations	1st offense - warning 2nd offense - detention 3rd offense - suspension

DUE PROCESS AND DISCIPLINARY APPEALS

In cases in which a student wishes to appeal a disciplinary penalty, the student should make arrangements to meet with the personnel listed, in the order indicated:

1. **The original teacher involved**
2. **The Assistant Principal**
3. **The Principal**
4. **The Superintendent of Schools (in writing)**

The information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

THREATS AND PHYSICAL VIOLENCE

The following definitions apply:

Assault - any act placing another in fear by threat of physical violence or physical violence itself.

Assault with a weapon - any act that puts another in fear of injury by employing a weapon or any act, which inflicts injury upon another by using a weapon.

Battery - an unlawful beating or other wrongful physical violence or constraint inflicted upon another without his/her consent.

Weapon - any instrument used to place another in fear of injury or any instrument to inflict injury upon another.

- Any student engaging in threats or physical violence will be reported to the Kinnelon Police.
- Threats and physical violence are suspendable for a period of up to 10 days and a possible Board Hearing.

DETENTIONS

Detentions are scheduled on Tuesdays 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.

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, electronic cigarettes and/or vaporizers anywhere on campus. (See Page 24).

BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. As outlined in the Code of Conduct, any form of hazing, threats, use of intimidation, taking another's personal property or harassment will be dealt with by KHS administration in accordance with Kinnelon BOE Policy **#5512.01 – Harassment Intimidation & Bullying**

CELL PHONES

In the high school cellular phones may be used during non-instructional times (before school, after school, during lunch and passing times). They may also be used as assistive technology at the discretion of the teacher in the classroom, but should never cause a distraction or a disruption in the instructional process.

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.

SUBSTANCE ABUSE POLICY

The Kinnelon Board of Education recognizes that tobacco, drug and alcohol abuse presents a growing problem in society and is aware of the vital role played by the school and the efforts of the community to control this problem. Since such abuse is a violation of the law and presents a danger to the student involved and to the other students, the Board must discourage it from occurring in a school building, on school grounds or at any time away from school when a student is responsible to the school for his/her conduct. The Board prohibits the use, possession, or distribution of any tobacco, drugs, alcohol or related paraphernalia by students, staff, or others on school property or at school-related functions.

PROCEDURES

A. Procedure when a student confides in any staff member or when any staff member becomes aware that the student or a family member is involved with substances.

1. That staff member should indicate concern for the student, suggest that a self-referral be made to the Substance Awareness Coordinator and shall inform the Substance Awareness Coordinator.

2. The Substance Awareness Coordinator shall determine the appropriate intervention services.

B. Procedure when a student is suspected of being involved with substances.

1. When there are observable behaviors that may be indicative of involvement with substances (as noted on the appended behavioral checklist), the referring staff member shall consult with the SAC.

2. If the student is not known to or involved with the SAC a referral will be made to the building based intervention team (BBIT). The team shall request respective staff to complete a grade level appropriate confidential Behavioral Checklist the building-based intervention team will meet to analyze the completed Behavioral Checklists.

3. If, as a result of the building based intervention team's analysis, it appears that the student's behavior may be caused by involvement with substances, the principal shall be notified of such findings. 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)

4. 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.

C. Procedure when a student's family member is suspected of being involved with substances

1. If a staff member becomes aware of substance use in a child's family, the staff member shall contact the building principal, who shall contact the Substance Awareness Coordinator, who will see the child for assessment purposes, without parental notification. The Substance Awareness Coordinator will assess for potential family substance abuse/dependency. If s/he determines that there is evidence to indicate child abuse or neglect, s/he will make a referral to the Division of Youth and Family Services and work cooperatively to develop an appropriate intervention plan for the child and his/her family. If the Substance Awareness Coordinator determines that there is an active substance abuse/dependency in the child's family, s/he will make every effort to engage the child's family in helping resources and will work with the classroom teacher(s) and school nurse to provide appropriate support services for the student. (Nothing in this section should be construed to abridge a staff member's responsibility to contact the Division of Youth and Family Services in cases involving parental substance abuse.)

2. If, as a result of the building-based intervention teams analysis, it appears that the student's behavior may be caused by a family member's involvement with substances, the building principal shall be notified of such findings. The principal shall notify the Substance Awareness Coordinator who shall determine the appropriate intervention services.

D. Procedure when it appears to any 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.

3. 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 either 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.

4. In response to every report the principal or designee shall contact the student's parent or guardian and arrange for an immediate medical examination of the student, by a physician licensed to practice medicine or osteopathy including but not limited to a urine collection and analysis for drug/alcohol screening and/or anabolic steroids. (See Appendix C3).

5. Physical restraint or force shall only be used as reasonable and necessary to:

(a) quell a disturbance threatening physical injury to self or others;

(b) obtain possession of weapons or other dangerous objects upon the student or within the control of the student;

(c) for the purpose of self-defense; or

(d) for the protection of persons or property.

5a. Upon completion of the Health Status Assessment (Appendix B) by the school nurse and the nurse's determination that no immediate medical emergency exists, the principal or designee shall notify the parent, the Substance Awareness Coordinator and the Superintendent of Schools.

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 a physician

selected by the student's parent, the school physician 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.

5b. If a student is suspected of being under the influence of a substance during a school function and the principal or designee is not available, the supervising chaperone shall contact the student's parent/guardian and arrange for immediate medical examination of the student, including but not limited to a urine collection and analysis for drug/alcohol screening and/or anabolic steroids. (See Appendix C2).

6. 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.

7. 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. 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 dependency.

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 conference with the parent(s), SAC, administrator and guidance counselor.

8. 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.

The Violence, Vandalism, and Substance Abuse Incident Form shall be completed by the building administrator.

E. In instances involving the suspected use of anabolic steroids, the following shall apply according to the requirements of N.J.S.A. 18A:40A-12(b):

1. Whenever any teaching staff member, school nurse or other educational personnel shall have reason to believe that a student has used or may be using anabolic steroids, that person shall report the matter as soon

2. as possible to the principal or designee, the school nurse or school physician and to the substance awareness coordinator (SAC).

3. The principal or designee shall immediately notify the parent/guardian and superintendent and shall arrange for an examination of the student by a doctor selected by the parent/guardian or by the school physician if the chosen doctor is not available.

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

4. The examining physician shall furnish a written report within one week to the parent and to the principal and designees.

If the drug screening reveals that the student is under the influence of anabolic steroids, the student may return to school and the following procedure shall be enforced:

1. The physician who examined the student shall submit his/her written report to the student's parent/guardian, the principal and the chief school administrator within one week

2. The student will serve a minimum suspension of five (5) days not to exceed ten (10) days. Alternative action may be taken by the Board of Education.

3. The Substance Awareness Coordinator will assist the student and his/her family through the intervention and recovery process and will refer the student for assessment/treatment to a community agency approved by the State Department of Health.

4. The Violence, Vandalism, and Substance Abuse Incident Form shall be completed by the building administrator.

F. 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 Department 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 hearing 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. Pupils who violate the policy will be disciplined as follows:

G. Use and/ or possession of substances or paraphernalia or being under the influence of a substance(s)

1. 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:

a. First Offense

1) 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. Seniors will lose their parking privilege for the year.

2) Prior to returning to school, the student and parent must meet with the SAC and administration and comply with recommended programs.

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

b. Second Offense

1) Minimum of 10 days out of school suspension, consultation with SAC and must follow recommendations of the SAC

2) 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

3) Denial of participation in all school related activities for 30 days

4) School may find Child Study Team evaluation appropriate, review with the Superintendent

c.Third Offense

1) 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 complete in the next school year.

H. Procedure if a parent refuses to comply 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 NJSA 18A:40A-12 shall be handled by the district in accordance with NJAC 6A:16-4.1 (c) 2.

I. 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).

J. Presence of Substances on School Premises

1. A student's person, effects, or school storage places may be searched for substances in accordance with 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.

K. 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.

L. 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. Smoking is prohibited at all times in school district buildings, except for the demonstration of smoking which may be required in classroom instruction. The principal of each school building is authorized to report violations to the Kinnelon Board of Health.

Procedures:

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

If Tobacco Use/Possession is Confirmed:

First Offense

3. Three hours detention
4. Parent/guardian contacted
5. Referral to SAC

6. 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

M. 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 and 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.

N. Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited

access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the student or when the student leaves school.

2. Information regarding a student's involvement in a school intervention program shall be kept strictly confidential in accordance with Section 408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

3. If a secondary student is involved in a school intervention program provides information during the course of a counseling session in that program which indicates that the student's parent(s) or legal guardian(s) or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the student's written consent, to another person or entity whom the student specifies in writing:

b. Pursuant to a court order:

c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary student or another child may be an abused or neglected child.

Any disclosure made pursuant to a and b above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Substance Awareness Coordinator advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997, 362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information

already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

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

VOLUNTARY RANDOM DRUG TESTING POLICY

Any student participating in an activity, sport, or drives to school is required to participate in the voluntary random drug testing program. Students must sign and submit a voluntary random drug testing consent to test form prior to participating in an activity/sport or parking on campus. Failure to do so makes the student ineligible to participate.

Students who test positive under the random policy receive a 20 day parking suspension. For athletes and students who participate in extracurricular activities, this is considered a “*zero offense*”. Meeting with SAC and mandatory substance abuse assessment are still required. Subsequent offenses fall under progressive discipline. Students will be placed in the Suspicion Testing Pool.

ATHLETICS and ACTIVITIES

For the 2019-2020 school year there will be an activity fee assessed for all students wishing to participate in athletics, activities, and/or park on campus. Specific details will be provided by KHS Administration.

Eligibility

To be eligible for athletic competition during the first semester (Sept. 1 to Jan 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits 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 of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% 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.

Students must be in school for at least three hours and twenty 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.: FIRST SEMESTER 30 credits SECOND SEMESTER 15 credits

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

KHS ATHLETIC TEAMS

FALL	WINTER	SPRING
Boys Cross Country	Boys Basketball	Golf
Girls Volleyball	Girls Basketball	Baseball
Girls Cross Country	Wrestling	Softball
Girls Tennis	Winter Track	Boys Track
Boys Soccer	Ice Hockey	Girls Track
Girls Soccer	Boys Swimming	Boys Tennis
Football	Girls Swimming	Boys Lacrosse
Cheerleading	Fencing	Girls Lacrosse

Schedules available at www.nwjerseyac.com

KHS STUDENT ACTIVITIES

Academic Decathlon	Business Club	Student Council
TV & Video Club	Culinary Club	French Honor Society
Fall Play	Trust Club	Jazz Rock Ensemble
Interact	Spring Musical	Mock Trial
Latin Honor Society	Newspaper	Yearbook
Debate Club	NHS	Peer to Peer
Pep Band	Publications	Science Club
Tri-M Honor Society	Spanish Honor Society	Technology Student Association
Social Outreach	Varsity Club	

ATHLETIC & CLUB/ACTIVITY SUBSTANCE ABUSE POLICY

Understand that the policy explained below begins from the time a student plays (first practice) or attends their second club/activity meeting at Kinnelon High School until their graduation. Consequences for violating this policy are progressive and carry over from sport to sport or club to club from 9th grade until graduation. Students who participate in athletics and/or extra-curricular activities (including parking) are subject to a zero offense consequence as described below.

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. As a student-athlete, you are not permitted to consume, possess, or constructively possess tobacco, alcohol or Controlled Dangerous Substances. Additionally, privileges such as parking and selecting study halls may be suspended or revoked due to patterned violation of any part of this policy. You have signed a pledge at the beginning of this document and will be held to the standards set. The following consequences will be enforced if you break this agreement (this includes constructive possession which means being at the location where the above are located or consumed):

Use of Smoke, Smokeless and/or Vapor Products

First Offense: 5 day team/club suspension. All sports must miss a minimum of 1 game. All Activities must miss one event. All must attend practices and a meeting scheduled with the SAC.

Second Offense: 10 day team/club suspension. Football, Cross Country, Cheerleading, Swimming and Spring Track and all Clubs, Competitions and Performance based activities must miss a minimum of 2 games. All other sports must miss a minimum of 4 games. Athletes and activity members must attend practices and a meeting scheduled with the SAC.

Third Offense: Athletic season suspension and club/activities are suspended for the length of that activity and a parking suspension.

All other substances:

Zero Offense: Students who test positive under the random policy only, receive a 20 day parking suspension. Meeting with SAC and mandatory substance abuse assessment are still required. Subsequent offenses fall under progressive discipline.

First Offense: 10 day team/club suspension. Football, Cross Country, Cheerleading, Swimming and Spring Track and all Clubs, Competitions and Performance based activities must miss a minimum of 2 games or activities. All other sports must miss a minimum of 4 games. Athletes and activity members must attend practices and a meeting scheduled with the SAC.

Second Offense: Athletic season suspension and club/activities are suspended for the length of that activity and a parking suspension

Third Offense: Suspended from athletics and all activities for a full year from the time of infraction and activities/parking suspension.

The above noted rules and regulations are in addition to the regular school rules and regulations assigned to these infractions. It should be remembered that participation in athletics is a privilege and carries with it an individual responsibility to abide by the above stated rules and regulations and athletic policy.

*****In order to avoid circumventing the suspension requirement because of a substance abuse infraction, students joining another team or club/activity for a first time after a substance abuse violation must still serve their suspension in the next season or club/activity that they have already played or participated in during their high school career. They will not have to sit out in the sport or activity that they join for the first time. Neither may a student join a sport late to serve a suspension. Exceptions include Freshmen (if they haven't had a chance to play a sport because the season has not occurred yet) and Seniors who may only have one season left to serve the suspension (in these cases, they serve the suspension in the sport that they are playing for the first time).*****

SCHOOL OPERATIONS

DRESS CODE

In light of changing clothing styles, it becomes necessary to remind students that attire worn outside of school is not necessarily appropriate for school. The overall guiding principle for proper school dress should be to avoid extremes and to practice normal patterns of dress. Additionally it is the obligation and responsibility of school administrators to foster a safe learning environment, as well as to ensure there is no disruption to the educational process. Faculty members can make students aware of school dress code violations and refer any "debates" to the school administrators. The building administrators will determine if a violation of the school dress code exists. If there is a violation of the dress code, alternate attire can be provided by school officials or parent/guardians. A demonstrated pattern of violations will result in a detention and a parent conference.

Specifically, the following are considered inappropriate:

- Footwear must be worn at all times. (NO BARE FEET)
 - Clothing such as shorts, pants or skirts are not permitted to be worn lower than the hip-line.
 - Excessively tight shorts and skirts are not acceptable.
 - Skirts and shorts that do not reach mid-thigh are not acceptable.
 - See-through clothing that exposes undergarments is not acceptable.
 - Low-riding pants, shorts, or skirts that expose undergarments are not acceptable.
 - Tops that:
 - Expose undergarments.
 - Expose midriff.
 - Have plunging necklines.
 - Have back lines lower than the mid shoulder blades.
 - Are marked as undergarments.
1. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliations, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages are not permitted.
 2. Trousers/slacks with studs or gaudy accessories cannot be worn in school. Other items prohibited are wrist/ankle/neckbands with spikes, chains, cleats, or other articles which could cause damage to other students or property.
 3. Outdoor jackets or coats must be placed in student lockers except when entering or leaving the building and when there is a defect in the heating system..

Sunglasses/non-prescription sunglasses glazed and tinted glasses are not to be worn in school except as prescribed by the pupil's doctor.

The administration also 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 who wish 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 use cell phones during study hall provided it is not causing a disruption to others.

LUNCH

The unit lunch period provides an opportunity to relax and interact with friends. The atmosphere should be calm and conducive for social interaction. Behaviors listed in the code of conduct will cause students to lose the privilege of selecting their own lunch location. Please note the following:

1. Students must be in designated lunch areas within the first five minutes of the lunch period.
2. Students should not groom themselves in the cafeteria for obvious health concerns.
- 3. Students are responsible to clear and throw away all garbage from their table throughout the lunch period.** If trash is left in an area, all students present are responsible to clean up the area.
4. The arrangement of the tables and chairs is not to be altered.
5. If a student is found to be behaving unacceptably, a staff member or administrator will move his/her seat.

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.)

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 2019-2020 school year juniors will be selected randomly through a lottery system each marking period. To be permitted to drive to school, students must have proof as of valid driver's license, completed on-line parking forms, paid the pay to play fee, attend the Safe Driver's Seminar, and be in good standing. There will be days throughout the school year that JUNIOR PARKING WILL BE SUSPENDED due to district need for additional parking. Juniors will be notified ahead of time, and if possible, alternate parking locations provided.

Seniors and selected Juniors 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 lots. 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.

EMERGENCY DRILLS

Fire Drills are held once per month throughout the school year. Evacuation 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.

In accordance with state mandate 1 security drill will be practiced each month, in addition to 1 fire drill. 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 through Lobby Guard located between the exterior and interior doors at the main entrance of the High School, and secure the necessary pass. The visitor must then meet with the staff member at the front desk, who will instruct them where they can wait for the faculty member they are meeting.

No visitors will be permitted during state testing. Kinnelon High School students wishing to bring a visitor must submit in writing a 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.

PARTICIPATION IN SCHOOL EVENTS

A student must be in school for a minimum of 3 hours and 20 minutes in order to participate in athletics and activities (games, practices or events) that day (This includes all alternative schedule days, i.e. assembly schedule, delayed opening, etc.) If a student is absent from school the entire day, the student is not allowed to be on the school campus after school hours. 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.

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.

STUDENT IN GOOD STANDING

A student in good standing is one who maintains eligible status with regard to grade point average, attendance, and behavior in school. Included in this status is positive representative behavior outside of school. This includes, but is not limited to off-campus activities and athletic events (as a participant or spectator), and criminal charges of any kind. Violations of this status may result in suspension/revocation of activities/athletics participation or membership. KHS administration will review each violation on a case by case basis.

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.

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 and tardiness 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 POLICY/LIMITS

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

Please refer to the table below 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 12 absences. **Notes are due on the day of return and will not be accepted after a 2-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.

Parents are encouraged to check the students' attendance records throughout the year by accessing Power School via the Internet. Up to date, quarterly reports are available through the Power School database at any time. ***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	12 absences	13 th absence
Physical Education	9 absences	10 th absence
Semester course	6 absences	7 th absence
Health	3 absences	4 th 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. If the course is a graduation requirement, students are mandated to attend summer school or repeat the course. Any fees associated with recovering credit outside of school shall be borne by the student. According to New Jersey state law, the following are the only legal excuses for absence from school:

- a. Religious holidays
- b. Bring your child to work

While the state law indicates that only reasons a and b are legal excuses, there is no prohibition against counting such absences towards the 12 absence maximum. However, reasons a and b 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 above.

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 visitation may not constitute an excused absence. In order for a visit to be considered for excusal, documentation forms must be obtained prior to scheduled visitation from the guidance counselor and are due, verified by college admissions office, to the attendance 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

Arriving up to 15 minutes late to class is considered “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.** A pass will be issued to admit the student to class.

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 to a class, they will receive an administrative detention. Four (4) instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences. 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 student arriving late to school, after the bell, **MUST sign in at the Main Office.** Presentation of a note is required to verify that parent is aware of time of entry. A pass will be issued to permit class entrance. Accumulating tardies to school may result in the following consequences:

- Parking suspension
- Sign in/out privilege suspension
- Parent meeting

Administrative direction regarding attendance and lateness to school will be provided throughout the school year for emphasis and clarification.

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 before the end of the first block. 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. Juniors and seniors who abuse the privilege of driving to campus in any way risk have parking privileges suspended or revoked. Additional penalties may include suspension of late sign in/early sign out privileges.

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 the administration 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.
3. 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.
4. The appeals committee shall consist of a building administrator and two staff members appointed by the principal, and two students appointed by the principal in consultation with the Executive Committee of the Student Council.
5. 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 through documentation , 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.
6. The decision of the appeals committee will be made known in writing after hearing the appeal.
7. 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.

ABSENCE VERIFICATION

When a student is absent, the parent or guardian should call the Guidance/Attendance Office (973-838-6006) on the day the absence occurs or email the guidance office at khsattendance@kinnelon.org. **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 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 the number of days the students was absent. If a student arrives late to school (or leaves early), and subsequently misses an assessment, he/she must reschedule the assessment within a 24 hour period. A teacher may postpone the assessment make-up until the next day if appropriate. 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.**

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

Selection Process

1. Eleventh grade students are initially selected on the basis of their academic performance: an overall GPA of 3.70 (unrounded) based on ten marking periods prior to selection. Eleventh grade students who are eligible for consideration after ten marking periods, must maintain a GPA above 3.70 for the eleventh marking period to remain eligible for induction.
2. Eleventh grade students achieving an overall 3.70 GPA following eleven marking periods will also be invited to pursue the process leading to induction.
3. Any twelfth grade student who has achieved an overall 3.70 unweighted GPA at the close of the eleventh grade year will be invited to pursue the process for admission into the NHS in the fall of the senior year.
4. Students who have met the criterion cited in #1 are notified by mail that they are being considered for membership. They are provided with a Candidate Information Packet including a cover letter, the candidate form, a description of membership obligations, and an opt-out form. They are asked to fill out a candidate form detailing their extra-curricular activities and volunteer service activities to have this document signed or initialed by the activities' sponsors or advisors.
5. Students who do not submit a Candidate Form will be considered as Opting Out. Students must act upon eligibility, either by submitting a Candidate Form or by Opting Out. Once they are eligible for consideration, students may not delay submission to another time beyond the soonest date for consideration.
6. Candidate forms are due back to the NHS advisor(s) by a specified date.
7. The NHS advisor(s) checks the candidate form submissions for completeness.
8. A list of all candidates is made available to each members of the teaching staff as well as administrators who have information regarding behavior and academic integrity. They are asked to make positive observations as well as to indicate those students with whom they have had difficulties or concerns in the area(s) of leadership and/or character. They are encouraged to express their commendations and/or reservations about any candidate.

9. Faculty input is directed to the NHS advisor(s) who reviews all comments and may confer individually with teachers who have made comments about a candidate.
10. The list of all students is presented to the NHS Faculty Council for consideration. The NHS advisor(s) summarizes the concerns of teaching staff members who indicated problems or reservations regarding specific students.
11. The NHS Faculty Council votes on the list of eligible candidates. Student candidates will be considered individually. One of the following decisions will be made for each candidate based upon the majority vote of the Faculty Council:
 - i. The student will be offered membership.
 - ii. The student will be denied membership.
 - iii. Membership will be deferred.
12. Students to be inducted will be notified by mail.
13. Students who are to be denied or deferred are notified in person by the NHS advisor(s), as well as by mail.
14. If a student is deferred, the student will be reconsidered for membership during the senior year at a time determined by the Faculty Council.
15. Any candidate whose invitation to join the NHS was deferred until the senior year but is ultimately granted membership will be admitted to the Society with full rights and privileges.