

DWIGHT MORROW HIGH SCHOOL ACADEMIES@ENGLEWOOD

274 Knickerbocker Road, Englewood, NJ



Student Handbook 2015-2016

Welcome to the 2015-2016 school year!

The purpose of our *Student Handbook* is to provide you and your parents with pertinent information specific to the procedures and operations of our school. I encourage you to familiarize yourself with this handbook so that our expectations for academic success and behavior are clear.

You are probably familiar with the tradition of setting goals in the form of New Year’s resolutions at the start of the calendar year. I’ve always felt this is a worthwhile opportunity for reflection, and apropos for those of us starting a new school year. I encourage you to do so in setting goals for yourself in the form of a New School Year Resolution. Select a goal that is achievable but one that will challenge you as well. Your goal may be an academic goal, or maybe you’d like to get more involved in school-wide activities or participate in a club or sport. Go for it! Be confident in knowing that you can achieve your goals, and, if you need to do so, be open to asking for help when necessary.

All of us on campus wish you success in your endeavors this year. We will do all that we can to support you and ensure that you achieve your goals. Let’s work together to make the 2015-2016 school year a great one.

Peter Elbert, Principal

EPSD Mission Statement

The mission of the Englewood Public School District is to provide educational excellence by creating a learning environment that empowers all students to achieve the New Jersey Core Curriculum Content Standards at all grade levels, to develop character and to master the academic and social skills necessary for success as individuals and as members of a global community.

Members of the Englewood Board of Education

Mr. Stephen Brown	Mr. Howard Haughton, Board President
Mr. Junius Carter	Ms. Carol Feinstein
Ms. Molly Craig-Berry	Mr. Devry Pazant
Mr. Glenn Garrison	Mr. Henry Pruitt, III, Vice President
Ms. Betty Griffin	

District Administration

Interim.....	Superintendent of Schools
Dr. Michelle James.....	Assistant Superintendent of Schools
Mrs. Maria Engeleit.....	Business Administrator/Board Secretary

PHONE NUMBERS

General Number 201-862-6000

Dwight Morrow High School

Main Office: 201-862-6037

Guidance Office: 201-862-6095

Fax: 201-833-9620

Academies@Englewood

Main Office: 201-862-6133

Guidance Office: 201-862-6075

Fax: 201-862-6110

Attendance Line: 201-862-6235

Administration

Mr. Peter Elbert, Principal: ext. 6234

Dr. Joseph Bell, Principal at E.A.G.L.E: ext. 6249

Mr. Joseph Armental, Assistant Principal: ext. 6278

Mrs. Laura Satterfield-Mathieu, Assistant Principal: ext. 6013

Ms. Carol Bender, Supervisor of Health & PE / Dean of Students: ext. 6014

The Administration reserves the right to modify policies and procedures as the need arises.

2015-2016 SCHOOL YEAR CALENDAR

September 2	Wed	Opening Day for Students (Full Day)
September 4	Fri	District Closed
September 7	Mon	Labor Day - District Closed
September 14	Mon	Rosh Hashanah - District Closed
September 23	Wed	Yom Kippur – District Closed
October 1	Thurs	Early Dismissal/ Back to School Night
October 12	Mon	Early dismissal/ Staff Pro. Development
October 21	Wed	Parent/Teacher Night 6:30 pm - 8:30 pm
October 22	Thurs	Parent/Teacher Night 1:30 pm - 3:30 pm
November 3	Tues	Election Day- Schools/Offices Open
November 5-6	Thurs-Fri	NJEA Convention – District Closed
November 25	Wed	Thanksgiving Recess – Early Dismissal
November 26- 27	Thurs - Fri	Thanksgiving Recess – School Closed
Dec 24 – Dec 31	Thurs-Thurs	Winter Recess – School Closed
January 1	Fri	New Year’s Day-District Closed
January 4	Mon	Schools Reopen
January 18	Mon	M. L. King Jr. Birthday – District Closed
February 8	Mon	Early Dismissal Students/Staff Prof. Development
February 15	Mon	President’s Day – District Closed
February 16-19	Tues-Fri	Winter Break -Schools Closed
March 14	Mon	Early Dismissal Students/ Staff Prof. Development
March 15	Tues	Parent/Teacher Night 6:30 pm - 8:30 pm
March 16	Wed	Parent/Teacher Night 1:30 pm - 3:30 pm
March 25	Fri	Good Friday-District Closed
April 11-15	Mon-Fri	Spring Break – Schools Closed
May 25	Wed	DMAE- Senior Prom
May 30	Mon	Memorial Day – District Closed
June 18-26	Wed- Fri	Testing/Early Dismissal for Students
June 20-22	Mon-Wed	Early Dismissal for Students
June 21	Tues	DMAE Graduation @ 5 pm- Offices closes at 1 pm
June 22	Wed	DMAE Rain date @ 2 pm

Half-day dismissal is at 12:54 PM/

* Calendar subject to change

DAYS OF ATTENDANCE

<u>Month</u>	<u>Students</u>	<u>Teachers</u>
August	0	1
September	17	18
October	22	22
November	17	17
December	17	17
January	19	19
February	16	16
March	22	22
April	16	16
May	21	21
June	16	17
TOTAL	183	186

This calendar includes three (3) emergency days. In the event that more days are utilized, additional days will be added in the month of June for makeup purposes. If additional days are used, adjustments will be made from the April week. Accordingly, the final day of school may be changed depending upon the number of emergency days used. The maximum number of days of attendance for students will be 183. The maximum number of days of attendance for teachers will be 186. The Board of Education reserves the right to modify this calendar except that the days of attendance for teachers will not exceed 186.

First Quarter: Begins: September 2, 2015
Ends: November 11, 2015
Progress Report: October 15, 2015

Second Quarter: Begins: November 12, 2015
Ends: January 28, 2016
Progress Report: December 17, 2015

Third Quarter: Begins: January 29, 2016
Ends: April 28, 2016
Progress Report: March 10, 2016

Fourth Quarter: Begins: April 29, 2016
Ends: June 22, 2016
Progress Report: May 19, 2016

[Note: Progress Reports are available online.]

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ACADEMICS

Graduation Requirements

In order to qualify for graduation, a student must pass the state High School Proficiency Assessment (HSPA) in Language Arts and Mathematics. Any student whose HSPA scaled score is below 200 (partially proficient) in the HSPA language arts literacy and/or mathematics content areas must demonstrate mastery of all of the skills covered by the test, as part of the Alternative High School Assessment (AHSA) instructional program.

Additionally, students must be enrolled in at least 35 credits per year. The high school graduation requirements include a total of **130 credits** and infusion of 21st century skills across all content areas. The 130 credits include specified core courses, fine, practical and performing arts electives, and additional electives based on students' interests.

MINIMUM GRADUATION REQUIREMENTS	
COURSE	CREDITS
Language Arts Literacy	20
Mathematics	15
Science	15
Social Studies	15
Visual and Performing Arts	10
World Languages	5
Physical Education and Health	15
21 ST Century Life and Careers, or Career-Technical Education	5
Electives based on program majors and student interests	30
TOTAL	130

[Note: The Academics@Englewood program graduation requirements include 20 credits in Mathematics, 20 credits in Science, 15 credits in World Languages, as well as successful completion of a required Focus Course during each year of study.]

Mathematics Requirements: At least 15 credits in mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3), geometry or the content equivalent, and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers.

Science Requirements: At least 15 credits of lab science, including biology, effective with the 2008-09 ninth grade class; a choice among chemistry, physics or environmental science, beginning with incoming freshmen in 2010-11; and a third inquiry-based lab or technical science, beginning with incoming freshmen in 2012-13.

Social Studies Requirements: At least 15 credits in social studies that meet the satisfaction of N.J.S.A. 18A:35-1, including ten credits in United States History and five credits in world history; and the integration of civics, economics, geography and global content in all course offerings.

Physical Education Requirements: At least 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 & 8.

Economics and Financial Literacy Requirements: One half-year of economics and financial literacy, beginning with incoming freshmen in 2010-11.

Visual and Performing Arts Electives: At least 10 credits in art, music, theater, dance; may be acquired as 5 credits in visual and performing and 5 credits in practical arts or 10 credits in one content area.

Other Electives Requirements: At least 30 credits of electives taken from Core Curriculum Content Standard areas; at least 2.5 credits must be in Economics (financial,

economic, business, and entrepreneurial literacy), effective with 2010-2011 grade nine class. *Technology literacy* must be integrated throughout the curriculum and consistent with the Core Curriculum Content Standards.

Curriculum Program Descriptions

Honors and Advanced Placement (AP) academics are open to all students, regardless of program of choice. Accordingly, all students on the DMAE campus are encouraged to prepare for and take the most rigorous academics appropriate to a student's academic portfolio. Honors eligibility is based on student performance, teacher recommendation, pre-testing, writing sample, motivation and willingness to engage in demanding coursework. AP and honors students and their parents are expected to enter into an agreement with the school that highlights the fundamental understandings about course requirements, expectations, and the role of the school, students and parents in the academic process.

Honors Academic Courses

Honors courses require considerable extra class preparation and curricular activities with intensive focus on the skills of analysis, synthesis, evaluation, and research. Students are encouraged to work with Guidance Counselors for advice on class load/number of Honors courses per year. The A@E program has a requirement that all courses be Honors courses.

Advanced Placement and Dual-Enrollment Courses

The English, Science, Social Studies, Mathematics and World Language Departments of DMAE offer Advanced Placement and Dual-Enrollment Courses. These courses are taught on a college level and include a mandatory final examination component. The Advanced Placement program is a cooperative, educational endeavor shared by secondary schools, colleges, and the College Board. The AP program provides teaching materials, course descriptions, and examinations. The examination grade is sent to the colleges of the student's choice. The awarding of course credit, advanced placement, or both is

dependent upon the policies of the receiving institution.

The Dual-Enrollment articulations are with individual colleges and allow the student to earn credits for a reduced tuition rate. These credits are transferable to some higher education institutions. A student must obtain at least a grade of "B" upon completion of the course in order to be qualified for college credit.

Advanced Placement and Dual-Enrollment courses provide students with the opportunity to engage in college-level work while still in high school. Students who plan to attend a competitive college/university are strongly encouraged to apply for these courses. All students enrolled in AP courses are required to take the advanced placement examinations while enrolled in the AP course. Students who refrain from taking the respective advanced placement examination will have their course designation changed from AP to Honors. The admissions departments of post-secondary institutions to which students have applied are notified in the event a student does not take an examination.

Students must seek advisement from counselors concerning Dual-Enrollment and Advanced Placement course load. Students who wish to enroll in an AP or Dual-Enrollment course are required to apply to the program and complete an assessment, as well as receive teacher's recommendation. AP and Dual-Enrollment courses must be dropped before the 15th school day of the Semester. After the 15th school day, students must remain in the class until the end of the school year. Students exited from AP or Dual-Enrollment courses due to academic misplacement, as determined by the teacher and approved by administration, are exempt from this policy.

AVID Program

Advancement Via Individual Determination – AVID is a college preparatory program offered in grades 9-12. AVID is an academic empowerment program designed to prepare motivated students

for honors and advancement placement programs while in high school and to master learning skills for successful transition to the university level. The AVID class meets daily and carries elective credits. Students must apply for admission to the AVID program and must commit to maintaining high quality marks in all classes, attend special learning sessions, work collaboratively with peers to support achievement, work proficiently in their academic core classes to create a record for college admissions, and continually raise both the rigor of their total program and their GPA.

The AVID program is based on the belief that with proper coaching and access to the “secrets” to academic success, every college preparatory student can succeed in honors or Advanced Placement classes. The DMAE AVID program is nationally recognized for adherence to the program standards of the AVID Center in San Diego, California.

Dwight Morrow High School Eagle Initiative

The Eagle Initiative is an alternative high school program that provides a small school setting and support services for regular education and special education students in grades 9-12. The program offers vocational training and focuses on developing and maintaining businesses and careers. Students are admitted to the program at the beginning of each semester.

Virtual High School

On June 22, 2006, the Englewood Public School District approved student participation in summer school courses offered by The New Jersey Virtual High School. The courses provided by The New Jersey Virtual High School are aligned to the New Jersey Core Curriculum Content Standards and are taught by New Jersey certified teachers.

This online option offers students in grades 9 – 12, who must repeat a core course due to poor performance, the ability to take 60 hours of virtual summer school instruction. Students who lose credit for a course due to excessive

absences must repeat the course the following year. They will not be able to recover the credits in a summer school credit recovery program; however, they may take a core course as a new course providing the guidance department approves the program prior to taking the class.

NovaNET Credit Recovery Program

This program is offered to students throughout the school year and during the summer. NovaNET Credit Recovery Program gives students an opportunity to take a maximum of two courses during the school year and two courses during NovaNET Credit Recovery Summer Program. Students can take English, mathematics, science, social studies and physical education/health as a credit recovery class via NovaNET software. In addition to the NovaNET modules, students are required to complete an independent project. Credit recovery is not an automatic option. Preference is given to 11th & 12th graders. There is a cost associated with the program that students must pay. Students are recommended who have not passed classes, but who have an acceptable attendance record that is based on the school’s attendance policy. Cutting classes is not an option and neither are excessive absences. Students run the risk of exclusion from credit recovery for these infractions. Credit recovery is a privilege not a right. Students who have lost credit for a class (See “*Loss of Course Credit*”) are not eligible to participate in the credit recovery program. There is a cost for enrollment in the NovaNet program which is reviewed annually.

Loss of Course Credit

A student who exceeds the number of absences, tardies and/or cuts (as identified in the Attendance Policy) for a given course will receive No Credit (NC) for that course. This grade is to be calculated with credits taken and should be computed with zero quality points when calculating the final average. Teachers are to discuss all NC grades with their immediate supervisor. Students who receive a grade of NC must repeat the course; they may take the course in summer school as a new course.

For purpose of Loss of Credit, be advised that a parent note does not count as an excused absence. (Refer to Attendance section of the Handbook for list of non-countable absences.)

Grading System

The following grading and grade point system will remain in effect.

DM

Grade	AP/DE	Honors	College Prep	Numerical Grade
A	5.0	4.5	4.0	95 - 100
A-	4.67	4.17	3.67	90 - 94
B+	4.33	3.83	3.33	87 - 89
B	4.0	3.5	3.0	83 - 86
B-	3.67	3.17	2.67	80 - 82
C+	3.33	2.83	2.33	77 - 79
C	3.0	2.5	2.0	73 - 76
C-	2.67	2.17	1.67	70 - 72
D	2.0	1.50	1.0	65 - 69
F	0	0	0	< - 65

A@E

Grade	AP/DE	Honors	Numerical Grade
A	4.0	4.0	95 - 100
A-	3.67	3.67	90 - 94
B+	3.33	3.33	87 - 89
B	3.0	3.0	83 - 86
B-	2.67	2.67	80 - 82
C+	2.33	2.33	77 - 79
C	2.0	2.0	73 - 76
C-	1.67	1.67	70 - 72
D	1.0	1.0	65 - 69
F	0	0	< - 65

Class Rank

A@E students are not ranked and course grades are not weighted. Certain secondary institutions require the school to provide them with the school's top percentage of the graduating class

for the purposes of admissions and merit based scholarships.

DMHS students are ranked and course grades are weighted. Class rank is determined by examining grades, multiplying the weighted equivalent of each course by the number of credits for each course, and dividing the sum by the number of credits attempted. The purposes of class rank are to supply information required by secondary institutions and to provide a student with her/his academic position in the class. When a student receives a grade in a course, the grade is converted to a weighted number that is determined by the level of difficulty of the course.

Students will receive a rank at the end of their junior year and at the end of the first semester of their senior year. Valedictorian and Salutatorian are determined by the cumulative grade point average (GPA) inclusive of senior year first semester GPA. Students must enter Dwight Morrow High School by September of their junior year to be counted in the senior ranking and to be considered for Valedictorian or Salutatorian.

Honor Roll

High Honor Roll

The High Honor Roll consists of students who have earned a grade of at least A- in each class, including all core and all elective courses.

Honor Roll

The Honor Roll consists of students who have earned a grade of at least B- in each class, including all core and all elective courses.

The list of students who receive honor roll status is published and students are awarded a certificate.

National Honor Society

The purpose of the National Honor Society (NHS) is to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage

development of character in all DMAE students. Delta Mu Sigma Chapter of the NHS sponsors various school and community projects in which all members are expected to participate. The major service projects are peer tutoring and increasing the number of students on campus who have earned membership in the NHS. Peer tutoring provides members the opportunity to reinforce their own academic skills in subject areas while helping others to raise their level of academic achievement.

Candidacy in the NHS is extended to all juniors and seniors who have maintained high standards of scholarship, leadership, service, and character. According to the NHS standards, “students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.” Selection is made by the Honor Society Faculty Council.

National Honor Society members must maintain the above standards after their induction to maintain membership.

Nomination, Eligibility and Selection Process

1. The selection procedure is determined by the Faculty Council who is selected by the principal.
2. The student must satisfy the State HSPA requirement.
3. The student's academic records are reviewed to determine scholastic eligibility.
4. An eligible student must complete the application packet and submit it by the deadline.
5. Faculty members are invited to make comments on the candidates. However, the appointed members of the Faculty Council must make the actual selections.
6. The Faculty Council reviews the Student Activity Information Form and Application. The Faculty Council may interview the candidates personally. Candidates receiving a majority vote of the Faculty Council are inducted into the chapter. NHS members

have the opportunity to compete for \$1,000 scholarships awarded by the national office of the NHS.

Additional Honor Societies

There are other program specific honor societies with admissions based on performance in a set of specific learning threads, as well as any other criteria defined by the honor society's by-laws and/or guidelines.

Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS).

Incomplete Grade

A report card grade of **Incomplete** may be given when a student has not completed assigned work (writing assignments, projects, tests, quizzes, etc.) before the end of the quarter due to extenuating circumstances. Incompletes are not given to students who simply do not complete assignments. A grade of Incomplete must be pre-approved by a school administrator.

Missing assignments are due within **two weeks** of the close of the previous quarter. Should the student fail to make up the incomplete work satisfactorily and in its entirety within the 10 school days after the close of the quarter, the grades will convert to “0” and be averaged with other quarter grades in the same subject to determine the grade average in that class for that quarter. No student should receive an “incomplete” for a final grade.

Right of Appeal for Grades

A student has the right to appeal a grade with the subject instructor. If the student and his or her family are still in disagreement after this initial appeal, the student has a right to attend a meeting with the Principal, the Department

Chair, and the subject instructor. In most cases, the grade in question is agreed upon at this level. If a consensus is not reached and a Committee Right of Appeal (subject chairperson, administrator and counselor) hearing is necessary, the Principal will convene one for this purpose. All decisions of the committee are final.

Community Service Requirements

As citizens we have an obligation to contribute our talents and time to our community, whether that contribution is made at school or through volunteering in the community. Since 2002, students in the Academies@Englewood program have had a 40-hour community service requirement that must be met in order to graduate. Starting with the Class of 2015, it is recommended that all DMHS students commit to 10 hours of community services per year. Ten (10) of the 40 hours may be completed on campus. The remaining 30 hours of community service must be done outside of school. It is the student's responsibility to identify the community service site and complete the Community Service Form with all required signatures. Additional information may be obtained from the Guidance Department.

- Class of 2019 40 credits
- Class of 2018 30 credits
- Class of 2017 20 credits
- Class of 2016 10 credits

Plagiarism and Cheating

Our Plagiarism Policy is being revised at the time of this printing. The updated version will be distributed in September. The current policy serves as a guide.

Definition of Plagiarism

To plagiarize is to steal and use the ideas or writings of another as one's own (American Heritage Dictionary). Legally, plagiarism has been defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings, or language of the same, and passing them off as the product of one's own mind (O'Rourke v. RKO Radio Pictures: 483). The student should note that neither of these definitions includes intention or

motivation – it is the act itself which constitutes plagiarism. Ignorance, naiveté or sloppiness is no excuse.

Any school work suspect of plagiarism will be reviewed by the teacher and the department head of that subject area. The student will be questioned in regards to the literary process. After meticulous review plagiarism will be determined. **Penalties for Plagiarism or Cheating are cumulative for the school year.**

As part of the curriculum and instruction, the teacher must provide students with written information concerning what constitutes plagiarism. A student cannot be cited for plagiarism without documentation by the teacher that the student has been provided with this information.

1st Offense:

1. If a student is cited for plagiarism on an assignment, the student will be permitted to redo the assignment with a maximum final assignment grade of "D." Also, teacher will provide student with resources on what constitutes plagiarism.
2. Parent will be notified and a parent conference with an administrator will be required.
3. A formal recording of the incident is placed in the student's folder.
4. Student is assigned one Saturday detention.

2nd Offense:

1. Student receives a "0" for the assignment or test.
2. No make-up option is given.
3. Parent will be notified and a parent conference with an administrator will be required to determine what further action, if any, should be taken.
4. A formal recording of the incident is placed in the student's folder.
5. Student is assigned two days of In-School Suspension.

3rd Offense:

1. Loss of course credit hearing is held.
2. Parent will be notified and a parent conference with an administrator will be required.
3. A formal recording of the incident is placed in the student's folder.
4. Student is assigned three days Out-Of-School Suspension.

GUIDANCE AND COUNSELING SERVICES

Individual Student Five-Year Plan

Upon entering the high school, students will meet with their high school guidance counselors to develop a multi-year education plan called the Individual Student Five-Year-Plan (FYP). The FYP is designed to serve as a working blueprint which students and their families can use to guide them through the high school educational process. At strategic points throughout each year, the Five-Year-Plan will be reviewed and adjusted as necessary, as a means to monitor student progress, support student focus, and enrich his or her scholastic experience.

Student Assistance Counselor (SAC)

A Student Assistance Counselor (SAC) is assigned to the high school campus. SACs are school based intervention specialists who provide services to students in need of help for substance abuse, mental health, and other emotional or behavioral issues.

SAC staff utilize effective practices, principles, and strategies along with a systems approach to respond to student problems. SACs partner with parents, students, school resource officers, other school faculty, community coalitions, agencies and services in seeking to remove barriers that impede student success.

Peer Mediation/Conflict Resolution and Support

Students are encouraged to seek the help of peer mediators or staff members if they need help resolving a situation with anyone at school. Teachers, guidance counselors, SAC, and other support staff members can help students talk through the problem and facilitate an agreement with the other person.

Peer Mediators help people resolve disputes in a confidential meeting where each person gets to talk about the problem without interruption. The mediators make sure that everyone understands the issues and help the disputants arrive at a mutually agreeable solution. Part of the agreement includes plans for further meetings if either party thinks it is necessary.

One can ask for mediation and support with conflict resolution whenever he/she needs it by contacting the guidance counselor, SAC, and/or an administrator. It is an honorable way to solve problems without violence. Mediations can help address any difficult situation a student may face with others at school. One can avoid trouble if he/she seeks help in resolving a situation. One will be in trouble if he/she engages in threatening or violent behavior.

Scheduling/Course Change Procedure

Requests for schedule changes are considered on an individual basis and approval is granted only in cases of unique and significant circumstances. Courses may not be dropped to accommodate a student's personal preference for a particular teacher or for convenience. No schedule change will be effected on parental request only. When it is determined that the educational needs of the student can best be met by means of a schedule change, approval of the parent/guardian, counselor, teacher, and guidance director is required. Any adjustment in a student's schedule is contingent upon class enrollment and the availability of another course during the same period as the course dropped. All requests for program changes will be considered during the first 15 school days of the new school year.

Schedule changes may be requested for the following reasons:

1. Student is not scheduled for sufficient number of credits.
2. Student's post-secondary plans have changed (i.e., from vocational planning to college preparatory or vice versa).
3. The student is under challenged and requests or is recommended for placement in a more rigorous section of the same subject.
4. The student is experiencing serious academic difficulty in a course and an intra-departmental change may be warranted (i.e., a change from an advanced to a regular or remedial section within the same subject area).
Academic misplacement: An academic misplacement is rectified by a student moving from one level of a course to another level of the **same course in the same subject**, (e.g. Biology to Honors Biology). The change must be authorized by the administrator and approved by the Department Chair and the parent. Academic misplacement changes are possible within the following areas which offer different levels of the same subject: English, World History, U.S. History, Science and World Languages.
5. There is a computer error or conflict on the schedule (i.e. duplicate courses, too many lunches, etc.)
6. There is a change in the student's IEP.
7. The schedule does not reflect summer school credits.
9. The counselor will pass the appeal on to the administrator for approval.
10. Changes in all subject areas will be reviewed by the counselor and require approval by the Director of Guidance.

Schedule Change Appeal Process

If a student's request for a schedule change is not allowed under the above policy and the student believes there are extenuating circumstances to warrant a schedule change, the student may file an appeal.

1. The student should write an explanation of the desired change, include reason(s) for desired change, the extenuating circumstances which make the change necessary, and why the student feels he/she deserves an exception to the policy.
2. Submit the appeal to the student's counselor, who in turn will review it and submit it to the administrator with an appropriate recommendation for approval. The student's parents, principal and other department administrators will be contacted if additional input or information regarding the appeal is required.
3. Changes in all subject areas will be reviewed by the counselor and require approval by the administrator.
4. If the student's request is approved by the administrator, the counselor will make the change.
5. If the request is not approved, the student with parent may make an appointment to speak with principal for further advisement and review.

Exception: New registrants may need to have adjustments made in their original schedules.

Summer School Option

1. All summer school programs for credit recovery must be pre-approved in writing by the Director of Guidance before registration.
2. A student who fails a course may take the course in a pre-approved summer remediation program as a make-up course. The previously failed course appears on the transcript along with the grade earned in summer school.
3. A student who loses credits and receives a No Credit (NC) designation due to absences, tardiness and/or cuts, must make arrangements to retake the course during the summer as a new course and not as a make-up (credit recovery) course. The student's transcript will reflect both the in-school NC grade and the summer school grade.
4. A student may make up a maximum of two (2) failed courses during summer school.
5. If an Academies@Englewood student does not successfully complete the two (2) failed core courses during summer school, the

student will be exited from the Academy Program, and the student is required to transfer to his/her local school.

6. An Academies@Englewood student who fails three (3) or more core courses is exited from the Academy Program at the end of the school year and is required to transfer to his/her local school.
7. There may be a cost affixed to attendance in the summer program.

Working Papers

Working papers are required for most jobs for students under the age of 18. Forms are available in the main office. All sections except those to be completed by the school are to be filled in before returning the form to the main office for final approval.

The following conditions must be satisfied in accordance with New Jersey State Law:

1. Student must be between 14-18 years of age.
2. The student's employment must not interfere with the student's school progress.
3. The student must have passing grades in all school subjects and have satisfactory attendance for working papers to be issued.
4. The student must have a promise of employment form signed by the prospective employer, including the number of hours and the days/evenings the student is required to work, as well as a description of the work to be performed.
5. A student requesting working papers must have a physical examination and have the form signed by a physician.
6. The school record must be completed by the building administration.

College Preparation

College Preparation includes taking the most challenging classes with emphasis on core classes such as English, Mathematics, Science, History and World Language. Since the student's **Grade Point Average** is one of the main indicators of academic success after high school, it is imperative that students exert their best efforts in all subjects.

Planning a testing schedule for Junior and Senior years and studying for the **SAT or ACT** are

important elements in the college preparation process. **Extracurricular activities such as sports, music, clubs, community service, and employment** strengthen students' character while adding to their overall profile for college and life. **Daily on-time attendance** and active engagement also signify a maturity and potential for post high school achievement.

ATTENDANCE

Attendance Policy

In accordance with provisions of the Compulsory Education Law, students are required to attend school regularly. Because so much learning takes place in the classroom, any absence takes on educational consequences.

Englewood Board of Education policy also requires students to attend class on a regular basis. This policy insures that students will receive the maximum benefit from continuity of classroom instruction and the exchange of ideas in the classroom. According to the policy, any absence for any reason restricts and inhibits the ability of the student to master and complete the prescribed curricular requirements and various subject proficiencies. Therefore, students are expected to attend at least 90% of scheduled class meetings to be eligible for course credit.

Upon returning to school, students are required to bring a note from a parent/guardian for each absence. For the purpose of "Loss-of-Credit" hearing, be advised that a parent's note does not count as an excused absence.

Teachers take attendance in every class.

- If a student exceeds three (3) unexcused absences, the parent/guardian is informed via phone/electronic. PowerSchool entry is also required.
- If a student exceeds five (5) unexcused absences, the parent/guardian is informed in writing of the absences by the teacher with the signature of an administrator. PowerSchool entry is also required.

- On the 10th day of unexcused absence, the teacher must file a request for the due process “Loss of Credit” hearing to be scheduled to review the nature of the absences by an administrator.
- Additional unexcused absences may lead to a potential loss of credit for the course.
- On the 18th day of an unexcused absence, parent/guardian is informed in writing that their child has lost credit for the course.

Semester courses that meet twice or three times per week have a limit of nine (9) countable absences.

- After a 3rd unexcused absence in a Semester course, the parent/guardian is informed in writing.
- After the 6th unexcused absence, a Loss-of-Credit meeting is scheduled with the parent/guardian.
- On the 9th unexcused absence, the parent/guardian is informed in writing that their child has lost credit for the course.

A student who anticipates an absence of at least ten (10) or more days for illness or accident is eligible for home instruction with written documentation from a physician and a written request from a parent/guardian or adult student. This documentation must be presented to the school nurse immediately upon return from the absence.

NOTE: Every day a student is absent he/she incurs a countable absence unless the reason for absence appears on the list of exceptions noted in this document. Students must show appropriate documentation for each non-countable absence.

Absences that will not count toward the 10% limit that applies to Loss of Credit include:

- Religious holidays
- Court ordered appearances (verification required)
- Suspension from school
- Death in the immediate family (verification required)
- Authorized field trips and athletic events

- Official appointments with administrators, guidance counselors or medical staff
- College visits (3 per Semester)
All visits must be pre-approved at least three (3) days in advance by the Guidance Department and a Building Administrator, and confirmed by the Attendance Officer. If granted permission, student is expected to notify teacher in advance of absence and make up missed work.
- A doctor’s note documenting the reason for absence and duration of absence to be submitted upon return to school.
- School days during which students receive home instruction

State law requires that written excuses from parents and guardians include the reason for each absence. Absence notes must be brought to the attendance office upon return to school. The school files excuse notes in the permanent student file in the guidance office and/or in the attendance office. Excuse notes also entitle students to make up the school work they missed due to absence.

Parents and guardians should call the numbers listed below to report student’s absence from school between the hours of 7:30 a.m. and 9:15 a.m. to report student absences.

Attendance Line 201-862-6235

Student Lateness to Class

It is mandatory for students to be in class on time every day. Students who are repeatedly late to class will have their parents or guardians notified and a plan will be established to find a solution to the problem. **Unexcused lateness to a class of more than ten (10) minutes will result in the student being marked with a cut for that class. The student is expected to remain in class for the duration of the class period.** Three (3) tardies to any class will result in a detention issued by the teacher and a conference to be conducted with the parent. This is applicable to all classes.

Students are expected to be in their first period class at 8:00 a.m. Students arriving between 8:00 a.m. and 8:10 a.m. will be considered tardy to first period class. Three (3) tardies to first

period class will result in a detention issued by the teacher.

If a student arrives to school after 8:10 a.m., the student must report immediately to their first period class. A parent's note does excuse the student who arrives late to school. A parent conference will be scheduled for students who are repeatedly late to school.

Students arriving to school after 8:10 a.m. for the **third** time may receive Saturday school detention.

Students arriving to school after 8:10 a.m. for the **fifth** time may receive (2) Saturday school detentions and parents will be asked to attend a parent conference.

A behavioral contract will be developed for students arriving to school after 8:10 a.m. for the **tenth** time. Student and parent will be required to sign a behavioral contract that stipulates consequences, including but not limited to, loss of student privileges.

Cutting Policy

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:

First Cut – Teacher enters cut in PowerSchool and informs student's Program Manager, Dean of Students, parent/guardian and guidance counselor of the cut. Student is assigned a detention by the teacher.

Second Cut – Teacher enters cut in PowerSchool and informs student's Program Manager, Dean of Students, guidance counselor and program manager. A parent conference is scheduled by the Dean of Students and student is assigned a Saturday detention.

Third Cut – Teacher enters cut in PowerSchool and informs building administrator in writing. A parental conference is required with all stakeholders. Parent must sign a statement of understanding that any additional cuts could result in "Loss of Credit" for the course. Student is assigned an In-School Suspension.

Student Sign-out

Students requesting early dismissal from school or class shall present to the main office a written request from a parent or guardian indicating the time and reason for dismissal. The student is to be signed out in the main office by their parent. If a student is 18 years of age or older and needs to sign out, parents will be notified. The absence is not excused unless the attendance criteria are met.

Closed Campus

Students are not permitted to leave school grounds at any time during the school day, including lunch. Students who leave campus are subject to disciplinary action. A first offense will result in **(3) days of In School Suspension**. A second offense will result in **(5) days of ISS**, and a temporary suspension of student activities.

Delayed Opening/Emergency School Closing

In the event of an emergency closing, parents will receive a phone call from the school's automated system notifying them of the closing. It is, therefore, very important for the school to have an accurate working telephone number for every student.

Also, information regarding emergency school closing will be posted on the school district's website at www.epsd.org.

The following radio and television stations will also provide updates regarding school closing due to inclement weather:

WCBS 880 AM; WOR 710 AM;

WINS 1010 AM; WADO 1280 AM;

FOX CHANNEL

DISCIPLINE, CONDUCT AND STUDENT

The administration and faculty on the high school campus have set high standards for student behavior. A culture of respect, accountability and social, academic and behavioral nurturing is a goal of the DMAE community. Therefore, students are required to follow the rules and regulations set forth by the Englewood Board of Education and further are expected to have knowledge of policies germane to student behavior.

Basic Class Rules:

1. RESPECT ONE ANOTHER
 - Students should treat every other person the same way they would like to be treated.
 - Students must raise their hands if they have something to say.
 - Students are not permitted to speak out of turn.
2. COME TO CLASS ON TIME AND BE PREPARED TO LEARN
 - When students enter the classroom, they are to go to their assigned seat.
 - Students should always maintain their textbooks and notes at hand.
 - Students must have writing utensils ready to be used.

DISCIPLINARY CODE

***NJ STATE EDUCATION LAW: 18A:37-1
Submission of Students to Authority—Students
in the public schools shall comply with the
rules established in pursuance of the law for
the government of such schools, pursue the
prescribed course of study and submit to the***

***authority of the teachers and others in
authority over them.***

The Board of Education has approved extensive policies dealing with expected student behavior. These policies seek to assist families in all aspects of campus life. The Board expects students to conduct themselves in keeping with their level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of peers and school staff. The Board believes that standards for student behavior are set in an atmosphere of cooperation and support. It further believes that the best discipline is self-imposed.

In determining the appropriate response to students who may commit one or more of the acts listed below, the nature of the individual's behavior/infractions, past incidences, or past and continuing patterns of behavior may be taken into consideration. Each of the infractions listed below has corresponding consequences in keeping with New Jersey Statutes and district policies. This list may not cover other behavior deemed inappropriate by DMAE faculty and administration. However, it does provide families with a broad range of local and state recognized infractions unacceptable on the high school campus.

Level I (Minor Infraction) Actions may include but not be limited to behavior such as:

- Poor attendance (3 absences or 3 lateness in one month)
- Littering
- Copying homework
- Walking out of class
- Loitering in unauthorized areas
- Unprepared for class work
- Inappropriate dress
- Inappropriate language or rudeness
- Not showing school ID
- Playing in class or other prohibited areas
- Use of cell phones, i-pod or other electronics in class or other prohibited areas

Optional Disciplinary Responses:

1. Verbal reprimand
2. Staff determined response
3. Detention (1 hour)
4. Seat change
5. Behavioral contract
6. Special written assignments
7. Any combination of the above

Level II (Moderate Infraction) Actions may include but not be limited to behavior such as:

- Cheating
- Leaving school premises
- Writing on or disrespecting of school property
- Disruptive behavior on school bus
- Public display of affection
- Recklessness
- Taunting of student because of individual differences
- Inappropriate use of electronic equipment
- Horse-playing in hall or cafeteria
- Violation of use of electronic devices and computer access and usage
- Insubordination
- Inappropriate literature/illustrations
- Plagiarism
- Disruption of classroom instruction
- Directly or indirectly promoting other students to violate code of conduct
- Aiding/abetting in misconduct
- Neglect of safety rules and procedures
- Use of school operated equipment without permission
- Repeated (3) offenses of Level I infractions

Optional Disciplinary Responses:

1. Recommend or refer for sustained counseling
2. Parental conference

3. Temporary withdrawal of certain privileges or participation in school activities
4. Teacher removal of a student from classroom
5. Suspension of school bus transportation (if applicable)
6. In-school suspension (1-3 days)
7. Out-of-school suspension (1-3 days except for truants)
8. Before, after or Saturday detention (2-4 hours in single day)
9. Any combination of the above

Level III (Severe Infraction) Actions may include but not be limited to behavior such as:

- Destruction or disrespecting of school property under \$100
- Smoking/under the influence of alcohol, drugs, or substance not prescribed
- Gambling
- Inciting a riot
- Theft
- Threatening use of a weapon
- Cursing at a teacher or administrator
- Altering or forging of documents
- Bullying, intimidating, defaming or smearing of the character of an individual or group
- Off campus violations while under EPSD staff
- Wearing clothing or paraphernalia which is gang affiliated
- Simple possession of cub scout pocket knife, without intent
- Repeated (2) offenses of Level II infractions

Optional Disciplinary Responses:

1. Continuation of the more stringent Level E options
2. Recommend or refer for sustained counseling
3. Mandatory parental conference prior to student returning to school
4. Temporary withdrawal of certain privileges or participation in school activities (see EPSD Policy)

5. Suspension of school bus transportation (where applicable)
6. Before, after or Saturday detention (2 hours for 5 days)
7. In-school/Out-of-school suspension (3-5 days)
8. Possible law enforcement notification
9. Any combination of the above

Level IV (Judicial Infraction) Actions may include but not be limited to behavior such as:

- Possession or use of any weapon (firearm, box cutter, knife, anything used to inflict serious physical bodily harm)
- Fighting on school premises, buses, or sponsored events
- Stalking
- Extortion
- Arson
- Trespassing
- Harassment (HIB) as defined by Board policy
- Threatening physical harm of an educator or staff member
- Possession or distribution of drugs, alcohol
- Destruction, defacing of school property above \$100
- Theft/burglary as defined by EPSD
- Terroristic threats in school, by phone or email
- False fire alarm or other significant alarm
- Assault or a violation of a level III infraction that results in any serious physical bodily harm to any persons
- Engaging in gang activity during school time, on school property or sponsored events
- Joining a secret society prohibited by law
- Sexual activity or offenses, including exposing of ones private parts
- Engaging in any other activity expressly prohibited by a school staff member in authority
- Repeat offense of Level III infractions

Optional Disciplinary Responses:

BOE Policy specifies consequences for violation of drugs and weapons policy

1. Mandatory EPSD Board hearing
2. Out-of-school suspension 10 - 45 days
3. Possible expulsion/reassignment and home instruction
4. Law enforcement notification
5. Superintendent's Hearing
6. Mandatory parent and administrator conference
7. Exclusion from extracurricular/co-curricular activities (see EPSD Policy)
8. Referral to student support services
9. Other appropriate disciplinary action to address infraction

Assault of School Employee/Student

Any student who commits an assault upon a teacher, administrator, or any other employee of the Englewood Board of Education or Board Members shall be immediately suspended from school and expulsion proceedings **shall** begin no later than the second regularly scheduled board meeting following the date of the incident. The employee, administrator, or the Superintendent **may** file charges of criminal assault as defined by law. Assault of any school employee is considered as an aggravated police charge and may carry severe penalties.

Disciplinary Sanctions

School administration reserves the right to impose other consequences not mentioned as alternatives to detention, suspension or expulsion. These alternatives will be within the scope of the school's legal authority and be discussed with offending students and their parents and guardians. The fundamental concept supporting alternative sanctions is to arrive at a set of consequences that positively and constructively remediate a student's behavior and give back to the school what the student took away by virtue of his or her actions as defined in Policy No. 5512M – Harassment, Hazing, Intimidation and Bullying.

The Board of Education prohibits acts of harassment, intimidation, or bullying against students. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Any type of actual or perceived action or gesture, or any type of written, verbal, or physical act, or electronic communication targeting a student's race, gender, ethnicity, or color which substantially disrupts or interferes with the orderly operation of the school or the rights of other students and meets the following specific conditions would constitute an incident of harassment, intimidation, or bullying:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an

electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully). All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) are included, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment. The development of an excellent school climate requires respect for self and others, as well as for school district and community property on the part of students, staff and community members.

The district prohibits active or passive support for harassment, intimidation, or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

Consequences and appropriate remedial action will be taken for students who commit acts of harassment, intimidation, or bullying.

Examples of Consequences:

1. Admonishment
2. Temporary removal from the classroom
3. Deprivation of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension during the school week or the weekend
7. After-school programs
8. Temporary assignment to alternate learning center
9. Out-of-school suspension
10. Legal action
11. Expulsion

Forfeiture of Student Privileges

Per Board Policy 2430.1 - Participation in Incidental Events, any student who violates the discipline requirements as specified in this Policy may not participate in incidental activities for a period of 12 months from the date of the incident.

LEGAL REFERENCES

N.J.S.A.	2C:12-1	Definition of Assault
N.J.S.A.	18A:37-1	Submission of Students to Authority
N.J.S.A.	18A:37-2	Causes of Suspension/Expulsion of Students
N.J.S.A.	18A:37-2.1	Assault by Students
N.J.S.A.	18A:37-4	Suspension of Students by Principal
N.J.S.A.	18A:37-5	Continuation of Suspension; Reinstatement or Expulsion
N.J.S.A.	6:8-6.2(B) 3 vii	Disruptive Action
N.J.S.A.	6:28-2.8	Disciplinary Action
N.J.S.A.	6:28-3.8	Referral to Child Study Team

(Board Policy: Participation in Incidental Events 2430.01)

After-School Detention (ASD)

After-School Detention is used as a disciplinary intervention to address less serious infractions, while keeping students in school and in their scheduled classes.

After-School Detention begins immediately upon dismissal from school on a pre-assigned day. Parents will be notified of the detention on the assigned day. Detention is assigned and monitored by school staff. The administration reserves the right to assign detention to students before school hours (7:00 a.m.-7:50 a.m.). These detentions will be announced on an as-needed basis.

Detention Protocols

1. After detention is assigned, the student is provided with a detention slip noting the date of the detention and he/she is asked to sign the slip as acknowledgement.
2. Students report to the assigned classroom or area for detention promptly at dismissal.
3. Silent reading is the only activity permitted.
4. After-School Detention takes precedence over all other obligations – athletic and other extracurricular activities, jobs and other outside appointments, etc.
5. Any misconduct during detention (including late arrivals and cuts) will result in an additional detention, a Saturday Detention, In-School or Out-of-School Suspension, depending on the severity of the offense.

Saturday Detention

Saturday detention is a three hour session. Students must report to the designated area on time and bring with them materials to complete work due in their regular classes. Students will not have access to their lockers. The student will need to bring information on all existing long-

term academic projects and materials to work on. There will be limited computer access during the Saturday Detention. Students are responsible for their transportation to and from the school. If a student does not attend the assigned Saturday Detention, that student may receive an In-School Suspension.

In-School Suspension (I.S.S.)

In-School Suspension is assigned by an administrator/supervisor and is to be used for those infractions of school policy and procedure which do not require immediate removal from school. A student is “suspended” from his/her regular schedule to attend corrective instruction in a classroom setting. Students assigned In-School Suspension will NOT receive a zero in each class missed nor will they be prevented from completing competency tests or other work.

The assigned classroom teacher(s) is required to submit the daily class assignment to the I.S.S. Coordinator for completion by the student.

Student Responsibilities

1. Report to I.S.S. on time.
2. Bring school books and supplies.
3. Remain in assigned seat.
4. Demonstrate proper conduct.
5. Return completed assignments for credit.
6. Make up any lost time before returning to regular classes.

***Note: Students who refuse to attend I.S.S. or leave without permission will receive an Out-of-School Suspension.**

Out-of-School Suspension (O.S.S.)

Out-of-School Suspension is assigned by the administrator and will be assigned for major infractions and for continued misconduct of a minor nature. A conference will be conducted with the student and parent/guardian prior to the

suspension and a parent conference is mandatory for re-admission to school.

As a consequence of a violation of school rules, students may be denied the opportunity to attend social events, sports, prom, graduation exercises, and/or extracurricular activities.

A student assigned Out-of-School Suspension may not come to school for any reason during the length of the suspension and may not take part in any school activities or sports during or after school.

All work assigned during the Out-of-School Suspension is due on the day of the return to school.

A parent conference is required for all students being re-admitted from Out-of-School Suspensions. Students returning from Out-of-School Suspension will not be admitted to any class without a “Re-admit from O.S.S.” pass from a building administrator. Students returning from OSS will also be required to sign a re-admittance contract specific to the infraction that resulted in the OSS.

Suspension Alternative Program (SAP)

Assignment to a Suspension Alternative Program can be made by the school administration. During the placement to the program students may not be on any Englewood Public School campus except as defined in the assignment notification. This is a 24 hour a day restriction and includes non-school days. The student may not participate in any school-sponsored activity during the assignment to the program. This includes attendance at school athletic events, public performance held on the campus, or special events such as the prom or college campus visitations.

While assigned to the Suspension Alternative Program, the student will work on regular school assignments, engage in conferences to help prevent another removal from the school setting,

develop a plan for improved performance in the school upon return, review academic progress toward graduation and post-secondary goals, and complete other assignments as deemed appropriate by the school to assist the student in meeting established behavior standards.

Expulsion

The State of New Jersey and the Englewood Board of Education has established procedures for the long-term removal of students from their school setting as a result of actions of egregious nature, including actions related to violence, weapons, and criminal actions. The procedure involves a suspension pending a Board hearing. This may involve a temporary placement in another location. During this suspension, the student may not be on any campus at any time of any school in the state except by permission or direction of the Superintendent of Schools. The student will receive a full Child Study Team assessment as preliminary to the Board Hearing.

Conduct Warranting Out-of-School Suspension or Possible Expulsion

Students guilty of repeated disciplinary infractions make themselves candidates for Out-of-School Suspension or possible expulsion.

State Education Law: 18-A37-2 Causes for Suspension or Expulsion of Students—Any student who is guilty of continued and willful disobedience or of open defiance of any teacher or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension of a student guilty of such conduct shall include but not be limited to any of the following:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person(s) having authority over him/her

- Conduct of such a nature as to constitute a danger to the health, welfare and physical well-being of self or other persons (fighting/intimidation/harassment/drug use or sale)
- Physical assault upon another person(s)
- Threats of bodily harm directed to another person
- Taking or attempting to take personal property or money from another student by means of fear or (extortion)
- Willfully causing or attempting to cause damage to the school property (vandalism, graffiti, arson)
- Participation in an unauthorized area by any group of students or others of any part of the school or building owned by the school district; and failure to leave such school building or area after having been directed to do so by the principal, other administrators, security, teachers or persons in charge
- Incitement which is intended to and does result in truancy, or cutting by other students
- Turning in false fire alarm
- Turning in false bomb threat
- Verbal abuse toward persons having authority over him/her (profanity, vulgarity, threats)
- Having possession or the consumption of, the selling or distribution of alcoholic beverages or controlled dangerous substance while on school premises including in vehicles, or being under the influence of intoxicating beverages or controlled dangerous substance while on school premises including in vehicles.
- Possession/use of fireworks
- Possession of illegal weapons
- Stealing school property including willful destruction
- Deliberate and continual violation of the school dress policy and electronic device policy

At times, discipline incidents may warrant a police report.

Weapons and Dangerous Instruments

In the event that a student shall bring to school a weapon or dangerous instrument, the instrument shall be confiscated by the school principal and/or designee and the incident shall be reported to the police and Superintendent's Office immediately. In the event that a student shall threaten another person with a knife or any other weapon, the student shall be controlled, if possible, and the incident reported immediately to the school principal who shall report immediately to the police and the Superintendent of Schools. As a consequence, suspension from school will range from 10 - 45 days.

Gang-Related Activities/Attire/Graffiti

Any gang-related activity, attire or graffiti is strictly prohibited on school premises. Any infraction of this policy will result in an immediate parental conference, with possible legal/police ramifications.

Board Hearing

The power to expel a student from the school system is vested solely in the Board of Education. If the actions or behavior of a student are such as to warrant expulsion, the principal shall refer the case to the Superintendent who shall place the case before the Board.

1. Parent(s)/Guardian(s) are notified.
2. A Child Study Team evaluation is mandatory.
3. Home Instruction will be provided by the school district.
4. A date is scheduled for a formal hearing before the Board of Education.
5. The Board attorney arranges legal notices and prepares evidence folders.
6. A Board hearing is held.
7. The Board will meet to decide if the student will be expelled from school.

Items for Sale

No items (candy, stuffed toys, buttons, etc.) may be sold in the school or on school grounds without the permission of the administration. Failure to comply will result in items being confiscated by the observing staff member and returned at the end of the school day. Repeat offenders subject themselves to disciplinary action.

The School Resource Officer works closely with staff and administration of his/her school to develop a safety and disaster preparedness plan. The School Resource Office has the responsibility to handle all calls for service at the assigned schools and to coordinate response of other police resources to the school.

School Resource Officer

The School Resource Officers participate in various mentoring programs, task force, Police Activities League and truancy programs within their school, as well as discipline and counseling of students. The School Resource Officers conduct formal presentations to classes or participate in school-based community meetings. The program is nationwide.

Police Matters

Students who commit unlawful acts are subject to police charges (such as but not limited to student pranks, theft of property, selling/distribution of drugs, violence and vandalism, etc.). Parents are advised they will be held financially responsible for damage committed by their children, as per Title 18A:37-3.

Police can enter the school for the following reasons:

1. If asked by school officials.
2. If they suspect a crime has been committed.
3. If they have a search or arrest warrant.

Any questioning of students by police must be done privately in the school office with parental consent and in the presence of an administrator.

By law, one has the right to be informed of legal rights, be protected from "coercion and illegal constraint," and to remain silent.

The administration may request that the county K-9 unit conducts on-site searches of lockers or baggage prior to a school trip.

SCHOOL LIFE

Lockers

School lockers will be assigned to students upon receipt of completed school forms, e.g., national lunch program form, tech/photo agreement, and two (2) emergency cards. DMAE lockers open with a "proximity identification card" that will be issued to students.

Students with electronic lockers must adhere to the following guidelines:

- Electronic lockers must only be accessed by authorized user. Under no circumstances should a student share his/her locker with anyone.
- Lockers will not be opened for students throughout the day for any reason. If a student does not have his/her ID, he/she must serve detention and the locker will be opened at the end of the day after detention has been served.

Lockers may be opened by school administrators at any time via computer aided software. Students without electronic lockers will be provided with a combination padlock for use with a non-electronic locker. This padlock is the student's responsibility. At the end of the school year the padlock must be returned. If lost, the student must reimburse the school for the cost of the padlock (\$5.00). Only the locks provided by the school are permitted on lockers; others will be removed by our custodial staff. **Students are reminded that the school cannot be responsible for the contents of any locker and would advise all students against leaving any personal valuables in lockers.**

Lockers are school property and may be entered by the school administration under situations described in Board policy and relating to health, safety and legal matters.

Each student is permitted only one locker.

Locker Searches

Although the Constitution protects all citizens from unreasonable searches and seizures, this does not mean one is protected from any search and seizure of materials. A locker may be searched if the principal has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state, or local law, Board of Education policy, or the rules of the school. Lockers are school property and the district may, without a search warrant, enter any locker that the administration has a reasonable belief contains items that disrupt the general safety and security of the building or harbors illegal materials.

Lost and Found

Lost and found articles are delivered to the Main Offices of both the South and the North Buildings. Please be advised that care should be taken in securing valuables while in school. Please avoid bringing expensive items of jewelry or clothing, as well as large sums of money to school. At the end of the school year, items remaining in Lost and Found are donated to local charities or discarded.

Cellular Phones and Other Personal Electronic Devices (PEDs)

The administration of DMAE believes that the use of electronic devices is a distraction to the educational process. Electronic communication also threatens the integrity of assessments when the tests are compromised by digital recording. As such, classroom use that deals with recording information or the recording of video will not be tolerated. Should such recording be made, the administration will share the data with authorities to determine what outside interventions may need to take place.

Use of Cellular phones and other personal electronic devices (PEDs) is strictly prohibited in school buildings while school is in session except for designated areas, such as the cafeteria during lunch periods and the hallways in between classes only. Students who violate this rule will have the following consequence assigned:

1st Offense: The PED is confiscated and the student is assigned an after school detention (one hour).

2nd Offense: The PED is confiscated and the student is assigned a three hour detention. Parent must come to school to complete the necessary paperwork to reclaim the confiscated item and attend an administrator conference.

Laptops, notebooks, and electronic tablets may be used in the aforementioned designated areas or in a classroom only with the authorization of the teacher for educational purposes.

In the event of a family emergency, parents should contact the main office and students will be notified.

The school is not responsible for lost or stolen items.

Student Behavior Expectations

Students who violate the PEDs or dress code expectations will be required to abide by the terms stipulated in the "Student Behavior Expectations." Consequences may include, but are not limited to, one hour detention, three hour detention, ISS and a parent conference.

Student Use of Bulletin Boards

There are bulletin boards located on each floor of the South and North Buildings. Students must obtain prior approval from the school administration to post any item on them or anywhere else on school grounds.

Smoking Policy

Smoking or the use of tobacco is not permitted in the school building or on the school grounds. Anyone in possession of cigarettes, chewing tobacco, lighters, matches or smoking devices

and/or who violates this regulation is subject to disciplinary action and up to a \$100.00 fine as per the authority of R.S. 40:48-2.

Dress Code

The criteria for proper and appropriate clothing emphasizes: modesty, cleanliness, safety and avoidance of distracting influences. **Student identification badges are a required part of daily dress for school, and the ID card must be visible at all times while in school or at events that require an ID card for admission.**

Although the type of dress one decides upon depends to a large degree upon an individual's likes, dislikes and point of view, there are certain standards which should be followed while one is in our school. Being neat, clean and modest are standards for our high school community. A student should be encouraged to take pride in his/her appearance as well as to have respect for those around him/her. Dress or accessories may not be deemed offensive to any religious or ethnic group.

In specialized areas of instruction, such as vocational courses, lab courses and physical education courses where unique health and safety concerns are of paramount importance, students are expected to follow the dress requirements and guidelines established by each department.

General Rules

- Students shall dress in attire that is neat and clean and shall observe healthy grooming practices. Students shall not wear clothing, jewelry or accessories, which could present a health or safety risk to the student or others. Items like spiked bracelets, choke chains, etc., are not permitted.
- Clothing shall cover the torso and legs to the mid-thigh. Student shall not wear clothing that is transparent, distracting, disruptive or damaging to the school environment.
- Safety and protective clothing, as well as athletic/gym clothing, shall be worn as

required by the teacher/club instructor, only while participating in the related activity.

- Students are prohibited from wearing halters, tube tops, half-skirts, inappropriate tank tops, transparent blouses, spaghetti straps, muscle shirts, “belly shirts,” biker shorts, mesh shirts, underwear as outerwear or that is otherwise exposed, outerwear as indoor-wear, pajama bottoms, bathing suits, oversized baggy pants and clothing that is torn or cut outside the expectations for the length of shorts. Nor may leggings be worn without something over them that meet the length requirement.
- Shorts, skirts, or skirts with high side or front slits do not meet the dress code if the hem or top of the slit is higher than the point reached on the thigh when fingers are fully extended.
- Upon entering the building students must remove headgear, hats, do-rages, headbands, wave caps, scarves and visors. Headgear must be secured in the student’s locker upon entering the building, if hats or headgear are worn in the building, they will be confiscated **and a parent will need to retrieve the item.** Students may wear “hoodie” sweatshirts, but may not wear the hood in the building.
- Students are prohibited from wearing jewelry or accessories that are distracting, dangerous, or disruptive. Sunglasses, hair curlers, do-rags, and scarves are not permitted.
- Footwear that is potentially unsafe in design (i.e. beach thongs, platform shoes with heels) is not permitted.
- Students may not wear or display any type of gang-related clothing, apparel or accessories.
- Pants must be worn at the waistline, not below the waistline.

If student attire is in question, the administration will make the final decision as to appropriateness.

Physical Education

All students are required to purchase the approved physical education uniform. Students must wear sneakers at all times and laces must be tied.

Gym Lockers

Each student is assigned a locker for use during his/her PE class. **Students must bring their own padlocks to secure these lockers while they are in Physical Education class.**

Under no circumstances should students leave money, jewelry, pocketbooks, or their valuables on the locker room floor, benches, or in unsecured lockers. Englewood Board of Education and/or its employees will not be responsible for any loss of such items.

Physical Education Tutorial

Tutorials are offered on the following days and times: Tuesdays, Wednesdays and Thursdays before school from 7:30 a.m. – 8:00 a.m. and after-school on Tuesdays, Wednesdays and Thursdays from 3:00pm – 4:00p.m.) Option: written tutorial (see PE teacher).

The ZONE

The ZONE, a program of Bergen Family Center in affiliation with the Englewood Public Schools, is funded by the NJ Department of Children and Families. All services offered from the ZONE are free, including student support services (confidential counseling, homework assistance, peer tutoring), a Youth Employment Program to learn how to find and maintain a job, assistance with obtaining medical services (including eyeglasses), as well as the services of an educator from Planned Parenthood. Come join us in Room 237, North Building.

Media Center

The Media Center provides an enriching environment that gives you access to computers, books, printed materials, audio-visual equipment and materials, and other types of resources. These are available to help the student in the use of leisure time and the development of research and critical thinking skills. Please feel free to use these facilities in accordance with the established rules. The Main Library is located on the second floor of the North Building and houses the general collection.

Student Driving & Parking Privileges

Driving to school and parking on campus is a privilege afforded only to senior students. An application for a parking permit must be submitted to the Security Office and Administration.

A review of each senior's attendance, academic standing and discipline record will be done prior to issuing a permit for the year. In addition, no suspensions, in or out of school, totaling more than ten days may have occurred during junior year and all outstanding fines must be paid.

All of our students are encouraged to drive carefully and to avoid excessive speed or reckless driving when going to and from school. Students are specifically encouraged to avoid reckless driving on school grounds and on streets of the adjoining residential neighborhoods. Parking in an unauthorized area, using a vehicle to leave school grounds without permission, reckless and unsafe driving on campus, as well as poor discipline are all reasons to revoke a student parking permit. Failure to display your decal or unauthorized parking on campus will result in loss of parking privileges and/or disciplinary consequences.

Additionally, cars parked on neighboring streets may be subject to police action. Parking permits can be revoked for a variety of reasons during the senior year.

Students who park in faculty spaces, in “no parking areas” on the lawn, or with an unregistered vehicle will have their cars

towed at the owner's expense. The school will not make announcements asking individuals to move their vehicles; those improperly parked will automatically be towed.

Students are not permitted to eat in cars or loiter in parking areas.

Senior Privilege (2nd Semester)

Senior Privilege permits 12th graders to sign out during the 2nd semester at the end of the school day of senior year. Specified requirements must be met by the student and a Senior Privilege Contract must be signed by all parties. If granted Senior Privilege, the student must adhere to the guidelines of the Senior Privilege Program, including obtaining parent permission for early release and the approval of the building administrator.

Senior Service

It is expected that students who have earned senior status give back to the community. Therefore, seniors in good academic standing will be given an opportunity to leave campus early during Quarter 4 to engage in service to the Englewood and surrounding communities. Information regarding this new program will be provided to families during the school year.

Senior Service will be open to seniors who are in good academic standing. Students who are eligible for the program must meet the following requirements:

1. Criteria for eligibility will be the same as those for exemption from senior projects/exams.
2. Seniors in danger of failing are not eligible for Senior Service.
3. More than four absences (excused and/or unexcused) in the Second Semester will eliminate a senior from Senior Service. (Those students who feel there are extenuating circumstances may appeal to the principal.)

4. School attendance, tardiness, and general school behavior will be considered in the selection process.
5. All outstanding obligations must be resolved before seniors can be approved for Senior Service. Student requests for placement will be carefully reviewed by the Guidance Counselor and approved by the Senior Service Coordinator. Students who have arranged for placement in nonprofit organizations outside of the school system will be given preference.
6. The overall coordination, supervision and organization of the Senior Service will be assigned to Director of Guidance in collaboration with the Senior Service Coordinator.

ID Badge Policy

Student identification badges are a required part of daily school attire. The high school will furnish students with one (1) photo identification card. Student identification badges are used when purchasing lunch and also serve as locker keys. Daily checks will be made by administrators and teachers. Students must present their badge when required by school administrators, staff or security personnel. Failure to comply will lead to automatic assignment of detention. Students who report to school without their ID badge will serve an automatic detention. A student who does not have the ID badge must get a temporary badge in the office. The student ID will need to be replaced by the student at a cost of **\$5.00** by the student.

ID badges must be scanned for entry into all school entrances. Students must display his or her ID badge to gain entry into the high school. Students may only enter the high school through the main entrance, except when returning to classes with their teachers after emergency practice.

Cafeteria Services

Student cafeterias are available in each building. Eligible students may qualify for a reduced cost

or a free lunch. All students must complete a lunch program application at the beginning of the school year. Parents may establish a pre-paid lunch account. There is no discount on the pre-paid lunches; however, parents/guardians may make arrangements for a month-by-month payment plan or otherwise by contacting Pomptonian Cafeteria Food Services at (201) 862-6016. They are located at Janis E. Dismus Middle School. The cafeteria provides a choice of nutritious hot meals, a variety of a la carte dishes and salads, beverages, and appetizing desserts. Breakfast is served between 7:30 a.m. and 7:55 a.m. Brown bag lunches may be available for purchase on half days. DMAE students who receive Free/Reduced Lunch are required to scan their ID badges in the appropriate cafeteria to purchase a lunch or lunch item. No F/R Lunch can be purchased without an ID badge. Cafeteria decorum requires each student to properly dispose of all uneaten food and eating utensils prior to leaving his/her lunch table. Students are required to cooperate and obey instructions from teachers assigned to monitor cafeterias. Lunch room violations are subject to school disciplinary action.

HEALTH SERVICES

Ph (201) 862-6045 Fax (201) 833-1996

The Health or Nurse's Office is located in the North Building adjacent to the smaller gym. The school nurse is on duty during the school day. Health services are varied and extensive. The school nurse is responsible for monitoring the health and well-being of both Dwight Morrow and Academy students and staff. **All injuries must be reported to the nurse.** The school nurse will care for sick students/staff, conduct state mandated health screenings for vision, hearing, and scoliosis, attend pertinent multi-discipline meetings, read Mantoux (TB testing) results, and monitor students with chronic health concerns.

The school nurse works closely with local, state and national health officials in the development and facilitation of school contingency plans in the event of bird flu or other epidemics.

An important responsibility for the school nurse is assuring that all students are in compliance with state mandated immunizations, including Hepatitis B. It is the student's responsibility to make sure that all immunization information is on file in our Nurse's Office.

Any student who does not have evidence of a complete immunization series (or a series still in process) will be given a written warning and may not be permitted to attend school until such evidence authorizing reentry to school is furnished.

Any new student entering DMAE must present a recently completed physical examination report to the nurse within one month of entering the high school program.

The school physician is available to students for physical examinations and specific health concerns or issues. Physical examinations are conducted in the health office and must be arranged in advance. The school physician also signs working papers and examines students new to Englewood who do not have a private physician.

Disciplinary action will be taken if the student is not in compliance.

Medication (prescription or non-prescription) for students in school can only be administered by a nurse or parent. Medication is not allowed to be carried on one's person or stored in a locker. Students who need to take medication in school must have a written order by their physician and a parental consent. All medications must be administered in the health office. Please see the school nurse for more information and the necessary forms. Any student who sustains an injury that requires the use of crutches must

report to the school nurse upon return to school to assure proper use of crutches.

If a student is injured in school, he/she must be examined by the nurse/doctor before he/she leaves campus. Accident reports must be completed within a twenty-four (24) hour period of the incident.

Hepatitis B Vaccine

The State of New Jersey requires all students in grades 9 through 12 to be vaccinated against Hepatitis B as of September 2004. It is the student's responsibility to make sure that this important information is on file in our Nurse's Office. **ANY STUDENT WHO DOES NOT HAVE EVIDENCE OF A COMPLETE IMMUNIZATION SERIES, OR A SERIES STILL IN PROCESS, MAY BE EXCLUDED FROM ATTENDING SCHOOL.**

Influenza A H1N1 (swine flu)

This is a highly contagious form of the flu for which very few people have immunity. Students are not to come to school if they exhibit symptoms as defined by the Centers for Disease Control. These are accessible on-line at www.CDC.org. Students showing these symptoms will be isolated from the rest of the school and sent home as quickly as possible.

State regulations relative to influenza A (H1N1) are being revised. When they go into effect, there will be a limited time to comply. Failure to comply may become a reason to include a student from attending school.

Medical Waivers from P.E. Classes

When a student is physically unable to participate in physical education classes, he/she will be given an alternative assignment if the student provides the teacher with an excuse from a physician or the school nurse. ***This does not apply to health classes.*** The burden of providing the excuse is solely upon the student. Until the excuse is provided, the teacher will grade the student on the same basis as all other participating students.

A student with a medical excuse and an assignment for written work must turn the work in before the last day of the Semester or by a date given by the teacher. Work turned in after the end of the Semester does not have to be accepted by the teacher.

SCHOOL ACTIVITIES, SPORTS, CLUBS

Physical Education and Health

State law requires students to complete four years of Physical Education and Health to earn a high school diploma in the State of New Jersey. Physical Education and Health are separate courses and students must earn credit in each discipline. Students are responsible to earn the required credits in Physical Education and Health each school year.

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Student clubs, organizations, extra- and co-curricular activities, and sports are generally open to **all** campus students, although participation in some may depend on specific eligibility criteria. In order to participate, students must meet the general requirements enumerated below:

- Students must be in a course of studies leading to a diploma and attend all classes.
- Students who are absent from school may not practice or participate in any interscholastic or co-curricular activities without prior approval from the principal/athletic director.
- Students who are suspended from school are automatically suspended from any participation in sports or co-curricular activities during the period of suspension.

It is the responsibility of the coach or the Athletic Director to supervise eligibility standards.

Conditions for Participation

- Students are responsible for equipment issued to and used by them. Lost, stolen

and/or non-returned uniforms/equipment must be paid for by the student, parent/guardian.

- Negligence and/or irresponsibility will result in financial responsibility and may result in disciplinary action.
- All participants must follow training rules. The Athletic Director may initiate disciplinary proceedings for students failing to follow rules.

After School Tutorials for Athletes

Athletes who may be struggling academically must attend tutorials offered by their teachers or athletic tutors.

All teachers are required by the Englewood Teachers Association contract to provide after school tutorials one day per week. Students and parents may request tutorial appointments with individual teachers. Tutorials offer students the opportunity to gain extra assistance with coursework. At times tutorials may be mandatory for a student.

Sports Athletic Eligibility

To be eligible for participation in athletics during the first half of the school year (September 2012 through January 2013), 10th, 11th and 12th grade students must have passed **30.0** credits in the preceding academic year. To be eligible during the second half of the school year (February 1, 2012), all students must be passing the equivalent of **15.0** credits. While specific academic standards are under review, in the spirit of the “scholar-athlete,” students who participate in sports are expected to maintain sound academic standing (maintain a minimum 2.0 GPA), attend all classes, maintain standards of good behavior, and demonstrate positive leadership on and off the field.

Fall: Cross Country (Boys/Girls)

Football

Soccer (Boys/Girls)

Tennis (Girls)

Volleyball (Girls)

Winter: Basketball (Boys/Girls)
Indoor Track (Boys/Girls)

Spring: Baseball
Golf (Boys/Girls)
Softball
Tennis (Boys)
Track (Boys/Girls)

Team Schedules: www.highschoolsports.net
www.dwightmorrowathletics.com

All student athletes participating in both the High School and Middle School interscholastic athletic programs are held to the highest standard of character and sportsmanship, and they must abide by the Athletic Code of Conduct.

Co-Curricular Eligibility

A student in **the middle or high school (grades 6-12)** is **eligible** for participation in co-curricular activities if he/she:

1. Maintains a grade point average of at least 2.0 in the most recent marking period; and,
2. Passes all courses required for promotion or graduation in the preceding marking period or has successfully passed the course in an approved summer school program; and,
3. For interscholastic athletics, meets the NJSIAA eligibility standard; and,
4. Receives no In-School or Out-of-School Suspension or placement in a suspension alternatives program for violent acts against students and/or staff in the previous twelve (12) months; and,
5. Receives no more than three suspensions (In-School or Out-of-School or suspension alternatives program) for disruption of the educational program in the previous twelve (12) months.

*Violent acts include, but are not limited to fighting, assault, theft, robbery, intimidation/harassment/bullying, threat, extortion, possession of a weapon or fireworks. (Principals may request exceptions for Board Review.)

Students not meeting the eligibility standard for primary and elementary students as defined above, and for students grade 6 and above who have a grade point average of 2.0 or higher or who exceed the disciplinary infraction limit by one in either category, may participate on a conditional basis. In such capacity, the student must attend tutorial sessions as prescribed by school administration and must present weekly progress reports that show average or higher marks in all classes. This conditional participation may be used only one time in middle school and only one time in the high school.

Students not meeting the eligibility standard on the basis of behavior may be given conditional eligibility. In order to retain eligibility, these students must demonstrate proper behavior in all classes and all school-related functions. Additionally, students must incur no suspensions or placement in suspension alternatives for disruptive or violent actions. This conditional participation may be used only one time in middle school and only one time in the high school.

Class Advisors

The class advisors work with their respective classes to raise funds to reduce costs for the senior prom and senior class trip.

Curricular Clubs

On Thursdays, teachers offer a variety of clubs that meet during period 9. Teachers offer clubs in their areas of expertise or ones sparked by student interest. Each Semester, students have the opportunity to remain in the same club or to choose a new one. The list of clubs is available each Semester on the DMAE campus website. Some clubs such as the literary magazine, Student Council, and Model UN require more than a one day a week commitment and meet

additional afternoons each week. **The clubs are open to all students who wish to participate.**

List of Campus Clubs

New clubs are created each year and past offerings include: American Red Cross, Art Club, Chess Club, Crochet Club, Dr. John Grieco Scholarship Fund, Flag Football, French Tarrot Club, Future Business Leaders of America, Garden Club, Gay/Straight Alliance, Golf Club, Health Occupations Student Association, Heroes and Cool Kids, Interact, Latin Heritage Club, Literary Magazine, Making the Band, Math Connections, Model Building Club, Model U.N., National Spanish Honor Society, National French Honor Society, Newspaper, Photography, Poetry Zone, Practical Web Design, Reading Buddies Club, SAT: Secrets and Challenges, Stock Market Club, Student Council, Teen Reads Book Club, Trivia, Ultimate Frisbee, Volleyball Club, Weight Training and Workout with Salsa.

Parents are encouraged to be active participants in all school functions.

Students interested in starting a club should:

1. Seek advise from an administrator
2. Collect names and signatures of interested students
3. Submit purpose and goals of organization
4. Wait for approval

Marching Band

The Marching Band includes a dance group and the flag corps. The Marching Band performs at assemblies, pep rallies, football games and community events. Individual groups within the Marching Band frequently perform separately in local events and competitions. A major focus is the development of peer leadership skills. Membership is open to all students meeting the eligibility requirements. All members are expected to attend rehearsals and performances and to plan their schedules to give these performances a high priority.

Interact Club

Interact is part of Englewood's Rotary Club. Members are student leaders within the DMAE community and perform community service for the Englewood Health Department and Center for Food Action. A critical outgrowth of the Interact Club is "Bridging the Gap," a cross-campus program promoting student dialogue, tolerance, diversity, understanding, and synergy and cooperation among students.

Yearbook

The yearbook captures and records the significant activities of the school year. What were the events and who were the students, faculty and administrators involved in the lives of the seniors during this school year? Students enrolled in the Copy and Design Elective will participate in all aspects of the production of the yearbook by doing the work and making the decisions that result in the final documents. Interested students may join the Business or the Editorial staff of the yearbook.

Distribution of Literature

The distribution of literature is an exercise of freedom of the press. However, the law specifically prohibits "distribution of partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election on school property." The school may prohibit distribution of materials that are aimed at creating violence or hostility, which are pornographic or which contain libelous material. While distributing materials, one may not block pedestrian traffic or entrances to buildings.

Visitors and Guests

All visitors to the campus must obtain a visitor's pass from security in the north building. No student will be allowed to bring siblings, friends, etc., to school due to insurance issues and liability. Guest and visitor passes will not be issued on shortened school days, examination or testing days, or the last school day before a holiday. If the visitor is from a local school, that school must give written permission for the person to visit us before we will permit the visit.

TESTING

General Information

New Jersey Biology Competency Test (NJBCT)

All New Jersey public high school students, regardless of grade level, who are enrolled in a first-year biology course any time during the 2012-2013 school year, must take the New Jersey Biology Competency Test (NJBCT)

May 25-26, 2016 Regular Day Testing

June 1-2, 2016 Make-up Testing

PSAT Information

The Preliminary SAT[®]/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and National Merit Scholarship Corporation (NMSC).

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test[™] while also giving students a chance to enter and qualify for National Merit Scholarship Corporation (NMSC) awards programs.

The PSAT/NMSQT measures:

- critical reading skills
- problem-solving skills
- writing skills

Students develop these skills over many years, both in and out of school. This test does not require students to recall specific facts from their classes.

The most common reasons for taking the PSAT/NMSQT are:

- To receive feedback on students' strengths and weaknesses on skills necessary for college study. The student can then focus on those areas that could most benefit from additional study or practice.
- To see how a student's performance on an admissions test might compare with that of others applying to college.
- To enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11).
- To help prepare for the SAT. Students can become familiar with the kinds of questions and the exact directions they will see on the SAT.
- To receive information from colleges when "yes" is checked on the Student Search Service.

(The College Board Website
www.collegeboard.com)

SAT Information

Students may obtain information about test dates, registration procedures and fees from the College Board website, www.collegeboard.com. Sample questions and other helpful test materials are also available. Students without Internet access may obtain this information in the College and Career Center, located on the first floor of the north building across from the Guidance Office. **All students are encouraged to take the SAT examination in the spring Semester of their junior year. Students are also encouraged to take SAT subject tests. More information and important registration deadline information is available on the College Board website – www.collegeboard.com or in the College and Career Center.**

2015 - 2016 SAT Testing Dates

Test Dates	Test	Registration Deadline
October 3, 2015	SAT & Subject Tests	September 3, 2015
November 7, 2015	SAT & Subject Tests	October 9, 2015
December 5, 2015	SAT & Subject Tests	November 5, 2015
January 23, 2016	SAT & Subject Tests	December 28, 2015
March 5, 2016	SAT Test Only	February 5, 2016
May 7, 2016	SAT & Subject Tests	April 8, 2016
June 4, 2016	SAT & Subject Tests	May 5, 2016

Dwight Morrow High School is Testing Site for SAT. It is possible that Dwight Morrow High School may not be an SAT Testing Site for the March administration.

2015-2016 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline
September 12, 2015	August 7, 2015	September 22, 2015 – November 7, 2015
October 24, 2015	September 18, 2015	November 11, 2015 – December 29, 2015
December 12, 2015	November 6, 2015	December 22, 2015 – February 06, 2016
February 6, 2016*	January 8, 2016	February 16, 2016 – April 03, 2016
April 9, 2016	March 4, 2016	April 27, 2016 – June 12, 2016
June 11, 2016	May 6, 2016	June 22, 2016 – August 07, 2016

*** No test centers are scheduled in New York for the February test date.**

2015-2016 Advanced Placement Testing Dates

Test Dates	Courses
May 2, 2016	Chemistry; Environmental Science; Psychology
May 3, 2016	Computer Science A; Spanish Language and Culture; Art History, Physics 1: Algebra-Based
May 4, 2016	English Literature and Composition; Physics 2: Algebra-Based
May 5, 2016	Calculus AB; Calculus BC; Chinese Language and Culture; Physics 2: Algebra-Based
May 6, 2016	German Language and Culture; United States History
May 9, 2016	Biology; Music Theory; Physics C: Mechanics
May 10, 2016	United States Government and Politics; French Language and Culture; Spanish Literature and Culture
May 11, 2016	English Language and Composition
May 12, 2016	Comparative Government and Politics World History; World History
May 13, 2016	Microeconomics; Human Geography

Students seeking accommodations based on a disability must complete the College Board's Student Eligibility Form. Students may obtain additional information on important deadlines by visiting the College Board website (www.collegeboard.com) or by meeting with their guidance counselor.

Fee Waiver

The College Board grants fee waivers to eligible students. Students may obtain additional information by visiting the College Board website (www.collegeboard.com) or by meeting with their guidance counselor.

TECHNOLOGY AND EQUIPMENT USE

Textbooks and School Equipment

Textbooks and school equipment, including library books and calculators, are provided for student use by the Englewood Board of Education. Students are expected to take good care of the textbooks. Students are expected to reimburse the Board of Education for any lost or damaged books before receiving a diploma, transcripts, schedule of classes for the next Semester (in the case of a 1 Semester class) or academic year, or any other books. All books or equipment issued by the school are to be returned to the teacher before the last class meeting (normally before the final examination). Students who do not pay their fines jeopardize their participation in school activities, e.g. prom, senior trip, baccalaureate, senior week activities, graduation exercises and/or other special events.

Technology Usage for Students

The Englewood Public School District provides access for students and staff to state-of-the art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with the guidelines listed below: Circumventing District Internet Filtering/Possession or use of the software that circumvents the school district's Internet filtering system is prohibited. Violations will result in disciplinary action and the removal of technology access.

In order to use the technology available in the district, it is mandatory that all students obtain a district technology ID. Technology IDs will be issued to students only after the Technology

Acceptable Use Agreement is returned to school with all the required signatures.

Network Guidelines

1. Follow the rules explained to me by school staff.
2. Demonstrate appropriate behavior.
3. Be courteous to others and respect their documents and files.
4. Use the equipment with care.
5. Use only software that my teacher has assigned to me.
6. Connect only to sites on the Internet that have been allowed by the teacher.
7. Understand that the computer systems have been set up for me and may not be changed in any way.
8. Use only "school-appropriate" language, pictures, and other data on the computers or network; abide by any email instructions given to me by my teacher to protect me and to promote the health of our network.
9. Follow the copyright laws that protect programs, data, books and pictures.
10. Tell the teacher about problems.
11. Leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for next year.
12. Help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
13. Bring no food or liquids near the computers.
14. Get teacher's permission for using the Internet, computer or lab.

If these guidelines are violated, a student's computer and network privileges may be suspended and other school discipline and/or appropriate legal action may be taken.

APPLICABLE SCHOOL LAW AND SAFETY

Equal Education Opportunity

No student shall be discriminated against in school because of handicap, race, creed, color, nationality, sex, religion, sexual orientation, place of residence, social or economic status. The provision is found in Title 6 of the New Jersey Administrative Code.

Equality of Opportunity

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

New Jersey Education Law 18A:36-20 states that "No pupil in a public school in this State shall be discriminated against in admission to, or in obtaining any advantages, privileges, or courses of study of the school by reason of race, color, creed, sex, or national origin."

Free Education

In New Jersey, every student has the right to a "free and full education" through secondary school until age 20 and one is required to attend until age 16. However, one has a corresponding responsibility to follow and attempt to complete the courses of study prescribed by the Board of Education and to join with fellow students and with all other members of your school community in respecting the rights and responsibilities of others.

Sex Discrimination: Title IX

The Englewood Board of Education adheres to a policy of non-discrimination based on sex in its educational programs, activities and employment practices. In addition, the Englewood Board of Education is committed to the selection of students and employees without regard to race, creed, color, national origin, age or handicap as defined by law, pursuant to NJAC 6:4-1.1 through 6:41.10, Equality in Educational Programs; Title VII Civil Rights Act, as amended by Title IX, Equal Employment Opportunity Act; Section 504 - U.S. Rehabilitation Act of 1973.

To explore your rights and options relative to sexual harassment, contact Mr. Abraham Alarcon, Affirmative Action Officer, (201) 862-6176.

Applicable Freedoms

Freedom of Expression, Assembly and Petition

Students have the right to assemble and to circulate petitions. However, school authorities have the right to restrict the time and place of these activities and may require advance notice to avoid disruption of orderly school operation.

Freedom of Religion

This is a fundamental constitutional right that guarantees all citizens the right to observe and practice their religion in accordance with individual beliefs. Absence from school because of observance of a religious holiday is an excused absence when a note signed by a parent, guardian, or an adult acting on behalf of a parent is presented to the proper school authority.

Access to Facilities

Section 504 of the Rehabilitation Act of 1973 requires that local educational agencies, including post-secondary institutions of higher education, receiving federal assistance shall make all programs accessible to the handicapped.

Access to School Records

Parents and students over eighteen years of age have the right to inspect official or permanent school records. School officials may determine the time and way the materials will be presented. Copies may be requested of specific documents. A fee equal to the cost of reproducing the document may be charged.

Residency Requirements

Students must reside within the school district with their legal parent/guardian to be eligible to attend the Englewood Public Schools.

Students who change residence **MUST** inform the Guidance Department within ten (10) school

days and provide three proofs of residence. These may be in the form of utility bills, mortgage or lease agreements, driver's license, bank statements, etc. Telephone numbers **MUST** also be updated on Emergency Cards and permanent records.

Military Access to Student Information

Section 9528 of The Elementary and Secondary Education Act of 2001 requires schools to provide, upon request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A student or parent/guardian may request that the student's name, address and telephone listing not be released without prior written parent/guardian consent. Any parent/guardian or adult student (18 years of age or older) who objects to being included in the directory may have his/her name removed by completing a waiver form by September 30. These forms are mailed to parents each August and are available in the Guidance Office.

Emergency Evacuation

Dwight Morrow High School and Academies @Englewood share a campus evacuation plan in the event of an emergency other than a fire drill. An Emergency Evacuation Drill is NOT a Fire Drill and the school will evacuate to specified areas based upon the Public Address announcement. Teachers must bring their Attendance Book with them during every emergency and fire drill and students **MUST** remain with the classroom teacher for an attendance count. Attendance will be reported to the administration. During drills teachers will escort their classes to the appropriate assembly area as per the Public Address coded announcement.

Flag Salute and Pledge of Allegiance

New Jersey law requires students to show respect for the United States flag. This means the student, if conscientiously opposed, is not required to say the Pledge of Allegiance, but must remain respectfully quiet while it is being recited.

Drugs and Alcohol

The Board of Education, together with the administrative staff and instructional staff, feels every effort must be made to educate young people in all grades by means of preventative measures on the dangers of drug abuse. In addition, every effort must be made to provide the necessary attitudinal and value changes in those young people who are currently abusing drugs. The objective of this policy is not to punish or judge anyone involved in drugs, but rather to prevent the use of drugs from spreading into our schools. Since we are an educational institution, not a punitive or rehabilitative one, our prime concern is to protect the welfare and well-being of all students and staff.

Under state law any illegal drug found on campus **MUST** be handed over to the police. If the drug is found on a person, the identity of the student will be given to the police. New Jersey has specific fines, jail and other penalties for possession of an illegal drug within a 1000-foot radius of the school campus.

According to N.J.S.A. 18A:40A-12, whenever it appears to any Englewood Board of Education employee that a student may be under the influence of alcoholic beverages, controlled dangerous substances or any chemical or chemical compound causing intoxication or inebriation, that employee shall report the situation to the school nurse, substance awareness coordinator, and to the principal or his designee. The principal shall immediately notify the parent or guardian and the Superintendent.

The student shall be taken to the emergency room of the nearest hospital for an examination accompanied by an Englewood Board of Education employee designated by the principal and a parent or guardian (if available). The student must be examined for the purpose of diagnosing whether or not he or she is under the influence of such substance. Within 24 hours, the examining physician must make a written report to the parent or guardian and to the superintendent. If it is determined that the

student is under the influence of a substance, the student must be returned to his or her home and cannot resume attendance at school until the student or his parent(s) submits a written report certifying that the student is physically and mentally able to return to school. Additionally, the student has to be interviewed by the substance awareness coordinator.

Additionally, the Englewood Board of Education entered into a contract with the Englewood Police, the Bergen County Prosecutor and the Bergen County Superintendent. That contract provides that whenever an Englewood Board of Education employee believes that 18A:40A-12 (noted above) has been violated; school officials must notify the Police Chief.

New Jersey has specific fines, jail and other penalties for possession of an illegal drug within a 1000-foot radius of the school campus.

Additionally, the Englewood Board of Education entered into a contract with the Englewood Police, the Bergen County Prosecutor and the Bergen County Superintendent. That contract provides that whenever an Englewood Board of Education employee believes that 18A:40A-12 (noted above) has been violated; school officials must notify the Police Chief.

REFERENCE: Board of Education Policy 5131.6

False Fire Alarm

To set off a fire alarm in a school is a very serious and illegal act. It endangers the lives of firemen and it places the City of Englewood at risk because the fire department cannot respond to genuine fire emergencies in the community. The Board of Education and/or the Fire Department may file charges against a student/individual who triggers a false fire alarm.

Fire Drills & Lock Down Drills

Fire drills and lock down drills are required in the event of a real emergency. These drills will be conducted regularly in accordance with state law and are initiated by the continuous ringing of the fire alarm bell.

Students are to follow the directions of the faculty without hesitation and remain a distance away from the building during the drill. Students creating behavior problems will be dealt with severely. Students are to remain with their instructor throughout the drill. Do not re-enter the school building until the all-clear signal is given by the administration.

Fireworks

Students are not permitted to possess or ignite fireworks anywhere on school grounds. Possession of fireworks is illegal and will incur police involvement and immediate disciplinary action.

Gambling

Gambling, which includes card playing, is not permitted in/on school grounds. Anyone gambling in school will face disciplinary action.

Campus Security Personnel

Security Personnel are staff members of the school organization. Their duties and responsibilities include:

1. Traffic control and surveillance of campus parking areas
2. Checking for trespassers and notifying the local police department
3. Assisting administrators and teachers
4. Verification of visitor appointments, sign-in and issuance of visitor passes
5. Any other duties assigned by the building Principal or his/her designee

Students must adhere to and abide by any and all directives presented to them by the school security personnel. Failure to comply will result in disciplinary action(s).

Annual Integrated Pest Management Notice For School Year 2015-2016

Annual Integrated Pest Management Notice For School Year 2015 - 2016

Dear Parent, Guardian or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Englewood Public Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy included with this notice.

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

The IPM Coordinator for Englewood Public Schools is:

Name of IPM Coordinator: Mike Hunken

Business Phone number: 201 862 6202

Business Address: 12 Tenafly Rd

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

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

AHERA Yearly Notification Form

May 30, 2015

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulations, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard.

Every three years, the Englewood City School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and appropriate response actions recommended.

The law further requires an asbestos management plan to be in place by July 1989, the Englewood City School district developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short –term or temporary workers on the locations of the asbestos as previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of the Englewood City School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the administrative office of the school during regular business hours.