

# LEONIA HIGH SCHOOL

100 Christie Heights Street

Leonía, New Jersey 07605

Phone: (201) 302-5200

[kalender@leoniaschools.org](mailto:kalender@leoniaschools.org)

2018-2019

HANDBOOK



**Any changes to the Student Handbook for the 2018-2019 school year are in red**

**LEONIA BOARD OF EDUCATION**

President	Lisa Klein
Vice President	Anthony Cassano
Noreen Courtney Wilds	Mary Albanese
Neo Antoniadis	Steven Meester
Bryce Robins	<b>Roland Weimer</b>
Zinaida Schuller	

**EDGEWATER BOARD OF EDUCATION**

President	Thomas Quinton
Vice President	Cristina Stefani-Rackow
Barbara Bartolomeo	Sandy Klein
Christina Ling	

**DISTRICT ADMINISTRATION**

Superintendent	<b>Edward Bertolini</b>
Director of Curriculum and Instruction	Greg Van Nest

**HIGH SCHOOL ADMINISTRATION**

Principal	<b>Charles Kalender</b>
Vice Principal	<b>Mark Sernatinger</b>
Director of Student Services and Testing	Adrienne Stein
Director of Special Services	<b>Anthony Servis</b>
Supervisor of Athletics & Physical Education	Steven Perrotta

**SUPERVISORS**

The Supervisors will focus upon stimulating and integrating the efforts of teacher colleagues to improve curricula and refine instruction. Supervisors will be teachers who possess both the subject matter expertise and interpersonal qualities required to earn respect and establish trust among their fellow teachers. They can expect to use their leadership skills to work alongside colleagues to achieve specified program objectives. These objectives will be drawn from District goals that seek better professional growth options for teachers and improved learning opportunities for students.

**Supervisors**

English – Danyel Cicarelli  
Fine and Practical Arts – **Charles Kalender**  
Math – Jin Lee  
Social Studies – Tim Cullen  
Science – Megan O’Hagan  
World Language – Maria Nomikos

**GUIDANCE and STUDENT SERVICES**

Director of Student Service and Testing	Adrienne Stein
Counselor	Jennifer Clair
Counselor	Kelsey Wilson
Counselor	<b>Victoria Wong</b>

## WELCOME

On behalf of the staff members at Leonia High School, it is my pleasure to welcome you for the 2018-2019 school year. This handbook contains important and useful information for both you and your parents.

We strive to provide you with the best possible learning experiences and opportunities to help you reach your full potential. As a student at Leonia High School, you are a member of an exciting community. It is expected that you will work and live within the guidelines outlined in the handbook. As you have rights, you also have responsibilities that must be met. We speak often of mutual respect; you must *Give Respect to Get Respect*.

We offer a broad, challenging curriculum, which gives you the opportunity to master the subject matter that will be needed for the career path you select. The extracurricular program presents a wide variety of activities and interests for everyone. We hope we have an organization or activity that will interest you and enhance your personal growth and development.

Our best wishes for a successful and rewarding year.

Sincerely,

Mr. Kalender  
Principal

Absence .....	11	Intervention & Referral	
Academic Integrity/.....	10	Service (I&RS).....	9
Athletic Eligibility .....	17	Internet Policy.....	10
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Cafeteria .....	20	Media Center.....	20
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Homeroom.....	16	Truancy.....	12
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Honor Roll.....	8	Weapons.....	22
		Working Papers .....	20

## LEONIA PUBLIC SCHOOLS | 2018-2019 CALENDAR

<p><b>4</b> Independence Day</p>	<p><b>JULY 2018</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>1</b> New Years Day <b>21</b> M.L. King Day – Professional Day, School Closed for Students</p>	<p><b>JANUARY 2019</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
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Three emergency days are built into this calendar. If more are needed they will be taken from the spring break beginning April 26<sup>th</sup>.

## **BILL OF RIGHTS**

The rights of members of the Leonia High School Community include, but are not limited to, the following:

- The right to be treated with courtesy and respect at all times.
- The right to a campus and classroom, which make it possible to pursue one's education without interference or disruption.
- The right to physical safety.
- The right to one's personal property.
- The right to one's good times.

The relationship between a teacher and student is crucial to success in the classroom. The teachers are empowered to deal with disciplinary infractions that occur in their interactions with students in the classroom or in the halls, and may assign student detention time with them and make parental contact. In those cases when a teacher in his or her professional judgment determines that the problem is serious enough for administrative intervention, the student may be referred to the Vice Principal's office.

## **LEONIA HIGH SCHOOL BELL SCHEDULE**

Warning Bell	7:45
Homeroom	7:50 – 7:58
AM Rotation Class 1	8:02 – 9:00
AM Rotation Class 2	9:04 – 10:02
AM Rotation Class 3	10:06 – 11:04
PM Rotation / Super Period	11:08 – 12:54
PM Rotation Class 2	12:58 – 1:56
PM Rotation Class 3	2:00 – 2:58

“0” Period for Leonia Academy for Science students begins each day at 7:00AM.

Schedule details for Half-Day, Delayed-Opening, Pre-Exam, and Unscheduled Early Dismissals are available on the Leonia High School webpage. When inclement weather warrants a delayed opening, school will start at 9:50 a.m. and we will follow the delayed opening schedule. Dismissal will be at the usual time.

### EXTRA HELP

Teachers will be available for extra help after school Monday through Thursday, unless they have a scheduled meeting.

### Graduation Requirements

The minimum statutory and Board of Education requirements to graduate from Leonia High School are as follows:

1. Satisfactory completion of 130 credits.
2. Satisfactory completion of research papers in both 11<sup>th</sup> and 12<sup>th</sup> Grades
3. Passing grades in these courses and course sequences:
  - a. Four years of English
  - b. Four years of Physical Education and Health - 3.75 credits per year that a student is enrolled in a New Jersey Public High School
  - c. Three years of Social Studies – Modern World History/Geography, US I and US II required
  - d. Three years of Mathematics Algebra I, Geometry, and Algebra II
  - e. Three years of Science – Includes Biology and Chemistry and/or Physics and/or Environmental Science and a third laboratory/inquiry based science
  - f. One year of World Language
  - g. Visual & Performing Arts – 5.00 credits of Art, Music, Drama and/or Dance
  - h. 21<sup>st</sup> Century Life /Careers or Career Technical Education – 5 credits – Family/Consumer Science, Business Administration & Technology, and/or Technology Education
  - i. Financial Literacy – 2.5 credits
4. Passing PARCC assessments mandated by the New Jersey Department of Education.  
If not successful, there are other options possible to meet the graduation requirement.  
The updated chart below details how students can satisfy their assessment graduation requirement.

PARCC ELA Grade 9 $\geq$ 750 (Level 4) <i>or</i>	PARCC Algebra I $\geq$ 750 (Level 4) <i>or</i>
PARCC ELA Grade 10 $\geq$ 750 (Level 4) <i>or</i>	PARCC Geometry $\geq$ 725 (Level 3) <i>or</i>
PARCC ELA Grade 11 $\geq$ 725 (Level 3) <i>or</i>	PARCC Algebra II $\geq$ 725 (Level 3) <i>or</i>
SAT Reading* $\geq$ 400 <i>or</i>	SAT Math* $\geq$ 400 <i>or</i>
ACT Reading or ACT PLAN Reading $\geq$ 16 <i>or</i>	ACT or ACT PLAN Math $\geq$ 16 <i>or</i>
Accuplacer Write Placer $\geq$ 6 <i>or</i>	Accuplacer Elementary Algebra $\geq$ 76 <i>or</i>
PSAT10 Reading or PSAT/NMSQT Reading** $\geq$ 40 <i>or</i> <b>PSAT10 Reading or PSAT/NMSQT Reading*** <math>\geq</math> 22 <i>or</i></b>	PSAT10 Math or PSAT/NMSQT Math** $\geq$ 40 <i>or</i> <b>PSAT10 Math or PSAT/NMSQT Math*** <math>\geq</math> 22 <i>or</i></b>
ACT Aspire Reading $\geq$ 422 <i>or</i>	ACT Aspire Math $\geq$ 422 <i>or</i>
ASVAB-AFQT Composite $\geq$ 31 <i>or</i>	ASVAB-AFQT Composite $\geq$ 31 <i>or</i>
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

Note: \* SAT taken prior to March 2016; \*\* PSAT taken prior to October 2015; \*\*\*PSAT taken after October 2015. The College Board will establish new ‘threshold scores’ in May 2016 for the new SAT

## GRADING

A+	97 or above	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	F	64 or below/fail
B-	80-82		

## RANKING SYSTEM

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
A+	5.60	5.10	4.60	4.10
A	5.25	4.75	4.25	3.75
A-	4.90	4.40	3.90	3.40
B+	4.60	4.10	3.60	3.10
B	4.25	3.75	3.25	2.75
B-	3.90	3.40	2.90	2.40
C+	3.60	3.10	2.60	2.10
C	3.25	2.75	2.25	1.75
C-	2.90	2.40	1.90	1.40
D	2.25	1.75	1.25	0.75
F	0.0	0.0	0.0	0.0

### RANKING GUIDELINES

Courses are ranked as follows: AP courses at Level 1; Academy Honors and Honors courses at Level 2; Skills courses at Level 4; and all other courses at Level 3. See Program of Studies for individual course levels.

### Non-ranked courses

S.S.W., Reading I, T.P. Courses.

### EXAMINATION POLICY

Mid-term examinations will be given to all classes in January. Final examinations will be given to all classes in June. Physical education, band, chorus, vocational studies, and other non-academic elective courses will use a performance assessment or projects to take the place of examinations. In full year courses, exams will count 1/5 of the final mark, while marking period grades each will count 1/5 of the final mark.

Examinations and alternative assessments last for 90 minutes and will be developed at the department level. **Taking the final exam is required to pass the course in which it is offered.** A senior who has achieved an average grade of A- in a class will be excused from taking the final exam either in January and/or June.

### PRINCIPAL'S LIST

For a student to be eligible for the Principal's List no more than one earned grade may be lower than an A-; this grade may not be lower than a B. All courses must be at Levels 1, 2, and 3 on the Ranking Guidelines.

### HONOR ROLL

For a student to be eligible for the Honor Roll two grades must be at least A- and no other grades may be lower than B. Courses at Level 4 of the Ranking Guidelines may be considered for the Honor Roll.



### NATIONAL HONOR SOCIETY

Membership in the Leonia chapter of the National Honor Society is an honor bestowed upon a student. Selection is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Students are invited to join the NHS if they have attained an unweighted cumulative average of 3.5 through their first 5 semesters (mid-year 11<sup>th</sup> grade). Students should complete the application process by submitting activity sheets which detail participation in school and civic activities. These activities will be verified by the signatures of teachers, coaches, and moderators. A ballot will then be prepared for faculty consideration and voting. Once faculty votes are tabulated, a standing committee of five faculty members will review and finalize the results.

Should any NHS member violate the standards of scholarship, leadership, service, or character, the faculty council will be convened to hear the case and judge whether that member will be allowed to remain or be dismissed from NHS.

### INTERVENTION AND REFERRAL SERVICE

The Intervention and Referral Service (I&RS) Committee provides assistance and direction to the Leonia High School community in their efforts to educate and provide ancillary services to our students. School staff and/or parents may submit requests for assistance. The team addresses learning, behavior and health issues related to the educational process.

### Schedule Changes – after August 16, 2018

Schedule changes may be requested due to procedural errors in scheduling or because of unusual health, economic, academic, or family needs, as approved by the Principal and Director of Student Services.

Since enrollment often determines whether or not a course will be offered, we expect students to fulfill their scheduling commitments. Nonetheless, while dropping courses is not encouraged, all such requests are given serious consideration. Dropping or changing courses is permitted if, in the judgment of the counselor and administration, the change is in the best interest of the student.

#### **Please note the following policy regarding schedule changes:**

1. No electives shall be changed after **August 1, 2018** unless extreme circumstances warrant and are approved by the Principal or Director of Student Services.
2. Non-elective schedule changes made until **September 28, 2018**, will not be reflected on a student's permanent transcript.
3. Withdrawals from a full-year course made after September 28, 2018, will be noted by a WP (withdraw passing) or WF (withdraw failing) on a student's transcript; withdrawals made after two marking periods will be reflected by an F on the transcript. A WF will be calculated in the GPA with the same value as an F.
4. Withdrawals for a semester course for seniors going to a free period made after September 28, 2018, or after the third week of school following the beginning of the second semester, will be reflected by a WP or WF grade on a student's transcript; withdrawals made after first or third marking period will be reflected by an F on the transcript.
5. Students may drop levels of academic classes with written permission from a parent until September 28, 2018, without the change being noted on the student's permanent record.

### FREE PERIODS

A **free period** is a privilege extended to students in grades 11-12. This is a period of time in a student's schedule when he/she may choose their appropriate activity. The burden of responsibility rests on the student to make the decision that will be most beneficial. **Students are unsupervised and may leave school property.** Parents are permitted to deny free periods for their child.

### REPORT CARDS

Report cards are available on-line through the parent portal on Genesis. Hard copies are available from the main office upon request. Parents can also access on a daily basis information regarding student progress.

### O.C.A.s – OUT OF CLASS ASSIGNMENTS

Homework is a necessary, significant part of each student's education. Every student is expected to complete all assigned homework to fulfill class obligations. Homework is an important element in determining grades. **There will be no assignments given to the students during the Holiday or Spring breaks.**

**ACADEMIC INTEGRITY/CHEATING/PLAGIARISM** The faculty and administration of Leonia High School believe very strongly that all assignments/tests must be completed honestly, independently, and originally within the parameters established by the instructor. If the instructor has reason to believe that the submitted work does not so conform, the Vice Principal will be informed immediately, and the parent will be contacted. The penalty for this behavior will be a grade of zero, not an F, for the assignment and possible further disciplinary action. Further academic sanctions and/or disciplinary action are possible for any infraction of this policy.

### INTERNET POLICY

*Refer to Board Policy #6145.3*

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege, not a right.**

- **Access entails responsibility.**

The Leonia Board of Education, along with the other organizations sponsoring this Internet service, will not be liable for the actions of anyone connecting to the Internet through this hook-up.

Any attempt to violate the provisions of the policy will result in disciplinary action, including, but not limited to, temporary revocation of all computer use regardless of the success or failure of the violation.

**Permanent revocations can result from disciplinary actions taken by the administrator called upon to investigate network abuses.**

### ATTENDANCE

The Board of Education has established these student attendance regulations:

#### GENERAL ATTENDANCE

Good attendance is the cornerstone of a sound education. Therefore, in order for a student to receive credit for a course, he/she must attend at least 88 percent of the class meetings. This means that a student may be absent only 12 percent, or 16 days, for ANY reason. If a student misses a class because of action by the school authorities, religious observance, or for an LHS educational pursuit (e.g., school field trips, science labs, scheduled music lessons, suspensions, or the like), those days missed will not count toward the 16 days.

- **Families are strongly encouraged not to schedule vacations during the school calendar year. Any vacation will be considered a cumulative absence. Your child's education is of the utmost importance. Please refrain from scheduling appointments during the school day.**
- Students who transfer in and out of Leonia High School during the same school year will be charged absences for the school days the student is not in attendance at any other school.
- Students are encouraged to record their latenesses and absences, both cumulative and non-cumulative, in their agenda book.
- Medical excuses may be accepted ONLY for a prolonged illness of three or more consecutive days. A doctor's note must be submitted to the Vice Principal's office within two weeks following the student's return to school. (The doctor's note will be reviewed; however, a doctor's note is NOT an automatic extension of the attendance policy.) A comprehensive review of the total attendance record will be part of this decision-making process.
- If a student exceeds the **allotted number of absences**, the student will remain in class and the following procedure will be implemented:
- Your child's education is of the utmost importance. Please refrain from scheduling appointments during the school day.

1. The Vice Principal's office will notify the student of his/her excessive absence. The student will then be given the opportunity to explain and document any extenuating circumstances.
2. The student or parent will submit the student's record to the attendance committee upon request. It is the student's responsibility to know the absence dates. The committee will review the student's overall attendance and medical records and render a decision.
3. The administration may review cases with extreme conditions without convening the attendance committee.
4. As per Board of Education policy # 5145.6, the student has the right of appeal.
5. All appeals of attendance must occur prior to final exams for that current academic year.
  - Students transferring into Leonia High School will carry over days from their previous school and will have their attendance at Leonia High School pro-rated for the remainder of the school year.

### **ABSENCE**

A written note signed by a parent should be brought to the homeroom teacher upon the student's return to school following an absence. The attendance office must be notified of an absence due to religious holidays in advance of the day of. Parents are to phone the Attendance Office (201-302-5200, ext. 5204) in the event their child is absent. If a call is not received by 8:30 am, the Attendance Office will call the student's home to request information concerning the student's absence. Students will be afforded the opportunity to make up missed work if they request permission to do so. It is the student's responsibility to speak with the teacher regarding missed work and/or quizzes. Arrangements must be made within 2 days.

Students reporting to class without either attending homeroom or signing in at the attendance office will be considered absent for the day.

**For a student to be eligible for athletics or any after-school activities, the student must arrive to school by 10:30 am. Students who leave school early end their school day including after school activities. Special circumstances may be taken into consideration with administrative approval.**

### **CLASS ATTENDANCE: PROCEDURES A. Marking Period Course:**

- After the student's **second** absence from a class, the teacher will speak to the student, notify the school counselor and advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal.**
- On the **fifth** absence for the student in a one-semester course, the student will receive NC (No Credit) in the course. The student will remain in the course, and the parent will be informed of the action taken. A letter will be sent to the parent **through the Genesis Parent Portal.**

### **B. Semester Course:**

- After the student's **fourth** absence from a class, the teacher will speak to the student, notify the school counselor and advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal**
- After the student's **sixth** absence, the teacher will speak to the student, notify the school counselor and advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal.**
- On the **eighth** absence for the student in a one-semester course, the student will receive NC (No Credit) in the course. The student will remain in the course, and the parent will be informed of the action taken. A letter will be sent to the parent **through the Genesis Parent Portal.**

### **C. Full Year Course:**

- After the student's **eighth** absence from a class, the teacher will speak to the student, notify the school counselor, and advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal. Eighth absence letters** will not be sent after the first semester. Please check report cards for additional attendance information.
- After the student's **tenth** absence, the teacher will speak to the student, notify the school counselor, and advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal.**
- After the student's **fourteenth** absence, the teacher will speak to the student, notify the school counselor, and

advise the Attendance Office. A letter will be sent to the parent **through the Genesis Parent Portal**.

- On the **sixteenth** absence for the student in a full year course, the student will receive NC (No Credit) for the course, subject to review by the Attendance Review Committee. The student will remain in the course, and the parent will be informed of the action taken. A letter will be sent to the parent **through the Genesis Parent Portal**.

**D. Class Absence:**

- Students entering class with TE (tardy excused) after 20 minutes will receive an absence for that class and all earlier classes for that day.

**PUNCTUALITY**

Students are expected to arrive to school and all classes on time. Lateness is defined as not being in the assigned room when the late bell rings.

**A. LATENESS TO SCHOOL**

The following policy will regulate student lateness:

**Each marking period:**

**Excused latenesses:**

1. Three excused lateness during homeroom
2. Parent's note (at the time of the student's arrival)
3. Parent's note (at the time of the student's arrival)
4. Any additional lateness will automatically become an unexcused lateness and a cut will be assigned.

**Unexcused latenesses:**

1. 1st lateness – Detention
2. 2nd lateness – Detention
3. 3rd lateness – Detention
4. 4<sup>th</sup> lateness-Detention
5. 5<sup>th</sup> lateness-Saturday Detention
4. 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> lateness – Detention
5. 10<sup>th</sup> lateness-Saturday Detention
6. 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> lateness – Detention
7. 15<sup>th</sup> lateness – A.E.L

**NOTE:**

- Unexcused lateness of 5 minutes or more to class will result in a cut for that class. Doctor's notes may be accepted for excused lateness if submitted upon entry to school.
- Extreme circumstances may be taken into consideration. If necessary, the discipline sequence will continue. At the beginning of each marking period, students will start with zero latenesses.
- A student entering school TU at **8:08 am or later** will receive a cut in the appropriate classes regardless of a parental note.

**B. LATENESS TO CLASS - under 5 minutes**

- 1st time, verbal warning by teacher
- 2nd time, detention assigned with teacher
- Three latenesses equal one absence

**C. LATENESS TO CLASS - 5 minutes or more**

Unexcused lateness of 5 minutes or more to class will result in a cut for that class.

**D. REVIEW PROCEDURES**

As per Board of Education policy #5145.6, the student has the right of appeal. For more information see the student grievance procedure (Page 19).

**TRUANCY**

All unauthorized absences from school are considered truanancies. Students should be mindful that unauthorized absences from school (i.e., truancy) not only count in this regulation, but also will be dealt with according to the Leonia High School discipline code. Students will receive a cut in each scheduled class and 3 days of A.E.L.

### CUT POLICY

It is a student's responsibility to attend all assigned classes. When a student is absent from class, inappropriately out of class, **or out of class for an extended period of time**, and the teacher, the Attendance Office, or the administration is not aware of the student's whereabouts, the absence is designated as a cut and a truancy proceeding may be implemented.

A parental note following the absence will not excuse the cut.

<u>OFFENSE</u>	<u>CUT</u>	<u>PENALTY</u>
CLASS CUT (in any course)	1st	Two days detention with written parental contact.

2<sup>nd</sup> Saturday Detention with written parent notification **on the Genesis Parent Portal**.

3<sup>rd</sup> Saturday Detention; verbal or written parental contact **on the Genesis Parent Portal**.

4<sup>th</sup> AEL or OSS; verbal or written parental contact **on the Genesis Parent Portal**.

- **One (1) cut will result in a loss of credit for a marking period course with a grade of NC (No credit). Students can complete Independent Health /Financial Literacy and have the NC removed from their transcript. The independent course must be successfully completed no later than the end of the marking period. Students will remain in the class and complete all assignments. The grade will be based on the original work assigned by the teacher.**
- **Two (2) cuts will result in a loss of credit for a semester course or three marking period course with a grade of NC (No Credit).**
- **Three (3) cuts will result in a loss of credit for a full year course with a grade of NC (No Credit).**
- **On the 5th cut, the student will be removed from the class and placed in a silent setting, resulting in a WF (Withdraw Failing) recorded on the report card. In addition, the student will not be able to make up the course in summer school or an online program.**
- **A student will receive a zero for all work missed as a result of a cut.**
- **Loss of credit due to cuts cannot be appealed to the attendance appeal committee.**
- **If WF occurs before the end of the first semester, the student will be placed in a half-year elective chosen by the administration**

### OFF-CAMPUS CONDUCT

No inappropriate activity away from our campus, even when school is not in session, will be tolerated which inhibits the Leonia School District from maintaining a safe, orderly, and disciplined atmosphere; such actions include, but are not limited to, possession of a weapon, verbal or physical assault, or defiance of another school's staff member's authority. When the administration learns of such actions occurring off-campus it can initiate disciplinary action including suspension(s) and expulsion, as if the action had taken place on our school's grounds.

### HAZING AND HARASSMENT

*Refer to Board Policy # 5145.4*

Leonia High School will not tolerate harassment or hazing of any kind, anywhere, at any time. Violations of this policy or its related procedures will be cause for disciplinary action which may include but is not limited to suspension or dismissal from a sports team/activity, suspension from participation in athletics/activity for a period of up to one year, and suspension from school, in accordance with Board policy.

### DISCIPLINARY GUIDE

The intention of the system of discipline at Leonia High School is to be fair and consistent. To that end the administration reserves the right to weigh factors such as a student's prior record, along with the circumstances and severity of the offense, when considering the most appropriate response to a specific

infraction. **In line with this thinking, it should be noted that any level of punishment may be escalated, at any time, if such action is deemed appropriate.**

**A**

- Bike riding, skateboarding, or in-line skating in the building;
- Violation of dress code;
- Hall misconduct.
- Possession of gambling paraphernalia; card playing.

**B**

- Cutting class;
- Disrupting any school activity;
- Failure to sign in when late to school;
- Inappropriate behavior on bus;
- Profane/vulgar language; derogatory remarks.

**C**

- Willful defiance of authority;
- Willful disobedience;
- Illegal possession of passes;
- Violation of medication policy.

**D**

- Profane/vulgar language; derogatory remarks at or toward staff;
- Threats; Spitting at or toward a person
- Insubordination;
- Forgery;
- Gambling; intent to gamble.
- Smoking or Vaping on school property;

**E**

- Under the influence or possession anywhere on school property of alcohol/drugs during school hours or activities;
- Physical assault;
- Fighting (all parties);
- Extortion, theft, vandalism, including tampering with safety equipment;
- Hazing.

**F**

- Use or possession of weapons, drugs, etc., are above and beyond detentions and suspensions as noted.

<u>Detention</u>		<u>SAT</u>	<u>AEL</u>	<u>OSS</u>
1st Offense	A & B	C	D	E, F
2nd Offense	A	B	C	D, E, F
3rd Offense	A	B	C	D, E, F
4th Offense		A & B	C	D, E, F

- Detention = 30 minutes after school, 3:15 pm – 3:45 pm (4 Days Per Week)
- AEL= Alternate Education Location
- OSS = Out-of-School Suspension
- SAT = Saturday Detention, 9:00 a.m. to 12:00 Noon

**Any student arriving to Saturday school after 9:15am will NOT be allowed to serve on that day. If a student has a Saturday School, the student must fulfill the three hour requirement.**

**Please note:**

- It should be clearly noted that AEL, OSS, and SAT may be assigned a number of times for one offense (i.e., fighting = 10 day OSS).
- In addition, category D, E, & F offenses may also require police involvement.

- Penalties for vandalism will include monetary restitution.
- A parent may be requested to accompany the student upon his/her return to school following an out of school suspension.
- AEL (Alternate Education Location) prohibits participation in any after school activities or athletics for the length of the suspension.
- AEL (Alternate Education Location) students are responsible to complete all work before the end of the school day. All work must be submitted to the AEL teacher by the end the day. Failure to do so will result in a zero (“0”).
- AEL (Alternate Education Location) and OSS (Out of School Suspension) prohibits participation in any after school activities or athletics for the length of the suspension. In addition, students are prohibited to be on school grounds or at any school activities anywhere.
- It is the responsibility of parents/guardians of students who have three or more days of OSS (Out of School Suspension) to contact the Main Office to obtain the work assigned by the teachers. This work is due upon return to school.

### **DETENTION**

Central detention assigned for tardiness or for other infractions is served in a designated classroom from 3:15 to 3:45 p.m. Assignments to central detention take precedence over other obligations, including after-school jobs and athletics. Students who fail to fulfill their responsibilities of detention cannot participate/attend any school activities and other items associated with the school until they are up to date and are subject to further disciplinary action by the Vice Principal, including the possibility of suspension.

### **LEONIA HIGH SCHOOL DRESS CODE**

We believe that the way people dress is an important factor in the way they conduct themselves as well as in the attitude they express toward what they do. School is a place of business for students and staff; the business of a school is teaching and learning. As a result, we feel obliged to expect standards of dress appropriate to the business of teaching and learning.

Student clothing and grooming shall be modest, clean, and safe in school and for all out-of-school activities. Clothing and grooming styles shall not be extreme or in any way distracting to the business of teaching and learning.

With the exception of traditional religious headwear, no hats, head coverings, or headbands may be worn, carried, or displayed throughout the school day, except during lunch periods, when students may carry but not wear a hat or head covering on the way to and from lunch when taking lunch outside the building.

Hooded sweatshirts may be worn, but the hoods on these shirts are not to be used as head coverings except when outside of the school building.

- No sleeveless garments may be worn; **all shoulders and shoulder blades must be completely covered. The shoulder blade begins at the beginning of the arm.**
  - No see-through garments may be worn as a single layer of clothing.
  - No short blouses, skirts, shorts, or shirts may be worn. All tops must drape over the bottom layer of clothing, so that the midriff is not revealed.
  - **Shorts and skirts must be long enough to reach the fingertips when the arm and fingers are fully extended down at the student’s side.**
  - No torn or shredded clothing may be worn either by itself or with another layer beneath.
  - No low-cut, revealing necklines may be worn. Cleavage should not be exposed.
  - Boys’ pants and shorts must be worn around the waist, not droop around the posterior, whether the waistband is exposed or covered by another layer. Neither underwear nor skin of the torso should be exposed.
  - No article of clothing may contain a message, picture, or symbol that may be interpreted as obscene; or contain a statement derogatory in nature, and specifically to any racial, ethnic, or religious group; or promote alcohol, tobacco, other drugs, violence, or gangs.

The administration reserves the right to decide if a student’s outfit meets the above standard. Failure to meet this standard will result in disciplinary action. If a student cannot get a change of clothes, the student will remain in AEL for the remainder of the day. **On the third offense, the student will receive an Out of School Suspension (OSS).** A student may be sent home to change with parental notification. Hats or other head coverings worn or carried during school hours will be confiscated, to be returned at a later time.

## STUDENT COURT

Students who disagree with the severity or the nature of their penalty for an infraction may appeal a decision to the Student Court within five (5) school days. The Court, which is made up of a 7 member standing committee of the Student Senate, will consider the student's argument and make a recommendation to the administration. Cases, which may not be brought to Student Court, include fighting, weapons, or any discipline, which results in suspension. **Cases of academic dishonesty/plagiarism/cheating and other academic concerns are not able to be brought to the student court for appeal.**

## STUDENT GRIEVANCE

*Refer to Board Policy #5145.6*

The Leonia Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for, and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of the Board or its employees or the lack of such policy or procedure.

## LOCKERS

Each student is assigned a locker at the beginning of the school year through the Vice Principal's office. No stickers will be allowed on the outside or inside of lockers. It is the responsibility of each student to keep his/her locker neat and clean.

Students may go to their lockers before school, between periods, or after school. No one should be at a locker during periods except with a pass from his/her teacher.

**The school is not responsible for articles lost or stolen from lockers.** The Physical Education Department will assign lockers for use during PE periods. Students are strongly encouraged not to leave any items in common areas in the locker rooms.

## HOMEROOM

Each student is assigned to a homeroom for the school year. Students are required to be in their proper places when the bell rings. During this time school attendance is taken, and daily announcements regarding school and club activities are read. The flag salute will begin each school day. New Jersey Law requires that a student show respect for the flag salute by standing during the pledge, whether he/she participates or not.

## LEAVING SCHOOL

Except for lunch periods **or free periods**, students are not permitted to leave school grounds at any time during the school day without permission from the school office. **If a student must leave the building because of illness or any other emergency, he/she must sign out with the nurse or at the office.** In all cases, parental contact will be made before a student can leave school grounds. Students must immediately leave school grounds after sign out or wait in the nurse's/main office for a ride home. **FAILURE TO FOLLOW THE PROPER PROCEDURE WILL RESULT IN CUT (S). In addition, the police will be contacted.**

Students may be dismissed early from classes only upon prior presentation of a signed written note from a parent requesting such action. Notes must be brought to the **main office** before or during homeroom. The written note should be confirmed with a follow-up phone call from a parent **before** the student will be allowed to leave school prior to regular dismissal. Parents are encouraged to make doctor appointments outside of school hours.

Students not returning from lunch due to illness must have a parent notify the Vice Principal's office the same day and must bring a note to the office prior to attending any classes the following day. Failure to contact the office on the same day as the absence will result in a cut in each missed class.



### 18 YEAR OLD PRIVILEGE

- Upon reaching the age of 18, a student may submit a form signed by a parent to excuse him/her from school.
- The Main Office will contact the parent to verify the signature and review the privilege.
- No more than **three** sign-outs may be permitted each semester. Each sign-out will count as an absence in each class missed.
- If the privilege is abused, the parent will be contacted and the privilege revoked.
- **When necessary, the administration can refuse to permit a specific request to sign-out.**

### EMERGENCY DRILLS

Emergency drills at regular intervals are required by law as an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as quickly as possible. The teacher in each classroom will give instructions.

### CHANGE OF ADDRESS

The high school office must be informed immediately if a student has a change of address or telephone number. Proof of residency must be provided to the Board of Education

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, materials, and furniture supplied by the school. Students who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damage or to replace the item, as well as face disciplinary action.

### NJSIAA ATHLETIC ELIGIBILITY

Interscholastic athletic activities are an integral part of a child's education and the life of the school community. Participation by students should be encouraged. Nonetheless, these activities should be perceived as an adjunct to, not a substitute for, the student's academic life. In an effort to encourage both participation and a sense of responsibility, the following are established as eligibility requirements for participation in interscholastic athletics for students in grades 9-12.

- Adherence to the current N.J.S.I.A.A. eligibility rules. State requirements for eligibility for Fall and Winter seasons: In all grades an athlete must have passed 30 credits; Spring Season: In all grades an athlete must have passed 15 credits
- Clearance of all outstanding school-issued athletic items. Students and parents will be notified in writing, prior to the start of each athletic season, of what is due. Any student who has not cleared whatever is due will be ineligible to participate in any athletic contests starting with the first scheduled event, excluding scrimmages. Participation may resume upon fulfillment of this responsibility. Due process for any disputes shall be in accordance with Policy #5145.6 at the appropriate step.
- No suspension or expulsion from an athletic team shall be imposed until the principal and/or the athletic director have undertaken a responsible investigation into any allegations of misconduct. If the allegations are corroborated, the student, parent(s), or guardian will be informed of the allegations and provided an informal hearing with the principal and/or the athletic director.
- Adherence to the current Athletic Code of Leonia High School.
- AEL (Alternate Education Location) and OSS (Out of School Suspension) prohibit participation in any after school activities or athletics for the length of the suspension.
- Clearance of all outstanding school-issued items prior to October 1st. Students and parents will be notified in writing, prior to the start of the school year, of what is due. Any student who has not returned whatever is due will be ineligible to participate in any activity after October 15th. Participation may resume upon the submission of the necessary documents/items.
- All extracurricular activities will adhere to the current Leonia High School athletic eligibility requirements.
- Continued participation requires adherence to the attendance policy and other rules and regulations established by the advisor of the activity fulfillment of this responsibility.
- **For a student to be eligible for athletics or after-school activities, the student must arrive at school by 10:30 am. Students who leave school early end their school day including after-school activities. Special circumstances may be taken into consideration with administrative approval.**

- During due process proceedings, a student will be permitted to participate in non-athletic extracurricular activities.
- AEL (Alternate Education Location) and OSS (Out of School Suspension) prohibit participation in any after-school activities or athletics for the length of the suspension.

## **LEONIA HIGH SCHOOL EXTRACURRICULAR and ATHLETIC ELIGIBILITY**

### **Extra-Curricular and Athletic Eligibility**

Interscholastic athletics and other extra-curricular activities are an integral part of a child's education and the life of the school community. Student participation should be encouraged. These activities are and adjunct to, not a substitute for, the student's academic life. In an effort to encourage both participation and a sense of responsibility, the following eligibility requirements have been established for participation for students in grades 9-12.

Eligibility for the Fall and Winter seasons and First Semester: Any high school student must have passed 30 credits during the immediately **preceding** academic year. First-time ninth graders are eligible for activities or athletics until the close of the first marking period when the guidelines listed below will be implemented.

Eligibility for Spring Season and Second Semester: In all grades a student must have passed 15 credits at the close of the **preceding** semester.

### **Extra-Curricular and Athletic Eligibility**

Any student failing two or more subjects, including a WF or NC, for the marking period will be suspended from her/his activity, club, and/or sport for a thirty day period. Eligibility will be determined after grades have been finalized and posted.

At the end of the thirty day period, the student's grades will be reviewed. If the student is passing all subjects as posted in Gradebook, the student will be reinstated and regain eligibility. Although a student may have received an NC for a course, the gradebook average will still be used when reviewing the student's progress.

If a student does not regain eligibility after thirty days, a student can request review of their grades at any time. If the student is passing, the student will earn conditional eligibility. They will become eligible, but a weekly review of their grades will occur. If the student's grades are no longer passing, they will once again become ineligible.

A second review will take place in thirty days to maintain eligibility.

Fourth marking period failures will impact eligibility for the fall of the following academic year. Students failing two or more subjects for the fourth marking period will be ineligible in the summer/fall for thirty days of their specific activity.

Student must be clear of all fines and disciplinary consequences to be eligible.

### **FIELD TRIPS**

- Each student will be limited to two trips (excluding Debate and Academic teams) per class per marking period. Students choosing to attend more than two trips per class per marking period may do so if his/her total attendance record towards **attaining credit is not jeopardized.**
- Each student is responsible for informing his/her teachers that he/she will be out of class on the day in question. Students are responsible for making up missed class work.
- Permission slips must be submitted to the teacher in charge of the field trip three days prior to the date of trip.
- If a student misses a class because of action by the school authorities, religious observance, or for an LHS educational pursuit (e.g., school field trips, science labs, scheduled music lessons, suspensions, or the like), those days missed will not count toward **their course cumulative absences.**
- The Superintendent and/or Principal may cancel field trips at any time. In addition, students may not be permitted to attend field trips due to misbehavior.

## **STUDENT PARKING**

Student parking is permitted on the gymnasium side of the building and in designated student spaces only. There is student parking in the main lot; **there are no student parking spots in the Ray Avenue lot.** Junior parking privileges and parking spaces on campus may be limited due to space availability. Juniors may only park in the last row in the main parking lot.

Violation of this regulation will result in a 2 day detention; a **second** offense will be a 2 week suspension from the parking lot and additional disciplinary action; a **third** offense will be suspension from the parking lot for one month and additional disciplinary action.

A **fourth** offense will result in suspension from the parking lot for the remainder of the year and additional disciplinary action, and could result in the vehicle being towed from the parking lot.

Handicapped and visitors parking spaces are to be available at all times during the school day. Students are not permitted to park in either handicapped or visitors parking spaces unless the student has his/her personal handicap sticker. Driving is a serious responsibility, and students are expected to drive safely at all times. Students who are found to be driving in an unsafe manner may be subject to disciplinary action, which may include the loss of parking privileges.

## **SMOKING**

Students are not permitted to smoke, chew, or display tobacco of any kind, **including e-cigarettes or other vaping devices** on school grounds or on the school bus. **Visible possession of any item relating to electronic cigarettes/vaping paraphernalia/cigarettes or facsimile will result in a one day AEL – Alternate Education Location and a one week suspension of extra-curricular activities. The use of any item relating to electronic cigarettes/vaping paraphernalia/cigarettes or facsimile will result in a two day AEL – Alternate Education Location and a 30 day suspension of extra-curricular activities.** Violations of smoking or vaping - 3rd offense – O.S.S. If necessary the sequence will continue.

## **BUS TRANSPORTATION**

Students who, by action of the Board of Education and the State of New Jersey, are given the privilege of free transportation are expected to follow the school board and state regulations:

- Students will be expected to conduct themselves in buses in an orderly manner. Courtesy to others and respect for the law and property are expected.
- Edgewater students must show their bus passes upon entering the buses returning to Edgewater.
- Smoking is forbidden.
- Students will keep arms, hands, and other parts of the body inside the bus.
- Students will avoid throwing objects of any kind from bus windows while the bus is standing or moving.
- Students will board buses and leave them at designated places. Drivers will not make special stops and should not be asked to do so.
- Students must understand that they are under the authority of the school and the bus company while traveling on buses.
- When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken. This action will include notification of the parents and possible removal from the bus.
- Responsibility for any damage to a school bus, which is the result of improper conduct by students, will be placed directly upon the individuals or groups involved.
- An after school bus for Edgewater students occurs daily at 3:15, 4:00, 6:30 (6:00 pm during the winter sports season), 8:15, 9:00. The 9:00 bus may be delayed for a scheduled school event (i.e.) school dance.

## **REST ROOMS**

Students are expected to keep rest rooms clean and not loiter or smoke or damage the facilities in any way. If a student is feeling ill, he/she should report to the nurse's office and NOT remain in the rest room.

## **MESSAGES TO STUDENTS**

**Parents should not text or call their child/children during the school day, except during a student's scheduled lunch period.** This policy is meant to eliminate interruptions to the educational process. Please call the main office if you need to reach your child/children in an emergency. Personal messages from outside of school will be given if the message is of an emergency nature.

## **CELL PHONES**

Students may use the main office phone to contact a parent. Any cell phone being used during the individual student's instructional portion of the school day will be confiscated:

- 1<sup>st</sup> offense: the phone will be returned to parent at the end of the school day.
- 2<sup>nd</sup> offense: the phone will be returned to parent at the end of the school day.
- 3<sup>rd</sup> offense: the cell phone will be confiscated for three days.

When the cell phone is returned to the parent after three days, the parent will agree to a seven-day confiscation and a one day in-school suspension if a 4th offense occurs.

- 4<sup>th</sup> offense: the cell phone will be confiscated for 7 days. In addition, disciplinary action will be taken.
- **Student refusal will result in three days of AEL.**

### LISTENING DEVICES

Any personal listening devices are permitted with the exception of the individual student's instructional portion of the school day. Any item being used during the individual student's instructional portion of the school day will be confiscated: Disciplinary consequences will follow guidelines under cellular phones.

### LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the owner can claim them. After proper notification via morning announcements, any item not claimed within 30 days will be donated to the Leonia High School Service Club, another charitable organization or discarded.

### DRIVER'S LICENSE TEST

To be excused from school time for the taking of the written or the road portion of the New Jersey Auto License Test, a student must submit a note from a parent requesting such permission. No student will be excused to accompany another student for his/her driver's test.

**Driving tests during exams must be re-scheduled. The exam schedule is published in advance and should be reviewed to insure that no conflicts exist.**

### MEDIA CENTER/ LINCOLN LOUNGE

Students are encouraged to use the media center for study and reference work. However, classes signed up to use the center have first priority. Individual students are welcome when there is room. Learning how to use the media center and observing its rules helps create a positive learning environment.

Computers are available to students. Computer use is governed by our acceptable use policy. Use is a privilege, not a right. Students are expected to use computers for research, word processing and other project work. The librarian is available to assist those who need help. A general subdued atmosphere must be maintained. Group study must be conducted in an appropriate manner.

### CAFETERIA

A light breakfast will be available until 7:40 a.m. for early arrivals. Hot lunch is served in the cafeteria. Students who bring lunch may purchase a beverage and dessert. The Leonia School District participates in a federally funded program. No food is to be brought into the classroom unless special permission has been granted. Students are allowed in the lunchroom only during their designated lunch periods. **If a student is in the cafeteria during one of their class periods they will receive a cut.**

### WORKING PAPERS

New Jersey law requires all students who are 14 years of age and older and wish to work after school hours to have working papers. These papers are available in the Main Office. The processing of working papers requires a minimum of two days. Students must be in good standing to have working papers approved.

### STUDENT SERVICES - GUIDANCE

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped through counseling with a certified person. The school counselor will be happy to help with these problems. Each student is assigned to a counselor who will work with him/her during his/her entire school career.

### MEDICAL SERVICES

School policy prohibits students from carrying medications in school. Medication is defined as prescription or

over the counter drug as well as any herbal supplements. Students requiring medications during school hours must have proper authorization on file in the nurse's office and the medication must be kept locked in the nurse's medication cabinet.

Students may carry medications for life threatening illnesses once proper authorizations are completed and filed with the nurse.

*Students who feel that they need the services of the medical department should report to an assigned class, check with the teacher, get a pass, and report to the medical department. Only in extreme emergencies should students report directly to the nurse. In all cases the student must sign in when entering the nurse's office.*

**First Aid:** The school physician and the school nurse are permitted by law **to administer First Aid** to students in school. Further treatment must be given by the family physician.

**Exclusion:** Students will not be excused from school except in cases of emergency. In the event a student must be excluded from school due to illness, injury, or contagion, every effort will be made to contact the parent, guardian, or emergency contact. Should exclusion be necessary, it is the responsibility of the parent or guardian to arrange for the student's transportation.

**Contagious or Long Term Illness:** All students returning to school after ANY contagious disease are to be checked by the school nurse before attending class. Students who are absent three (3) days or more should bring a doctor's note and/or be seen by the school nurse upon returning to school.

### **VISITORS**

*Refer to Board Policy #1250*

All visitors must enter through the Peace Garden, show identification and obtain approval and a visitor's pass. This includes parents/guardians, alumni, vendors, and any others. Failure to comply will constitute trespassing. Students may not have other student visitors at any time.

### **EMERGENCY CLOSING**

School closings are posted on the Board of Education Website: [www.leoniaschools.org](http://www.leoniaschools.org) School closings are also announced on local televisions/radio, through the automated reverse 911 system and the *Remind* app. In the event of a sudden emergency or unusually inclement weather during the school day, our high school may have to close before its regularly scheduled time. If the other schools in our district are open, high school students will be temporarily sent to Leonia Middle School for the remainder of the day. If all three schools are closed, as in the event of an unusually heavy snowstorm, students should have a safe place to go. Children whose parents work and who do not have keys to their homes should have access to a neighbor, relative, or friend's home during an emergency.

If school is on a delayed opening schedule, the school day will start at 9:50 am and continue until 2:58 pm.

### **TITLE IX/AFFIRMATIVE ACTION GRIEVANCE PROCEDURES** *Refer to Board Policy #5145.4*

Any student of this school district who believes she/he has been discriminated against, denied a benefit, or excluded from participation in any district educational program or activity on the basis of sex, in violation of Title IX, may file a grievance as established in the student grievance procedures.

### **PUBLICATIONS**

*Refer to Board Policy #6145*

The Board respects the right of pupils to express themselves in written word or picture and to distribute printed materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

"Printed material" includes any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, videos, audios, computer media, or other like materials.

### **DRUGS, ALCOHOL AND TOBACCO**

*Refer to Board Policy #5131.6*

The Leonia Board of Education recognizes its responsibility to provide a quality-learning environment where the health and welfare of staff and pupils are safeguarded. One condition, which jeopardizes such an environment, is the use of drugs, alcohol and tobacco and problems related to their use. The Board of Education recognizes that a policy and regulation should be adopted which establishes a commitment by the Board to aid students with a substance dependency and/or abuse problem.

It is the desire of the Board to establish a policy and regulations, which stress an educational, preventive, and rehabilitative approach to substance dependency and/or abuse, rather than a punitive approach. The Board further recognizes the importance of cooperating with law enforcement officials to prevent the distribution and trafficking of illegal controlled substances. In adopting a policy and regulation regarding drugs, alcohol and tobacco, the Board seeks to fulfill its responsibility to the school district and the community and to comply with applicable New Jersey statutes and school law covering the various aspects of the problem.

**NOTE:** The regulations pertaining to the Drug, Alcohol and Tobacco Policy are available upon request.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

*Refer to: Board Policy # 5131.7*

The possession of weapons and dangerous instruments by any person is prohibited on school grounds or while engaging in any school related activities. The Board of Education authorizes the Superintendent, at his/her discretion, to grant written requests for permission to possess certain dangerous instruments on school grounds or at school-related activities in accordance with state law.

### **THREATS OF VIOLENCE**

*Refer to Board Policy # 5131.5*

The Board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the Board of Education.

Pupils shall inform a teacher, school counselor or administrator when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed, or received. All such threats shall be promptly reported to the appropriate law enforcement agency. Pupils who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension/expulsion and conduct/discipline.

### **SEARCH AND SEIZURE**

The Board recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is a cause to do so in accordance with the terms of Board policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. When locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. School lockers will be the subject of periodic inspections by school officials to maintain the health, safety, and welfare of the school community.

School authorities are charged with the responsibility of ensuring the safety and wellbeing of the students in their care. In the discharge of that responsibility, the Board directs administrators to investigate the presence of a substance or object, the possession of which is illegal or poses a hazard to the safety and good order of the schools, whenever there is a cause to suspect the presence of such substance or object.

### **PARENTAL RIGHTS**

*(P.L. 1997, C.406: Access to Student Records by Parents)*

As the structure of the American family has changed over the past few decades, parenting and custodial arrangements have also changed significantly. This may lead to confusion regarding access to student records.

P.L. 1997, C.406 states that parents have access to educational, medical, dental, insurance and childcare records of non-emancipated children who are public school students, whether or not the child resides with the parent. The only exception noted in the law is if a court order does not allow for access to these records.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

*(PPRA, 20 U.S.C. 1232h)*

The Protection of Pupil Rights Amendment (PPRA, 20 U.S.C. 1232h), requires the Leonia Board of Education to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law).

### **STUDENT FINES**

If the items not returned in June are not returned by **October 1, 2018** your child **will not be eligible** for any co-curricular and/or extracurricular activities. If your child has some, but not all of the items, the amount owed to the school will be adjusted accordingly.

Payment can be made at the Main Office from 8 a.m. – 3 p.m. Monday through Friday.