

PARENT/STUDENT HANDBOOK



2024-2025



Dear Students and Parents:

We designed this Parent and Student Handbook to serve as a reference tool for you. In it, you will find explanations of several policies, procedures, and regulations of our school. We have also listed important telephone numbers, calendar dates, attendance, academic, and co-curricular information. While this handbook may not answer every one of your questions, it should serve to clarify many of them.

In addition, we request that you bookmark our high school's home web page at www.mahwah.k12.nj.us/hs.

Our web page is updated each week to provide you with current information that you will find extremely useful and informative.

We invite you to ask questions, seek assistance, and utilize the expertise of our high school staff. We are committed to working in partnership with you so that your experiences at Mahwah High School will be positive and productive.

Sincerely,

John P. Pascale
Principal

Craig V. Jandoli
Assistant Principal

Michael G. McCabe
Assistant Principal

Dominick J. Gliatta
Director of Guidance

Mahwah High School Administrative Team

Statement of Non-Discrimination

The Mahwah Public Schools District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the Office of Special Education.

Mission Statement

Mahwah, derived from the Leni Lenape *mawewi*, is a place where people and paths meet. Ramapo Ridge Middle School and Mahwah High School are the “meeting places” where various neighborhoods converge as one community. We will ensure that rigorous and relevant curricula will pave the way for challenging and diverse opportunities for all students. Small learning communities will be the vehicle through which we pursue our mission by focusing on strong relationships, learning preferences, performance levels, and interests. Students, staff, parents, and community members will remain dedicated to supporting one another in achieving these essential goals.

Belief Statements

We believe that:

- Effective learning is relevant and rigorous.
- Ongoing and meaningful professional growth is critical to success.
- Professional learning communities create the optimal conditions for learning.
- Everyone deserves to be valued and successful.
- Communities model the behaviors that they value.
- There must be opportunity to question ideas and beliefs.
- People who engage in activities aligned with their needs and interests will reach their highest potential.
- Physical, intellectual, and creative activities are essential for personal growth.
- Cultural and individual diversity enriches learning.
- Accountability and responsibility apply to all.

Strategic Plan

Please access the Mahwah School District Strategic Plan on the district website at the following address: <https://www.mahwah.k12.nj.us/domain/678>

Cover Credits:

Front cover design: Daleena Wong, Class of 2027

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MAHWAH HIGH SCHOOL FOUR DAY PERIOD ROTATION SCHEDULE

REGULAR BELL SCHEDULE TIME BLOCK	ROTATION DAY 1	ROTATION DAY 2	ROTATION DAY 3	ROTATION DAY 4
6:54 – 7:34	Period 0	Period 0	Period 0	Period 0
7:34	Warning Bell	Warning Bell	Warning Bell	Warning Bell
7:40 – 8:35	Period 1	Period 2	Period 3	Period 4
8:39 – 9:34	Period 2	Period 3	Period 4	Period 1
9:38 – 10:33	Period 3	Period 4	Period 1	Period 2
10:37 – 11:20	COMMUNITY LUNCH Period 5			
11:24 – 12:19	Period 6	Period 7	Period 8	Period 9
12:23 – 1:18	Period 7	Period 8	Period 9	Period 6
1:22 – 2:17	Period 8	Period 9	Period 6	Period 7
2:17 – 2:37	OFFICE HOURS			

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BOARD FOR 2024 - 2025

President: Ella Selfon
 Vice President: Lukas Hart
 Treasurer: Kaelyn Brisby
 Corresponding Secretary: Alexis Kasparian
 Recording Secretary: Grace Pardo

**MAHWAH TOWNSHIP PUBLIC SCHOOLS
20234 - 2025 SCHOOL CALENDAR**

SEPTEMBER (18)					OCTOBER (21)					NOVEMBER (16)					DECEMBER (15)					JANUARY (20)									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
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
9	10	11	12	13	14+	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
23	24	25	26	27	28	29	30	31																					
30																													
FEBRUARY (18)					MARCH (21)					APRIL (17)					MAY (21)					JUNE (17)									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
					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
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	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
24	25	26	27	28	29	30	31																						

Sept.	2	Labor Day – Schools closed	Jan.	1	New Year’s Day – Schools Closed
	3	(Staff Only) Opening Day for Staff/Meetings		20	Martin Luther King Jr. Day – Schools Closed
	4	(Staff Only)		27	Staff Development Day – Schools Closed for Students
	5	Schools Open	Feb.	17-18	Winter Recess/President’s Day Schools Closed
Oct.	3	Rosh Hashanah – Schools Closed	Mar.	14	Single Session for Students – Staff Development
	14	Staff Development Day – Schools Closed for Students	Apr.	14-17	Spring Recess – Schools Closed
Nov.	1	Diwali – Schools Closed		18	Good Friday – Schools Closed
	4-6	Parent/Teacher Conferences PreK-5	May	26	Memorial Day – Schools Closed
		Single Session PreK-5 ONLY	June	23	Single Session for Students
	7,8	NJEA Convention – Schools Closed		23	Grade 8 Promotions Exercises
	27	Single Session – For Students and Staff		24	Last Day of School – Single Session Day
	28,29	Thanksgiving Recess – Schools Closed		24	High School Graduation
Dec.	20	Single Session – for Students and Staff		25	Last Day for staff
	23-31	Holiday Recess – Schools Closed			

Key: Boxed Portion Schools Not in Session * Single Session + Teacher Days

Education law provides for a minimum of 180 school days. This calendar allows for four (4) snow days. In the event additional snow days are needed, it may be necessary to conduct school on Thursday, April 17th, Wednesday, April 16th, Tuesday, April 15th, Monday, April 14th. (Days will be added in that order.) However, without compromising the safety of students or staff, we will make every effort to maintain the full week of spring recess. If no snow days are used, a day or days off will be added to the calendar.

When weather conditions prevent us from opening schools at the regular time, the following procedure will be put into effect:

1. Announcement of closing or two-hour delayed opening will be made through the One Call Now automated calling system and our website.
2. In the event you missed the One Call Now message or it was not delivered properly, you can call 1-877-698-3261 to retrieve the message.
3. On a delayed opening day, bused students should report to their assigned stop two hours later than usual. On a delayed opening day, all schools will serve a cafeteria lunch.
4. Zero period at MHS is canceled on delayed opening days. Also, the late bus is canceled on a high school single session day.
5. PLEASE DO NOT CALL THE LOCAL POLICE.

HIGH SCHOOL TELEPHONE NUMBERS

Main Number 201-762-2300

Principal	John P. Pascale	201-762-2302
Assistant Principal	Craig V. Jandoli	201-762-2304
Assistant Principal	Michael G. McCabe	201-762-2301
Director of Guidance	Dominick J. Gliatta	201-762-2312
Athletic Director	Roger Pelletier	201-762-2330
Attendance	Polina Los	201-762-2306
Nurse	Mary Beth Kakolewski	201-762-2309
School Resource Officer	PO Michael Jack	201-762-2343
Student Assistance Counselor	Joan Stewart	201-762-2313
Supervisors	<i>Telephone numbers listed on page 4</i>	
Guidance Counselors	<i>Telephone numbers listed on page 6</i>	
Child Study Team	<i>Telephone numbers listed on page 7</i>	

Hours of Operation

The school provides early morning supervision in the library and the cafeteria from 7:00 a.m. to 7:36 a.m. Students are NOT permitted to be on campus prior to 7:00 a.m. unless they are enrolled in the early morning music program or have express permission from a faculty member. Once a student has arrived on school grounds during the school day, that student may not leave campus without the approval of the attendance office, the school nurse, and/or an administrator.

Students' Rights and Responsibilities

The right to a free public school education for all New Jersey children between the ages of five and eighteen is guaranteed by the New Jersey Constitution. The statutes provide that the public schools are to be free to any person over five and under twenty years of age who is domiciled within the school district. State law also requires compulsory education for children between the ages of six and sixteen.

This right to education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of their schools. Those students who do not obey the reasonable rules of the school system or who otherwise act in a manner so as to disrupt the school system are subject to discipline and to suspension or expulsion from school.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Government Association. Through an active involvement in the Student Government Association, each student can help our school attain the proper balance between students' rights and responsibilities. If a student is dissatisfied with an imposed disciplinary action, an appeal may be submitted to the assistant principal.

Eighteen-Year-Old Status

Every person 18 years of age is an adult (*Chapter 81, N.J. State Laws effective January 1, 1973*), but regardless of age, students in the public school shall comply with all established rules of the school (*Title 18A, N.J. Statutes*). Therefore, as far as school goes, special privileges are not given to 18 years old students, and all school regulations apply equally to them.

Eighteen years old students are to be responsible for their actions while in school; eighteen years old students may be requested to have their parents or guardians sign or co-sign attendance notes and permission slips to verify equivocal information. (The law still allows a school to contact parents, regardless of age.) Parents have access to all school communications (such as attendance reports, report cards, progress reports, etc.) through the Parent Portal. Parents, or those designated by the parent on the emergency card, will be notified by the nurse in the event of an injury or illness even if the student is eighteen.

Daily Announcements

The “Daily Announcements” are an informational message board for students, staff, and parents and are posted on the high school webpage under “Announcements” each evening before the next school day.

Annual Integrated Pest Management Notification

The Mahwah Board of Education 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 school’s 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 the Mahwah Township Public School District is Mr. Gregory Romero (201) 762-2402 at 60 Ridge Road, Mahwah, NJ, 07430. The IPM Coordinator maintains the pesticide product labels, and the Material Safety Data Sheet (MSDS) (when one is available), to 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. 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.

A copy of Mahwah Township Public School’s IPM Policy can be found online at: <https://www.mahwah.k12.nj.us/dept-programs/buildings-grounds/integrated-pest-management-ipm>

Emergency Phone Messages and Dropped Off Items

In effort to reduce interruptions and to foster greater student responsibility, the main office accepts only emergency phone messages for students. The office will not accept messages from employers, boy/girlfriends, aunts, uncles, cousins, et al. In addition, to foster student responsibility and to prevent disruption in the school environment, students should plan in advance for the belongings they will need in school each day (athletic equipment, books, bake sale items, money). Parents are strongly discouraged from dropping off items or texting their child during the school day.

Resolving Parental Concerns

Guidelines for Effective Parent-School Communication to Resolve Issues

We believe that so many “concerns” get elevated to “issues” and then to full-blown “problems” often due to the lack of knowledge/information. Communication is a shared experience and we intend to make that experience easier. Parents should be concerned about their child's educational experience, and our district staff wants to know about your concerns and answer your questions. However, with over 3,200 students in our district, you can understand why it is necessary to follow some general guidelines to help streamline communications. The most important guidelines are that appointments must be made to meet

with a staff member, and that parents should follow the chain of command in addressing concerns.

Students should speak directly to staff members about their concerns and try to resolve the miscommunication/issue by interacting in person (face to face; not by e-mail) to help the students learn how to advocate for themselves.

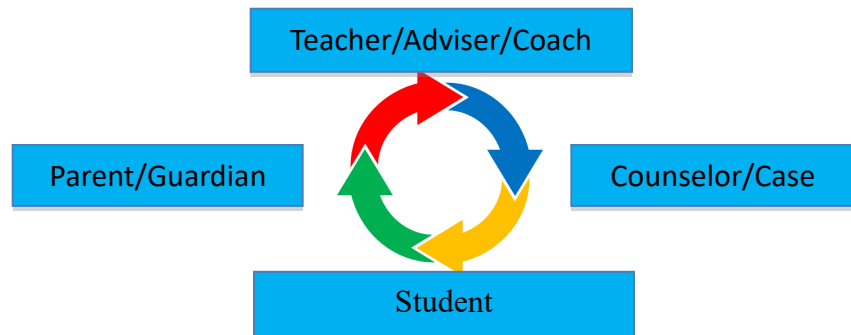
If the issue is not resolved, parents should always initiate contact with the individual staff member involved. If the concern is not resolved, parents should next contact the staff member's department supervisor. Subsequently, the matter may be referred to a building administrator, who is typically the final arbiter of the activities within his or her building. Even more rarely would the chief school administrator, the Superintendent, or the Assistant Superintendent, be required to resolve an issue.

By law, and according to the New Jersey School Boards Association, only in the instance where a Superintendent cannot offer a resolution, would the issue be taken to the Board of Education. In any organization, bypassing levels in the chain often creates additional problems and extends the timeline for resolution. If a parent or resident brings a concern to anyone in the chain of command, out of sequence, the concern must and should be sent back to the proper level for adjudication.

How to Contact Staff Members

Our staff members are very concerned about your child's educational experience and want to give all of our students their complete attention during the school day. For this reason, it is necessary to make an appointment to meet with any staff member. For confidentiality reasons, we respectfully request that staff members not be asked to engage in discussion about individual student situations while other students, staff, and/or parents/guardians are present, or while parents/guardians are at our school/ on our campus for another purpose such as volunteering, attending a class party or event, or during Back-to-School Night. Contact information (e-mail addresses and voicemail) is located on the high school webpage under the link "About Us" select staff directory. It is important that you include the best times to reach you when you leave your message.

As a general practice, we believe it is often beneficial to have the student participate for at least part of meetings to help the students be active learners, advocate for themselves, and hear messages/outcomes first-hand.

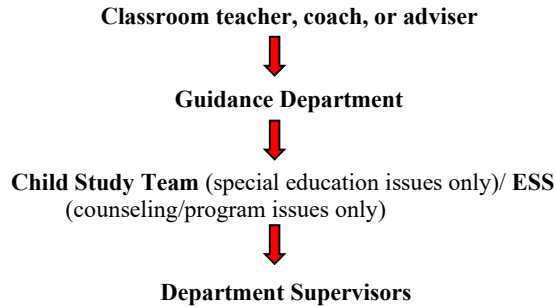


Chain of Command - The first person you should contact about your concerns is the staff member closest to the situation, usually the classroom teacher. Most concerns can be solved at this level. The concept is rational on many levels. It seeks initial resolution at the lowest level. This typically is where the parties involved have first-hand facts and invites the timeliest resolution.

For example, if a parent has a concern with their child, the first contact should be the child’s teacher if it’s an academic concern, or the child’s coach or advisor if it is a sports or extra-curricular concern. If either party remains unsatisfied with a proposed solution, the concern should be taken to the next level, which might be a department supervisor, athletic director, or building administrator responsible for that area. Both parties would present the facts and seek a solution or at least consensus.

Chain of Command

You should move through the following steps in order when resolving a concern:



Courtney Carrelha	World Languages 6-12, ESL K-12, Gifted & Talented K-12	201-762-2320
Joseph Cozine	Special Education 6-12	201-762-2325
Dennis Jarvis	Science 6-12; Integrated Design/Technology 9-12	201-762-2321
Robert Kalman	Instructional Technology	201-762-2334
Maureen Lynch	Language Arts 6-12, Performing Arts 9-12	201-762-2323
Roger Pelletier	Athletic Director 6-12, Physical Education Supervisor 9-12	201-762-2331
Faisal Sheikh	Mathematics 6-12	201-762-2322
Nikki Van Ess	Social Studies 6-12, Business 9-12, Visual Arts 9-12	201-762-2324
Ted Lusby	Head Custodian	201-762-2340
Rebecca Davis	Pomptonian Food Services Director	201-762-2338

Director of Guidance, Dominick Gliatta- 201-762-2312 (scheduling, guidance, ESS, 504 and I&RS Plans)



SRO Officer Michael Jack - 201-762-2343 (school security and safety)



Assistant Principal, Michael McCabe - 201-762-2307 (Grades 10 & 12)
(academic, attendance, and disciplinary issues)



Assistant Principal, Craig Jandoli - 201-762-2305 (Grades 9 & 11)
(academic, attendance, disciplinary, and parking issues)



Principal, John P. Pascale -201-762-2302



District directors and coordinators (curriculum, special education,
transportation)

Tracy Spindler	Transportation	201-762-2407
Linda Bovino-Romeo, Ph.D.	Curriculum and Instruction	201-762-2418
Lisa Rizzo, Ed.S.	Special Services	201-762-2283
Carlos Rosa	Technology	201-762-2409
Greg Romero	Buildings and Grounds	201-762-2402



Assistant Superintendent, Dennis M. Fare, Ed.D.



Superintendent, Michael DeTuro, Ed.D.

Only after you have followed these steps to the highest level should you contact the Board of Education with a concern.

Visitors to Campus

For school safety and security, there will be *no visitors* admitted unless they are part of a school program or have an appointment. It is the responsibility of the administration to maintain a sound educational environment; therefore, students **may not** bring visitors to spend the day with them.

Our primary goal is to make visitors feel welcome as they arrive to visit our school community, while still ensuring student and staff safety. In conjunction with the Mahwah Police Department, the high school will be implementing the following building visitor procedures.

Dropping Off Items for Students

Items that need to be dropped off for students must be labeled (envelopes available) with:
Student's First Name
Student's Last Name
Grade Level

Items should be placed on the bookshelf located in the front foyer (on the right) between the

outside doors and inner doors. **Greeters will not allow you to enter the building lobby to drop off items at the greeter's desk.** The greeter will secure the items dropped off once you leave, and then the greeter will notify students to pick-up their items.

Building Access for Appointments

In order to access the building, you should have a scheduled appointment. Upon arrival, parents and visitors will need to enter the Visitor's entrance (Door 1 on far right):

1. Follow and complete the prompts.
2. Scan driver license bar codes at the Raptor visitor kiosk located on the right of the foyer.
3. Approved visitors will be given a visitor's badge from the greeter.
4. Visitors are required to return the visitor's badge to the greeter upon exiting the building or scan out at the kiosk to indicate they have left the building.

In addition, please understand that during our lunch period from 10:37 am – 11:20 am staff are supervising and assisting students. Therefore, to ensure the safety of our students, visitors must have an appointment or prior authorization, to enter the building during lunch.

Please be aware that the greeter and the hall monitor have the responsibility to challenge any person or persons who do not appear to be presently enrolled students and to request that they leave the high school immediately if they do not have a visitor's pass. All incidents are to be reported immediately to the administration.

Motorized Vehicles and Bicycles

Any motorized vehicle (i.e., car, motorcycle, moped, motorized bicycle, etc.) that is driven to school by a student must be registered with the school in order to park on school property. Bicycles are to be locked in the bicycle rack in the front of the building. The Board will not accept any responsibility for lost, damaged, or stolen mopeds, bicycles, or motor vehicles.

Working Papers

Students may access and fill out working papers by visiting the following website:

Myworkingpapers.nj.gov

Delayed Opening/Emergency Closing

If weather or other conditions prevent school from opening at the regular time, the following procedure will be put into effect:

1. Announcement of the closing or two-hour delayed opening will be made by the One Call Now automated calling system and posted on our website:
www.hs.mahwah.k12.nj.us.
2. Calls can also be made to 201-762-2300. Press "1" for school events and closings.

Emergencies

The Mahwah Township Public School District has emergency procedures in place for all potential situations. These procedures are reviewed annually in collaboration with the Mahwah Police Department and the Office of Emergency Management. In addition, faculty members are trained to appropriately respond and direct their students during an emergency. Students must follow their teacher's directives.

During an emergency situation, students are not permitted to use their cell phones, computers, or other means of communication as interference with emergency procedures may result. Additionally, students are not permitted to leave campus (including senior off-campus) during an emergency because of the need to secure the safety of all students and staff.

The administration will communicate directly with parents at the conclusion of an actual emergency situation so that they can be informed regarding the specific information related to the event. These communications may include One Call Now, email, or a written letter.

Fire and Emergency Drills

Regularly scheduled fire and emergency drills are essential to safety, and the following instructions will insure a maximum degree of protection for students as well as other members of the school community.

Fire Drill:

- Upon sounding of the fire alarm, cease all activity and talking immediately.
- Follow all instructions given by the teacher in charge of the room or class.
- Leave the classroom quietly when instructed by the teacher. All windows should be closed, lights turned out, and the doors locked and closed.
- Attendance will be taken by the teacher to determine whether all students are out of the building. Stay together outside the building. Do not enter the parking area or roadways.

Emergency Drill:

Students will be instructed in the appropriate procedures by their teacher during an emergency drill.

Electronic Surveillance Monitoring Devices

A security camera system is in place throughout Mahwah High School. This system is on and recording at all times. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Mahwah Township Public Schools and will only be released to outside parties as legally necessary. The Board of Education authorizes the use of electronic surveillance monitoring devices in the school building and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. All bags are subject to search.

STUDENT SERVICES

Guidance Department

For detailed information, please visit the department link for the Guidance Department on the Mahwah High School home webpage, found under departments.

Counselors assist students with educational, vocational, and social problems. Each student is assigned to a counselor who will help him/her during his/her high school career. A parent may request that a change of counselor be made by contacting the Director of Guidance. Students must make appointments with their counselors by completing the appointment form provided by the secretary. The counselors confer with their students at least twice per year for the purpose of reviewing the student's progress and helping him/her establish goals. The guidance department provides information about colleges, scholarships, technical schools, College Board examinations, vocational opportunities, and selection of courses for the following year.

Students with unusual problems may receive the services of specialists. If a student is experiencing a problem in school, the counselor should be contacted. Counselors also

arrange parental conferences with teachers.

Parent Conferences

Students and parents may wish to see their counselor and/or teacher(s) about some educational, vocational, or personal concerns. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents may make an appointment with the counselor by calling the counselor directly:

Megan Beatty	201-762-2316	mbeatty@mahwah.k12.nj.us
Dominick Gliatta	201-762-2312	dgliatta@mahwah.k12.nj.us
Brian Gregson	201-762-2315	bgregson@mahwah.k12.nj.us
Rayhan Jalil	201-762-2314	rjalil@mahwah.k12.nj.us
Stacy Mandel	201-762-2317	smandel@mahwah.k12.nj.us

Student Assistance Counselor

The role of the Student Assistance Counselor is to provide support and counseling on a confidential basis to students encountering problems or a personal crisis. The Counselor also serves as a consultant to parents, students, and staff in sharing local resources and information on issues related to intervention and prevention of chemical abuse. The Student Assistance Counselor, Mrs. Joan Stewart, may be reached at 201-762-2313.

Naviance

Naviance is a program designed especially for students and families. Family Connection is a comprehensive website that you can use to help in making decisions about colleges and careers. It is tailored specifically for Mahwah High School. Each parent and student are provided with an individual access code. The Naviance link can be found under “Quick Links” on the high school website. Please reach out to your student’s counselor with any questions.

New Jersey Tiered System of Supports

NJTSS is a framework of academic and behavioral supports and interventions to improve student achievement, based on the core components of multi-tiered systems of supports (MTSS) and the three-tier prevention logic of Response to Intervention (RTI). With a foundation of strong district and school leadership, a positive school culture and climate, and family and community engagement, NJTSS builds upon intervention and referral services (I&RS) and gives schools a structure to meet the academic, behavioral, health, enrichment, and social-emotional needs of all students.

The tiered framework was developed in collaboration with New Jersey stakeholders, including educators and administrators from districts implementing an RTI/MTSS model, higher education experts, and parents. Based on successful models of RTI and MTSS from across the country, NJTSS gives schools and districts a systematic way to address learner variability and engage all students in learning the New Jersey Student Learning Standards.

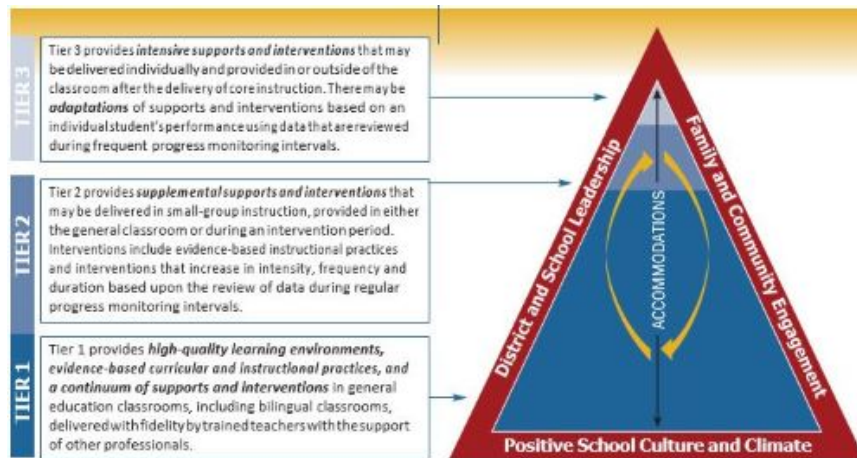
NJTSS maximizes the efficient use of resources to improve support for all classroom teachers and targets interventions to students based on their needs. Through regular monitoring of student progress, along with data-based decision making by problem-solving teams and providing a continuum of supports and interventions based on student performance, NJTSS offers a variety of evidence-based practices designed to improve achievement and promote positive student outcomes.

The tiered system involves the systematic development of nine essential components in schools for the effective implementation of the framework with fidelity and sustainability. Those components include:

1. Effective district and school leadership;
2. Family and community engagement;
3. Positive school culture and climate;
4. High-quality learning environments, curricula, and instructional practices;
5. Universal screening;
6. Data-based decision making;
7. Collaborative problem-solving teams;
8. Progress monitoring; and
9. Staff professional development.

Find more information about NJTSS online.

<http://www.state.nj.us/education/njtss/>



The three tiers of supports and interventions are bolstered by effective school and district leadership committed to the implementation of the system, a positive school culture and climate that is conducive for learning, and family and community engagement in the development and implementation of the framework. Across all tiers, some students may require accommodations that provide access to instruction. These supports are not contingent upon a student's level of instructional support but are necessary to access content and achieve meaningful participation in the instruction.

Intervention & Referral Services (I&RS)

The intervention and referral services procedure has been developed by the state board of education providing standards for the delivery of intervention and referral services for pupils in the general education program. Under N.J.A.C. 6:26-2.1(a) school districts are required to provide building-based functions in support of intervention and referral services for general education pupils.

By design, the I&RS Team invites requests for assistance from school staff or parents, rather

than referrals by the team. I&RS programs are intended to assist general education staff and expand their skills and abilities to successfully accommodate the needs of increasing numbers of students in the general education students who are at risk for school failure.

Requests for help from the I&RS Team for educational problems can be made by any individual who works with students on behalf of the school district, as well as parents.

Children with Disabilities/Child Study Team

Project Child Find activities result in the location, identification and evaluation of children, ages three through twenty-one, who reside within the school district or attend non-public schools within the school district and who may be disabled. If you have concerns regarding your child’s development or learning and believe he/she may have a disability, please contact our Child Study Team at 201-762-2281. Additional information is available at <http://www.state.nj.us/njded/special> or by calling Project Child Find at 1-800-322-8174.

LDTTC	Jacqueline D’Angelo	201-762-2246	jdangelo@mahwah.k12.nj.us
School Psychologist	Amanda Orlandino	201-762-2290	aorlandino@mahwah.k12.nj.us
Social Worker	Rebekah Cusick	201-762-2288	rcusick@mahwah.k12.nj.us

HEALTH SERVICES

Physical Examinations

A current physical examination is required for all students who are newly enrolled to the district, and for all students who participate in the high school sports programs. Additionally, it is recommended that each student receive a medical examination at least once between grades 7 and 12. The approved New Jersey State physical form may be found on the district web site under Departments>Health Services> Health Forms. Physicals need to be obtained through a private physician, advanced nurse practitioner, or physician’s assistant as they are not provided in school.

Medical Information Form

Medical information forms are available under the parent tab on the high school website in the opening school packet. This form must be printed out and returned to the health office no later than September 15th. The information on this form advises the school nurse of current medical information, allergies, and any medications that the student may be taking. This form also includes a parent permission section that, if signed by a parent, allows the school nurse to administer the appropriate dose of Ibuprofen and/or Acetaminophen to the student as needed.

Illness and Injuries at School

All students who are ill or are injured at school should be seen in the health office. Parents will be contacted if their child needs further care or needs to be taken home. A student who has driven to school and has been seen in the health office due to illness or injury must have parental or guardian approval before driving home.

Medication at School

"The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, 'medication' shall include all medicines prescribed by a physician" (District Policy). The full Mahwah Board of Education policy may be reviewed on the Mahwah Township Public Schools website under the BOE tab, Policies & Regulations.

If your child requires medication to be administered in school:

- The appropriate form must be filled out by a parent and the child's prescribing physician. Forms are available from the school nurse and online on the district web site under district forms/health forms.
- The medication must be brought to school in its original container.
- Please note that over-the-counter medications cannot be administered without a doctor's prescription.
- Please inform the school nurse at the beginning of the school year if your child will require an inhaler in school due to asthma and/or an Epinephrine Auto-Injector due to a severe allergic reaction.

Physical Education Excuses

A student is required to have a written note from a parent, guardian, or from a doctor in order to be excused from physical education class. If a student needs to be excused for two or more consecutive days, a doctor's note must be provided specifying how long the excused absence is expected to last. All doctors' notes are to be submitted to the school nurse. An additional note may be required from the doctor at the time the student is permitted to resume physical education activities. Special needs: Those students with special needs who may require limited physical education activity or who may have a self-determined limitation must also have a note *each year* from a doctor if the limitation is in effect for more than three consecutive days. Exceptions: The nurse does not generally excuse students from physical education. The parent or physician must make this determination. Rare exceptions to this policy are made at the discretion of the nurse.

Testing

Vision, hearing, height, weight, and blood pressure screening will be conducted according to state guidelines. Other students may also be screened at the discretion of the nurse, or at the request of a parent or guardian. All students in grades 9 and 11 participate in the scoliosis screening program unless (1) a written exemption is submitted by a parent or guardian, or (2) a student has been screened by a private physician.

Illnesses

Please contact the attendance office in the morning if your child is going to be absent by visiting the Mahwah High School website at <https://hs.mahwah.k12.nj.us/departments/attendance-office/attendance>. Students returning to school after being absent must submit a note from a parent or doctor. If the illness is due to a chronic condition, the absence note must state this. Notes submitted to the attendance office more than 5 school days after an absence will be considered countable (unexcused) absences.

Communicable Diseases

Communicable diseases should be reported to the school nurse immediately upon diagnosis.

Home Instruction

A student is eligible for home instruction when a temporary health condition requires lengthy confinement at home, a hospital or health facility. Written documentation must be submitted by the student's physician that the student will be so confined for at least a two-week period (10 consecutive school days). Before home instruction can be implemented, the parent must meet with the assistant principal.

Information regarding home instruction may be obtained from the school nurse in the Health Office.

The school physician must review and approve each case. Home instruction will commence as soon as possible but no later than seven (7) calendar days after a pupil's eligibility has been established. The student is not permitted to return to school until a release form is signed by the attending physician and accepted by the school nurse.

MEDIA LEARNING COMMONS (MLC)

The Media Learning Commons mission is to provide a fun, educational environment that instructs and supports both students and faculty in areas of technology and Web 2.0, research and library skills, information and 21st Century literacies, critical thought and inquiry, and literature appreciation.

The Media Learning Commons materials include print books, magazine subscriptions, and a variety of electronic resources (such as scholarly databases, eBooks, and newspapers) that are available from home. Our most recent resource is the Sora app for eBooks, which can be downloaded on your phone or accessed via soraapp.com. Our website is the easiest place to learn about our resources, get book recommendations, find virtual displays, and more!

The Media Learning Commons staff is committed to helping students:

- Combat information overload by asking the important questions BEFORE they start – what are they really looking for and how can they find it?
- Learn important searching skills to help find the best information.
- Use a variety of sources: books, eBooks, databases, and websites.
- Determine what information can be trusted.
- Improve note taking and MLA citation skills.
- Develop 21st Century technology, Web 2.0, and critical thinking skills.
- Locate books for entertainment! Libraries can also be fun!

The Media Learning Commons is open before school, after school, and at lunch. It is a space for collaboration, exploration, and concentration. Students can visit the Media Learning Commons to study, check out materials, use computers, create projects in the Creation Station, relax with a book, and more. We ask that you work on something productive, and keep your voices to an appropriate level, while in the Media Learning Commons. All students entering the Media Learning Commons must scan in using their ID or phone. There is NO FOOD OR DRINK permitted in the Media Learning Commons (except water), including in the Senior Nest area.

Students are asked to return all materials on the date due so that these materials will be available to other students. Students will receive an email if an item is overdue. Parents will be notified of overdue materials owed at the end of the school year and report cards will be withheld until all obligations are cleared.

Students in study hall are permitted to do research or other work requiring use of media center materials. During the school day individual students must have their ID's and a pass from a subject teacher, or member of the library staff prior to going to the Media Learning Commons. Students coming to the Media Learning Commons at lunch must scan their ID's upon entry and exit, but do not require a pass. Off-campus students can visit the Media Learning Commons during their off-campus period; students must scan their student ID's upon entry and must stay in the Media Learning Commons for the entire time block after deciding to enter.

Access the Media Learning Commons Online Databases from home:

Databases are one of the best ways to find quality information for research and projects. The information in databases comes from books, scholarly journals, magazines, newspapers, and more. eBooks, which can be accessed online from anywhere, are considered a **BOOK** source, not an internet source.

Our online databases, eBooks, and newspapers can be accessed from home by clicking on the "Academics" link on the Mahwah High School home web page, and then clicking on "Media Learning Commons," and then clicking "Find Resources- Research" on the left-hand navigation <https://hs.mahwah.k12.nj.us/academics/media-learning-commons/welcome>. You must enter the appropriate user ID and password for each specific resource. Usernames and passwords can be found in the Google Docs link at the top of the "Find Resources- Research" page (students must be logged into Google to access).

1:1 GUIDELINES

Access to the Internet is a privilege, not a right. Students are required to sign and follow the guidelines of the district's Acceptable Use Policy (AUP) which provides that students will be responsible for good behavior on the school computers and computer networks just as they are in a classroom or a school hallway. Access to network services will be provided to students who, in addition to having submitted the signed AUP and parent permission form, agree to the following guidelines and rules:

- Submit and use a password that should not be shared with or used by any other student.
- Utilize the Internet for academic purposes only.
- Use/cite MLA standards for any information retrieved or quoted from the Internet and other outside sources.
- Comply with rules appropriate to the network when using the school's network.
- Computing resources from other organizations must comply with rules appropriate to the school's network.
- If a student is unsure about whether an action is appropriate, s/he should ask the classroom teacher or the library/media specialist.

Rules

Users will not:

- Trespass in other people's folders, work, or files.
- Reconfigure setups; delete files or programs in any computer network.
- Attempt to gain unauthorized access to data on the Internet.
- Download data that is not related to the educational program of the school.
- Access chat rooms unless assigned for class project and supervised by classroom teacher.
- Use the network for commercial, illegal, inappropriate, or obscene purposes.
- Cause damage to any part of the computer, monitor, drives, cables, keyboard, mouse, printer, or any other computer accessories.
- Engage in other activities that do not advance the educational purposes for which the school computers and Internet accessibility are provided.

Violations of any of the guidelines or rules will result in restricted network access, loss of network/computer privileges, and/or disciplinary action.

1:1 Remote eLearning/Video Conferencing

If we move to Virtual eLearning Days, you will be invited to participate in online virtual settings for educational purposes through the use of video/audio conferencing. While you have signed our district Acceptable Use Policy, detailing the appropriate use/behavior while working with technology, it is important to share information about our virtual eLearning experience. During online virtual settings, you may be visible/audible to other participants (students and Mahwah staff) in the conference session using available technology. Expectations during virtual learning environments for students can be found at [Basic Etiquette for Online Video Learning](#). Further, we expect that the content/videos that will be used in these eLearning experiences will not be copied, altered, or redistributed by anyone. It is our hope that you will follow the expectations listed in order to ensure a successful and productive learning experience. Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken.

Basic Etiquette for Online Video Learning

- *All students are required to show up at the scheduled time.
- *Find a quiet place with the least distractions (siblings, pets, parents, television).
- *Be respectful when speaking and writing.
- *Dress appropriately - remember your classmates and teachers can see you.
- *Stay on mute until you would like to contribute, need to speak, or ask a question.
- *Refrain from chewing gum, eating, or drinking in front of the camera.
- *Video must be on in order to be considered present for attendance.
- *Maintain eye-contact.
- *Limit movement to avoid causing a distraction to others.

*Do not share screenshots of Zoom meetings where student or teacher images are displayed.

*Chat should only be used to discuss or ask questions pertaining to the lesson.

*Do not copy, alter, or redistribute conferencing videos.

REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!

1:1 Technology Handbook

The Mahwah High School technology handbook may be accessed on the high school website under the “Academics” tab in the 1:1 Laptop section. <https://sites.google.com/mahwah.k12.nj.us/technology/student-resources>.

Consent for Virtual Setting for Educational Purposes

During online virtual settings, students may be visible/audible to other participants (students and Mahwah Staff) in the conference session using available technology. Expectations during virtual learning environments for students can be found at https://drive.google.com/file/d/1KqkbGgqXQyfARp_jisuQF6b-DPLJ98Wg/view. Further, we expect that the content/videos that will be used these learning experiences will not be copied, recorded, altered, or redistributed by any of the students taking part in that session. It is our expectation that our students will follow our code of conduct in order to ensure a successful and productive learning experience. Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken by building administration.

Personal Global Learning Electronic Devices (Tablets/Laptops/iPads/Kindles/Nooks/SmartWatches)

Students do not have WIFI access from the district on their personal devices.

ATTENDANCE

Policies of the Board of Education

"The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from the course that would count toward the high school diploma in accordance with the policies of this Board." (Policy #5200)

Students are expected to be in attendance on all days that school is in session. Regular attendance in class is part of the district's academic standards. Daily class work is critical in the educational process and a pre-condition for achievement. School attendance is a basic responsibility of the students and the parent. The student who dodges responsibility for learning by absenting himself/herself from school/class is clearly impeding and complicating the learning process. Real learning, which is neither tested nor graded and occurs daily in class, can only be realized if the student is present.

High School Attendance Regulations

Credit will be denied on the 13th countable absence in a full year course and the 7th countable absence in a semester course. A student who is denied credit for a course must remain in the class in order to be eligible to retake the course in summer school. However, a disruptive student will be removed from the class.

Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement for that course is not fulfilled. All absences, excused or unexcused, count toward the attendance requirement.

Types of Absences

Countable Absences

Credit will be denied on the 13th absence in a full year course and on the 7th absence in a semester course.

(A)	Unverified absence: no documentation within 5 school days	Red
(B)	Family business or vacation, with note from parent upon return to school	Red
(C)	Cuts: withdrawal from class on the 4 th cut in a full year course; On the 2 nd cut in a semester course	Red
(D)	Doctor verified medical appointment	Red
(I)	Occasional illness with note from parent upon return to school	Red
(N)	Student initiated visit to the nurse	Red
(S)	Student request through nurse's office to go home	Red
(T)	Tardies (two tardies = one countable absence)	Brown
(7)	Early dismissal	Green
(@)	Absent Remote Tele-learn	Red

Non-countable Absences


(=)	Suspension – Home Instruction	Blue
(*)	Present Remote Tele-learn	Lt. Blue
(\$)	Career Path Visitation	Green
(E)	Death in family	Green
(F)	Field Trips	Green
(G)	Guidance/Child Study	Green
(H)	Home Instruction	Purple
(J)	License/court appearance	Green
(K)	Sports/academic competition	Green
(L)	Scheduled instrumental music lessons	Green
(M)	Doctor verified illness note submitted within 5 days	Green
(O)	Required by nurse to go home	Blue
(P)	Related Services	Green
(Q)	Required by nurse to miss class due to illness/injury/required Appointment	Green
(R)	Religious holidays – state	Green
(U)	Testing/Evaluations	Green
(V)	Parent note regarding chronic medical condition that has been previously Documented by a physician, submitted within 5 school days	Green
(W)	Interview: College representative visit (MHS)	Green
(X)	Suspension	Blue
(Y)	Administrative Meeting	Blue
(Z)	Administrative absence (off)	Blue
(I)	Counseling support groups	Green

(2)	Restorative practices/CM	Green
(3)	Student Activity	Green
(4)	Bring your Child to Work Day	Green
(5)	Visit: College or employer with prior counselor approval and documentation within 5 days of interview	Green
(6)	Half day	Yellow
(8)	Comm Based Instruction	Green
(9)	Admin weather related	Black
(^)	Public Health Related	Black

Attendance Procedures

Parents are required to contact the attendance office if their child is absent or late.

To report an absence:

1. **Log into the Realtime Parent Portal.**
2. **Select Daily Attendance from the menu on the left.**
3. **Click on the blue button called "Report Student Attendance" found on the top right of the box**

4. **Complete the prompts.**
5. **Click on the Review Attendance Request button to submit.**

Parents can also call 201-762-2306 no later than 8:00 AM to report their student's absence. Please state student ID, name, grade, and reason for the absence. Additionally, parents must submit a written note within 5 days of the absence. A parent note is required regardless of the type of absence. The parent must indicate the student's ID, name, grade, dates of the absence, and reason for the absence. Notes are required to be submitted to the attendance office within 5 days of the absence. If available, a doctor's note must be submitted within 5 days of the absence. Parents may email the note to Mrs. Polina Los at hsattendance@mahwah.k12.nj.us or students may drop the note off to the attendance office.

Late Arrival

Students who arrive tardy to school must first report to the attendance office to scan in with their student ID at the Attendance Office prior to reporting to class. Tardies count as half an absence.

Monitoring Attendance

Parents can monitor attendance using the Parent Portal. Additionally, counselors and case managers will review their students' absences on a quarterly basis.

Due process rights in the area of attendance follow this procedure:

- Review of attendance by Assistant Principal
- Review and hearing by the Attendance Committee for "compelling circumstances"
- Appeal to Principal
- Appeal to Superintendent
- Appeal to the Board of Education

- Appeal to the Commissioner of Education

Notification for full year and semester courses will occur according to the following schedule:

Full Year Course

4 countable absences	Warning letter
7 countable absences	Warning letter/Counselor Contact
10 countable absences	Final warning letter/Assistant Principal conference/I&RS Review
13 countable absences	Loss of credit letter/credit appeal hearing

Semester Course

4 countable absences	Warning letter/I&RST Review
7 countable absences	Loss of credit letter

Alternate Day Full Year Course

4 countable absences	Final/Only warning letter
7 countable absences	Loss of credit letter

Attendance Appeals

A student must appeal the loss of credit to the Assistant Principal within 10 school days of notification. Loss of credit letters will detail the due process procedure. Appeal forms are available on the Mahwah High School website under the Attendance tab. In their letters of appeal, students/parents must detail the circumstances of the absences and explain why these circumstances prevented the student from attendance in school. Requests for loss of credit appeals must be received **no later than 10 school days after notification**. Student athletes must be mindful of submitting Loss of Credit attendance appeals for 1st semester classes by the designated deadline (within 10 days of notification of loss of credit). An appeal will not be considered if there is a “cut” in the class for which the student has lost credit. Also, because science laboratories cannot be made up, students should be aware that absences from a science lab may impact the credit awarded for the lab (1.0 credit).

The Attendance Committee, if applicable, conducts hearings and makes decisions regarding any appeal for loss of credit. A parent or guardian must be present at the hearing, along with any advocate the student requests, such as the guidance counselor or case manager. The purpose of the meeting is to give the student an opportunity to present any compelling circumstances that influenced his/her attendance.

Request for Excused Absence

Absences for outside educational opportunities (leadership opportunities, college showcases) are recorded as countable absences (family business) unless a Request for Excused Absence form has received prior administrative approval 10 school days prior to the event. Please go to this link <https://hs.mahwah.k12.nj.us/departments/attendance-office/request-for-excused-absence> to access the Request for Excused Absence form.

Absence/Lateness Impact on Athletic/Co-curricular Activities

A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.

Make-up School Work Opportunities After an Absence

Students who arrive late to school and have an assessment, should seek out their teacher the same day in order to make arrangements for the miss assessment.

Students absent from school for any reason, whether excused or unexcused, are responsible for the completion of assignments and assessments. Teachers are not required to provide make-up tests for students absent without an approved excuse when a test is given. It is the responsibility of the student to schedule with the teacher a time when tests and quizzes can be made up. Generally, make-up tests will occur at a mutually worked out time for them to be given during the school day.

Make-up Guidelines: Students who have been absent are expected to make up work/tests **within two class days** of returning to school. If the absence is three days or longer, the missed work must be made up **within five class days** after the student returns to school unless previous arrangements have been made with the teacher or counselor due to extenuating circumstances. Generally, missing assignments will be posted as a MIS until the work has been submitted or until the timeframe for completing the work has expired. If work is not made up within the designated time frame, a grade of NW (0) will be entered.

Re-Entry Conference for Students Returning from Extended Absence

A mandatory re-entry conference will be provided for returning students and their parent/guardian, with the Principal/Designee, Guidance Counselor, a Student Assistance Counselor, Nurse, and the Psychologist from the student's school and/or the Director of Special Services, if necessary, after the following situations:

- Any hospitalization
- Any referral to a Psychiatric Emergency Screening Service
- Any student who misses five consecutive days or more

College Visits, Employment or Military Interviews

Seniors are permitted to have four (4) excused absences and juniors are permitted to have two (2) excused absences for college visits, employment, or military interviews. An admissions representative at the college, the representative company, or the military representative conducting the interview must provide a signed letter on their official letterhead for students to be credited with an official absence from Mahwah High School. Students MUST obtain approval from their guidance counselor at least two days prior to the visitation/interview and submit documentation within 2 school days. *All student visitations must be taken before May 31.* Orientation, registration, or placement tests for accepted students should be scheduled when MHS is not in session. Orientation, registration, and placement tests which are taken when MHS is in session are coded as family business, a countable absence.

Chronic Illness Procedures

A student who has a chronic medical concern that will impact school attendance may be placed on the Chronic Illness List. Forms are available in the Health Office. The physician documentation must state the nature of the concern and that this medical issue impacts school attendance. Documentation must be obtained annually at the start of each school year, or upon new diagnosis. After verification of this information and submission of a completed parental release form, absences and/or tardiness to school shall be excused pending the

submission of a parent note to the Attendance Office within 5 days of the absence or tardiness. The note must refer specifically to the chronic illness and specify the actual dates of absences or tardiness to school. These parental notes will be considered as non-countable, medical excuses. Notes not received within five days of the absence will remain unexcused absences. When a student's attendance reflects ten (10) absences or tardies to school related to the chronic medical condition, the school nurse may contact the student's physician regarding the medical condition and its impact on the student's attendance, and the subsequent loss of instructional time.

A secondary student may be dropped from a course or denied course credit when he/she has been absent for **greater than twenty-five percent (17 days for a semester course/34 day for a full year course) of the class sessions, whatever the reason for the absence, including chronic illness**, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

Truancy (Cutting) from Class

Truancy (cutting) is a countable absence. A student is considered truant if s/he leaves campus without administrative approval and permission, comes to school but does not attend classes, obtains permission to go to a specific location in school but does not report there, or, without parents' awareness, does not come to school. A student present in school who is truant from class shall be charged with a "cut." Any student who leaves class without permission or leaves class with permission and fails to return within a reasonable time is to have that unauthorized absence submitted as a cut.

If a student is withdrawn for excessive cutting, the notation on the student's permanent record will be "WA" representing withdrawal for non-attendance. Credit units toward graduation will not be awarded. The effect of the "WA" on academic class ranking will be equal to zero ("0"). Should the student repeat the course and receive a passing grade, then both grades will be used in the class ranking calculation.

Each occasion of truancy (full cut) from class will also count toward the maximum absences allowed. A student who cuts class or is truant from school will receive a zero ("0") for the day's work and cannot earn credit for the work that is to be made up. Students who cut class or are truant will receive a zero ("0") for any examinations or tests they may have missed during that period.

Students who are truant will receive a disciplinary consequence of a Saturday School Detention 8 a.m. to 12 p.m. for the first offense. Further truancy will be handled by progressive discipline.

Chronic absenteeism or repeated truancy beyond that listed above will be dealt with by the administration which will report the matter to the appropriate agency.

The following due process procedures shall be used if a student cuts class:

Semester Course Cuts

- The teacher shall notify the assistant principal on the first cut.
- The assistant principal shall issue a final warning to the student and notify the parent.
- The assistant principal shall notify the parent and counselor of the student's withdrawal from class after consultation with the department supervisor when a second cut has been verified.
- The assistant principal shall assign the student to study hall.

Any student enrolled in a Math or Language Arts Literacy Lab, must remain enrolled in the

class regardless of excessive cuts. The student will be given a final warning after the first cut and the parent shall be notified that loss of credit will result if another cut should occur.

Full Year Course Cuts

- When each of the first two cuts occur, the attendance office shall notify the parent by letter.
- The teacher shall notify the assistant principal of the third cut.
- The assistant principal shall issue a final warning to the student and notify the parent.
- After a fourth cut, the assistant principal shall notify the parent and counselor of the student's withdrawal from class, and the assistant principal shall assign the student to study hall.

Exam Attendance

Students are expected to attend every period during examination days whether an examination is being given or not. Students are required by law to have a four-hour instructional day. Class periods in which an exam is not given (e.g., physical education, study hall) will meet and continue instruction. Student attendance will be taken during each period as per the attendance policy. Students are required to be in attendance when exams are administered. First semester exams are scheduled for January 24, 2023 – January 27, 2023; second semester and final exams are scheduled for June 16, 2023 – June 21, 2023.

Students are required to be in attendance for 4 hours on exam days.

Absentee Procedures During Final Exams

Under extraordinary circumstances, and for compelling reasons, parents may request alternative arrangements for examinations. Please make such requests, *in writing*, to the Assistant Principal by June 1.

An absent student will only be allowed to take a missed exam if the absence is excused by the Assistant Principal for a valid reason. A student who is ill including a chronic illness must see a doctor on the day of the absence and bring in a doctor's note to the Assistant Principal. Parent notes for illness, waking up late, and transportation issues will not excuse a student from an exam and the student will be given a grade of zero (0) for that exam. Other valid reasons include court appearances or death in the family. If a student cuts an examination or their absence is not excused by the Assistant Principal, a grade of zero (0) will be given for that exam.

A student who is absent must have a parent call the attendance office to report the absence immediately. A written note explaining the reason for the absence must be submitted to the Assistant Principal prior to scheduling an appointment for an absentee examination. Absentee exams will be administered in the Media Learning Commons and must be made up immediately on the next day the student is in school.

Senior Exam Conflicts

Seniors should avoid exam week conflicts by scheduling any college placement exams and college orientation meetings before or after Mahwah High School final exams. If there is a conflict that cannot be resolved by changing the date with the college, you must see the Assistant Principal to discuss an alternative by June 1. Students must provide documentation from the college or university that stipulates that there are no other options for placement exams/orientation.

Music Lessons

Students are required to attend a weekly small-group lesson as part of their zero-period music course (band, chorus, orchestra). Students will not miss any academic class more than three times each semester (4-6 times per year) for each music course taken. Although students will miss classes for music lessons, the impact should be minimal due to the rotating class schedule.

Students are required to make up the work for their regular class just as if they were absent for the day. Students must first report to their assigned period teacher in order to get their assignments, and then they may go to their lesson.

Students should only miss their music lesson and remain in class if they have: a full period test (not a quiz), an active science laboratory, a guest speaker, or a math/literacy lab. If a music lesson is missed for one of these reasons, the work must be made up within two weeks to receive a grade for the lesson. Because science laboratories cannot be made up, students should be aware that absences from a science lab may impact the credit awarded for the lab (1.0 credit).

Early Dismissal

Administrative Regulation #5200

Occasional compelling circumstances may require that a student be late to school or dismissed before the end of the day. The Board of Education requires that the principal be notified in advance of such absences by a written request of the student's parent or by the adult student, which shall state the reason for the tardiness or early dismissal.

Early dismissal from regularly assigned classes will count toward the maximum allowable absences in a course.

The request for early dismissal from a regularly assigned class is to be presented in writing to the attendance office prior to the beginning of Time Block 1. Adult students who sign themselves out without having submitted a note prior to Time Block 1 will be marked as cut.

Adult students may write their own notes; however, additional validation may be required.

The request is to include:

- Parent's home or business telephone number
- Name of adult who will take the student off school grounds
- Reason for the request
- Parent signature

Requests for early dismissal may be verified by telephone with the parent; if the parent cannot be contacted, the early dismissal will not be approved. In the case of an emergency parent/guardian must contact the attendance office by telephone at 201-762-2306, followed by an email stating the reason for the early dismissal.

Parents who need to have their student released from school early must know that instruction cannot be interrupted. Parents should be aware that their student will be released only after the scheduled class period is over.

Also, please be aware that in the event of an altered day, the student will be dismissed after the completion of their scheduled classes. A parent note must be submitted to the attendance office if an early dismissal at a different time is requested on an altered day.

Students receiving approval for early dismissal must sign out in the register book in the attendance office and sign back in should they return the same day. The time of departure and return are to be indicated in the book. Students returning to school must report to class

within 4 minutes after signing in to avoid being charged with a possible "cut."

The student is required to make up work missed because of the early dismissal. Assignments and examinations not completed within a reasonable time established by the teacher will be graded zero for work missed. Senior students who have been granted the off-campus privilege may leave campus for lunch or the approved study hall period. Other students who have an approved early dismissal for work study may also leave school early. However, no other student may leave campus without both parental and administrative approval.

Under no circumstances is a 9th, 10th, or 11th grade student permitted to go off-campus with a senior class student during the senior's (approved) off-campus. Nor is an unapproved senior permitted to go off-campus.

Late/Tardy to School

Students who are tardy with no pass the first time block of the day (in the classroom after 7:40 AM) will incur disciplinary action. Late entrants after 7:40 AM, are to report directly to the attendance office to scan-in. Parents will receive a daily notification when their child is tardy. Disciplinary action for tardiness will be imposed as follows:

- Students who are tardy after 7:40 AM on the fifth time will receive an administrative detention, as well as each tardy thereafter up until the ninth tardy during each marking period.
- On the tenth tardy, as each tardy thereafter up until the twelfth tardy during a marking period, the student will receive on (2 hour) Saturday detention.
- On the thirteenth tardy, as well as each tardy thereafter during a marking period, the following will occur:

-One (4 hour) Saturday School for each additional tardy.

-No extra-curricular activities, day of the tardy.

-Parent conference with an administrator.

Seniors who continuously violate these rules will be subject to social probation and lose off-campus privileges.

Late/Tardy Arrival to Class

Students must report directly to the attendance office to scan into school whenever late.

Students who are tardy to class will receive one half of an absence. Two tardies equal one absence from class. All tardies are added into the total of absences that count (see attendance policy) in that class.

Students who arrive late to study hall will be assigned to a Saturday detention upon the 14th tardy to that class. At the 20th tardy, the student will be assigned to a full Saturday School. The Assistant Principal will handle subsequent tardies accordingly.

Students who arrive late to school must report to the attendance office to scan in and obtain a "Tardiness" pass. Failure to do this may result in assignment to Saturday detention. Students are to bring in a note from their parents stating the reason for their tardiness. The "tardiness" pass is to be presented to the teacher to whom the student is assigned at that particular time. Teachers are not to admit any student to class who does not present this form.

Unexcused Tardiness to Class

TARDY	CONSEQUENCE
Less than 15 minutes late to class	(1/2) one half of absence that counts
Over 15 minutes late to class	One full cut

Even though students will be charged with a cut, they are to remain in class for the remainder of the period.

ACADEMIC MATTERS

Policies of the Board of Education

"The Board recognizes that a system of grading student achievement can help the student, the teacher and the parent to assess his/her progress toward his/her educational goals and to assist in the implementation of that progress. Grading shall be that system of measuring and recording student progress and achievement which enables the student, his/her parents, and teachers to learn his/her strengths and weaknesses, plan an educational future in the areas of the greatest potential for success, and know where remedial work is required. The Board directs that the instruction program of this district includes a system of grading which is consistent with the educational goals of the district."

High School Grading Procedures

The school's grading system is numerical. Any grade below 65 is failing.

Final exams or final projects will be administered at the end of each course. The final grade in a full year course is a combination of four marking periods and the final exam. The final grade in a semester course is a combination of two marking periods and the final exam.

Grading Policy

- To allow for a smooth transition into new courses and levels, a minimum failing grade of 55 will be reported for the first two marking periods of a full year course unless the student has done no work.
- In semester courses, the minimum failing grade of 55 will be reported for the first marking period of the semester unless the student has done no work.
- Students who do absolutely no work will receive an "NW" for that marking period in which a minimum failing grade is in effect. The "NW" will be computed as a zero (0).
- Calculating Final Grades: Final Grades for full year courses are calculated by:
Final Grade = $.225 (MP 1 + MP2 + MP3 + MP4) + .10 (Exam)$
Semester Course final grades are calculated by:
Final Grade = $.45 (MP1 + MP2) + .10 (Exam)$ OR
Final Grade = $.45 (MP3 + MP4) + .10 (Exam)$
- For mid-year averages, other marking periods, final exams, and final averages, actual numerical grades will be reported.
- Exemptions for Final grades to determine exemptions from final exams can be calculated as follows:
For seniors *only* in full year and semester courses:
Full year course: $(1^{st} \text{ m.p.} + 2^{nd} \text{ m.p.} + 3^{rd} \text{ m.p.} + 4^{th} \text{ m.p.}) / 4 = 90.00$ or higher
Semester course: $(1^{st} \text{ m.p.} + 2^{nd} \text{ m.p.}) / 2 = 90$ or higher, or $(3^{rd} \text{ m.p.} + 4^{th} \text{ m.p.}) / 2 = 90.00$ or higher
- Exemptions from final exams for all AP students who have taken the National AP Exam:

$(1^{\text{st}} \text{ m.p.} + 2^{\text{nd}} \text{ m.p.} + 3^{\text{rd}} \text{ m.p.} + 4^{\text{th}} \text{ m.p.}) / 4 = 85.00$ or higher

- Please note there is no rounding up for the final average. When calculating a final grade, actual unrounded marking period grades are used.

Grade Disputes

At times, there can be a difference of opinion about a student's grade on an assessment. To address this, the student should first talk to the teacher to get a better understanding of the grade or to correct what may have been a simple error. In most cases it will be resolved at that point. Should the difference of opinion persist, the parent should also contact the teacher to get a first-hand understanding of the matter. Grading is something that occurs based upon the expectations in the class, the instructions given to students, the student's effort and preparation, and many other factors that impact the student's individual grade on an assignment. Because of that, the teacher is the best resource to gain an understanding of the grade earned. A department supervisor or building administrator is not in the position to override a teacher's decision about a grade unless it is found that the grade was assigned in an arbitrary or capricious manner (as a punishment, retaliation, intent to do harm to a student, etc.). This is a very high bar that is very rarely reached, so the teacher remains the best contact to understand and resolve any concerns about grading.

Incomplete Grades

The student, parent/guardian, teacher, case manager, or guidance counselor must contact the assistant principal to request consideration for an incomplete grade.

Eligibility for receiving a grade of Incomplete (I):

- Documented prolonged physical or psychological illness
- Family emergency such as death or extreme illness in family; loss of electricity or heating, foreclosure, parental separation.
- Other extenuating circumstance for which permission to attend has been granted, such as: leadership conferences or required academic programs.

Criteria for granting a grade of Incomplete (I):

- Prolonged illness will require verification from a health care professional.
- Family emergency requires consultation with parent, counselor, and administrator.
- Verification of enrollment and attendance in leadership or scholastic programs

Procedure for granting a grade of Incomplete:

- Parent, guardian, teacher, or a counselor contacts the Assistant Principal to request a grade of incomplete. Requests must be made prior to the close of the marking period date.

The assistant principal will contact the student's teachers and principal regarding the granting of a grade of incomplete.

An incomplete grade **must be made up within 10 school days of the close of the marking period** or it may be designated as a failure. Conversion of an Incomplete to a grade of 55 will be assigned unless indicated otherwise by the teacher. Under extreme circumstances, a parent/guardian or teacher may request an extension of the Incomplete time frame by contacting the assistant principal.

Grading Codes and Numerical Values

WA (Withdrawal due to attendance - cutting class) Course grade = 0

WF (Withdrawal after withdrawal deadline) Course grade = 0

I (Incomplete) Course grade = 55 (if course work is not completed in 10 school days after the close of the marking period)

NG (No grade for exam) = No penalty due to late enrollment

NW (No work) Course grade = 0

Academic Integrity

Mahwah is a school committed to the intellectual and moral development of its students. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source.

Students must be careful to avoid the appearance of academic misconduct and cheating by keeping their work covered, their eyes on their own work at all times, and by working in silence. The assumption of academic honesty is an essential element in the educational process. However, be mindful, sanctions **do** exist for those who would betray this trust.

Examples of Cheating

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Some examples of cheating are:

- Copying from another student's work, including homework.
- Using unauthorized materials such as a textbook, online resources/online translator, or notebook during an examination.
- Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
- Attempting to give or receive assistance, or otherwise communicate, in any form, with another person about the assessment, during or after its administration requires a warning. Students must understand that the expectation is to adhere to the testing procedures after receiving a warning to avoid receiving a zero. If a student continues to communicate after the warning, or if the teacher is sure information has been shared, it is then considered cheating.
- Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Presenting work (i.e., projects, artwork, written assignments) completed by someone other than yourself and/or with the use of an online resource/online translator as your own work.
- Turning work in twice.

Examples of Academic Misconduct

Misconduct is an act of deception by which a student violates test security. Some examples of misconduct are:

- Leaving the testing room without permission.
- Attempting to remove from the testing room any part of the exam or any notes relating to the exam.
- Allowing another student to copy work, including sharing work electronically.
- Attempting to take the exam for someone else.
- Breaching test security by creating a disturbance during an assessment.
- Bringing an active cell phone, MP3 player, camera, pager, Apple watch, or PDA into a testing room.
- Utilizing any electronic device (including wireless e-mail devices or cell phones) during the administration of an examination, test, or other class assessment.

- Encrypting written work in order to prevent electronic review of that work by a teacher or computer program.
- Intentionally or knowingly helping or attempting to help another to commit an act of academic misconduct such as photocopying, texting, actually taking in part or whole an assessment/assignment, selling answers or other class assignments.

Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate and specific citations. To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other **academic** work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person one's own.

Artificial Intelligence

Submitting text, images, videos, songs, or other work generated by Artificial Intelligence systems as one's own is considered plagiarism and is not permitted. In all such instances, students must always cite and acknowledge their use of Artificial Intelligence when submitting assignments.

Fabrication

Fabrication refers to the use of invented information or the falsification of research or other findings. Examples of fabrication include, but are not limited to:

- Citing information not taken from the source indicated.
- Citing of sources in a "works cited" that were not used in that project.
- Altering, stealing, and/or falsifying research data used in research reports, theses, or dissertations.
- Submitting as one's own academic work prepared in whole or in part by others, including the use of another's identity.
- Falsifying information or signatures on registration, withdrawal, or other academic forms and records.

When cheating, academic misconduct, plagiarism, or fabrication occurs - A zero for the assignment, quiz, test, term paper, examination, etc. will be recorded as the grade.

As soon as a teacher knows that an act of academic dishonesty has occurred, the teacher will notify the student, the parent, and the department supervisor. A student will be given the opportunity to be heard before parents are notified.

As with all matters of discipline, students have rights of due process. These include notice of the charge, statement of the evidence, hearing the student's explanation, and the right to appeal. A written appeal may be made by the student to the department supervisor within ten (10) school days.

All incidents involving academic integrity are reported to the principal and recorded as part of a student's disciplinary record. The student may be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including athletic teams and clubs. Additionally, the student may be denied or lose membership in the National Honor Society, subject-area honor society, student council, and as a peer leader. Any further incidences involving academic integrity

will be referred to the principal for additional disciplinary measures. (Some of the preceding material is adapted from www.collegeboard.com)

Pupil Records

Students and parents have a right to review cumulative records. This is in accordance with Board Policy #8330. Records of students who have been evaluated by the district Child Study Team may be reviewed at the office of the Director of Special Services.

Course Load

Each student shall take the equivalent of at least eight full year courses during each of his/her four years in high school. Study halls require parental and counselor approval, and only one study hall period is permitted each semester for seniors.

Grade Level Status

Students should be aware of the required number of credits that must be earned in order to obtain grade level status:

Grade 9	
Grade 10	30 credits
Grade 11	60 credits
Grade 12	90 credits

Adding Courses

After teacher, parent, and counselor consultation, students may add courses before the semester begins if class enrollments permit. No additions will be permitted after the first ten days of a semester course or the first twenty days of a full year course.

Withdrawing from a Course

Students may withdraw from a course only after parent, teacher, and counselor consultation, and signature of department supervisor. Semester courses (both fall and spring) dropped after the first two weeks (ten school days), and year courses dropped after the four weeks (twenty school days), regardless of when the student enrolls in Mahwah High School, will carry a grade of WF (withdrawn failing) on the student's permanent record, unless an exception is made by the principal. Students may not drop a spring semester course in their schedule during the spring semester. All changes must have been finalized by the previous September.

Course Level Changes

Parent, counselor, teacher, and department supervisor recommendation and signatures are required when students request to change the level of a course. Requests for semester course level changes after the first two weeks (ten school days), and for full year courses after the first four weeks (twenty school days), require approval from the principal. All numerical grades will transfer to the new course and will receive the new course's weight. Students who request a level change after the deadline will have that change shown on their transcript.

Study Hall Option

Only students in grades 12 are permitted in a study hall. Students are not permitted to be scheduled into more than one study hall option per semester.

Credits and Transcripts

The Guidance Department serves as the registrar for the school. Student permanent records

are maintained, and official transcripts are issued through the guidance office. Transcripts to colleges or future employers must be requested in Naviance. Please allow 10 school days for processing.

The first five transcripts requested will be at no charge. Thereafter, each transcript will incur a fee of \$3.00 per transcript. Only checks will be accepted and should be payable to "Mahwah High School."

Honor Roll

Mahwah High School recognizes outstanding scholarship by its Honor Roll. Qualifications are as follows:

High Honor Roll - An average of 90.0% or higher and no grade lower than 85.

Honor Roll - An average of 85.0% or higher with no grade lower than 80.

Students must be enrolled in a minimum of 5 academic courses in order to be eligible for honor roll status. Please note that honor roll status is calculated using the un-rounded (actual) average.

Criteria for Scholastic Awards, Achievement, and Senior Awards is listed under <https://hs.mahwah.k12.nj.us/academics/academic-recognition-accolades/>

In addition to the stipulated criteria, the student must attend MHS (not a transfer student).

College Entrance Examinations

PSAT/NMSQT (Gr. 10) - (October) The PSAT test should be taken for the first time since it is a good introduction into the format, type of questions, and time limitations of college admission programs.

PSAT/NMSQT (Gr. 11) - (October) In order to qualify for the October National Merit Scholarship, all college-bound juniors are urged to take this test. This test is given only one time per year.

SAT I (Gr. 11) - Juniors are urged to take the spring SAT I for the first time. Dates for these exams can be found on the Guidance website.

ACT (Gr. 11) - Juniors are urged to take the ACT during the spring. It is strongly encouraged that students take both the SAT and the ACT. Reach out to your student's counselor with any questions. Exam dates can be found on the Guidance Website.

SAT II (Subject Tests) - Many of the most competitive colleges require students to take subject tests. Students should reach out to their guidance counselor to discuss.

Advanced Placement (AP) Examinations - AP examinations are usually held in May. Students may be able to attain college credits based on their AP examination scores. Students are required to take AP exams as per the course agreement. For specific exam dates, please go to www.collegeboard.com.

Family Life Curriculum

Each school in New Jersey is required to publish an outline of the Family Life portion of its health curriculum. If any parent wishes to have his or her child excluded from the presentation of any of these topics, s/he should contact the Supervisor of Physical Education,

Health and Driver Education regarding this request.

Physical Education

The following guidelines have been established by the department in order to ensure students will have a safe experience in physical education class: All students are required to dress for physical education classes and to remain with their gym squad. Students must wear appropriate footwear and athletic clothing (e.g. t-shirt, sweatshirt, shorts, sweatpants, and sneakers tied securely). In order to participate in physical education activities students are required to follow the school's dress code policy in physical education classes.

The Physical Education Department requires that no jewelry be worn by students engaging in athletic activities because of possible injury. Any jewelry that can be removed (watches, rings, earrings, necklaces, bracelets) must be removed before the student will be allowed to participate in any physical education activity. Additionally, for safety reasons, students are not allowed to wear any type of headgear (such as hats, headbands, or do rags) during physical education class. The only exception is for religious headgear, which must be documented through the department supervisor. Eating food or chewing gum during an athletic activity is unsafe and will not be permitted during physical education classes.

The physical education lockers are used by different students throughout the day to store books and clothing during the activity periods. These lockers do not have integrated combination locks. Students *must* use their own locks to secure their belongings at the beginning of their physical education classes and then remove the locks, along with their belongings, at the end of the classes. Lockers are school property provided for the convenience of students and may be inspected at any time by the school administration. Students are responsible for their personal items.

Student participation in physical education is a course requirement. Students who are not prepared for a lesson may arrange with their instructor to make up that lesson within five school days of the original date. Students can make up two lessons per marking period. Students who choose not to participate may receive an after-school detention after not participating for two (2) consecutive class periods. Subsequent dates of non-participation may result in 1/2 a Saturday or a full Saturday detention.

Please refer to Health Services for information related to excuses from Physical Education.

Homework

Home study is a necessary part of each pupil's educational program. Each student is expected to spend time in home study in addition to scheduled class instruction to achieve satisfactory results. Some assignments are long range in nature and require planned study time for their completion. Homework may involve written work, study, research, or some form of individual or group activity. Homework is an integral part of the curriculum.

Remediation

Remediation in mathematics and language arts literacy is required for students in grades 9-12 through our language arts and mathematics programs after analysis of standardized assessment scores, classroom performance, and teacher recommendations. Parents are notified through the Guidance office if a child is required to be enrolled in one of these programs. Instruction is then tailored to meet his or her individual needs. (*Policy # 5120*)

GRADUATION REQUIREMENTS

Policies of the Board of Education

"It shall be the policy of the Mahwah Board to acknowledge each student's successful completion of the instructional program of this district by awarding a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board and by the State Board of Education. There shall be only one diploma awarded by this district and no distinction shall be made among various programs of instruction. Students who have not successfully completed all graduation requirements shall not participate in graduation exercises." (*Policy #5460*) The full Mahwah Board of Education policy may be reviewed on the Mahwah High School website under "Parents."

Participation in Graduation Exercises

Participation in graduation exercises is a privilege. In order for students to participate in graduation exercises they must meet all academic and attendance requirements as prescribed by Board policy. In addition, student obligations must be cleared in order to take part in graduation exercises. This includes, but is not limited to, monetary obligations, disciplinary obligations, and the return of all school property to the appropriate staff members. Failure to complete all obligations will result in a student forfeiting his/her privilege of walking in the graduation ceremony.

Other policies regarding academic matters can be found in the 2000 and 5000 series of the Bylaws and Policies Mahwah Board of Education.

Course and Credit Requirements for a Mahwah High School Diploma

Students must fulfill all academic and attendance requirements and disciplinary obligations to be able to participate in the graduation ceremony.

Courses	Years of Study	Credits
English (Core: ELA9, ELA10, ELA11 or AP, ELA12 or AP)	4	20
Social Studies (World History, US History 1 & 2)	3	15
Mathematics (Algebra 1, Geometry, Algebra 2) Three Years of mathematics level courses must be completed while enrolled in high school.	3	15
Science (Biology and Chemistry required)	3	18*
World Language (two consecutive years of same language)	2	10

Physical Education/ Health/ Driver Education	4 (during each year of enrollment)	16-20
Visual or Performing Arts (Art, Music, Drama, Dance)	1	5
21 st century life and careers, or career and technical education, media arts (Practical Arts)	1	5
Financial Literacy	.5 (1 Semester)	2.5
Electives	4	22.5
Freshman Advisory	1	1
Total Credits		125

*Three of these credits (one in each course) are awarded for participation in double laboratory periods. Under special circumstances students may be exempted from one or more lab credits.

State Graduation Assessments

Each student must demonstrate minimum levels of proficiency on the state mandated assessments in mathematics and English Language Arts, as per the District's graduation policy.

NJSLA Science (May – Please refer to the online calendar for specific dates.)

Students in Grade 11 are required to take the NJSLA – Science.

Option Two Programs

Prior administrative approval by the department supervisor, director of guidance, and principal must be obtained before enrolling in any Option Two program.

Any costs incurred as a result of an Option Two program will be the responsibility of the parent/ guardian. The Board of Education will not assume any responsibility for any fees associated with this program. All Option 2 forms and programs can be found on the MHS website at <https://hs.mahwah.k12.nj.us/departments/guidance-school-counseling-services/option-two-programs-and-guidelines>.

Program Descriptions

Early College Admissions Program

Upon completion of grade 11, students at Mahwah High School who have demonstrated ability to pursue advanced academic study, may enroll in full-time college degree courses in lieu of a high school year. Requires recommendations, scores, and admissions offer. Tuition incurred is the responsibility of parent/guardian.

On-Campus College Program

Grade 11 and 12 students may enroll in college courses at Ramapo College or Bergen County Community College for both college and high school credit. All fees for college

credits and any necessary transportation arrangements are the responsibility of the student and his/her family.

Dual Enrollment Program

Grade 11 and 12 students receive both high school and college credit if they meet the criteria for participation in dual enrollment. Parents/ guardians pay a fee directly to the university in order to receive credit. All fees for college credits are the responsibility of the student and his/her family.

High School Level 1 Courses taken at Ramapo Ridge Middle School

Middle school students who take high school level courses at Ramapo Ridge Middle School may use those courses to meet prerequisites for advanced courses in particular content areas. Such approved courses are listed separately on a student's transcript. *Courses taken prior to grade 9 are not included in the GPA or class rank.* Course credits will count toward graduation requirements.

Summer Courses for Advancement

Courses taken while enrolled in high school for advancement: Districts may utilize performance or competency assessments to approve student completion of programs aimed at meeting or exceeding the NJ Core Curriculum Content Standards.

Grade 9, 10 and 11 students who take high school level courses at an approved school during the summer may use those courses to meet prerequisites for advanced courses in certain content areas. Such approved courses are listed separately on a student's transcript. *Students will need to successfully pass Mahwah High School's written assessment for credits to be counted.* Course credits will count toward graduation requirements.

Out of School Activities

Assignment of credit may be awarded for participation in activities that occur outside of the regular classroom schedule. Grade 9-12 students can receive credit in activities that meet or exceed the NJ Core Curriculum Content Standards. The principal must approve all activities in advance.

Internet Courses

Students may earn course credit via Internet courses from an accredited college/university. Grade 11 and 12 students may receive credit in courses approved by department supervisors in *courses not offered* at the high school. The principal must approve all courses in advance.

Distance Learning Programs

This option may also be used for students in grades 9-12 as a means of providing long-term, medically approved home instruction; remedial courses; and enrichment courses. Courses must be taught by a NJ certified content area teacher. *Students will need to successfully pass Mahwah High School's written assessment for credits to be counted.* Course credits will count toward graduation requirements.

World Language Program Native Language Assessment

Students participate in a written and oral assessment in a native language on the states approved list for credit. Grade 9-12 native speaking students pass a written and oral proficiency assessment administered by a state approved assessor. Upon passing, students are awarded world language credits counting towards graduation. All fees associated with the proficiency assessment are the responsibility of the parent/ guardian.

World Language Exchange Programs Study Abroad

Grade 11 and 12 students may earn credits by participating in an approved and accredited exchange program of study. Prior approval must be obtained from the Principal. All costs are the responsibility of the parent/ guardian.

Work-based Learning Experiences

Workplace training, apprenticeships, internships

Grade 11 and 12 students may earn up to 6 credits each year through an approved work-based learning experience in an area of career interest. To be eligible for a work-based learning experience you must be on track for meeting graduation requirements. Students are required to maintain and submit a portfolio/ journal in order to demonstrate that they have met the goals and objectives of the experience.

Community Service

Students may volunteer (without any monetary compensation) *outside* of their scheduled day in elementary schools, pre-school programs, health/safety related fields, or the community and receive credit. For every 27.5 hours of service, students will earn one credit. A maximum of 10 credits will be applied to graduation requirements.

Physical Education

Student-athletes may enroll in this program during **any** season(s) for high school credit in physical education during their corresponding marking period of participation. Students may not opt out of their Health course.

Marking period 1 – fall season

Marking period 2 – winter season

Marking period 4 – spring season

More information on obtaining credit for off-campus or athletic participation is available on the high school website.

CO-CURRICULAR PARTICIPATION

Philosophy

The Board of Education recognizes the value of a program of co-curricular activities as an integral part of the total school experience to the students of the district and to the community. Through its programs, the Board offers students the opportunity to test and enrich their abilities in a context greater and more varied than that which can be offered within the school district alone.

Students wishing to participate in co-curricular activities must meet the academic eligibility requirements. In brief, a student must pass a minimum of thirty (30) credits each year. Successful achievement (65 or above) in all courses is required to maintain full eligibility. Any student who fails (or is failing at the start of the season/club) two courses shall be ineligible for participation. A student who fails (or is failing at the start of the season/club) one course shall be given probationary eligibility, provided the student is passing a minimum of thirty (30) credits.

Any student who wished to participate in a co-curricular activity (dances, clubs, athletics, intramurals, drama, etc.) must be in attendance for a minimum of four hours on the day of the activity. **Students wishing to participate in an activity that is held on a day other**

than a regular school day must have been present for the last day of school prior to that activity. For example, students wishing to participate in a Saturday program must be in attendance on Friday.

Students on suspension are considered absent and are not permitted to participate in any social or extracurricular activity sponsored by the school.

Students who participate in the co-curricular program are responsible to their parents, school, advisor, coaches, and to themselves. Should a student accept the privilege of being a member of a Mahwah activity or athletic team, he or she must adhere to certain rules.

The following is a list of student teams, organizations, and activities which are available to Mahwah High School students. Students are urged to participate in order to derive maximum benefit from the total program offered by the school:

Academic Decathlon	Future Medical Professionals	School Store
Animation Club	GEMS (Girls Excelling in Math and Science)	Science Club
Art Club	Genders & Sexualities Alliance (GSA)	Science National Honor Society
Asian American Awareness	Girls Learn International	Select Strings
Athletes in Action	Golf	Senior Class Committees
Automobile Club	Graphic Design Collective	Set Construction
A/V Audio Visual	Habitat for Humanity	Set Design
Baseball	HOPE (SAVE/SADD/CR)	Soccer
Basketball	Ice Hockey	Softball
Battle of the Books	Indoor Winter Percussion	Sophomore Class Committees
Bowling	Interact Club	Spanish Honor Society
Brass Ensemble	Intramural Sports	Sports Club
Cheerleading (Fall)	Investing Club	Student Government
Cheerleading (Winter)	Jazz Ensemble	Student Activities Council
Chamber Voices	Junior Class Committees	Swimming
Chess Club	Lacrosse	Technology Student Association
Chinese Honor Society	Leo Club	TEEEMS
Club of Cultural Appreciation	Literary Magazine (Calliope)	Tennis
Color Guard	Marching Band	Track
Cross Country	Math League	Volleyball
Current Events Club	Mathematics Honor Society	Wellness Club
DECA	Mock Trial	Winter Guard
Drama Club	Model United Nations	Winter Track
Environmental Club	National Honor Society	Woodworking Club
Fellowship of Christian Athletes	Photography Club	Wrestling
Football	REBEL	Yearbook
French Honor Society	Robotics Club	Young Politicians Club
Freshman Class Committees	School Newspaper (Tom-Tom)	

Co-curricular Athlete Attendance and Participation

For any student to participate in Athletics at the start of the season, they must have cleared any/all obligations and discipline. It is required that participants in co-curricular and athletic activities adhere to a minimum of four (4) hours of instructional time in order to be eligible for participation in a particular activity that day. This would mean that students who arrive after 8:35 a.m. or leave before 1:18 p.m. will not be permitted to participate that day. It should be noted, however, that *extenuating circumstances*, specifically pre-scheduled driver's license tests at NJ Department of Motor Vehicles, required court appearances, and religious observances could allow for administrative exemption from the rule **with prior**

administrative approval.

Medical notes and chronic illness notes do not exempt you from the four (4) hour instructional requirements. An advisor or coach may exclude a student from participating in an activity if the student fails to adhere to the requirements for participation.

- Students who participate in sports are required to participate in physical education during the sports season of which they are involved, with the exception of students enrolled in Option 2 PE.
- If a student is truant from school on a Friday or last day prior to a holiday, he or she cannot practice or compete until a day of school has been completed by that student.
- Students who are failing or are in danger of failing any subjects are expected to avail themselves of extra help between 2:17 p.m. and 2:50 p.m. If they continue to fail, they will have their activity program reviewed to determine if the activity is a factor in the student's academic performance.

Limitations for Activities

Most clubs and activities meet after school or in the evenings. The late bus will be available each afternoon for those who need transportation and do not live within walking distance of the school.

While we encourage students to become active in our extra-curricular program, we also encourage them to exercise caution regarding the extent of their involvement so that their academic program can receive the priority it merits.

Guidelines for School Sponsored Activities

When these activities (e.g., field trips, music lessons, guidance appointments) are announced, it means they have been approved by the administration and students should be allowed to participate under ordinary circumstances. Students must report first to their regular class and then to the activity (except with a full day activity).

Teachers may say "no" to a student under these conditions:

- A major test
- A poor attendance record in that class
- A poor academic record in that class
- A special class that cannot be made up (for example, a speaker or lab demonstration)

Students should not be penalized academically in any way for attending school-sponsored activities. Students must take the transportation provided by the district for school sponsored activities.

Conduct

Members of Mahwah athletic teams or activities are required to conduct themselves as good citizens both in school and out. Students are expected to act like ladies and gentlemen at all times when visiting other schools. They are expected to dress appropriately and to be clean and well-groomed. Unbecoming conduct will result in disciplinary action.

Travel

Students are required to travel to and from away-competitions on the school bus. Advisors/coaches may release a student to a parent if prior written permission from the parent has been received and approved by the athletic director or an administrator.

National Honor Society

Membership

Membership is an honor which shall be based upon scholarship, service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership, candidates must have been in attendance for a period equivalent to one semester. All transfer students must get official, written confirmation of activities pursued in previous schools.

To be academically eligible, candidates must be members of the junior or senior class and have a weighted GPA average of 93.75 (no rounding). Eligibility for membership shall then be evaluated according to service, leadership, and character.

Service must include contributions made to both the school and the outside community which are done with, or on behalf of others without any direct financial or material compensation to the individual performing the service.

Candidates must demonstrate leadership ability in school or the community. In addition to team captain, sports manager, Student Council, class officer/representative, fund raiser chair, yearbook editor, one may demonstrate leadership by manifesting qualities that show such potential. A faculty/advisor signature is required as a validation of leadership ability.

Candidates must demonstrate character. Candidates will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. Two faculty signatures are required as a validation of good character.

Selection process follows the procedure as described in the NHS Constitution that can be found online at www.nhs.us.

SERVICE CRITERIA

The candidate who serves:

- Represents the class or school in inter-class and interscholastic competition
- Participates in some outside activity such as Scouts, church groups, volunteer services for the aged or disadvantaged.
- Volunteers dependable and well-organized assistance
- Willingly takes on difficult responsibilities
- Enthusiastically renders service to the school community without earning academic credit
- Courteously assists visitors, teachers, and students.

*** A minimum of 20 hours accrued yearly and beginning upon admission to the freshman class is required.**

Hours accrued as part of a job training program shall not count as community service. The above list is for consideration only and should not be thought of as a checklist for this criterion.

Leadership Criteria

A student exercises leadership when he or she:

- Is resourceful in proposing new problems, applying principles, and making

suggestions

- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted

Character Criteria

The student of character:

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
 - Cooperates by complying with all school policies and regulations and codes of student conduct
 - Takes criticism willingly and accepts recommendations graciously
 - Demonstrates the highest standards of honesty, academic integrity, and reliability
 - Regularly exhibits courtesy, concern, and respect for others
 - Complies with instructions and rules, displays personal responsibility
- Additional character resources are found at www.nhs.us.

Selection of Members

Selection of members of this chapter of the National Honor Society shall be by majority vote of the Faculty Council, consisting of five Principal-appointed faculty members. The chapter advisor serves ex-officio.

Any candidate who meets the membership requirements of this constitution may engage in a selection process. Candidates must have attended the school for the equivalent of one semester. Candidates selected for membership become active members upon official notification by letter. Formal induction will take place in an appropriate ceremony in May or June.

The selection process involves the following steps:

The Director of Guidance provides a list of eligible students who have achieved a cumulative GPA of 93.75 or better, and the National Honor Society advisor sends these candidates a letter inviting them to participate in the membership selection process.

Candidates are asked to return their student/parent consent forms acknowledging a desire to participate in the process and attend a mandatory candidate meeting on the date specified in that letter.

Candidates are asked to submit a candidate information activity form and typed essay by a specified date. Attention to personal responsibility is a reflection of a student's character, a quality important to membership selection. Late forms and essays cannot be accepted.

Upon collecting activity information sheets and essays, the advisor sends a list of candidates to the Principal as a final check for good citizenship.

Each faculty member will receive a list of eligible candidates and will evaluate the candidates he/she has taught, coached, or advised in the areas of leadership, service, and character. The following rating scale will be used to evaluate candidates:

- 4 = Excellent (Top 10%)
- 3 = Above Average
- 2 = Below Average
- 1 = Not recommended
- Blank = Not qualified to rank. No comment.

The National Honor Society Advisor is responsible for averaging the evaluations for each candidate evaluated by the faculty.

The Faculty Council will review all candidates to determine National Honor Society selections. The Faculty Council will consist of five voting faculty members appointed by the Principal. The Faculty Council actually selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character by a majority vote.

Once the Faculty Council has selected the new members, inductees are sent letters of welcome which include a contract in which the inductee promises to abide by the rules of the National Honor Society Constitution. A candidate's parent or guardian signs this contract acknowledging that the candidate accepts this responsibility. These contracts are due on the date specified; lateness can result in withdrawal of membership.

The Faculty Council reserves the right to withhold membership from those who do not fulfill *all areas* of the membership selection process, including not handing in letters of consent, candidate activity information sheets, essays, and promissory contracts on dates specified.

Dismissal

To retain National Honor Society membership, one must maintain the standards required for membership. Any member who falls below the standards which were the basis for selection shall be promptly informed by the chapter advisor in writing. The letter will provide the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. A copy of the letter will be sent to the parent/guardian.

In the area of scholarship, should a member fall below the required 93.75 GPA, that member must regain that GPA by the next regular marking period. Should the member fail to meet academic standards that were used as the basis for selection to the Society, the case shall be sent to the Faculty Council for review.

In the area of service, when candidates are notified of their selection to membership, the candidates pledge to attend ALL monthly meetings, to tutor upon request, to do community service if requested, and to engage in all activities of the chapter. Should a member fail to live up to these promises, the case will be sent to the Faculty Council for review (see Section 4). If a member does not make the necessary improvement in the specified time, the Faculty Council may decide by majority vote to consider appropriate disciplinary measures, the conditions of which shall be tailored to the specific case. However, if the Faculty Council determines an individual has exceeded a reasonable number of warnings, dismissal procedures may be started.

If a member flagrantly violates school rules or civic laws, he/she is subject to dismissal from the National Honor Society. In this case, a warning is not required for dismissal, but a pre-

dismissal hearing will be held. The 14th Amendment of the U.S. Constitution requires the chapter to notify the member of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally.

If the Faculty Council determines that the facts warrant consideration of dismissal, the following process occurs:

- The member will be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council.
- A hearing will be scheduled with the member, parent/guardian, and Faculty Council.
- A member is entitled to a hearing before the Faculty Council with a parent/guardian, in which the primary focus of the hearing is to allow the member to present his/her case.
- The Faculty Council may dismiss a member by a majority vote.

Once a member is dismissed, she/he is never again eligible for membership in the National Honor Society.

A member will be notified in writing of his/her dismissal. Written notice of the decision will be sent to the member, parents/guardians, and the Principal. Upon notification, the emblem and membership card must be returned to the advisor or Principal. Notice of dismissal must be indicated on the annual report submitted to the national secretary at the end of the school year. Appeals regarding dismissal may be made to the Principal and then the Superintendent according to due process.

Dismissal from NHS may also necessitate dismissal from content area honor societies:

Chinese National Honor Society
French National Honor Society
Mathematics National Honor Society
Science National Honor Society
Spanish National Honor Society

ATHLETICS

Rules and Regulations/NJSIAA

Mahwah High School is a member of the New Jersey State Interscholastic Athletic Association and the Big North Conference, and therefore, adheres to the rules and regulations of these governing bodies.

Goals of the Athletic Program

- To develop sportsmanship by learning to play fairly and to abide by the rules of the game.
- To train athletes to accept winning and losing graciously.
- To develop self-discipline and confidence.
- To develop a sense of responsibility.
- To develop leadership and fellowship.
- To develop a high state of physical fitness to meet demands of the sport.
- To develop the athlete's skills in a particular sport to his or her maximum potential.

Sportsmanship Philosophy

One of the major goals of the athletic program is the development of sportsmanship. This applies to both the athlete and the spectator. Student spectators represent their school just as

the athletes do. The conduct of student spectators and athletes at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

Code of Conduct

Mahwah spectators and athletes should:

- Cheer for Mahwah and never mock or cheer against opponents.
- Be considerate of opposing players and coaches.
- Treat opposing teams that come to Mahwah as we would a guest in our home.
- Become familiar with the spirit and the rules of the game.
- Accept decisions made by officials.
- Be gracious in victory and sportsmanlike in defeat.
- Cheer good plays by either team.
- Support our cheerleaders in a positive manner.
- Remember all school rules of behavior apply to athletic contests.

Mahwah spectators should not:

- "Boo" or criticize officials or players.
- Applaud errors by opponents or penalties received by them.
- Cheer an injury to an opponent.
- Interfere with the performance of the opponent's cheerleaders.
- Use profane or abusive language.
- Throw objects on the field or playing courts.
- Use noise makers of any kind.
- Display banners or signs in the gymnasium at games or matches.
- Enter the field/court at any time for any reason.

Co-curricular Student/Athlete Attendance and Participation

For any student to participate in Athletics at the start of the season, they must have cleared any/all obligations and discipline. It is required that participants in co-curricular and athletic activities adhere to a minimum of four (4) hours of instructional time in order to be eligible for participation in an activity that day. This would mean that students who arrive after 8:35 a.m. or leave before 1:18 p.m. will not be permitted to participate that day. It should be noted, however, that *extenuating circumstances* such as driver's license tests, required court appearance, documented college visitation, and religious observances could allow for administrative exemption from this rule **with prior administrative approval**. Medical notes and chronic illness notes do not exempt you from the four (4) hour instructional requirement. An advisor or coach may exclude a student from participating in an activity if the student fails to adhere to the requirements for participation.

A student may be absent from school for a reason that has received prior administrator approval, i.e., driver's license test, college visitation, religious observance.

- Students who participate in sports are required to participate in physical education during the sports season of which they are involved.
- If a student is illegally absent from school on a Friday or last day prior to a holiday, he or she cannot practice or compete until a legal day of school has been completed by that student.
- Students who are failing or are in danger of failing any subjects are expected to avail themselves of extra help during 10th period. If they continue to fail, they will have their activity program reviewed to determine if the activity is a factor in the student's academic performance.

Practices, Games, Group Competition Requirements

Athletes are required to make a commitment to their sport by attending all contests and practices including those that occur on weekends, during vacations, and during post-season tournaments. Athletes will always be excused for observance of religious holidays without penalty and should notify their coaches of these circumstances well in advance.

Students are expected to attend all athletic practices, games and competitions unless excused by the advisor or coach. It is the responsibility of the student to notify the advisor/coach if he or she is in school and unable to make a practice or competition. If a student is detained for academic reasons, a note should be obtained showing the date and times of the meeting. If a student is detained for disciplinary reasons, such as a detention, it is to be treated as an unexcused absence or tardy, and appropriate action taken. Athletes who do not adhere to the attendance and participation requirements will receive a penalty. Penalties may include suspension from the next game, suspension from several games, or removal from the team.

Vacations

Contests and practices are often scheduled during school vacations. It is up to the athlete to decide if he or she is willing to make the commitment and sacrifice the vacation periods. Athletes will not be excused during vacation periods unless extraordinary circumstances are approved beforehand by the coach/A.D. All athletes will be subject to suspension from the team.

Travel

Students are required to travel to and from away competitions on the school bus. Advisors/coaches may release a student directly to a parent if they have received prior written permission from the parent and have approval.

NJSIAA Student Eligibility

In order to ensure spring athletic eligibility, students must have passing (above 65%) midyear averages in all full year courses and passing final grades in all semester courses they are enrolled in during the fall semester. To be eligible, students must have acquired credits according to the following schedule:

NUMBER OF CREDITS REQUIRED FOR PARTICIPATION IN SPORT

	First Semester	Second Semester
9 th Grade	0	15.0
10 th Grade	30.0	15.0
11 th Grade	30.0	15.0
12 th Grade	30.0	15.0

School Suspension

Any student who is suspended out of school may not participate in or attend any practice or competition during the day(s) of suspension.

Student Appeal Process

Any student who is suspended from an activity or suffers from a disciplinary action and who has a valid reason for appealing can exercise his or her due process by doing the following:

- The student has three days to appeal in writing to the athletic director for athletic-related issues or to the assistant principal for discipline actions. The student should state the reason for the appeal.

- The assistant principal or athletic director will rule on the appeal within five (5) school days.
- A subsequent appeal may be made to the principal.

Physical Examination, Parent Permission and Rule Acknowledgment

A student wishing to participate in athletics must have a current medical examination by a physician, advance practice nurse, or physician's assistant who has completed the state mandated cardiac assessment module. A current physical is one that has been done within 365 days of the first day of practice. The State of New Jersey Pre-Participation Evaluation form is the only physical form that is accepted for sports participation. In addition, if the physical exam was completed more than 90 days prior to the first day of practice, a Health History Update Questionnaire must also be submitted. These forms can be printed out from the Sport Registration page on the Mahwah High School website. This completed form must be presented prior to the first day of practice to the school nurse for review and approval by the school physician.

Athletes are not permitted to practice or play unless the school nurse has received, reviewed, and approved the appropriate form. Final clearance will be based on approval by the school physician.

In addition, a parent and athlete must complete the online registration information for each season of participation.

A student must practice 6 days before being eligible to compete in a scrimmage or regular game.

If a student sustains an injury or serious illness, he or she will be required to provide a medical release from an attending doctor.

Outside Competition

Athletes are expected to abide by the rules established by the NJSIAA.

Athletes must honor their commitment to the Mahwah Sports Program first before any outside interests.

Parents are expected to abide by the NJSIAA "Parent Code of Conduct."

Absences for outside educational opportunities (leadership opportunities, college showcases) are recorded as countable absences (family business) unless a Request for Excused Absence form has received prior administrative approval 10 school days prior to the event.

Leaving the Squad

Any player who joins an athletic team is expected to remain with that team until the season is completed. A student who wishes to leave a team should consult first with the coach or the athletic director.

Equipment, Facilities and Uniforms

Athletes are to respect Mahwah High School uniforms, equipment, and facilities. Athletes are responsible for all equipment issued to them and should return these items in the best condition possible. As uniforms get older, it may be necessary occasionally to replace a button or repair a zipper, and your cooperation along these lines is greatly appreciated.

- Uniforms are to be used only for competition and not in P.E. classes.
- Lost uniforms and equipment will be charged to the athlete. Athletes will not be permitted to go out for a new season until the uniform obligation has been satisfied.
- Uniforms are expected to be handed in clean when called for at the end of the season.

- An athlete with a uniform obligation will not receive any athletic awards.
- Athletes using Building #5 facilities are to treat them with respect and maintain them in a neat and orderly manner.

Insurance Coverage

All athletes injured at practice or a game should notify the coach and/or athletic trainer. An accident report will be filled out by the athletic trainer or school nurse, and if necessary, the school nurse will complete an insurance form. If an athlete needs emergency treatment, a parent will be notified before anything beyond immediate first aid is given.

- The district is covered by BMI Insurance.
- Coverage is on a partial excess basis. This means that a claim must be filed with the parent's or guardian's primary insurance coverage first.
- If any balance is due after payments have been made by other carriers, then the parent or guardian should submit all bills on the claim and the receipts showing the payments directly to the school's insurance company along with the claim form provided by the school nurse.
- If the claim is denied by the parent or guardian's insurance carrier, or if the student does not have medical insurance, please submit all bills on the claim and a copy of the letter of denial directly to the school's insurance company.

Athletic Awards

Athletic awards are given in recognition of various levels of participation. An athlete must complete the season with the team and be recommended by the coach in order to receive an athletic award.

SENIOR PRIVILEGES

The administration and faculty feel that senior privileges depend upon senior responsibility. We expect that seniors will be leaders in "Pride and Spirit," and will promote academic and social responsibility. There are many excellent clubs, teams, and activities of which our school can be proud. Drugs, alcohol, and vandalism have no place in our school and senior class students are expected to be a positive role model not only to other students, but to the entire school community.

Senior students by definition are students who have successfully completed the academic and attendance requirements for 90 course credits and are eligible to graduate in June. Senior students may participate in senior privileges if they meet the appropriate criteria. In order to participate in any one of the following privileges students must have cleared all obligations, attendance, disciplinary dispositions, and be in good disciplinary, and academic standing. Seniors enrolled in more than one study hall are not eligible for off-campus privileges. Seniors should not be tardy to school, are to attend all scheduled classes and maintain good attendance and must be passing all courses required for graduation.

A student's violation of any portion of this provision may result in the loss of his/her off-campus privilege. A student may be requested to surrender their student ID card as a result of violations of these regulations. Should a senior "cut day" occur, or the administration cancels off-campus, the privilege will be suspended for ALL seniors for a length of time to be determined by the administration.

On days when classes are shortened or inclement weather is evident, the off-campus privilege will be canceled.

It is understood that this is a privilege that can be rescinded by parent/guardian request, or by the school administration for a violation of school rules (i.e., cutting class, leaving school without permission).

All applications for senior privileges including off-campus lunch, off-campus study halls, and parking are located on your Realtime Student Portal home page at <https://fridaystudentportal.com/mahwah>.

Senior Study Hall

Any member of the senior class who is enrolled in an off-campus study hall will have the privilege of leaving campus during their assigned study hall period. Seniors who exercise this privilege are to be mindful of not disturbing classes which are in session. Upon entering the building, they are to go to their lockers quickly and quietly, and then are to report directly to their assigned class, on time or to the media center Senior Nest.

Time Block 1 study hall students are required to sign in on the blue sheets in the attendance office prior to going to their scheduled time block 2 class.

Students who wish to apply for this privilege are to submit the form to the school security officer. Students may not utilize this privilege until approval has been given.

Seniors who do not carry a full academic course load (i.e. withdrawn from classes for cutting, student-initiated withdrawal from a course, or has more than one study hall) will not be eligible or may have off-campus study hall and/or lunch privileges revoked.

Senior Permanent Early Dismissal

Any member of the senior class will have the privilege of a permanent early dismissal at 10:33 a.m. if they have responsibilities such as employment, private lessons (music, art, etc.) or other personal obligations. Students granted early dismissal privileges are required to remain in school for all scheduled classes during an altered schedule and are not permitted to return to school property at the regularly scheduled time of dismissal for any reason without administrative approval. Students may obtain an early dismissal request form from the school security officer. Students must leave school daily prior to lunch unless they are eligible for free and reduced lunch.

Senior Off-Campus

All seniors must have their schedules set by September 1st. Off-campus privileges for lunch and study hall will start the second week of school, or sooner. All applications for senior off-campus privileges must be submitted no later than the first day of school. If the application for off-campus privileges is not received by this time, you will need to wait until your application is processed before you are eligible for off-campus privileges. After the Application for Senior Privileges is received, processed, approved and a sticker applied to the student's ID card, then the student is eligible to start going off campus during the period they are assigned and lunch. Should a senior drop a course or change his schedule, all off-campus study hall privileges will be held until October 1st and processed at that time.

- If a senior is unable to return to school due to an emergency, he or she must call the school immediately and submit documentation upon return to school or the absence will be treated as a cut.
- Seniors participating in this provision must have a school photo ID card in their possession when leaving campus. No other student may use this card. Seniors may leave ONLY during the periods that appear on his/her ID card.

- Seniors that have off-campus privileges during the first-time block must sign in at the Attendance Office upon arrival to school.
- A participating senior may not take, go with, meet, or return with a non-participating senior or any 9th, 10th, or 11th grade student to or from any off-campus location.
- Visitation to another school in this district during the time of off-campus privilege is not permitted unless prior arrangements have been made with the administration.
- Seniors are not permitted to return to campus with food to be consumed in parked cars, or anywhere within the high school, Senior Nest, or on its grounds. Also, food is not to be brought to school for other students.
- Any senior failing a course needed for graduation will have his/her off-campus study hall privilege revoked.
- Students approved to go off campus but elect to remain in school, must stay in school the entire period.

Senior Privilege – “The Nest”

The Senior Nest, located on the upper deck of the library, is a space available to senior students only. Students are expected to follow these guidelines:

- Only seniors – no underclassmen
- Covered drinks allowed
- Scan in and out with student ID at library entrance
- Only SILENT cellphone use permitted, only one ear bud in permitted, No Radios
- Keep voice down
- Clean up after yourselves
- No feet on furniture
- Be respectful

Any violation of the above may result in loss of “Nest” privileges, and further incidents will result in progressive loss of privileges. A first violation of the rules will result in a warning. Further infractions will be handled accordingly through progressive disciplinary consequences. When a student is removed from the Nest, they may not remain in or report to the media learning commons during that period of the school day.

Senior Parking on School Property

Parking on campus is open to seniors only and is a privilege not a right. Before any student receives a parking permit or off-campus privilege, they must clear their obligations from grades 9-11. Mahwah High School seniors, without disciplinary obligations, will be allowed to drive automobiles to and from school and park cars on school property provided:

- The student possesses a valid driver’s license in the state.
- The vehicle is properly registered in the state.
- The car is parked only in the assigned, numbered parking space in the lot. Students may not park in any other area on campus.
- The vehicle has a numbered parking tag, visible in the front window that corresponds to the numbered space in which the vehicle is parked.
- The vehicle is locked, as the school is not responsible for lost or stolen items.
- The student does not park in any visitors’ parking spaces.
- Excessive noise (stereo, gunning engine, squealing tires, etc.) is not permitted.
- The parking lot is off limits to students while school is in session, with the exception of those students who have administrative approval, and those approved senior class students who are leaving school for their off-campus privilege.

- Behind the school, the flow of traffic is ONE-WAY from the gym to the cafeteria.
- The flow of traffic in the front parking lot is ONE-WAY in the direction from the gym to the auditorium.
- The speed limit in the school parking lot is 15 miles per hour. Anyone exceeding the limit or operating a motor vehicle in a careless or reckless manner, will be reported to their parents and the police. Driving to school is a privilege that can be suspended for disciplinary and/or safety reasons.
- Due to the limited number of parking spaces, only seniors will be permitted to park on school property.
- Students in violation of these rules may have their parking privileges revoked, and their spaces reassigned to qualified students.
- Cars parked inappropriately may be towed at the owner's expense.
- NJ Motor Vehicle laws are enforceable on school property.
- All vehicles parked on district property are subject to search.

Parking on campus is open to seniors only and is a privilege not a right. Before any student receives a parking permit or off-campus privilege, they must clear their obligations from grades 9-11. Mahwah High School seniors, without disciplinary obligations, will be allowed to drive automobiles to and from school and park cars on school property as space permits. Should a senior with a registered parking space arrive at school and find another car in their space, the student should park in a visitor spot and immediately bring the plate number, make, and color of the car to the office.

Any student other than approved 12th graders (including all underclassmen) who park on Mahwah Board of Education property will be assigned to one Saturday School (8:00 AM – 12:00 PM) for the first offense. The second offense will result in a loss of parking privileges for up to 2 months of the student's senior year per offense, social probation, and additional days of Saturday School. Any student who parks on Mahwah Board of Education property, other than approved 12 graders, should be aware that their vehicle may be towed off of the premises. All vehicles parked on school property that exhibit suspicious activity will be subject to a search.

STUDENT CODE OF CONDUCT

This Student Code of Conduct is in effect for all students during the school day, on all Mahwah Township Board of Education property at any time, and during any school sponsored activity whether held on school grounds or off school ground.

Policies of the Board of Education

The 5000 series of the Bylaws and Policies of the Mahwah Board of Education deals with students. Topics covered under this section include, for example, Pupil Records, Student Grievance, Drug-Use/Abuse-Student Rights, and Publication and Distribution of Student Expression.

The goal of the student code of conduct is to teach students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff are responsible and respectful. Our code of conduct is grounded in the following principles:

1. Effective and engaging instruction and classroom management are the foundation of effective discipline.
2. School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
3. School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning
4. School staff should promote high standards of behavior by teaching, modeling, and monitoring behavior, and by fairly consistently correcting misbehavior as necessary.
5. School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community and is more likely to result in getting the student engaged with learning.
6. Effective school discipline is progressive in nature and ultimately aims to teach students that they are responsible for their behavior

After School

Students are not to make any appointments which would interfere with after-school responsibilities. Students may be required to stay after school for academic or disciplinary reasons such as:

- Make-up work
- Extra help from teacher
- Teacher detention
- School discipline detention
- Make-up tests, quizzes, or assessments

Extra-curricular clubs and activities will also meet after school.

Disciplinary Resolutions

It is expected that students serve all disciplinary dispositions (detention, Saturday School) on the date assigned unless a student has received prior administrative approval.

Teacher Detention

Teachers have the authority to require their students to report to them for after-school detentions as a teacher disciplinary sanction.

Students must report for detention on the day(s) specified. Failure to report to teacher detention may result in the assignment of an additional day of detention by the Assistant Principal

Lunch Detention is held during lunch. Students may bring their lunch to the detention room. Students will remain in the designated room for 30 minutes. Students must report to the detention room by 10:50 am and remain until 11:20 am.

Administrative Detention is held after school, daily from 2:20 to 2:50. Failure to report to an administrative detention by the specified deadline date without postponement being granted will result in assignment to Saturday school.

Restorative Practices Conference

In an effort to maintain positive school relationships and depending upon the nature and type of disciplinary infraction, a Restorative Practices conference may be scheduled with the

student, teacher, and a staff member trained in Restorative Practices. Additionally, a parent, supervisor, guidance counselor or case manager may also be invited to attend the conference.

Saturday Detention and Saturday School

When certain school rules are violated, students will be assigned to Saturday detention which is held on designated Saturdays from 8:00 a.m. to 10:00 a.m. Full Saturday School is from 8:00 a. m. to 12:00 noon. Students may do homework or read while attending Saturday Detention or Saturday School, but sleeping or talking is not permitted. All school rules from the regular school day are in effect including no eating, drinking, cell phones or iPods during Saturday Detention and Saturday School. Students may use a laptop only for academic work associated with course assignments. Designated dates for Saturday Detention and Saturday School are listed on our website under the “Parents” tab.

Students must arrange for pick up at 12:00 noon.

Students who fail to report to Saturday detention or Full Saturday School without permission from the School Security Officer will face other disciplinary action, including social probation and loss of privileges, in addition to the detention or suspension.

Assigned Supervised Instructional Period

When necessary students may be assigned a supervised instructional period when a student is continuously disruptive in class or study hall.

In-School Suspension

On an individual basis students may be assigned an in-school suspension. Suspended students are automatically placed on social probation and may not participate in or attend any Mahwah High School function (which occurs on Mahwah Township Public School property or at any other site) including but not limited to athletic events, extra-curricular activities, social events, during the period of suspension.

Half-time students suspended from a vocational institution will also be suspended from all classes and school-related activities at Mahwah High School.

Suspension

Students assigned to out-of-school suspension must:

- Complete class and homework assignments while on suspension.
- Make up tests which were missed during the period of suspension.

Suspended students are automatically placed on social probation and may not participate in or attend any Mahwah High School function (which occurs on Mahwah Township Public School property or at any other site) including but not limited to athletic events, extra-curricular activities, social events, during the period of suspension.

Half-time students suspended from a vocational institution will also be suspended from all classes and school-related activities at Mahwah High School.

Assignments for students who have been suspended will be made available for pick-up in the guidance office by 3:15 p.m. the second day of the suspension.

Students returning to school following a suspension must be accompanied by a parent/guardian.

Conduct which constitutes good cause for suspension or expulsion of a student guilty of such conduct includes, but is not limited to, any of the following:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over him/her.
- Conduct of such character as to constitute a continuing danger or alarm to the physical well-being of other people.
- Physical assault on another pupil or upon any teacher or other school employee.
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
- Willfully causing, or attempting to cause, substantial damage to school property.
- Participation in an unauthorized occupancy of any school building after having been directed by the principal to leave.
- Incitement which results in unauthorized occupation of any part of a school.
- Incitement which results in truancy by other pupils.
- Possession, consumption of alcohol, or controlled dangerous substances on school premises, or being under the influence of alcohol or controlled dangerous substances while on school premises.

The Principal may suspend any student from school for good cause. The suspension is reported to the district superintendent, who in turn reports the suspension to the Board of Education at its next meeting.

Smart Pass

SmartPass provides an accounting of students who leave their assigned classroom during instructional time and functions similarly to a traditional paper pass system. To use SmartPass, students must log in using their school-issued credentials through ClassLink. Once logged in, navigate to the ‘Create Pass’ section. Select the type of pass you need, such as a bathroom, library, office visit, or nurse. Only one student per class is permitted to leave the room without prior authorization from the teacher. Students who repeatedly violate SmartPass procedures will be subject to disciplinary action.

1st Offense	Second Offense	Third Offense
Warning	2 Detentions	1 (2 HR) Saturday Detention
Each occurrence beyond the third offense will result in progressive discipline.		

Smart Pass Restriction

At the discretion of the Assistant Principal, students may receive school wide pass restriction for inappropriate conduct. Such restrictions are appropriate whenever it becomes apparent that the student is abusing his/her pass privilege by wandering the halls, excessively hanging out in the restroom, or disturbing other classes. Students should be using the restroom closest to their classroom. Any student on pass restriction will not be allowed a pass from any class except in the case of medical emergency. The length of the restriction will be appropriate to the nature and frequency of the misconduct.

Loss of Privileges

Students with academic, attendance or disciplinary issues may have privileges revoked and/or placed on social probation for a period of time as determined by the School Security Officer.

Social Probation

Students placed on social probation may not participate in any function (which occurs on Mahwah Township Public Schools property or at any other school-related function that may occur at another location) including but not limited to athletic events, extra-curricular activities, and social events during the period of suspension. Students no longer in attendance, including graduates placed on social probation, are subject to the same restrictions as enrolled students. However, graduates may make a written request to the Principal to have their case reviewed and be given direction to regain good standing in the school community.

Administrative Hearing

A student who has been suspended on more than one occasion for major violations or has had repeated violations resulting in 10 days or more of suspension, will meet with the administration to determine whether child study team evaluation or expulsion proceedings should be recommended.

The school administration reserves the right to discipline, suspend, or expel a pupil for conduct away from school grounds where such action is reasonably necessary for the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, teachers, or public property.

Discipline Appeals

Appeals may be made in writing by students to the assistant principal within 5 days of the assignment of a discipline consequence. Appeal forms are available in the main office.

Disruptive Electronic Communications (non H.I.B.)

Use of electronic communications (i.e., social media) in order to hurt or disparage other student(s) is inconsistent with Mahwah High School's mission, core values and beliefs. Such behavior often substantially disrupts the orderly operation of the school or infringes upon the rights of other students because of the immediacy provided by social media to a large portion of the student population will be addressed. A student who uses electronic communications in order to hurt or disparage another student(s) and disrupts the orderly operation of the school or infringes upon the rights of the other students may be subject to receive discipline. The student may also be assigned counseling. Students who respond in kind to hurtful expressions via social media may also be subject to discipline.

Eligibility for School Sponsored Activities

After-school detention, Saturday detention, Saturday school, and all suspensions take precedence over all school-sponsored activities. All obligations for cafeteria debt, guidance, and discipline should be met prior to purchasing tickets for a prom or attending a school sponsored event.

Conduct at Activities

- Under normal circumstances, all spectators will have to purchase tickets and enter the facility where the activity is to take place.

- No one is permitted to loiter outside the gym during sporting events and dances or outside the auditorium during stage presentations.
- No one will be permitted in the building, on school grounds, or in the bleachers or athletic field areas while activities are going on in either the gym or auditorium. Loitering in parked cars is not permitted. Individuals causing disturbances will be removed.
- Individuals drinking alcoholic beverages, using illegal drugs or under the influence of alcoholic beverages or drugs will be removed from the activity.
- When no extra-curricular activities are scheduled, no one is permitted to be on school grounds except those individuals who have permission to be here.
- Individuals in violation of these guidelines will be subject to a complaint being filed for loitering, trespassing, or whatever appropriate charge is applicable by the school. Complaints require appearance at the County Court House in Hackensack or at the Municipal Court in Mahwah.
- The Mahwah Police Dept. will cooperate in this action and process complaints submitted by the high school.

Conduct Away from School Grounds

N.J.A.C. 6A:16-7.5

(a) School authorities have the right to impose a consequence on a student for contact away from school grounds that is consistent with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.

- (a) 1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
- (a) 2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
- (a) 3. The consequence pursuant to (a) above shall be handled in accordance with the district board of education's approved code of student conduct...
- (b) School authorities shall respond to harassment, intimidation or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1 and 7.7, as well as threats of violence or use of weapons.

Conduct on the Bus

Only authorized students are permitted to ride the buses to and from school and only to ride the bus to which they have been assigned because of liability and insurance coverage. Any student found misbehaving or smoking on the school bus is subject to disciplinary action, loss of riding privilege, and may be subject to a fine.

In the interest of both safety and good citizenship, students are expected to adhere to the following bus guidelines as per Board of Education Regulation #5600:

- Students must be eligible to use school transportation.
- Eligible students must ride their assigned bus. Bus-swapping is unacceptable and will result in revocation of bus privileges as well as additional school consequences.
- Board the bus in an orderly manner and take a seat.
- Keep center aisle clear. Backpacks and other personal belongings should be secured in the seat with the student.

- Remain in seat while the bus is in motion. Do not stand up while the bus is in motion.
- Never put any body part outside the bus window, nor throw anything out the window.
- Remain reasonably quiet and orderly.
- Follow the instructions of the school bus driver at all times.
- Be courteous to the school bus driver and fellow passengers.
- Food and drink are not permitted on the bus.
- Refrain from throwing any objects on the bus. Throwing any object on a school bus presents a significant safety issue.
- Recording audio, video, or taking pictures on the bus is prohibited.
- School laptops should not be used on the bus.
- Playing music that is audible to others is not permitted.
- Noise makers are not permitted on the bus.
- Check to make sure that you have all of your belongings before deboarding the bus.
- When deboarding the bus, be aware of and alert to traffic.

Students who cause disturbances while riding buses to/from school will be subject to the following procedures:

1. A first offense will result in a conference with the student, appropriate disciplinary action and notification to his/her parent or guardian.
2. A second offense will result in the student being prohibited from taking the bus for a minimum of one day and a conference with the student, his/her parent or guardian, and the assistant principal/principal.
3. A third offense will result in the student not being permitted to travel on the bus for a week and possibly for the remainder of the school year, plus appropriate progressive discipline.

****Steps 1 – 3 may be waived if the situation is sufficiently serious****

Any form of Harassment, Intimidation and/or Bullying will not be tolerated on a school bus. Please be aware that any reported incidents of harassment, intimidation, and bullying on a bus will be investigated as per New Jersey law. Consequences and appropriate remedial action for confirmed instances will be in accordance with N.J.A.C. 6A:16-7.1

Lunch Procedures

Senior Off-campus:

Senior class students (students who have earned 90 credits and are eligible to graduate) who are in good academic and disciplinary standing will continue to be permitted to have off campus lunch with parental permission. You must present student ID if asked by a staff member when leaving.

Purchasing lunch:

Students may buy lunch at any location. There are five serving stations open during the lunch. Three serving stations are available in the cafeteria (hot food, sandwiches/salads, pre-prepared “grab and go” salads and sandwiches, snacks), a fourth serving station available at Schultz’s Café (in the gym: sandwiches, soup, pretzels, pre-packed salads, drinks), and a fifth serving station at Thunderbird Café (across from the Main Office: soup, sandwiches, salads, pretzels, pre-packaged salads, drinks).

Express Lunch:

Go online to <https://hs.mahwah.k12.nj.us/departments/food-services/express-online-delivery> and create an account. Place your customized orders by 9:30 am. You can use your PaySchoolsCentral Mahwah Student ID # to pre-pay. Your lunch will be waiting for pick up on the cold line in the cafeteria, without you waiting.

PAYSCHOOLS CENTRAL:

Students must use their ID card barcodes to purchase lunch. Cash should NOT be used for purchases. PaySchoolsCentral allows you to create a secure online account where you can add money to your child's account with your Visa or MasterCard credit card. Parents can have peace of mind knowing that students will have money available for meals, and that the money will only be used for lunch instead of other items. Users can view their Account's balance and make payments any time of day. They no longer have to worry about forgetting or losing money. Also, the reduced hassle of paying with cash will speed up the lunch line, which means more time for students to enjoy their meals! Checks will also be accepted by the cafeteria to credit your account. Cash is strongly discouraged. An Internet Convenience Fee (ICF) is charged for each transaction and is displayed separately when you process a transaction. If a transaction is completed prior to midnight, it will typically be deposited into the student's account the following morning. Deposits into accounts can be affected by any network interruptions at your school. Please contact PaySchoolsCentral.com for further information. The Account's balance is shown in the View Account Screen. This balance shows the net amount available to the Account as of the last transaction date.

Locations of satellite serving stations:

The Thunderbird Café is located on the upper floor, in the main lobby across from the main office. Schultz's Café is located in the front lobby of the main gymnasium.

Purchasing beverages:

Vending machines containing water, juice, and Snapple are located in the cafeteria, in the lower lobby, and in the front gymnasium lobby.

Eating locations:

Seats are available for every student. Grade 9 students are assigned to the cafeteria/ outdoor patio tables located outside cafeteria Door 21 for lunch. Grade 10 students are assigned to the air-conditioned gymnasium/ outdoor patio tables located on the patio outside the gymnasium back lobby. Grade 11 students are assigned to eat lunch on the hallway benches, auditorium lobby and the outdoor patio tables located in the center courtyard. Grade 12 Seniors will be permitted to go off campus for lunch unless off-campus is canceled.

Outdoor Grass Field behind cafeteria is available for use by all students. All students are permitted to bring towels to sit on for lunch and may play recreational games on the grass field located behind the cafeteria outside Doors 21/22. Students are not permitted in the front of the building or in the parking lot during lunch. Students may not crossover any paved roadways near Building 5 Athletic Building, the tennis courts, or be in the wooded area beyond the fields.

In addition, students in grade 11 are permitted to eat in the upper and lower hallways on the benches provided. No one is permitted to eat on the floors, in the stairwells, Media Learning Commons, or computer laboratories, or in any other undesignated area. Students may eat in classrooms for clubs or other activities only when their advisor or teacher is present.

Media Learning Commons:

Semi-quiet academic study (food not permitted) is available for all students in grades 9-12 during lunch in the Media Learning Commons. After students eat, they may utilize the Media Learning Commons to complete academic work, read, charge their devices, or participate in supervised activities.

Clean-up:

Each student is responsible for cleaning up their own eating area. Garbage cans are available for refuse.

Lunch Supervisors:

Lunch supervisors will be assigned to the cafeteria, the lower lobby, the gymnasium, auditorium, and as “roamers.” Please ensure that students follow directions, clean up at the conclusion of lunch, and are respectful of other students as well as of the facilities. Lunch supervisors are to report any disciplinary issues to the School Security Officer after lunch has concluded.

Freshman Advisory:

Freshman Advisory will be held every Tuesday, Wednesday, and Thursday between 10:50 a.m. and 11:20 a.m. in Rooms 240, 241, 242, 243, 245, and 246. Twelve to eighteen freshmen will meet in each section/room each day, and two upper class Peer Leaders, along with a faculty member to supervise, will be in each room. Freshmen and Peer Leaders may bring their lunch to their assigned classroom and eat lunch in the room during the Freshman Advisory period.

Please note that the Media Learning Commons, guidance office, health office, and child study office will be open for students during the lunch for services, support, and assistance. Lunch detention, held in Room 231 during the lunch period (10:36 – 11:20), may be assigned to students to fulfill disciplinary obligations.

Conduct in the Cafeteria and Food Service Locations During Lunch

To facilitate the handling of the needs of the large numbers of students who must be served in the cafeteria and satellite serving stations, cooperation on the part of all is necessary. The following rules must be observed:

- A program called PaySchoolsCentral.com allows parents the optional convenience of paying “on-line” via credit card and electronic check (ACH), and also viewing their child’s cafeteria balance and purchases on the web site. A cafeteria balance should not occur as student lunches should be paid for in advance. An access link to PaySchoolsCentral.com is available on the high school home page under Popular Links.
- All refuse and recyclable materials must be disposed in the receptacles provided.
- Students are responsible for the condition of their eating area.
- Excessive noise, throwing of food and articles, running and boisterous conduct are not allowed.
- Students who wish to go outside during lunch may do so, weather permitting, but must stay within the boundaries of the driveways of the school. They may not enter or cross any blacktop driveway or parking lot, except seniors with off-campus privileges who may be leaving.
- Hair grooming is to be confined to the bathrooms.
- Students are not allowed to order food from outside delivery services, including but

not limited to restaurant delivery, Grub Hub, Uber Eats, Door Dash, etc.

Conduct on School Grounds/Parking Lot

Any hazard to the health and safety of others is forbidden. The practice of throwing snowballs or any other objects is strictly forbidden because of the inherent danger. Students are not permitted to touch, decorate, or damage any vehicle in the parking lot. Excessive noise (stereo, gunning engine, squealing tires, etc.) is not permitted.

Leaving School Grounds

Students are not permitted to leave school without permission from an administrator and are required to sign out either through the health office, with permission of the school nurse, or the attendance office. Students who leave school without permission from a school official will be assigned one Saturday School from 8 am to 12 pm for the first offense. Further violations will be handled in a progressive manner.

Loitering on School Grounds

After daily obligations have been fulfilled, students are expected to leave the building. There will be other times when students will be asked to clear the halls or leave the building. Any student found loitering in the halls or any part of the building and/or property without cause will be liable to disciplinary action.

Half-day students are expected to leave the grounds and school vicinity following their last assigned class. The purpose of their early dismissal is to go to a work assignment. If the job does not require an early dismissal, the student should be in class and will not be leaving early.

Conduct at Assemblies

Students are expected to demonstrate the highest standards of good behavior at all assemblies. Whistling, booing, or any other disruptive noises are unacceptable, and students will be subject to removal from the assembly and disciplinary action. Students should not read, use cellphones, computers, electronic devices, or do homework during assemblies.

Study Hall Standards

Study Halls take place in the Media Learning Commons. Study halls are to have an academic atmosphere. They are to be used for academic work or reading. Students are to sit work independently and use the time to complete class assignments or to read.

Students may be permitted by the supervisor to work together on assignments. If conversation becomes too loud or turns to disruptive behavior, students must return to individual work.

Students will not be excused from their study hall by the teacher unless a pass is presented to the study hall teacher. If a student requests permission to go to the main office, the guidance department office, or to see another teacher, a pass must be obtained by the student before the study hall period. (Students may sign out of study hall to go to the cafeteria at the discretion of the study hall teacher. Those who leave for the cafeteria are to remain there for the entire period. Students are only permitted to eat and drink in the cafeteria during an assigned study hall.)

Dress Code

Philosophy (Reference R551) Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these

regulations to override parent or student decisions in the selection of clothing styles that frequently change and reflect personal taste, it is necessary to have guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

Purpose

The purpose of these dress code regulations is to have standards for what is acceptable dress and grooming within the educational setting. In addition, the guidelines are designed to encourage a style of dress and grooming that is conducive to establishing a positive climate for teaching and learning. Mahwah Township Public Schools is committed to improving the school environment for students, staff, and the community. Dressing appropriately for school reflects a positive image of our uniqueness and lends dignity to our most important task at school – teaching and learning. It allows us to recognize the demands of society regarding professional dress and makes a distinction between school (work) and recreational activities.

The following guidelines for student dress are provided in order to encourage an atmosphere which respects the opportunities for learning to which every student is entitled. All students are expected to dress appropriately while attending school. Good taste and common sense should prevail. In addition, school regulations prohibit pupil dress or grooming practices that:

- Are hazardous to health or safety
- Interfere with schoolwork
- Disrupt or distract the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Cause excessive wear or damage to school property.
- May be offensive to the school community.

For approved school-wide Spirit Days/celebrations, students may not wear items that are offensive to the school community.

The following guidelines are examples of, but not limited to, unacceptable attire as per Regulation #5511:

- Clothing not appropriate for a school setting is prohibited. This includes sleeveless shirts with oversized armholes without a shirt underneath, transparent or sheer clothing, low cut shirts, visible undergarments, strapless tops, bared midriff, half shirts, muscle shirts, beach wear, etc.
- Clothing may not be shorter than the mid-thigh.
- Shorts and sweatpants that have writing on the seat are not permitted.
- Any clothing, patches, or other articles that have writing or pictures that include references to violence or weapons, racism, anti-religious references, profanity, sexual connotations, double messages, tobacco, alcohol, drug use, or anything obscene, offensive, or disruptive are not permitted.
- Clothing, apparel, and/or accessories that may be construed as gang-related are strictly prohibited.
- Footwear: shoes must be worn at all times. Bare feet, unsafe footwear, shoes with cleats, and slippers are prohibited.
- Headwear: hats, sweatbands, visors, do-rags, bandanas, hoods of any kind, and all

other head coverings are prohibited. Head coverings worn for religious reasons must be approved in advance by a school administrator.

- Sunglasses and tinted non-prescription glasses are not permitted except as prescribed by the student's physician and approved by the school nurse.
- For health and safety reasons heavy chains, studded collars or bracelets, and choke collars are not permitted.

Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. Students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. This may include a student waiting out of class (unexcused) in the main office until the student puts on appropriate clothing. The consequence for the first dress code violation will result in a warning. Second violation will result in a detention. Subsequent dress code violations may result in further disciplinary consequences.

Dress for Physical Education and Other Specialized Areas of the School

Students should keep in mind that the dress code policy is also applicable to physical education classes, and all jewelry is to be removed, unless otherwise authorized by the department supervisor through the waiver process.

Shops and laboratories may also have specialized dress requirements for reasons of safety. Students will be advised of these special requirements prior to their participation in the specific class or activity.

In areas of organized activities where students publicly represent the school or one of its organizations, students will be required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with those requirements will disqualify themselves from participation.

Personal and School Property

Students are encouraged to take extra care in securing valuable items in locked lockers or keeping these items on one's person at all times to proactively avoid an opportunity to have the devices stolen or damaged. While every effort is made to keep the building free from theft, items such as these are often lost or stolen. If students wish to have their personal property at school, please be aware that they do so at their own risk. Mahwah High School will not be held responsible for any items that are lost, stolen or damaged.

Tape recorders/cameras, radios/speakers, small tools, toy pistols, laser pointers, beepers, Frisbees, studded wristbands, Flying Stars, cigarette lighters, skateboards, scooters, electric scooters and items with non-educational merit may not be brought to school by students at any time, including co-curricular and athletic activities. It is also forbidden to bring to school guns, knives, incendiary devices (such as firecrackers and smoke-bombs) or any item which would be hazardous to the health, safety, and well-being of school occupants. School authorities are required to report to the police department any incident involving an incendiary or explosive device or weapons. Failure to surrender any items will result in Saturday School (8:00 a.m. – 12:00 noon) for direct disobedience under 18:A:37-1.

Each student is responsible for his/her personal property while in school and care needs to be exercised to insure minimum possibility of loss. Students are also responsible for textbooks and other materials issued to them. Textbooks and personal property are not to be left unattended. Students are required to secure and lock their valuables in their assigned locker and/or gym locker while using the gym or participating in sports/activities. Mahwah High

School is NOT responsible for any damage or theft that may occur to any electronic communication or recording device while on school property.

Electronic Portable Gaming Devices

Electronic entertainment devices for music/games are restricted to use before school, during passing time, during lunch, during study hall, and after school only. All sounds are to be muted or played through earbuds or headphones only. Usage during class time is at the sole discretion of the teacher. The privilege of using these entertainment devices may be revoked at any time if the student demonstrates an inability to do so responsibly and without disrupting others. All entertainment must be school-appropriate.

Laptops

Students are expected to use the district's portable computing device for instructional purposes during class time and to act in accordance with the directions of the supervising staff member at all times. The use of an electronic device in class is at the complete discretion of the instructor. Students are expected to use the device for instructional purposes during class time and to act in accordance with the directions of the supervising staff member at all times.

Consent for Virtual Setting for Educational Purposes

During online virtual settings, students may be visible/audible to other participants (students and Mahwah Staff) in the conference session using available technology. Expectations during virtual learning environments for students can be found at <https://bit.ly/VirtualClassRules>. Further, we expect that the content/videos that will be used these learning experiences will not be copied, recorded, altered, or redistributed by any of the students taking part in that session. It is our expectation that our students will follow our code of conduct in order to ensure a successful and productive learning experience. Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken by building administration.

Electronic Device Etiquette

Often, a person using an electronic device becomes somewhat oblivious to what is happening around him/her. When using any electronic device in the school building, students are reminded to be polite, cognizant of their surroundings, and safe at all times. Phone conversations should be quiet enough not to disturb others. Care should be taken when moving through the building so that you do not cause injury to self or others or cause a delay to the normal traffic patterns in the building. Passing time is limited so it is important to keep the hallways moving freely. While in the classroom, electronic devices should be used only for educational purposes, and it is critical that one person's use of a device does not inhibit the learning environment for other students or the teacher's ability to teach without interruption.

Security of Electronic Devices

Students are responsible for the security of their cell phones and cell phone accessories.

The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with electronic devices. If devices are loaned to, or borrowed and misused by non-owners, device owners may be jointly responsible for the misuse or policy violations. The school will not dedicate its resources to investigating loss, theft, or damage.

School issued laptops should be locked up in your locker, especially during sports practices or gym classes. There should be no stickers on the laptops.

Cellular Devices

Cellphone personal responsibility

Use of electronic devices on school property is a privilege. Students are expected to use their smart phones responsibly, respecting the rights and well-being of others, and adhering to school procedures and policies. Students are expected to only use their devices in a non-disruptive and responsible way.

Cellphone Acceptable Use

All smart phones should have their device in silence mode throughout the school day.

Smart phones may only be used for texting and reading before school, during passing time, during lunch, during study hall, and after school only. Smart phones are **not** permitted to be used student bathrooms, locker rooms, classrooms, or in the hallway while classes are in session. Furthermore, students may not leave class to use their smart phone while in the hallway.

Students may not use their devices to take videos, pictures (this includes APPS that use these features), or voice recordings during the school day (7:00 am -2:37 pm) of other students or staff without express permission and under the direct supervision of a staff member.

Staff members may ask students to put away their devices if the device is not being used responsibly in the classroom and/or the hallways. Students are expected to respectfully comply.

Cellphones in classroom and learning environments

During class time, smart phones must be in silent mode or turned off and placed in the designated "smart phone holder" at the beginning of class, unless otherwise directed by the teacher for educational purposes. Smart phone use that disrupts learning or teaching activities is prohibited.

Cellphones/Smart Watches during assessments

Students should also be aware that having any electronic communication or recording device actively on or in use while taking a quiz, test, exam, or other assessment will result in the device being confiscated and the student receiving a zero ("0") on that assessment for violating test security.

Cellphone and electronic device earbuds

Students are only permitted to use earbuds or air pods before school, at lunch, or after school. Students may use earbuds for instructional purposes during class only with direct teacher permission. Always have one ear free so you can hear directions in case of an emergency. Using headphones and talking on phones is not permitted as this is a safety concern.

Cellphone and electronic device privacy/photographs/video/voice recording

Students are prohibited from using cell phones to capture, record, or distribute images, videos, or audio of other students or staff without explicit permission from all individuals involved.

Invasion of privacy, cyberbullying, harassment, or any inappropriate use of cell phones is strictly prohibited.

Any type of camera, including digital cameras, smart phone cameras, and laptop cameras are not to be used during the school day (7:00 am- 2:37 pm) without the express authorization of the teacher, advisor, or coach who is present. Under no circumstance are electronic cameras or recording devices to be used in locker rooms or bathrooms for the protection and privacy of all students and staff. Additionally, no recording (voice or video) or digital image of any student, faculty, or staff members may be taken without the permission of the supervising faculty or staff member. Further, digital images of faculty and staff are not to be posted on any social media, smart phone app, or website without the express knowledge and consent of the faculty or staff member.

Cellphones and urgent situations:

In the case of an urgent situation, students are allowed to use cell phones to communicate with parents, guardians, or emergency services with permission from a staff member. Students may ask permission to use their cell phone in any office in the high school. Parents may contact their child's guidance counselor or the school nurse to reach their child during the day for an emergency.

Cellphones for documented medical issues

Students who require the use of a cell phone for medical reasons, such as monitoring a medical condition or receiving important medical information, are permitted to do so with proper documentation from a medical professional and approval of the school nurse.

Students with medical issues or who have become ill should see the school nurse in the Health Office. The school nurse will make the initial parent contact to inform parents/guardians of the student's health status. For medical issues, students should not contact parents/guardians from cell phones when they are not feeling well, rather students may call parent/guardian in consultation with the school nurse from the health office.

Cellphone enforcement and consequences

Violations of this policy may result in disciplinary action, including but not limited to detention, parental notification, confiscation of the cellphone, or Saturday detention, as deemed appropriate by school administration.

Students who are found to be in violation of this policy (#5516) will be given a warning by their teacher, advisor or coach which should be documented in the Realtime Discipline Module. If further violations persist, the consequences are as follows:

- First offense: 2 detentions.
- Second offense: 4 detentions.
- Third offense: 2-hour Saturday School.
- Further offenses will result in progressive discipline.

School Property

We appreciate students helping to keep our school neat and clean. Pride in our school and the property belonging to it will produce a better school in which to work and live. All materials given to students will be scanned out through the Follett Destiny System.

Textbooks are furnished by the Board of Education for students' use. These books must be returned at the close of the school year in good condition. In the event of unreasonable wear, a fine will be assessed. Any lost book must be paid for on a prorated basis. It is always the student's responsibility to have all books covered.

School technology furnished by the board of education is for the students' use. Students are responsible for any damage incurred on the device while in their possession.

Any school property lost or damaged by a pupil must be paid for by the student. Accidental damage is one thing, but malicious destruction of school property will be dealt with most severely.

Student Smoking Policy 5533

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be tested for illegal chemical substances.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains **tobacco** or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless **tobacco** and snuff.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of **tobacco** or any other matter or substance which can be smoked, or any cigarette paper or **tobacco** in any form, including smokeless **tobacco**; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

Smoking in the Building

Students caught smoking in the building will be assigned to three to five days out of school suspension for the first offense. Further violations will be handled accordingly. Violations will result in the signing of a criminal complaint. Complaint will be signed with the Township of Mahwah. Parents will be required to meet with an administrator. Students will

be offered an opportunity to participate in a smoking cessation program.

Smoking Outside of the Building

Students caught smoking outside the building will be subject to three to five days out of school suspension for the first offense. Further violations will be handled accordingly, depending on the number of offenses and the circumstances, and may result in the signing of a criminal complaint. Complaint will be signed with the Township of Mahwah. Parents will be required to meet with an administrator. Students will be offered an opportunity to participate in a smoking cessation program.

Suspicion of Smoking

Students found with smoke around them, who are standing next to a lighted cigarette, electronic smoking device, or who are in a bathroom stall with another person, or any action that would lead a reasonable person to believe smoking has taken place, are considered suspicious of smoking and will be subject to a Saturday detention. Electronic vaping devices found in the possession of student will result in on Saturday school detention (8 am – 12 pm), as well as drug and alcohol screening and medical clearance.

The Board also prohibits the possession of any item listed in the N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

New Jersey Criminal Code 2C:33-13: Smoking in Public

Any person who smokes or carries lighted tobacco in or upon any bus or other public conveyance is a petty disorderly person. Any person who smokes or carries lighted tobacco in any public place, including but not limited to places of public accommodation, where such smoking is prohibited by municipal ordinance under authority of R.S. 40:48-1 and 40:48-2 or by the owner or person responsible for the operation of the public place, and when adequate notice of such prohibition has been conspicuously posted, is guilty of a petty disorderly person's offense. Notwithstanding the provisions of 2C:43-3, the maximum fine which can be imposed for violation of this section of \$200.00.

Substance Abuse Policy 5530

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S. A. 18A:40A-9, 10, 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following

through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Reporting Students to Law Enforcement Authorities N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Principal shall disclose to law enforcement authorities the identity of a student reasonable believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9.

Students in school, on school property, or attending a school function who illegally use or illegally possess alcohol, drugs, narcotics, or certain chemical compounds are in violation of the law. The principal will notify the parents of the violation and will indicate that the student is to be removed from school.

Intervention Procedures for Students who “May Be Under the Influence” (in accordance with N.J.S.A. 18A:40A-12)

“Whenever it shall appear to any teaching staff member, school nurse or other educational personnel...that a pupil may be under the influence of substances...shall report the matter as soon as possible to the school nurse or medical inspector...or to a substance awareness coordinator and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and the superintendent of schools...and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian within 2 hours of parent notification. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto...”

If the test results are returned positive, the student will be called in and his/her parent/guardian will be notified by the nurse and/or principal designee.

The following will be considered a positive diagnosis: a) the specimen is tampered with or diluted, b) an evaluation is not initiated within two hours; c) the student self-reports substance use.

All students with a positive diagnosis, and/or students enrolled in an approved treatment program may continue to attend school only if participation can be documented. Parents/guardians and the student will sign a Release of Confidential Information so that the school and treatment program may communicate about a student’s progress without breaching confidentiality.

Students enrolled in an approved treatment program must meet with the Student Assistance Counselor for monitoring and/or counseling.

Students NOT enrolled in a program who have been recommended to such, or who leave a program against the recommendation of the program will be subject to disciplinary measures; referred to the CORE Team to decide an appropriate response and intervention

plan; reviewed by the superintendent of schools upon recommendation of the principal; reviewed by the board of education at the recommendation of the superintendent.

Penalties for Under the Influence Violations

First Offense

Suspension for a minimum of three to five days, mandatory parent conference, referral to an accredited treatment agency or drug and alcohol counselor certified by the New Jersey State Board of Examiners for an assessment and treatment, and a referral to CORE team. Students will be required to complete, at the parent's expense, a recommended treatment program acceptable to the Student Assistance Counselor. The student's driving and parking privileges will be suspended for up to two months. In addition, participation in all school extra-curricular activities (athletics, clubs, dances, and senior privileges) will be suspended for a period of not less than two weeks. These privileges will be reinstated at the discretion of the administration in consultation with the SAC and monitoring by the CORE team. Students in a leadership position (e.g. captains, officers, etc.) must forfeit their role(s) in that position for a period of time not less than the current term or season in which they are participating.

(N.J. School Search Policy Manual 13.2 N.J.S.A. 18A:40A-12, N.J.A.C. 6:29-6.5)

In order to substantiate the absence of further chemical involvement on the part of the student, subsequent diagnostic urine screening tests and continued monitoring will be required. The screening and examination will be at the cost of the parent/guardian if they select their own physician.

After investigation by the principal/designee there may be a superintendent's hearing to further investigate the impact of the student's alcohol and drug involvement on their health as well as the health, welfare, and safety of other students.

Second Offense

Consequences include an out of school suspension for a minimum of ten days, police notification and possible signing of a formal legal complaint, mandatory superintendent conference, and formal CORE team intervention.

Student will be required to complete, at the parent or guardian's expense, residential treatment program or completion of intensive outpatient program if acceptable to the Student Assistance Counselor. Formal release at the program's recommendation will be the only reason accepted for termination of treatment.

The student's driving privileges will be suspended indefinitely. In addition, off campus privileges, participation in all school extra-curricular activities will be suspended. These privileges may be reinstated at the discretion of the administration in consultation with the student assistance counselor. Students in a leadership position (e.g., captains, officers, etc.) must forfeit their role(s) in that position for a period of time not less than the current term or season in which they are participating.

Second offenders may be recommended to the school board for expulsion hearings as a danger to him/herself and others.

Additional Offenses

All subsequent offenses will be handled in a progressive manner. Discipline will include any or all of the above-mentioned procedures including suspension, possible alternative school placement, and/or expulsion for the remainder of the current year.

STUDENT OFFENSES ARE CUMULATIVE FROM YEAR TO YEAR WHILE IN ATTENDANCE IN THE MAHWAH TOWNSHIP SCHOOL DISTRICT.

“In addition, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purposes of determining the extent of the pupil’s involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil’s teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil’s involvement with and use of these substances represents a danger to the pupil’s health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program...” (N.J.S.A. 18A:40)

The student will remain medically suspended according to policy until such time as an assessment can be done and consultation is held involving the administration, parents and the student. If a student has tested positive and/or convicted of possession, the principal will decide whether the student may be readmitted to school. A counseling plan should be set up for the student. The principal's decision can be guided by the recommendations made by the appropriate medical and legal authorities. In cases of expulsion, the Board of Education will make the final decision.

Students and parents are referred to Policy No. 5530 (Substance Abuse) and Regulation No. 5160 (Drugs and Alcohol) for a more comprehensive treatment of the school's position on Drugs and Alcohol.

Right to Search

The school has the authority to maintain a safe and positive environment that is conducive to learning. The school has the right to search school property (such as lockers) at any time. When there is reasonable suspicion that a student is in possession of anything that may undermine a safe and positive environment, the school also has the right to search personal property. Such a search may include vehicles parked on school property, backpacks, bags, purses, outer clothing, personal/district technology, and any other property on school grounds. Searches conducted by police officers are subject to a higher threshold of “probable cause” and the applicable laws on search and seizure, but such searches may also occur in school as circumstances warrant for reasonable suspicion. As determined by the district, police/canine searches may also occur without advance notice to the students or staff.

Student Search

Each student in attendance in school is protected against illegal, or unreasonable personal searches or seizures of property by both federal and state constitutions. However, school officials have the right to conduct a search of any person and/or locker if there is a “reasonable suspicion” that materials are being concealed, the possession of which is prohibited by law or by the rules of this school (this includes stolen items). Mahwah High School reserves the right to search a student’s locker, other storage facility, or person. This will serve as the written notice to that effect for students and parents/guardians. Students and parents/guardians are informed herein that inspection may occur at any time at the discretion of the school administration.

Harassment, Intimidation, Bullying

Policy Statement (BOE Policy 5512 updated 8/3/11)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, and that:

1. Is reasonably perceived as being motivated by either 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 that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff, and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members. The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the building principal or his/her designee.

Pupils 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. Each school principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

Consequences and Appropriate Remedial Actions

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect, and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Reporting Procedure

Complaints alleging violations of this policy shall be reported to the principal or his/her designee. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of this school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this policy.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Suspected Bias-Related Acts/HIB

Schools must report to local law enforcement and bias investigation officer for county prosecutor's office whenever school employees "develop reason to believe a bias-related act has been committed or is about to be committed." "Bias-related act" means any act "that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice." N.J.6a:16-6.3(E)

Affirmative Action Information

It is the policy of the Mahwah School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, national origin, social or economic status, or marital status, in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, N.J.A.C. 6:4-1.1, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

Inquiries regarding compliance may be directed to Dennis Fare, Affirmative Action Officer at: 201-762-2405, or to the high school Principal.

Lockers

Rights

Students have the right to use the locker assigned to them. Students can expect reasonable privacy in regard to their lockers. However, since lockers are the property of the Mahwah Board of Education, inspection of lockers may take place at any time. Students should not share or use a locker that is not assigned to them. Students are responsible for the contents of their assigned lockers.

Responsibilities

Students must maintain lockers as they inherited them. We would expect to find lockers in a similar condition at the end of the year. If someone else damages the locker please inform us, so that you will not be held liable.

The school is not responsible for student possessions in their locker, or the gym locker rooms before, during, or after school hours. The school provides each student with two lockers: one in the gym locker room, and one in the hallway. Students must purchase and bring their own combination lock for their gym locker. Students must use the school-issued lock for their hallway locker. Lost locks are replaced for a fee in Guidance. The locker provides the student with a secure location for personal belongings. Lockers must remain locked when not in use. It is unwise to keep any valuables or expensive jewelry, etc. inside any school locker. The school cannot be held responsible for any theft. Each student is responsible for his/her own possessions.

Each student is assigned a locker and should only use the locker that is assigned to them for storing their books and personal items. This locker is school property and is only loaned to the student. As such, it may be periodically inspected and should not be defaced or marked in anyway. Students must not keep anything in their lockers which is against the law or school regulations. School officials have the right to conduct a search of a locker if there is a "reasonable suspicion" of wrongdoing.

Eating and Drinking

Eating and drinking are to take place only in the cafeteria, in the areas assigned for lunch, or in a classroom when directly supervised by a teacher during lunch.

Students may purchase/eat food and drink during their study hall. Students in between classes may not purchase food or drink from the cafeteria.

Students who are permitted to eat or drink for medical reasons must be approved and carry a permission note from the school nurse.

Students are permitted to carry/use a clear, plastic water bottle in between classes which may be filled with water only at the water hydration stations.

Gambling

There is not to be any type of gambling or bookmaking on school property, nor during any school sponsored activity on or off campus. These prohibited activities include but are not limited to sports pools and betting, poker, blackjack and other card games, games of chance, dice scratch cards, raffles, and lotteries. Gambling, whether for money or for anything else, is prohibited as is the keeping of any records or making contracts for such activities.

Student ID Cards

The Mahwah Board of Education recognizes that maintaining a safe school environment is a priority and the ability to identify those who belong on Mahwah High School's campus plays a significant role in achieving this goal.

For the safety and security of our school community, all students are required to carry their student ID on their person. Proper use of the student ID will help foster a safe and secure environment where optimal learning takes place.

If a student fails to have his or her ID, s/he will not be able to access school services in the Main Office, Guidance Office, Attendance Office, Health Office, Athletic Office, Library/Media Center, Cafeteria, or with department supervisors. Students may not use another student's ID to access school services, lunch or for any other purpose.

Each student will be given Student ID/FOB card at the beginning of their Freshman year. This card must be kept for the full four (4) years of high school. Student ID cards will be required to participate in all school activities and/or attend athletic events, even when these events take place after school hours.

ID Cards are available on the Realtime Student phone App. Scanners can read ID barcodes as well as smartphones. Please note: Replacement ID cards will be available through the main office at a cost of \$10.00 to be paid for on PaySchoolsCentral.

Weapons

Any student found in possession of any instrument or device which could be used as a weapon, such as a knife, gun, chain, etc., shall be liable to an automatic ten-day suspension, a superintendent's hearing prior to the return to school, and notification of the police in accordance with New Jersey Statute: 2C:39-5, et al.

Mahwah High School

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