

WEST ORANGE HIGH SCHOOL

WEST ORANGE HIGH SCHOOL
51 CONFORTI AVENUE
WEST ORANGE, NEW JERSEY 07052

Oscar Guerrero, ***Principal***
Kimberly Mancarella, Ed.D., ***Assistant Principal***
Louis Della Pia, ***Assistant Principal & Dean***
Lesley Chung, Ed.D., ***Assistant Principal***
Ryan Del Guercio, ***Assistant Principal & Dean***
Rana Elkadi, ***Dean***

SCHOOL COLORS

Dark Blue, Light Blue, White

MASCOT

Mountaineer

STUDENT HANDBOOK 2026-2027

The information contained in this STUDENT HANDBOOK is very important; therefore, parents must also be familiar with its contents. Students are requested to review the handbook with their parents.

It is the policy of the West Orange Board of Education to provide equal educational opportunities regardless of race, color, creed, religion, sex or handicap.

Affirmative Action Officer for Personnel Concerns

Elizabeth Veneziano, Director of Human Resources

High School Affirmative Action Officer

Louis Della Pia, Assistant Principal

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FREQUENTLY CALLED TELEPHONE NUMBERS

Board of Education/District

Administrative Offices	669-5400
Garage	669-5357
Transportation Office	669-5357
	Ext. 32550, 32551, 32552, 32553, 32554

West Orange High School **973-669-5301**

Athletic/PE Office	Ext. 31567 & 31569
Attendance Office	Ext. 31999, 31506 & 31505
Child Study Team	Ext. 31653

Deans of Students

Ryan Del Guercio	Ext. 31529
Louis Della Pia	Ext. 31515
Rana Elkadi	Ext. 31528
School Counseling Office	Ext. 31600, 31608 & 31605
Health Office (Nurse)	Ext. 31522, 31524 & 31526
Library Media Center	Ext. 31532
Main Conforti Office	Ext. 31500, 31501, 31502 & 31504

Student Assistance Counselor

Ashley Natera	Ext. 31557
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THE PRINCIPAL'S MESSAGE

Dear West Orange High School Students,

As Principal of West Orange High School, it is my pleasure to welcome the Class of 2030 to our school and to also welcome back all of our Mountaineer upperclassmen.

WOHS is a great school with opportunities for every student to pursue. All of our academic courses provide the rigor needed for post secondary success. We encourage all students to strive for honors and Advanced Placement level courses. We currently offer 22 Advanced Placement courses and our student scores on AP exams consistently surpass state and national averages.

We provide excellent academic, athletic and co-curricular programs. We are extremely proud of our academics and students who graduate to go on to post-secondary education. In recent years, graduates have been accepted to Harvard, Princeton, Yale, MIT, Duke, TCNJ, Johns Hopkins, University of Chicago, University of California Berkeley, Montclair State University, Rutgers University, Penn State, Cornell, Columbia, the University of Pennsylvania, Brown, Amherst, Vassar, Cooper Union, the Juilliard School of Music and other outstanding colleges and universities. With hard work, determination, and the support of our wonderful faculty, you will also achieve academic success.

As your principal my goal is to ensure that your experiences here at West Orange High School are positive, meaningful and inspiring. I encourage each of you to pursue your interests and try new things. I expect everyone to study hard and achieve the best grades possible while also taking time to explore our co-curricular activities. Join one or more of our great assortment of clubs, sports, or musical and dramatic organizations. I encourage you to become an active member of this vibrant Mountaineer community.

Your four years at West Orange High School will pass quickly. Thanks to the support of the West Orange Board of Education, we are able to provide you with outstanding academic, athletic and co-curricular opportunities.

Learn all you can from your teachers; discuss, debate, and participate. I want you to leave WOHS as a lifelong learner and primed to enter a global market.

Remember this is your opportunity to embrace education as you ascend towards your goals and dreams.

Sincerely,

Oscar Guerrero
Principal, WOHS and Fellow Mountaineer

WEST ORANGE HIGH SCHOOL **MISSION STATEMENT**

West Orange High School, a vital part of a culturally and linguistically diverse community, challenges and encourages students to strive for excellence through rigorous and comprehensive programs, to become active members of their community, and to emerge as lifelong learners. To this end, we are committed to superior classroom instruction, a safe and nurturing environment, and a partnership with family and community.

Adopted September, 1998

EXPECTATIONS FOR STUDENT ACHIEVEMENT

Administrators, teachers, parents and students should work collaboratively to increase student academic achievement. Expectations are summarized as follows:

1. The student will complete all homework assignments in a timely manner and spend more time studying.
2. The student will demonstrate consistent attendance and make-up practices.
3. The student will be engaged in class activities.
4. The student will regularly attend extra help sessions.
5. Parents should increase their involvement in the learning process and closely monitor their child's study habits.
6. The student will improve performance on assessments through increased study skills embedded in the school-wide curriculum.
7. The student will develop support systems through partnering and study groups.
8. All members of the school community will work together to establish a clean, safe school environment.

EVERYDAY HABITS OF EXEMPLARY STUDENT CHARACTER

Respect

All students should:

- demonstrate a strong sense of self respect.
- care about and help each other.
- demonstrate awareness of and tolerance for differences among people.

Honesty

All students should:

- be trustworthy.
- tell the truth even in difficult situations.
- be true to their word.

Work Ethic

All students should:

- set and attempt to achieve high standards.
- accept new challenges.
- always demonstrate their best effort.

Responsibility

All students should:

- follow through on commitments.
- be accountable for their own behavior.
- be capable of making moral and rational decisions for selves and others.
- display an active concern for the needs of individuals, the community, and the larger society.
- be actively involved in activities that enhance the school community.
- have the courage to stand up for what is right.
- seek peaceful solutions to conflicts.

School safety and security are paramount to maintaining a safe and orderly environment; therefore, the administration reserves the right to adjust rules and school policies that ensure a secure environment for teachers and students.



CONNECTING THROUGH ZOOM



WOHS Student Netiquette Expectations

We agree to be good digital citizens by following these rules when having class meetings online.

Raise your hand if you want to talk and your teacher will call on you.

BE RESPECTFUL

- Ask questions about what you are learning.
- Be kind and respectful to others.
- Nod or give a thumbs up to show you understand.
- Mute your microphone unless you are talking.
- Pause your video if you have to step away from your computer.
- Icons must be appropriate for school use.



Check your technology before the meeting begins.

BE RESPONSIBLE

- Pick a quiet spot and let others around you know you are in a meeting.
- Have your materials beside you before the meeting begins.
- Look around you. Make sure anything on video is something that can be seen by others.
- Do your best to use correct spelling and grammar in the chat box to ask questions and share ideas.
- Have paper and pencil with you in case you need to write things down.
- Ask your teacher for one-on-one help if you don't understand something.
- Use headphones if you have them.

Log in on time.

BE SAFE

- Use your own WO Google login.
- Protect your password by not sharing it with others.
- Protect your class link by not sharing it with others.
- Participate in class meetings only if you are invited.
- No one else should be on camera unless your teacher says it is okay.
- Follow school rules for using computers

Don't take photos or screenshots or record videos during the meeting.

Any infraction of the expectations will require a meeting with parent/guardian & dean.

Discipline will apply as per the WOHS student handbook & removal from the virtual community.

School Day: 7:30 - 2:15

REGULAR BELL SCHEDULE

Blocks	A	B	C	D
	Periods	Periods	Periods	Periods
1 7:30 AM - 8:25 AM	1	4	3	2
2 8:30 AM - 9:25 AM	2	1	4	3
3 9:30 AM - 10:25 AM	3	2	1	4
Lunch Block 10:30 AM - 11:15 AM	Lab #1: 10:30-10:45 AM Lunch #2: 10:50-11:15 AM	Lab #1: 10:30-10:45 AM Lunch #2: 10:50-11:15 AM	Lab #1: 10:30-10:45 AM Lunch #2: 10:50-11:15 AM	Lab #1: 10:30-10:45 AM Lunch #2: 10:50-11:15 AM
	Lunch #1: 10:30-10:55 AM Lab #2: 11:00-11:15 AM	Lunch #1: 10:30-10:55 AM Lab #2: 11:00-11:15 AM	Lunch #1: 10:30-10:55 AM Lab #2: 11:00-11:15 AM	Lunch #1: 10:30-10:55 AM Lab #2: 11:00-11:15 AM
4 11:20 AM - 12:15 PM	5	8	7	6
5 12:20 PM - 1:15 PM	6	5	8	7
6 1:20 PM - 2:15 PM	7	6	5	8
DROPPED CLASSES	4/8	3/7	2/6	1/5

All Students should clear the halls and classrooms by 2:20 p.m., unless engaged in a supervised activity.

PASSING TONE

Tones sound, in order to keep our school on schedule. Students are expected to abide by the time limits within our schedule.

PASSING TIME

Passing time between classes is **FIVE (5)** minutes. This may **NOT** provide sufficient time to go to lockers between each class. Students should plan accordingly.

2026-2027 SCHOOL CALENDAR

September 1	(Tuesday)	First Day for Staff
September 2	(Wednesday)	First Day for Students
September 7	(Monday)	Labor Day - District Closed
September 21	(Monday)	Yom Kippur - Schools Closed
September 24*	(Thursday)	WOHS BTS Night - Early Dismissal
October 12	(Monday)	Columbus Day/ Indigenous People's Day- No School for Students; PD for Staff
November 3	(Tuesday)	Election Day - Schools Closed
November 5, 6	(Thursday & Friday)	NJEA Convention - Schools Closed
November 26, 27	(Thursday & Friday)	Thanksgiving Recess - District Closed
December 24 – December 31		Winter Recess - Schools Closed
January 1	(Friday)	New Year's Day - District Closed
January 18	(Monday)	MLK Jr. Day - District Closed
February 15	(Monday)	President's Day - District Closed
March 26	(Friday)	Good Friday - District Closed
April 19 - April 23	(Monday-Friday)	Spring Recess - Schools Closed
May 31	(Monday)	Memorial Day - District Closed
June 8	(Tuesday)	Primary Elections - Schools Closed
June 17	(Thursday)	WOHS Graduation
June 18	(Friday)	Juneteenth - Early Dismissal Last Day of School
Sept. 4, Nov. 25, Dec. 23, Feb.12, May 28, June 15,16,17, 18		EARLY DISMISSALS

This calendar allows for: - 183 Student Days, 185 Staff Days

*- **Professional Development for Staff:** 9/1 and 10/12*

*- **Inclement Weather Days** - Three (3) snow days are allocated. If additional days are needed, they will be taken in the following order: April 19, 20, 21*

*- **Give Back Days** - If the Inclement Weather/Snow Days are not needed, school days will be taken off the calendar in the following order: June 18, May 28, June 1*

School Closings are posted on district social media and the district website at <http://www.woboe.org>

<u>HIGH SCHOOL MARKING PERIODS</u> September 2 – November 11, 2026 November 12 – January 27, 2027 January 28 – April 2, 2027 April 5 – June 17, 2027	<u>HIGH SCHOOL REPORT CARD DATES</u> 1st Marking Period: 11/24/2026 2nd Marking Period: 2/10/2027 3rd Marking Period: 4/16/2027 4th Marking Period: 6/24/2027 <u>HIGH SCHOOL GRADUATION</u> Thursday, June 17, 2027
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ATTENDANCE REGULATIONS

Regular attendance by all students in the Public Schools of New Jersey is a well established, long standing state policy (NJSA 18A—38:25, 26) that has been repeatedly upheld by the courts of the state, as well as by the Supreme Court of the United States.

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility that students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. West Orange High School places a high value on student attendance and requires high standards for its students.

Attendance is required of all students enrolled at West Orange High School during the days and hours that the high school is in session. It is expected that each student is in full attendance in all classes and reports to **ALL** classes on time.

TARDINESS

Promptness is a requisite to learning. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process.

Students who develop a pattern of tardiness will be referred to the Office of Attendance and Discipline. Repeated tardiness to class or school is in defiance of school authority and will result in more severe disciplinary measures in accordance with the levels of discipline.

(1) To School / First Block:

- If students are late to school, they must report **IMMEDIATELY UPON ARRIVAL** to a late station or the Office of Attendance for a SmartPass, denoting their tardiness.
- Repeated tardiness to school will result in disciplinary intervention by the Dean of Students.

(2) To Class (ANY class after Block 1):

- Students are expected to be in class or assigned area **BEFORE** the late tone sounds. If a student is late to class and does not present a valid SmartPass for being tardy to class, the teacher is to admit him or her as “late” or tardy.
- **Five (5) lates or tardies to a single class will result in disciplinary intervention by the Dean of Students.**

ABSENCES

ALL student absences, except those that are **EXEMPT** from the policy, are classified as “chargeable” (see chart on next page) absences from class. These chargeable absences are applied towards the maximum number of chargeable absences that a student may have for a course.

A student may not exceed a total of seventeen (17) chargeable absences for a full-year course or eight (8) chargeable absences for a semester course.

NOTES (EMAILS) ARE FOR ALL ABSENCES!

1. Phone calls may be accepted as an excuse for any absence.
2. Students should provide a note to the Attendance Office immediately upon return to school from **ANY** absence, and the absence will be confirmed only if the note provided contains the following:
 - **the date(s) of absence(s);**
 - **a valid reason for the absence(s);**
 - **the parent(s)/guardian(s) signature(s); and**
 - **a phone number for verification.**

Email excuses may be sent to wohsattendance@westorangeschools.org. Please note a parent or guardian **MUST** email the excuse.

3. **An absence will be considered an ABSENCE (A) if:**
 - **A VALID NOTE HAS NOT BEEN PROVIDED.**
4. Be aware that any note that has been deemed a forgery will result in disciplinary action.
5. If an absence other than illness, such as state-approved religious holiday, family emergency, and so on, is anticipated, proper documentation **MUST** be submitted to the Office of Attendance and Discipline, prior to the anticipated absence.
6. Students **MUST** be present a minimum of **FOUR (4)** hours of instructional time (not including lunch) to participate in any co-curricular activities, including athletics and evening events, on that day. The only exception will be approved early dismissals for reasons other than illness.
7. Students are responsible for consulting with their teachers to make up the work missed during an absence.

ABSENCE CHART

CHARGEABLE ABSENCES (count towards absence total)
Absent - A (student absent no email or call received from parent/guardian)
Confirmed Absent - CA (email or call received from parent or
Cut class - C (student does not attend a class/s but is present in school)
Nurse - N (student spends more than 20 minutes in the office)

NON-CHARGEABLE ABSENCES (do not count toward absence total)
Medical - ME (parent/guardian has provided doctor's note and school nurse has reviewed and approved note)
Field Trip - F (student is on a school approved field trip)
College Visit - P (student has provided documentation confirming a college visit)
Testing - T (student is participating in state testing)
Administration - H (student is approved to be home by administration)
Waived - W (student is sent home by the Nurse or Administration)
Suspension - S (student is suspended out of school)
In-School Suspension - ISS (student is suspended in school)
Restorative Practice Sessions - RPS (student is participating in restorative practice session/s)
Religious - R (student is home observing an approved state religious holiday)
Bring your child to work day - J (student is participating in state approved bring your child to work day)

EARLY DISMISSALS

In order that the education process of each student is interrupted as little as possible, it is strongly recommended that all student doctor appointments and other matters be scheduled after school or on days when school is not in session. In the event that an early dismissal is required, the procedure is as follows:

- A written request for early dismissal, for legitimate reasons, should be delivered by the student to the Office of Attendance and Discipline at the start of the school day or emailed to the Office of Attendance and Discipline by a parent or guardian.
- The request must contain the following information:
 - the reason for the request;
 - the time of the dismissal and anticipated return to school;
 - parent(s) or guardian(s) signature; and
 - a phone number where the parent(s) or guardian(s) can be reached to verify the request.
- Students must report to the Office of Attendance and Discipline to sign out when they are leaving and must report to the Office of Attendance and Discipline when returning from an early dismissal.

PARENTS NEED TO ENTER WOHS TO SIGN THEIR CHILDREN OUT FOR AN EARLY DISMISSAL.

STUDENTS WHO LEAVE SCHOOL EARLY WITHOUT FOLLOWING THE PROCEDURE SET FORTH ABOVE WILL BE SUBJECT TO DISCIPLINE EVEN IF THE EARLY DISMISSAL IS WITH PARENT PERMISSION!

DENIAL OF COURSE CREDIT DUE TO POOR ATTENDANCE

For ALL Chargeable Absences – Including Excused Absences:

Course credit is denied at the **eighteenth (18th)** chargeable absence for a full year course or the **ninth (9th)** chargeable absence for a semester course.

This means that if you have a total of 18 absences in a year-long course, you will lose credit – even if every absence was excused. Of course, if some are excused and some are cuts, you will still lose credit, if the maximum permissible number is exceeded

For CLASS “CUTS”:

Students who cut class **THREE (3)** or **MORE** times over the **ENTIRE COURSE** (full year or semester) will **NOT** receive credit for that course. **This means that any THREE (3) cuts ALL YEAR will result in a loss of credit – even if one cut is in September, one is in December, and one is in May.**

EXEMPT ABSENCES

Absences that are exempt (not chargeable) based on the Attendance Policy include the following:

1. **Post Secondary School Visits:** Students are allowed **FIVE (5)** days in the eleventh (11th) grade and **FIVE (5)** days in the twelfth (12th) grade for post secondary school visits. **Written verification from the institution is required. The verification must include the dates of visits and must be signed by the appropriate school official.**
2. **Field Trips:** This includes either out of school or in-house field trips as approved by the administration.
3. **Personal Observance of Recognized Religious Holiday(s):** All recognized religious holidays are published by the New Jersey Department of Education.
4. **Death in the Immediate Family:** The immediate family includes a parent or guardian, sibling, grandparent, and other individuals at the discretion of the administration.
5. **Bedside Instruction:** This must be approved by the district physician.
6. **Administrative Excuse:** This requires documentation, which includes, but is not limited to, the following:
 - Court appearance with written documentation from the court.
 - Driver's test with appointment card presented to the administration.
 - Suspension from school.
 - Visits to school offices requested by the school's professional staff.
7. **DOCTOR'S NOTES will ONLY be considered as MEDICALLY EXCUSED non-chargeable absences if the note:**
 - is emailed or faxed from the Doctor's Office to the WOHS Nurses' Office (973-669-4760);
 - is on the Doctor's letterhead;
 - contains **BOTH** the Doctor's Signature and Signature Stamp.
8. Students must have an excused absence to be permitted to attend after school extra curricular activities or athletic events.

STUDENTS DROPPED FROM ROLLS AFTER CONSECUTIVE ABSENCES

Per BOE Policy 5200, absences of *ten (10) consecutive days* or more may result in a student being *dropped from rolls*. Whenever a student is dropped from rolls, the parent or guardian must re-register the student, in order for the student to re-enter the rolls. In cases of re-registration, a re-entry meeting with the parent or guardian **MAY** be required by the administration.

DAILY ATTENDANCE

PAPERLESS NOTIFICATION

The Office of Attendance and Discipline does **NOT** mail home notifications for your child's loss of credit. In order to keep abreast of a student's credit status, please access the Parent Portal account **and** utilize the School Messenger account.

Contact the School Counseling Office to obtain a Parent Portal account to monitor attendance. Through School Messenger, there are a variety of options to receive email and/or text message notifications from West Orange High School. You may access School Messenger via <https://go.schoolmessenger.com/#/home>.

If you have a new phone number and it is not in our system, please contact the Board of Education's Registrar's Office to update your contact numbers.

The Attendance Notification Process

1. Phone Call to Parent/Guardian

An automated phone call will be made to the parents/guardians of the student alerting them to their child's absences/tardies each day. It is the responsibility of the student/parents/guardians to be certain that a correct phone number is on file with the board. This phone call serves as daily notice of absences and places responsibility for the prompt correction of attendance-taking errors, if any, on the student/parents/ guardians. Any erroneously reported absence **MUST** be corrected within two school days or the absence will remain as marked.

2. Parent Portal/School Messenger

Attendance notifications will be made through School Messenger and access to attendance records will be available through Parent Portal. Parents and Students are responsible for monitoring their status and reporting any errors or issues they encounter in a timely manner.

The Appeals Process

1. The parent/guardian, or student, who believes that there is a valid reason to have course credit reinstated, can make a formal written request for a hearing before the appeals committee. An Appeal Form must be filed with the student's Dean.
2. If necessary, a hearing before the appeals committee will be scheduled by the administration.
3. The appeals committee will render a decision by majority opinion. The committee chair will notify the parent/guardian.
4. In the case of a first semester course, the appeal shall be decided within two weeks after the end of the first semester. In the case of a full year or second semester course, the appeal shall be decided after the final examinations have been administered. Seniors at risk of not graduating will be informed of their status at or before graduation practice.

5. As permitted by law, an aggrieved student, parent or guardian may appeal the decision of the superintendent to the West Orange Board of Education.

Grading

When a student is denied credit under the attendance policy, he/she will receive a grade of No Credit (NC). If a student has failed a course for the year, a grade of "F" will be given for that course for that year.

For those students who do not receive credit (due to student withdrawal or administrative directive for excessive absenteeism), the grade indicated on the transcript will be WP indicating a passing grade at the time of the withdrawal or a WF indicating a failing grade at the time of withdrawal. No credit will be received for the course.

The student must remain in the class to be eligible for summer school. However, the student can be removed from class at any time for disciplinary infractions and therefore, be ineligible for summer school.

CLOSED CAMPUS

Seniors MAY be granted the privilege of leaving campus at lunchtime, and this privilege may be extended where they have a study hall immediately preceding or following the lunch block. Seniors may also be granted the privilege of arriving late or leaving early when their school day starts or ends with a study hall. This privilege is subject to revocation for disciplinary reasons. With the exception of seniors leaving as described above, students are **not** permitted to leave school grounds at any time during the school day, ***including*** lunch. **STUDENTS WHO LEAVE CAMPUS ARE SUBJECT TO DISCIPLINARY ACTION.**

FIELD TRIPS

Only students authorized to participate in a field trip may be in attendance at the event location.

SCHOOL AND CLASS BEHAVIOR POLICY

Students are expected to fulfill all school and classroom requirements of behavior. Continued and repeated disruptive behavior which negatively affects the learning of others may result in the removal of a student from class. Removal from class will result in loss of credit for that course.

Staff members are required to monitor student behavior anywhere in school, on school grounds, and at all school events. Students are expected to follow staff directives at all times; anywhere in school, on school grounds, at all school events including field trips, social events and athletic events.

MAKE-UP WORK

Students who **cut** class will receive **no credit** for the class work, activities, tests or quizzes of the day and are not granted the opportunity to make these assignments up. The teacher is under no obligation to permit students who have cut to make up work missed or to dedicate extra help sessions to material covered when the student was cutting class.

Students who have **legitimately excused absences** are expected to promptly make up the work missed to maintain competence in the course. An excused note does not excuse a student from completing work missed.

A student is allowed two days to make up assignments for each day's excused absence. However, if a student misses a test, quiz, or assignment due to an absence and was given two or more days of prior notification, he/she is expected to take the test, quiz, or hand in the assignment upon his/her return to school.

Teacher Assistance for Students with Excused Absences

When a student returns to school after an excused absence, it is his/her responsibility to consult teachers regarding any work which has to be made up, or any special help which he/she may need from the teacher. This work is to be made up at the discretion of the teacher.

Teacher Assistance for Students with Long Illnesses

In the case of a student who has been ill for a long period of time, the teacher will exercise his/her judgment in determining the length of time to be allowed for special help and make-up work.

Anticipated Absences

West Orange High School will not approve student vacations other than school holidays. If a student misses school due to a vacation, teachers are not responsible for tutoring the student to prepare for any tests or work missed while away.

Extended anticipated absences can have a significant detrimental effect on a student's educational program. Prolonged absence from school for non-medical reasons may result in class failure or loss of credit due to the amount of instruction missed and the attendance regulations.

STUDENTS RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that all students possess the rights and responsibilities of citizenship. Students of West Orange High School have the right to equal treatment and equal access to the educational program. Students also have the right of due process, a presumption of innocence, free expression and association and the privacy of one's own thoughts.

Together, with these rights, students of West Orange High School also have certain responsibilities.

Just as students differ in age and maturity, so they differ in their ability to handle both the rights of citizenship and their concurrent responsibilities.

Therefore, there is a need for continuing guidance and control in developing these rights and responsibilities.

Acting with the best interest of the student, school community, and the community at large, the Board of Education or its designee may require a psychiatric evaluation and/or clearance before a student may return to school.

CONFLICT RESOLUTION

Conflict resolution is a collaborative process where individuals who have a conflict identify issues, develop options, consider alternatives, and develop a consensual agreement. Trained mediators facilitate open communication to resolve differences in a non-adversarial, confidential manner.

Goals of mediation are to:

- reduce obstacles to communication between participants.
- address the needs of everyone involved.
- maximize the discovery of alternatives.
- help participants achieve their own resolution.
- provide a proven model for future conflict resolution.

Conflict resolution rooms are located in multiple locations throughout the building as follows:

- Conforti Ave. Office
- Restorative Practice/ISS room
- Office of Attendance and Discipline/Deans' offices

Student may seek assistance with conflict resolution by contacting any of the following:

- Teachers
- Student Assistance Counselor (SAC)
- Restorative Practice Coordinator
- Deans

SUBSTANCE ABUSE POLICY

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, and when attending school-related functions on or off campus. Students are further prohibited from smoking cigarettes or using other tobacco products, which shall include e-cigarettes and any other nicotine delivery system in any form in school buildings, on any school grounds, in co-curricular and extra-curricular programs, and when attending a school-related function on or off campus.

The Board of Education recognizes that, in addition to introducing and maintaining a comprehensive Substance Abuse Program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

For purposes of this policy, "substance" shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in *N.J.S.A. 24:21-2* or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to,

glue containing a solvent having the property of releasing toxic vapors or fumes as defined in *N.J.S.A. 2A:170-25.9*.

“Substance abuse” shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

- A. The primary objective of this policy is to devote the energies of the Board of Education and the administrative and instructional staff of the school district to the prevention of substance abuse use and from the proliferation of the same into our schools, with the prime concern of protecting non-using students, and further, the destruction of the potential marketplace which the school or schools can easily become.
- B. All teaching staff members shall be alert to signs of substance abuse and shall respond to those signs in accordance with the procedures established by the Superintendent of Schools. The Board of Education will provide in-service training to assist teachers in identifying the student who uses substances, in teaching students about the consequences of substance use, and in helping students with substance-related problems access appropriate treatment programs approved by the Department of Health.
- C. The Board of Education, together with the administrative staff and the instructional staff feels every effort must be made to educate young people, of all grades, on the dangers of substance use.
- D. Every effort must be made to provide the necessary attitude and value changes in those young people who are currently using drugs.
- E. There must be a clear procedure to handle the possible drug, alcohol and/or anabolic steroid related situations involving students of the West Orange School District.
- F. There are provisions for the evaluation and treatment of students, as those items are defined by law (*N.J.A.C. 6:29-6.2*) who are affected by drug or alcohol use.
- G. The Board of Education has consulted with local agencies recommended by the State Department of Health in preparation of drug and alcohol policies and procedures and will continue such consultation; and, in addition thereto, the Board of Education shall solicit community input as an annual process to review the effectiveness of its alcohol and drug policies and procedures.
- H. Substance abuse policies and procedures for discipline, evaluation, intervention and treatment of drug and alcohol affected students shall be made available annually to all school staff, students and parents or guardians (*NJ 18A: 40A-10*).
- I. Compliance with the confidentiality requirements established in federal regulations found at 42 *CFR* Part II will be adhered to.
- J. Assessment of students must be conducted by individuals/agencies certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.

- K. Community agencies receiving student referrals must be approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.
- L. **THE SUBSTANCE ABUSE POLICIES AND THE DISCIPLINARY CONSEQUENCES RESULTING FROM POSSESSION OR USE OF ILLICIT SUBSTANCES SHALL APPLY WHENEVER A STUDENT IS ATTENDING SCHOOL OR A SCHOOL EVENT, WHETHER IN PERSON OR VIRTUALLY.**

SUBSTANCE ABUSE PROCEDURES

Immediate Substance Abuse Related Situation

Whenever it shall appear to any teaching staff member, school nurse or other education personnel that a student may be under the influence of illegal substances, they shall report the matter immediately to the school nurse and the principal in accordance with 18A:40A-12.

- A. In the absence of the principal, his or her designee shall be notified.
- B. In instances where the school nurse and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
- C. The student shall be removed to a protective environment for observation and care by the school nurse until his or her parent/guardian can be contacted. The principal shall request the assistance of the school nurse or medical inspector (school physician) in assessing the physical state of the student to rule out a medical emergency. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a student when acting *in loco parentis*, and as an agent of the parent/guardian and for the welfare of the student.
- D. The student's parent/guardian and the chief school administrator or his/her designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.
- E. The principal or his/her designee shall arrange with the student's parent/guardian the following procedures:
 - 1. The student's parent/guardian or emergency designee will acknowledge, in writing, *Receipt of West Orange Administrative Regulations for Policy 5131.6 Substance Abuse*.
 - 2. An immediate medical exam for the purpose of diagnosing whether the student is under such influence and whether he/she is mentally and physically able to return to school.
 - 3. An immediate laboratory testing including urinalysis and/or blood test to verify use and determine extent of use by the student.
 - 4. Failure to comply with the Substance Abuse Policy will subject the student to school disciplinary action as though the student had tested positive for under the influence. The student will not be readmitted to school without the proper assessment.

5. Notification by the testing laboratory of tampering with urine specimen will subject the student to school disciplinary action as though the student had tested positive for under the influence.
6. Refusal or failure by a parent to comply with the provisions of NJSA 18:40A-12 and NJAC 6A: 16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to NJSA 18A:38-25 and 18A:38-31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.

F. Medical examination and laboratory testing will be subject to the following criteria:

1. The medical examination and laboratory testing will be done in compliance with the procedures outlined in *West Orange Public Schools Substance Abuse Procedures* by either the Board's contracted agency, Immedicenter, who will function in the capacity as Medical Inspector, the Emergency Room (ER) of the nearest hospital or by a physician of parental choice.
2. New Jersey law 18:40-4.1 requires an "immediate medical examination" of any student thought to be under the influence of alcohol or other drugs.
3. Laboratory testing required by the Board must be completed within four hours of incident and/or parent notification.
4. If the student's parent/guardian is not immediately available, the administration, in consultation with the school nurse, may designate a member(s) of the school staff to accompany the student to the Immedicenter or the ER of the nearest hospital.
5. If, at the request of the parent/guardian, the medical examination is conducted by a physician other than the Medical Inspector (Immedicenter), such examination shall not be at the expense of the Board of Education. The medical examination and laboratory testing must be in compliance with the *West Orange Public Schools Substance Abuse Procedures*.
6. When the medical examination is performed by a physician other than the school's Medical Inspector or a physician at the ER of the nearest hospital, the district, in adherence with state law, requires the physician to provide a written report within 24 hours to the parent and the school superintendent or principal verifying the medical examination and its outcome. Such verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician indicating the report required by N.J.A.C. 6A:16-4.3(a) 6 is pending, and the date by which the final report will be provided. If the final written report of the medical examination is not submitted to the parent, principal and chief school administrator within 24 hours, the student shall be allowed to return to school until receipt of the final report indicates a positive determination of alcohol or other drug (see #7).
7. Medical criteria for re-entry of the student to school requires that a student must present:
 - a. certification that testing, physical examination and preliminary assessment were conducted within four hours of the incident.

- b. the physician's statement on letterhead that the student is "mentally and physically able to return to school."
- c. expected date of forwarding of laboratory testing results.

Confirmation of Positive Diagnosis of Under the Influence of an Illegal Substance

- A. If there is a positive diagnosis from the medical examination indicating the student was under the influence of an illegal substance, then:
 - 1. the appropriate course of disciplinary action will be taken in accordance with the district's disciplinary code.
 - 2. in conjunction with disciplinary action, medical clearance may be required by a physician certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
 - 3. the Student Assistance Counselor (SAC) will conduct a "reasonable investigation" which may include interviews with the student, parents and/or teachers (N.J. 18A:40A-12(a) et seq.). As a result, the SAC may recommend a further assessment and evaluation of the student.
 - 4. a re-entry meeting will be scheduled at the time of the suspension. At the re-entry meeting, the following persons must be present: principal or assistant principal, SAC, school counselor, dean, child study team case manager (if applicable), student and parent/guardian.
- B. As required by law, the Board of Education shall provide a comprehensive list of services for the evaluation and treatment of students whose use of illegal substances has affected their school performance or who possess or consume illegal substances in school or at a school function, as required by the definitions of evaluation and treatment contained in NJAC 6:29-6.2. This shall include referral to the SAC. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organizations.
- C. While a student is receiving medical or therapeutic care for a diagnosed chemical dependency problem, homebound instruction may be provided by the district.
- D. Students who are in care or returning from care for chemical dependency will receive proper referral and support services by the SAC, school counselor, or child study team personnel.
- E. If a student, who has previously been diagnosed as under the influence or who has previously violated the substance abuse policies is found to be under the influence of an illegal substance for a second time or in possession of an illegal substance, a recommendation will be made by the principal or his designee to the Superintendent who will then make a recommendation to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.**

A student found to be under the influence for a second time or who has previously violated the substance abuse policies will be required to have a complete substance abuse assessment by an approved licensed Drug and Alcohol treatment facility.

Adherence to recommendations resulting from such assessment must be enforced.
(**See note in following section.)

Possession of Paraphernalia related to Substance Abuse or in Possession of Illegal Substances**

- A. If the student is found in possession of paraphernalia related to substance use in possession of illegal substances as defined by policy, the student will be suspended from school as outlined by the school disciplinary policy. In cases of possession of illegal substances and/or paraphernalia, the police will be notified. The student will only be readmitted at the end of the exclusion after receipt of the required medical certification that the student is physically and mentally able to return to school and after a conference between the principal and the parent/guardian has been held. Consideration of further disciplinary action, to include but not limited to expulsion, may result.
- B. If a student is found in possession of an illegal substance for a second time, then such student will be referred to the local police and a recommendation will be made by the principal to the Superintendent who will then make a recommendation to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.
- C. Students possessing for distribution, or administering illegal substances at any time on school grounds, as defined in this policy, to others in school or at a school-sponsored activity shall be immediately referred to the principal. The principal shall immediately notify the police and the parents/guardians and suspend the student. He/she will make the appropriate recommendations to the Board of Education concerning additional disciplinary measures to include, but not be limited to, expulsion.

****For each of the circumstances described above (second positive diagnosis under the influence, possession of paraphernalia for a second time, possession for distribution), a complete substance abuse assessment by an approved licensed Drug & Alcohol treatment facility will be made. Adherence to recommendations resulting from such assessment must be enforced. Refusal or failure by a parent to comply with the provisions of NJSA 18A:40A-12 and NJAC 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to NJSA 18A:38-25 and 18A:38-31, and child neglect laws, pursuant to NJSA 9:6-1 et seq. Failure to comply with the recommendations resulting from an assessment may result in exclusion from participation in any and all co-curricular activities, including sports and all non-academic activities, including graduation and other ceremonies.**

When it becomes necessary to implement these procedures, a full written report of the incident will be immediately submitted to the chief school administrator who will forward the same to the Board of Education at its next regularly scheduled meeting.

During the term of the student's attendance in the West Orange Public Schools, all substance abuse incidences are cumulative.

In all instances involving the use of illegal substances, a Violence, Vandalism and Substance Abuse Incident Report shall be completed by the chief school administrator or his/her designee.

**Record Keeping: Student Self-Disclosure
vs.
Discovery of Student Substance Abuse Concerns**

- A. In all cases involving illegal substances as defined in the policy, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator, and CORE Team. Records will be confidential and kept separate and apart from general student files. These files will be kept locked.
- B. In cases initiated by the student or family, interventions will occur without disciplinary actions. Disciplinary referrals, or in cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a substance awareness coordinator or CORE Team member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to:
1. be suicidal;
 2. be capable of assault (murder, rape, armed robbery intent);
 3. have been abused;
 4. be under the influence of alcohol or drugs;
 5. be in need of emergency medical treatment.

Disclosure of information received in school drug or alcohol abuse counseling relative to the student's parent or other person residing in the household illegally using substances (18A:40A.7.1 b.1-4)

...information shall be kept confidential and may be disclosed only under the circumstances expressly authorized under subsection b.

- b. The information provided by a student pursuant to subsection a. of this section may be disclosed:
1. subject to the student's written consent, to another person or entity whom the student specifies in writing;
 2. pursuant to a court order;
 3. to a person engaged in a bona fide research purpose, except that no names or other information identifying the student or the person with respect to whose substance abuse the information as provided, shall be made available to the researcher; or
 4. to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary school student or another child may be an abused or neglected child as the terms are used in R.S. 9:6-1, or as the terms are defined in section 2 of P.L.1971, c.437(C.9:6-8.9), or section 1 of P.L.1974, c.119 (C.9:6-8.21)

NJAC: 6:29-6.2 Definition

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise.

“Evaluation” includes, but is not limited to, the following:

- a. Procedures used to determine a student’s need for an educational program which extends beyond the regular school program by virtue of the use of alcohol or other drugs by the student or the student’s family.
- b. Examination by a physician for the purpose of diagnosing whether the student is under the influence of illegal substances.
- c. Evaluation by the Child Study Team to determine a student’s eligibility or need for a special education program and/or related services due to involvement or consumption of illegal substances by the student or his/her family.
- d. Assessment by a teaching staff member or district Board of Education service provider appropriately certified by the New Jersey State Board of Examiners and trained in alcoholism or other drug abuse to determine the extent of substance use and dependency by the student or his/her family. Such assessment may be made through the use of trained service providers, certified alcoholism or substance awareness coordinators who are acting as resource person(s) or in conjunction with a certified teacher or school counselor.

“Intervention and Treatment-Referral System”:

Intervention and treatment-referral shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in substance abuse prevention. These programs and services shall include any of the following:

- a. Provisions for a program of instruction, counseling and related services provided by the district Board of Education while a student is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem;
- b. Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health;
- c. Providing support services for students who are in care or returning from care for chemical dependency.

NJSA: 8A:40A-13 Immunity for Educational and Medical Personnel, Officers, or Agents because of Actions Taken by Virtue of Act

No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a substance awareness coordinator, any school nurse or other educational personnel, medical inspector, examining physician or any other officer or agent of the Board of Education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or emergency room personnel. L. 1987, c.387, Sec. 6, eff. Jan. 13, 1988

18A-40A-14 Civil Immunity for Educational Personnel Reporting Students

Any teacher, school counselor, school psychologist, school nurse, substance awareness coordinator or other educational personnel, employed by or in any of the public or private schools of this State, who in good faith reports a student to the principal or his/her designee to the medical inspector or school physician or school nurse in an attempt to help such student cure his/her alcohol or other drug abuse as defined in Section 2 of the Act, shall not be liable in civil damages as a result of making any such report.

Nothing in this section is intended to preclude the protections provided in Section 2 of P.L. 1981, c.414 (C.2A:62A-4) or otherwise provided by law. L. 1987, c.387, Sec. 7, eff. Jan. 13, 1985

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education prohibits the possession and/or use of weapons, or other instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

For the purpose of this policy, "weapon" includes, but is not limited to, those items enumerated in N.J.S.A. 2C:39-1(r). The Principal or his/her designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the student from the regular education program for a period of not less than one calendar year.

The Principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a student's removal on a case-by-case basis. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument shall be reported to the Principal/designee immediately. The Principal shall immediately inform the chief school administrator/designee and the appropriate law enforcement officials. The Principal shall provide the law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided.

The punishment for any student who is determined to have brought a firearm (defined by NJSA 18A:37-8 and NJCC 2C:39-1(f)) to a school will be EXPULSION from school for a period of not less than one year. The chief school administrator may modify such expulsion for a student on a case-by-case basis.

HARASSMENT, INTIMIDATION OR BULLYING

In accordance with NJSA 18A:37-15 (3)(6)(1)

The board of education expects students to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent

behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate students in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any student.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Any school employee, student or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school official as designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

IN ACCORDANCE WITH NJ LAW, THE BOE HAS ESTABLISHED AND MAY UPDATE FROM TIME TO TIME ITS POLICY AGAINST HARASSMENT, INTIMIDATION AND BULLYING. THE MOST CURRENT STATEMENT OF THE BOE POLICY MAY BE FOUND ON THE BOE WEBSITE.

Procedures are currently in place addressing:

- a. a mechanism for reporting acts of harassment, intimidation or bullying, including a means of anonymous reporting;
- b. a prompt investigation by the principal or his designee;
- c. a school's response to an incident of harassment, intimidation or bullying; and
- d. appropriate consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying in accordance with the Levels of Disciplinary Action.
- e. The board recognizes that a school campus is a place that has appropriate rules and regulations to ensure a safe and healthy environment, which is conducive to learning for

all students. All persons shall be knowledgeable of the conduct and expectations on which this School District operates.

It is the policy of this District that membership or affiliation in secret fraternities or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this School District is strictly prohibited.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which disrupt the school environment and/or are harmful to the education process will be dealt with as if they committed an offense of the most serious category.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, present a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and State and is strictly prohibited.

Any incident involving initiations, intimidation and/or related activity of such gang affiliates will hereby be considered actions which present the danger or likelihood of bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang/group paraphernalia; exhibiting behavior or gestures which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance or sense of personal safety or well-being of another student or staff member will be subject to disciplinary action including suspensions and/or permanent expulsions.

LEVELS OF DISCIPLINARY ACTION

Listed below are the various levels to be used in a disciplinary case. Each circumstance is considered independent of any other. These levels are guidelines. A student will move to succeeding steps for subsequent occurrences of misconduct which requires disciplinary action. Infractions, with numbers in (parentheses), may, at the discretion of the disciplinary officials, be entered at any level indicated by those numbers.

Level 1 – Conference/Teacher Detention*

- ☐ Failure to follow directions
- ☐ Failure to follow general rules listed in the handbook
- ☐ Late to class, 1st and 2nd offense
- ☐ Defiance (2-8)
- ☐ Inappropriate use of school technology/security (2-9)

***Note:** *Failure to report to assigned teacher detention will result in a general detention.*

Level 2 – General Detention

(2:20 p.m. - 3:20 p.m. Tuesday - Thursday)

- ☐ Failure to produce absence/late notes in a timely manner (3-7)

- ☐ Cutting **class, including** study hall (3-9)
- ☐ Unauthorized sales of merchandise (i.e. candy, clothes, etc.) (3-9)
- ☐ Failure to follow *Locker Policy* (i.e. sharing of lockers), p.36
- ☐ Unauthorized access to another's belongings (3-9)
- ☐ Possession of toys in school (3-9)
- ☐ Receiving/ordering food to school (3-7), food will be confiscated
- ☐ Failure to follow the *Dress Code Policy* (i.e. headgear use), p. 38, 1st offense (3-9)
- ☐ Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 41, 1st offense (3-9)
- ☐ **Note:** *When headgear/hats/electronic devices are confiscated, they will be returned **after** detention is served. When cell phones are confiscated on a first offense, they will be returned at the end of the school day. For second and subsequent offenses, they will be returned **only** when a parent/guardian appears at school to claim them.*
- ☐ Repeated failure to follow directions and requests of teachers and other supervisory personnel (3-9)
- ☐ Failure to sign into or out of school, 1st offense (3-9)
- ☐ Failure to present ID or scan ID upon boarding bus, 1st offense (3-4)
- ☐ Loitering after the late bell has sounded (3-9)
- ☐ Eating or drinking in class (3-7)
- ☐ Missing Teacher Detention (3-7)
- ☐ Unauthorized use of elevator (3-7)
- ☐ Failure to follow *Student ID Policy* (3-7), p. 37
- ☐ Opening or passing through alarmed doors when not an emergency (3-7)

Level 3- Extended General Detention or Multiple General Detentions

(Extended is held from 2:20 p.m. until 5:00 p.m. Wednesday.)

- ☐ 5th unexcused tardy (per marking period)
- ☐ Failure to follow the *Dress Code Policy* (i.e. headgear use/exposed undergarments), p.38, 2nd offense (4-9)
- ☐ Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 41, 2nd offense (4-9)
- ☐ **Note:** *When cell phones or electronic devices for second and subsequent offenses, they will be returned only when a parent/guardian appears at school to claim them.*
- ☐ Inciting others to create a disturbance (4-9)
- ☐ Hazing other students (4-9)
- ☐ Parking in teacher's lot, 1st offense (car may be ticketed or towed)
- ☐ Disrespectful Behavior (4-9)
- ☐ Failure to sign in to or out of school, 2nd offense (4-9)
- ☐ Failure to present ID or scan ID upon boarding bus, 2nd offense (4-7)
- ☐ Missing General Detention (4-9)
- ☐ Refusal to serve teacher detention (4-9)
- ☐ Cutting study hall (second offense) (4-9)
- ☐ Riding/Attempting to board a bus other than as properly assigned. (4-9)
- ☐ Multiple students in restroom stall, 1st offense (4-6)

Level 4 – Restorative Practice

- ☐ 10th unexcused tardy per marking period (5-9)***

NOTE: In any marking period, if a student accumulates ten (10) unexcused tardies of under 10 minutes, a cut will be charged against the student, which may result in loss of credit under the cut policy.

- ☐ Chronic loitering (5-9)
- ☐ Profanity (5-9)
- ☐ Truancy, 1st offense (5-9)
- ☐ Entry into an inappropriate student lavatory (5-9)
- ☐ Cutting class, 2nd Offense
- ☐ Cutting restricted study hall, 1st offense
- ☐ Defiance of authority (5-9)
- ☐ Dangerous roughhousing/irresponsible behavior (5-9)
- ☐ Altered passes, etc. (where pass is properly issued by staff and not stolen) (5-9)
- ☐ Failure to follow *Student ID Policy*, p. 37 (5-9)
- ☐ Tampering with school ID (5-9)
- ☐ Entering faculty restroom (5-7)
- ☐ Failure to disperse when instructed to do so (5-9)
- ☐ Wandering/abuse of hall passes (5-9)
- ☐ Harassment, Bullying/provocation including sexual harassment (5-9)
- ☐ Derogatory comments/actions based upon race, creed, color, religion, ethnicity, sex or handicap (5-9) (See p. 21 for further detail)
- ☐ Inappropriate, insensitive and/or inflammatory language (5-9)
- ☐ Unwelcome physical contact (5-9)
- ☐ Non-compliance with Study Hall behavioral expectations (5-9)
- ☐ Out of school building without permission, 2nd offense (5-9)
- ☐ Possession of any smoking device, 1st offense (5-9)
 - o Smoking on school grounds is a violation of the law and may result in a complaint being filed with the WOPD against offenders.
NOTE: Because these devices are commonly employed in drug use, students in possession of e-cigarettes or other types of vaping devices will be required to undergo a medical examination and will require medical clearance before returning to school in the same manner and extent as students who are suspected of being under the influence, and if the testing results in a positive result for illegal substances, further discipline may be applied. Additionally, students may be required to participate in a smoking cessation program and/or counseling.
- ☐ Missing detention may result in RESTORATIVE PRACTICE followed by a general or an extended detention (5-9)
- ☐ Multiple students in restroom stall, 2nd offense (5-7)

Level 5 – Saturday Detention

Saturday detentions are held from 9 am until 10 am (general) or 9 am until 12 pm (extended) in Room 3310.

STUDENTS ARE RESPONSIBLE FOR ARRANGING THEIR OWN TRANSPORTATION TO AND FROM SATURDAY DETENTION.

Students are responsible to bring schoolwork and/or reading material to Saturday Detention.

- ☐ Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 41, 3rd offense (6-7)
- ☐ Parking in teacher's lot, or parking in Degnan lot other than in a marked space 1st offense (car may be ticketed or towed)
- ☐ Failure to follow the *Dress Code Policy* (i.e. headgear use), p. 38, 3rd offense (6-7)
- ☐ Inability to attend general or extended detention during the week.
- ☐ Failure to clean up after oneself in the Cafeteria or in any other designated eating area at breakfast or lunch. (6-7)
- ☐ Leaving school building/grounds without permission (6-7)
- ☐ Unauthorized use of computer/technology belonging to another. (6-7)
- ☐ Compromising security/opening doors / propping doors open (6-9)
- ☐ False reporting of incidents (6-9)

Level 6 - One to three days Restorative Practice Session(s) or In-School Suspension

- ☐ Excessive Tardiness (more than 10 times late to class per marking period) (6-8)
This WILL result in a cut being charged, which might result in LOSS OF CREDIT!
- ☐ Cutting class, 3rd or greater offense (7-9)
- ☐ Possession of any smoking device, 2nd offense (7-9)
 - o Smoking on school grounds is a violation of the law and may result in a complaint being filed with the WOPD against offenders.
See note re: testing and clearance in Level 4 above.
- ☐ Leaving school building/grounds without permission, 2nd offense (7-9)
- ☐ Out of school building, 3rd offense (7- 9)
- ☐ Graffiti (Tagging) (7-10) **Defacing property may result in criminal prosecution and/or restitution for the cost of repair/correction/replacement of defaced item.**
- ☐ Creating a disturbance (i.e. in hallway or classroom) (7- 9)
- ☐ Truancy, 2nd offense (7- 9)
- ☐ Overt or covert behavior of an obscene or profane nature (7- 9)
- ☐ Throwing any projectile/object out a school or bus window (Writing utensil, book, paper) (7-9)
- ☐ Attempting to ride/riding bus to which the student is not assigned (7-9)
- ☐ Causing a disturbance on the bus (7-9)
- ☐ Late to class (9th offense) (7-9)
- ☐ Laser Optic Devices (7-9)
- ☐ Using parent/guardian's email address to send notes (7-8)
- ☐ Parking in teacher parking lot, 2nd offense (car may be ticketed or towed)
- ☐ Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 41, 4th offense (7-9)
- ☐ Failure to follow the *Dress Code Policy*, p. 38, 4th offense (7-9)
- ☐ **Refusal** to surrender **any item**, including hats, headgear, cell phones or electronic devices, when requested by a staff member (7-9)
- ☐ Possession or display of inappropriate (non-pornographic) material (7-9)
- ☐ Unauthorized use of recording devices in school (7-9)
- ☐ Missing Extended Detention: **Restorative Practice or ISS directly into General or Extended Detention** (7-9)
- ☐ Academic dishonesty (cheating/plagiarism/etc.) (7)
- ☐ Refusal to Identify One's Self to Staff (7-8)

Level 7 - One to Three Days Out of School Suspension

- ☐ Excessive tardiness (more than 15 times late to class per marking period) (8-9)
- ☐ Theft (8-9) *Including restitution and possible referral to juvenile authorities
- ☐ Throwing food or any object (while at any school-related activity, including when riding a school bus) (8-9)*Including restitution and possible referral to juvenile authorities
- ☐ Altercation with other student / Behavior deemed dangerous and irresponsible (8-9)
- ☐ Profanity or obscenity which is intentional or directed toward any staff member (8-9)
- ☐ Intimidation/Bullying/Harassment/HIB Retaliation or False Reporting (8-9)
- ☐ Tampering with fire alarm or fire extinguisher (8-9)
- ☐ Possession of fireworks or other incendiary devices (8-9)
- ☐ Vandalism (8-9)
- ☐ Gambling (8-9)
- ☐ Possession or display of pornographic material (8-9)
- ☐ Cutting Study Hall (third and subsequent offense)
- ☐ Violation of In-school suspension/restorative practice rules and procedures (8-9)
- ☐ Out of school building without permission (2nd and subsequent offense) (8-9)
- ☐ Leaving school grounds without permission (2nd offense to level 5) (8-9)
- ☐ Parking in teacher parking lot, 3rd or subsequent offense
- ☐ Failure to follow the *Dress Code Policy*, p. 38, 5th offense
- ☐ Failure to follow the *Cell Telephone, Electronic Devices and Other Unauthorized Items Policy*, p. 41, 5th offense
- ☐ Failure to comply with directives during emergency/drills (i.e. lockdown, evacuation) (8-10)
- ☐ Use of water toys (i.e. water guns, balloons, modified water bottles) (8-9)
- ☐ Throwing a projectile out of any window of school building or school bus, 2d offense (8-10)
- ☐ Use of someone else's ID or Hall Pass – with permission.
- ☐ Intentional attempt to expose another's undergarments or private parts ("Pantsing") (8-9)
- ☐ Unauthorized publication of recorded material online or elsewhere (8-9)
- ☐ **Refusal** to serve Detention (General or Extended), ISS or Restorative Practice Session. (8-9)
- ☐ Missing Saturday detention (8-9)
- ☐ Causing a disturbance at any athletic or other event, whether a home or away game/event (8-10)
- ☐ Refusal to wear personal protective gear or to maintain appropriate social distance, as may be required by school regulation, 1st offense (8-9)

Note: Any student caught stealing is required to make restitution. It is recommended that students put their names or identification mark on every article of value. Students should not bring large amounts of money or expensive jewelry articles to school. Students should not give anyone a locker combination and use someone else's locker. All gym lockers must have a lock.

Level 8 - Three to Five Days Out of School Suspension

- ☐ Detonation of fireworks or other incendiary devices to include, "stink bombs", or "smoke bombs" (9-10)
- ☐ Theft or unauthorized use of student ID (9)
- ☐ Unauthorized possession of hall or bus passes (9)
- ☐ Forgery of notes or other documents (9)
- ☐ Extortion (9-10)

- ☐ Use of e-cigarettes or other vaping type devices. 1st offense (9)
See note re: testing and clearance in Level 4 above.
- ☐ Under the influence of illegal drugs including alcohol (1st offense) (9-10)
- ☐ **Refusal** to serve Saturday detention (9-10)
- ☐ Attempt to alter school (teacher or other) records/grades (9-10)
- ☐ Interference with/inappropriate access to staff member's desk and/or belongings (9-10)
- ☐ Unauthorized possession of testing materials (9-10)
- ☐ Trespassing on school grounds (9-10)
- ☐ Inappropriate touching/contact (9-10)
- ☐ Obstructing cameras/recording devices/safety devices in school or on a bus (9-10)
- ☐ Compromising the integrity/safety of the school building or buses (9-10)

Level 9 - Ten Days Out of School With Possible Recommendation For Additional Disciplinary Action to the Board of Education*

- ☐ Assault of another student / Expectorating on another student or staff
- ☐ Fighting
- ☐ Aggressive interaction with other student
- ☐ Possession of a weapon as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed dangerous by WOHS administration. These include, but are not limited to, knives of any kind, any device which projects, releases, or emits any substance intended to produce temporary physical discomfort or permanent injury, metal knuckles, clubs, blackjacks.
- ☐ **NOTE THAT POSSESSION OF A FIREARM, AS DEFINED BY N.J.S.A. 2C:39-1(f) OR APPLICABLE FEDERAL LAW WILL AUTOMATICALLY RESULT IN RECOMMENDATION FOR EXPULSION.**
- ☐ Possession of drug paraphernalia with intent to distribute
- ☐ Possession of illegal drugs including alcohol
- ☐ Student under influence of illegal drugs or alcohol (2nd offense)
- ☐ Possession or use of explosives or other ordnance (any device that can explode or ignite)
- ☐ Physical assault of a staff member
- ☐ Threats upon students or staff
- ☐ Possession of any anti-personnel liquid or aerosol (MACE/Pepper spray)
- ☐ Failure to comply with the school substance abuse policy procedures
- ☐ Terroristic threat
- ☐ False Public Alarm
- ☐ Lewd and lascivious behavior
- ☐ Inappropriate use of or tampering with school technology/security
- ☐ Dangerous and irresponsible behavior

Level 10 - Ten Days Out of School with Recommendation for Additional Disciplinary Action to the Board of Education*

- ☐ Possession of a firearm as defined by N.J.S.A. 2C:39-1(r) or applicable federal law or any item deemed sufficiently dangerous by WOHS administration. Note that New Jersey law defines the following items, among others, to be firearms: any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, and includes any firearm which is in the nature of an air gun, spring gun or pistol or other

weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

- o **NOTE: AS PER THE STANDARDS SET FORTH ABOVE IN THE SECTION ENTITLED *WEAPONS AND DANGEROUS INSTRUMENTS*, THE PUNISHMENT FOR ANY STUDENT WHO IS DETERMINED TO HAVE BROUGHT A FIREARM (defined by N.J.S.A. 18A:37-8 and N.J.C.C. 2C:39-1(f)) TO A SCHOOL WILL BE EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE YEAR.**

- ☐ Bomb Threat
- ☐ Setting false alarm
- ☐ 2nd Fight or 2nd violent event during tenure at WOHS
- ☐ 2nd Positive for alcohol or drugs / 2nd Possession of drugs, alcohol, or paraphernalia
- ☐ The sale or distribution of alcohol or drugs
- ☐ Arson

These guidelines and procedures are intended to maintain an orderly educational environment. Students will be held accountable for actions that negatively affect the good order of the WOHS community and/or the health and safety of its members.

Furthermore, school authorities may discipline a student for conduct occurring off school property where “such 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 school property.”

Unusually severe breaches of discipline or repeat offenses of a serious nature can result in a student being brought before the Board of Education for additional discipline which could include an alternative educational setting or expulsion. An appeal to the Board of Education can be made to contest a suspension.

Detention by Teachers

A teacher may detain a student after school for disciplinary reasons.

General Detention

Assignments to General Detention are made by the Deans of Students. See Levels of Disciplinary Action for specific instances.

- General detentions are held from 2:20 p.m. to 3:20 p.m.
- Students are required to be prompt; silent during the detention session; and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention room except in an extreme emergency.
- Failure to report is “refusal to obey the authority of the school” and will result in the assignment of extended detention, restorative practice or in-school suspension.
- Inappropriate behavior in detention will result in additional disciplinary consequences
- Students, when dismissed at 3:20 p.m., are directed to immediately leave the building and proceed home.

Extended Detention

- Assignments to Extended Detention are made by the Deans of Students and the Administration. See Levels of Disciplinary Action for specific instances.
- Extended detentions are held from 2:20 p.m. to 5:00 p.m.
- Students are required to be prompt, to be silent during the detention session and to have work, reading or study assignments to occupy their time.
- Students are not allowed to leave the detention room except with the consent of the detention moderator.
- Failure to report will result in further disciplinary consequences.
- Inappropriate behavior in detention will result in additional disciplinary consequences

Saturday Detention

- Saturday detentions are held from 9 am to 10 am (Saturday General) or 9 am to 12 pm (Saturday Extended).
- Students are required to be prompt; silent during the detention session; and to have work, reading or study assignments to occupy their time.
- Failure to report (or failure to report in a timely manner) will result in suspension.
- Students are to enter the Pleasant Valley Way entrance before 9 am.
- Students are responsible for their own transportation to and from Saturday detentions.

Restorative Practice

- Restorative Practice is held in the In-School Suspension (ISS) room Monday through Friday for a period of time determined by the principal or his designee.
- Students are assigned Restorative Practice by the Principal or his designees only.
- Students are required to be prompt. They may not leave the room except with the permission of the Restorative Practice moderator.
- Students will receive assignments from their teachers which are to be completed during the Restorative Practice session. Students are to bring textbooks, pens, pencils, etc., with them. Students are encouraged to bring additional work as well.
- Inappropriate behavior in the ISS room will result in additional disciplinary consequences.

In School Suspension (ISS)

- ISS is held in the ISS room Monday through Friday from 7:30 a.m. to 2:15 p.m.
- Students are assigned to ISS by the Principal or his designees only.
- Students are required to be prompt and may not leave the room without the permission of the proctor and under proper supervision.
- Students will receive assignments from their teachers which are to be completed during the ISS session. Students are to bring textbooks, pens, pencils, etc., with them. Students are encouraged to bring additional work as well.
- Inappropriate behavior in ISS will result in additional disciplinary consequences.
- Any student who is assigned an In-school suspension is prohibited from participating in school or extracurricular activities or practice for the duration of the suspension.

Out of School Suspension (OSS)

Out of School Suspensions are determined by the Principal or his designee according to the nature and severity of the offense committed.

Students who are suspended out-of-school are not allowed to participate in any school or extracurricular activities or practice for the duration of the suspension. The student is further prohibited from being on school property during the length of his/her suspension. Violations may result in trespassing charges being lodged with the West Orange Police Department.

CAFETERIA REGULATIONS

Students are not permitted to leave the school during lunch. WOHS does not have an open lunch. Disciplinary action is taken for students leaving the building without permission during lunch and may include Saturday detention and/or suspension. Lunch may be brought from home or purchased at school.

Neither food nor beverages are to be taken from the cafeterias to any area not normally designated for eating without a note from the nurse or administration.

The throwing of food or other items is forbidden and will result in the application of appropriate discipline (1 to 3 days out of school suspension).

Students are expected to:

1. display proper decorum; throwing of food is prohibited.
2. eat lunch in their assigned cafeteria.
3. report on time to the assigned cafeteria.
4. remain in the assigned cafeteria and/or outside area for the entire lunch period.
5. be seated at a table.
6. be orderly, polite and reasonable in speech and action.
7. **be responsible for his/her table's cleanliness**. If asked by a staff member to clean up, students are expected to cooperate, even if the debris is not theirs.
8. return chairs under the tables.
9. exit from the assigned cafeteria in an orderly manner.
10. remain on school grounds during their entire lunch period.
11. extend courteous behavior, which includes not cutting the lunch line.

PLEASE NOTE THAT LUNCH SEATING MAY BE ASSIGNED BY THE STAFF, AND IF SEATING IS ASSIGNED, FAILURE TO SEAT WHERE DIRECTED WILL RESULT IN DISCIPLINARY CONSEQUENCES.

FAILURE TO CLEAN UP AFTER LUNCH WILL RESULT IN DISCIPLINARY ACTION, INCLUDING SATURDAY DETENTIONS, EXTENDED DETENTIONS and POTENTIALLY SUSPENSIONS.

LUNCH DETENTIONS

At the discretion of the deans, lunch detentions may be assigned where appropriate in lieu of or in addition to other disciplinary consequences.

HALL REGULATIONS

1. Students in the halls must be in possession of a hall pass while classes are in session.
2. In passing through the corridors, students are to move along quickly and without delay, keeping to the right to reduce congestion.
3. Students are to report immediately to their destination and not wander through the corridors or leave school grounds.
4. Creating a disturbance, boisterous conduct or running in the corridors are all prohibited and will result in disciplinary consequences.
5. Students are to leave the building and grounds promptly at the end of their class or at the end of any after school appointments or authorized activities.
6. Students may not be in the building or on the school grounds after dismissal unless they are members of a properly authorized student activity, using the Library, or in some way under the direct supervision of a staff member. Violations of this policy will result in disciplinary measures.
7. Students are expected to carry the official hall pass in full view and are required to show the pass to any staff member upon request.

HALL PASSES

Students may not leave class without the permission of the teacher in charge. Hall passes must be signed by the teacher and include date, time and destination. An electronic pass of an official printed pass must be used at all times. Students may not be in the halls without an official hall pass. Any staff member may request to see the official hall pass when encountering a student in the halls.

When students are in the hall, they are required to show a pass, politely and without confrontation, to any staff member who requests it. Students are expected to carry the official hall pass in full view.

Students in unauthorized possession of blank passes shall be considered to be in possession of stolen property, and disciplined by out-of-school suspension.

STUDY HALL REGULATIONS

A study hall is a regular class assignment. Although no grades are issued, attendance is mandatory. Students tardy or absent without proper excuse are subject to disciplinary action.

Students may not leave the building during assigned study hall periods.

Students may not go to the LMC during study hall periods.

If a student is a senior and is assigned to a study hall during BLOCK 6, the student may apply, with parental consent, for administrative approval to be dismissed after BLOCK 5. In cases where such approval is granted, the student will be expected to leave campus following BLOCK 5.

If a student is a senior and is assigned to a study hall during BLOCK 1, the student may apply, with parental consent, for administrative approval to begin the school day with BLOCK 2. In cases where such approval is granted, the student will be expected to arrive on campus shortly before BLOCK 2.

In either of the preceding two cases, while on campus but not in class, students are expected to behave in a non-disruptive manner and shall not loiter. Permission to start the school day one BLOCK later or end one BLOCK earlier may be revoked by Deans/Administrators at any time.

LOCKER POLICY

Each student is assigned a locker and will be held responsible for the general condition and cleanliness of the assigned locker. **Students are responsible for providing a lock for their locker. The school does not assume any responsibility for lost, stolen or damaged articles.**

Remember: Lockers are not safes!

- Every Student is responsible for the contents of his/her own locker and may not permit another student to use the locker. Articles found in the locker will be the responsibility of the student to whom the locker is assigned.
- **Lockers are subject to random searches; individual lockers may be searched for any reason determined by the principal or his designee. The school does not recognize a right of privacy with respect to student lockers.**
- Violation of this policy may result in loss of the property in question, detention, suspension, expulsion or other school-imposed penalty. Furthermore, any evidence of criminal activity will be turned over to police. Provision has been made to allow for **ONE** hall locker for each student. Any violation of this policy will have disciplinary consequences.
- If a lock is placed or left on a locker that is not assigned to a student, the lock may be cut and the contents of the locker removed and disposed of.

Guidelines for Securing Lockers

Students should NOT:

1. leave lockers unlocked when not in use.
2. give locker combinations to anyone.
3. preset locker combinations in any way.
4. share lockers with anyone.
5. leave lockers without securing the lock (i.e. turning the tumbler).
6. store money, jewelry or other valuables in lockers.
7. use lockers that are not secure.
8. vandalize or deface lockers.
9. use an unassigned locker.

Any problems concerning lockers should immediately be forwarded to the Security Office. **Lockers remain the property of WOHS and are subject to periodic inspections.**

STUDENT ID POLICY

All students are required to be in possession of a WOHS issued photo Identification Card (ID) while on school grounds. Student IDs are the property of WOHS.

IDs must be WORN and VISIBLE at all times while on campus.

Teachers may direct, in the interest of physical safety, that IDs be removed, but this is the only exception to the requirement that IDs be WORN and VISIBLE.

The ID card may not be altered or destroyed. IDs may be required to identify students to staff members, obtain late passes or readmit slips, borrow materials from the school library, use LMC computers, use office telephones, enter bathrooms, purchase lunch, enter school sponsored events, and obtain late bus passes. Students are not permitted, under any circumstances, to borrow, lend or exchange student IDs. Violation of this policy will result in disciplinary action.

Students must have their ID in possession when attending school related activities. Failure to present his/her card upon staff request will result in disciplinary action.

STUDENTS WHO DO NOT HAVE A VALID WOHS ID IN THEIR POSSESSION OR WHO DO NOT PRODUCE ONE WHEN REQUESTED

MAY BE DENIED ENTRY TO OR MAY BE REMOVED FROM ANY SCHOOL BUS OR SCHOOL EVENT.

To get a replacement ID, follow the directions below:

- 1) Go to www.woboe.org/replaceID
- 2) Enter last name and student ID#
- 3) Click "Add Student(s)"
- 4) Continue to Optional Fees
- 5) Click on your name
- 6) WOHS Replacement School ID
- 7) Add to Cart and Pay for ID
- 8) Bring your receipt to the Security Office to get your replacement ID

Students are to surrender their ID upon withdrawing from school.

PERSONAL BELONGINGS

Do not leave valuables unprotected. If it is necessary to bring large amounts of money or valuables to school, they may be left in one of the offices for safekeeping.

When attending Physical Education classes, students are instructed to leave all valuables locked in their gym lockers. **The school does not assume responsibility for any lost or stolen articles. Keep all lockers locked at all times!**

UNAUTHORIZED SOLICITATION AND SALES

The sale of items by students for the purpose of personal gain is prohibited. Fundraising activities on school grounds are specifically prohibited unless previously authorized by the Superintendent of Schools or his designee.

RESTROOMS

Smoking, vandalism, loitering, eating and drinking are strictly prohibited in restrooms and will result in disciplinary action.

DRESS CODE

West Orange High School's dress code policy centers around providing equitable access to education for all our students. To guarantee fair and effective enforcement of the dress code, school staff will apply it consistently without promoting or worsening marginalization, based on factors, such as race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural practices, financial status, or body size.

West Orange High School takes the education, safety, and security of its students seriously and encourages them to approach their education, and therefore, their appearance during the school day, in an appropriate manner that is aligned with our dress code standards. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

Our dress code philosophy includes the following:

- Student attire does not interfere with the health or safety of any student, and student attire does not contribute to a hostile, offensive, or intimidating atmosphere for any student.
- Dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.
- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Our dress code is designed to:

- Prevent students from wearing clothing that impedes the overall safety and security of the school staff, which includes the ability to properly identify students either on camera or in person.
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as Chemistry/Biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing that expresses themselves, including their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination.

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography or that denote, suggest, display, or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.

The following Dress Code is established to assist in maintaining the proper dress for school with the **basic principle that certain body parts must be covered for all students at all times**:

Therefore, students **MUST** wear:

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes
- Torso/midriff must be reasonably covered

Students **MAY** wear, as long as these items do not violate the principles above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Head scarves.
- Hooded sweatshirts (hoods must be worn down)

Students **CANNOT** wear:

- Hats, hoods, visors, sweatbands, bandanas/flags, wave caps, do-rags and all other non-religious headgear are strictly prohibited and may not be worn in school. Additionally, combs or hair picks, etc. may not be worn during the school day.
- Sunglasses may not be worn in school. Prescription sunglasses may be worn in school only if indicated by a doctor’s note, which must be submitted to the school nurse.
- Apparel that promotes or endorses illegal substances (i.e., drugs, alcohol or tobacco products) or violence (i.e., weapons). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
- Clothing that depicts or suggests images of violence, sexual content, profanity or inappropriate references to race, gender, or religion may not be worn in school.
- See-through garments, bustiers, tops with cut outs or shirts that allow the midriff to be overly exposed.
- Beachwear or clothes designed to look like underwear. Proper attire should include undergarments. No undergarments should be visible or worn as outerwear.
- Pants and shorts must be fastened at the waist so that undergarments are not intentionally exposed.

Dress Code Enforcement

Consistent application of the following requirements is essential for effective and fair enforcement of the dress code by school staff. In order to protect students' confidentiality and

avoid potential embarrassment in front of their peers, student dress code violations will be addressed away from the hallways, the cafeterias, or the classrooms. Staff members will be directed to only document the dress code violation through a “log entry,” which will be submitted to the Deans.

Students found to be in violation of the dress code will be given three (3) options to rectify the issue and align with the dress code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day. The provided clothing will be new, clean, and unworn.
- If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

NOTE: Students who refuse to abide with any of the three options presented to them, when violating the dress code policy, will serve the day in the Restorative Practices Center.

The dress code policy will be embedded within the Levels of Discipline outlined in the Student Handbook as follows:

- First dress code violation - **Level 1 – Conference**
 - Verbal warning
- 2nd dress code violation - **Level 2 – General Detention**
- 3rd dress code violation - **Level 2 – General Detention**
- 4th dress code violation - **Level 3 - Extended Detention**
- 5th dress code violation- **Parent Conference and Extended Detention**

SMOKING

Smoking inside the building or on school grounds at any time by anyone is in violation of state law. Students found smoking **in the school building or on school grounds** will be suspended. It is in violation of West Orange Municipal Code 12-8.6 and Board Policy for students to smoke on school property. Complaints may be filed with the West Orange Police Department against students smoking on school property. Additionally, students found smoking on school grounds or in the school building may be required to meet with the school Substance Abuse Counselor (SAC).

EIGHTEEN YEAR OLD POLICY

Students who reach the age of majority (18 years) may, on written and verified consent of a parent (form available at the Attendance Office), sign their absence excuses and tardy notes. No student may sign his/her own early dismissal note or field trip permission slip.

STUDENT USE OF AUTOMOBILES

There is no student parking permitted in the Pleasant Valley Way or Conforti Avenue parking lots. There is **no** student parking lot. **Students who drive to school and use the Alisa**

Avenue parking lot do so at their own risk. Unauthorized cars in the school parking lots may be ticketed and/or towed.

ROMANCING/ PUBLIC DISPLAYS OF AFFECTION

All students are to refrain from romancing and public displays of affection in and around the school. All incidents may result in disciplinary action.

CELL PHONES, ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS POLICY

1. Electronic devices, such as cell phones or personal laptops/tablets, may be used under the following limited circumstances:
 - a. Cell phones may be used during the lunch period.
 - b. Personal laptops/tablets must be approved by administration for use
 - c. No device may be used if it is making noise that can be heard by others.
 - d. Any device used – even during lunch period – in violation of these restrictions is subject to being confiscated.
 - e. In addition to the lunch period, electronic devices may be used during class (a) for educational purposes and (b) with teacher permission.
2. At all other times and in all other circumstances, teachers are instructed to confiscate unauthorized item (includes any type of smart glasses or watches) and submit them to the Security Office.
3. ***THIS MEANS THAT A CELL PHONE OR OTHER DEVICE (includes any type of smart glasses or watches) THAT IS IN VIEW IN THE HALLWAYS DURING PASSING OR IN A CLASSROOM MAY BE CONFISCATED AND THE STUDENT SUBJECTED TO DISCIPLINE. If a cell phone is on a desk during class time – even if it is not in use or in the student's hand – it may be confiscated.***
4. Electronic devices (includes any type of smart glasses or watches) and hats will be held until the student serves the appropriate disciplinary action.
5. If a student violates this school rule, these items (includes any type of smart glasses or watches) may be held by the school until the end of the school year in June, or until they are released after parent contact. Students are subject to disciplinary action, including General Detention, Extended Detention, Restorative Practice, In School Suspension, and/or Out of School Suspension.
6. Telephone calls cannot be received or sent during instructional hours. Students are not permitted to use cell phones during school emergencies, such as evacuation or lockdown of the school building. Non-compliance of this policy will result in confiscation of the cell phone and appropriate disciplinary action. Cell phones that are confiscated may be returned to the student at the end of the day or, if it is a second or subsequent offense, may be held until picked up by a parent. **Note:** Parents please contact the Main Office at 973-669-5301 if you need to call a student.

Use of Digital Device During the Administration of an Exam

The possession of a digital device (including but not limited to cell phones, cameras, smart glasses, watches or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of an exam.

Before administering the exam the teacher will inform all students if they have a cell phone or other digital device (to avoid any problems) to take them out and power them OFF. Teachers will not administer the exam until they are satisfied that ALL digital devices are turned off. These devices then must be placed out of sight.

If a student is observed in possession of a digital device during the administration of an exam then the device will be confiscated and returned according to school policy.

If a student is observed using a digital device during the administration of an exam then testing for the student will cease and the phone will be confiscated and security called to retrieve the phone and the student. An exam grade of a "0" will be given to the student.

BUS TRANSPORTATION

1. The Board of Education, following procedures outlined by state law, determines which students are entitled to free bus transportation. All other students must find other means for getting to school.
2. Students who are entitled to ride regular school buses must present their identification cards and must scan their ID upon entering the bus.
3. All students **must** wear seat belts while on a school bus as required by law.
4. When it is necessary for students, who ride regular school buses, to stay after school (i.e., extra teacher help, detentions, athletics, etc.), they must obtain a late bus pass from the detaining teacher, Security or the Conforti Office.
5. Students involved in co-curricular activities will be issued late bus passes valid for the duration of their respective activities.
6. Inappropriate student behavior will result in disciplinary action which may include detention, suspension, and/or suspension or revocation of bus privilege.
7. In order to assist in the maintenance of good order and safety on school buses, cameras and recorders may be present on the vehicle.
8. Please note that New Jersey State Law section 18A:25-3 states "A student may be excluded from the bus for disciplinary reasons by the Principal and shall provide for his/her own transportation to and from school during the period of such exclusion".

WEST ORANGE HIGH SCHOOL **BUS RIDERS' SAFETY HANDBOOK**

INTRODUCTION

The "Bus Riders' Handbook" is designed to help provide a safe and enjoyable experience for the bus rider. Riding the school bus is a privilege provided by the school district and should be

treated as such. It is important to note that additional information will be provided to families via the West Orange transportation department regarding Bus Rider safety.

TO THE BUS RIDER

Students who have the privilege of bus transportation to and from school are under the authority of West Orange School District and will obey and follow the instructions of the drivers. The school bus is an extension of the classroom. All rules that apply in the classroom carry over to the bus. Discipline will be administered by the Principal or designee, Transportation Supervisor, or Director of Transportation. All school board policies that apply to student conduct and other student related activities apply to the school bus. It is the student's responsibility to make the trip pleasant and safe for all riders.

Note: Disciplinary action depends on the severity of the violation.

TO THE PARENT

Please go over the "Bus Rider Handbook" with your child so that he/she will know that you, as well as the West Orange School District, expect them to follow the rules.

AT THE BUS STOP

- Students must be at the bus stop at least 10 minutes before scheduled pickup time. Stand on the sidewalk or back from the roadway while waiting for the bus.
- In the event of inclement weather, please allow our vehicles extra time to get to their pick up points
- When the bus approaches, stand clear until the bus comes to a complete stop.
- If you miss the bus, go home immediately.
- It is the responsibility of the parent to get the child to or from school if the child misses the bus.

LOADING THE BUS

- Form a single file line and board the bus.
- Use the handrail as you go up the steps.
- Go to your seat.
- All students may be placed in assigned seating at the bus driver's discretion.
- Students will not be allowed to leave the bus at any point other than your school or home bus stop.

CONDUCT ON THE BUS

- Remain seated while the bus is moving. Students should face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the aisle. Students must wear seatbelts.
- The student will remain seated until instructed otherwise by the driver.
- Normal conversation is permitted. Any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
- Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person responsible. **The cost may vary due to the damage.**
- The emergency door and exit controls should be used only during supervised drills or an actual emergency.
- Students will not extend any part of their body or any article out the window of the bus whether the bus is in motion or not.

NOTE: The appropriate law enforcement agency will be called in regards to fighting on the school bus.

PROHIBITED ITEMS

- Tobacco
- Glass Containers
- Matches or cigarette lighters
- Students are not allowed to eat, drink, or chew gum on any school bus. Bottles or cans whether full or empty will not be allowed on the school bus.
- Drivers and school officials are not responsible for articles left on the bus.

The primary goal of the West Orange Board of Education is safe and orderly transportation of eligible students to and from school. The district will not tolerate misconduct while students are loading, unloading, or on the school bus. Students who have the privilege of the bus transportation also have the responsibility to make the trip safe, orderly, and pleasant.

Riding the bus is a privilege and not a right. This privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Fails to observe proper safety rules.
- Disregards the authority of the bus driver or other adults in charge.
- Behaves in a disorderly, distasteful, or unsafe manner.
- Creates excessive noise, such as loud talking, screaming, or whistling, or by the playing of radios, tape players, or similar equipment.
- Abuses, defaces, and destroys property or equipment on the bus.
- Restitution may be required
- Handles the emergency equipment inside the bus. (Emergency doors, fire extinguisher, etc.)
- Throws articles within the bus, out the window of the bus, or at any other vehicle.
- Behaves in such a manner that he/she jeopardized the safe operation of the bus.

ASSIGNED BUSES ONLY

Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Students must have a bus riders' pass from the Transportation Office. Failure to ride the assigned bus from the bus stop or school may jeopardize the student's safety and could result in disciplinary action.

ACCIDENTS OR EMERGENCIES

- **Follow the bus driver's instructions.**
- **If you must leave the bus, keep your hands free leaving everything behind. If you must jump from the bus, keep your knees bent slightly as you jump. Move quickly away from the exit and stay away from any point of danger.**

VIDEO

Video cameras are used on each bus and are viewed by the Director, Supervisor, Principal, and any other personnel from the Administration. Videos may also be viewed by the local Law Enforcement Agency and may be subject to release through a court ordered subpoena.

BEHAVIOR GUIDELINES AND CONSEQUENCES **OFFENSES**

- Excessive noise

- Roughhousing/mischief/distracting behavior
- Eating/drinking/littering on bus
- Leaving/standing without permission from driver
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- False identification/refusal to identify oneself
- Riding unassigned bus or using unassigned bus stop
- Throwing objects out of window
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver/para-educator/bus patrol
- Other offenses as reported by the driver or principal
- Hanging out of windows
- Bullying and/or physical aggression against any person
- Profanity/threats directed towards bus driver/para-educator
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
- Lighting of matches, lighters or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession or threat of weapons/explosives/flammables
- Other offenses as reported by the driver or principal
- Possession/use of laser pens or pointers

VIOLATION OF BUS CONDUCT POLICY MAY RESULT IN ANY OF THE FOLLOWING AT THE DISCRETION OF AN ADMINISTRATOR.

- Warning
- Lunch Detention
- Restorative Practice
- In School Suspension
- Out of school Suspension
- Loss of bus service for a specified number of days
- Possible loss of all bus service (Parent/Principal meeting/optional)

LOST AND FOUND

Lost and found items should be turned in and recovered at the Security Office. It is the student's responsibility to check the Lost and Found area as soon as possible in the event of lost item(s). Lost items will not be kept for an unlimited period of time and may be disposed of. WOHS will not be responsible for items placed in lost and found.

SCHOOL CLOSINGS

The following radio/tv stations will announce school closings if there is inclement weather:

WOR	<u>710</u>	WINS	<u>1010</u>	WNBC	<u>660</u>
WABC	<u>770</u>	WCBS	<u>880</u>	Cable	<u>TV 36, Verizon 45, News12, Fox 5, FIOS 1 News</u>

Announcements will be made BEFORE the scheduled start of school beginning at 6:00 A.M. Parents are not to call the Board of Education or the Police Department to determine whether school will be in session. There will be a pre-recorded message on the main line at WOHS at 973-669-5301. Information regarding school closings can be obtained by visiting our website at www.westorangeschools.org.

SCHOOL VISITORS

School policy allows only those individuals who have legitimate business to visit the school. **Student visitors** are NOT permitted to visit the school and/or classes with friends except under special circumstances. Parents/guardians of students from other schools may request permission for a school visit if the student visitor is planning to attend WOHS in the future and wishes to learn about the school. Permission must be requested by the parent/guardian at least one week prior to the date of the requested visit so that teachers may be informed of the scheduled visit to their classes. Foreign students visiting or living with residents of the township may request permission to visit WOHS by following the same procedure.

All visitors must register in the Main Conforti Avenue Office immediately upon entering the building to present proper identification.

Parents/guardians are required to schedule an appointment with an administrator, counselor or teacher prior to entering the building. Registration in the Main Conforti Avenue Office upon entering the building is required.

Individuals in the building without approval from the administration will be considered trespassers and subject to local ordinances regarding trespassing.

POSTERS

Posters advertising school sponsored activities or campaigns must be signed by an administrator. Requests by outside organizations to advertise activities must be authorized by the Superintendent of Schools. Posters must be posted on the designated bulletin boards and removed the day after the event, by the responsible student and/or organization.

ANNOUNCEMENTS

Morning announcements will be made during Block 1.

SALUTE TO FLAG

According to *N.J.S.A. 18-A:36-3*, each school board requires its students in each school in the district on every school day to salute the United States flag and repeat the Pledge of Allegiance to the flag” except those students who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the U.S. Government extends diplomatic immunity, shall **not** be required to render such salute and pledge, but shall be required to show full respect to the flag while the pledge is being given merely by standing **or sitting in silence.**”

Failure to demonstrate appropriate respect to the flag or Pledge of Allegiance, as mandated by state law, will result in disciplinary consequences.

ELEVATORS

Elevators are provided solely for the use by staff and/or members of the student body who have obtained permission from the Nurse's office or administration due to physical needs. Students using the elevator without permission are subject to disciplinary action.

Students requiring the use of the elevator must report to the Health Office. A Nurse will determine if an elevator pass is to be issued.

SCHOOL HEALTH SERVICES

The Health Office is located on the first floor Room 1122. The school health program is designed to promote health wellness and prevent illness. The school nurses will assess and evaluate student health records in order to make a nursing diagnosis and establish appropriate follow up. **It is extremely important that students return accurately completed Health Information and any changes with emergency numbers via SNAP to the nurses as early as possible during the school year.** All medication must be accompanied with written medical physician documentation orders and submitted on the first day of a school 9/4/2024 to the school nurses only.

All students entering the Health Office must have their ID's on and present to accurately document their health care visit. No students (non emergency) will be assessed by the nurses without proper identification.

In the event of illness or an accident, parents will be contacted to arrange for medical care, or students may be allowed to rest temporarily and sent back to class upon recovery.

No medications are included in the school's first aid supplies. Even the simplest drugs may cause reactions when they mask pain or symptoms. Drugs may delay diagnosis and treatment. Therefore, administering medication is not a function of the school personnel.

If it is necessary for a student to take medication during school hours, the student may be allowed to carry only Auvi Q, EpiPen, Asthma Inhalers and Diabetic supplies needed during school hours and must submit the district issued medication forms signed by both the parent and prescribing physician when needed throughout the school year and submitted (forms and medication) to the school nurse.

Students must have official hall passes from their teachers to report to the Health Office. Special medical passes will be issued by the nurse for students to return to class.

Students who need to be excused from physical education classes, must bring a note signed by their parent/guardian and present the note to the nurse at or after 7:20 a.m. If the student needs an excuse for an extended length of time, the student is required to have a doctor's written excuse.

Any hospitalization, serious illness or accident should be reported to the nurses so that it can be appropriately documented on the student's cumulative health record.

The nurse's office monitors vision, audio screening, scoliosis screening, measurement of height, weight, blood pressure, and the state mandated immunization program. Physical

examinations for athletics and new students are screened by the school doctor and their private primary care physicians.

Students should not request a pass to the Health Office to “REST”, use the bathroom, obtain hand/body lotion, weigh themselves or obtain water to drink.

Students are not permitted to be dismissed from the HS health office by bus, taxi, Uber or Lyft. A parent /guardian or designated adult 21 and older must present ID and picked up inside the HS building via the Greeter.

FIRE DRILLS AND OTHER EMERGENCIES

Regularly scheduled fire and other emergency drills are essential for school safety. The following regulations will ensure a maximum degree of protection for the entire school community.

When the fire alarm or emergency tones sound, please:

1. cease all activity and talking.
2. follow all instructions from the classroom teacher.
3. leave the classroom in a quiet and orderly manner, proceeding to the designated exit.
4. clear the building and await the “all clear” signal or other directions.
5. maintain **silence** in order for students to hear directions.
6. return to the classroom immediately after the drill or follow other directions as given by school and/or law enforcement personnel.

FINAL GRADE CALCULATION

Final grades are calculated using the numerical values from each marking period. For full year courses, each of the 4 marking periods counts for 25% of the final grade. For semester courses each of the 2 marking periods count for 50% of the final grade.

ACADEMIC DISHONESTY

All forms of academic dishonesty are unacceptable at West Orange High School. These include cheating on tests, copying the work of others, copying from published works (plagiarism), using artificial intelligence software/platforms and applications, unauthorized possession of testing materials, using unauthorized technology during testing, attempts to modify grades and other records, and similar activities.

Unauthorized use of Artificial Intelligence (AI): using AI tools or software to complete assignments, exams, or projects without the instructor's permission; relying on AI to generate text, solve problems, or perform tasks intended to be done independently by students.

When a student participates in a form of academic dishonesty:

1. a zero is assigned as a grade.
2. parents are notified.
3. the subject area supervisor is notified.
4. a disciplinary report is recorded.
5. disciplinary measures may be taken.

TEXTBOOKS

Students are responsible for lost/damaged books. Books not returned to teachers at the end of the school year will result in the last report card/grades being held. Obligations are cumulative until the student transfers/graduates. Students will not receive transcripts or be allowed to participate in graduation until such obligations are satisfied.

SOCIAL EVENTS

Social events that are sponsored by the school are a reflection of current student interests. Concerts and events that are reflective of various cultural expression are held throughout the year. Proms are formal events of the year and are usually held at nearby off-campus locations.

As always, participation is a privilege and subject to administrative review.

WEST ORANGE HIGH SCHOOL LIBRARY MEDIA CENTER RULES AND POLICIES

Entry and Expectations

The LMC serves as a communal space for research, reading, creating, and other academic activities. In order to ensure that everyone enjoys the privilege of working and studying in a pleasant environment, visitors must follow West Orange High School's guidelines for appropriate behavior as outlined in the Student Handbook. Students who fail to cooperate will be asked to leave the LMC and may have their library privilege suspended. Additionally, food and drink are not permitted in the LMC.

Upon entering the LMC, students must scan their West Orange High School ID to log their visit. Please note that LMC capacity may be limited due to class use and computer availability.

LMC Hours

The LMC opens at 6:50 AM Monday through Friday before school begins. The LMC is open after school on Monday and Wednesday until 3:30 PM, and on Tuesday and Thursday until 5:00 PM. After school hours may vary throughout the year due to faculty obligations and scheduling shifts. Students must present a pass from their teacher to complete work in the LMC during a class or study hall. There is a limit of 5 students per study hall. Passes aren't required during lunch; however, if the library reaches capacity, students may be denied entry.

After School Entry

Students who wish to visit the LMC after school (without a pass) must scan in by 2:35 PM. Students entering the LMC after 2:35 PM must present a hall pass and a late bus pass from the staff member who sent them before scanning in. Students are expected to remain in the LMC until dismissal. At dismissal, late bus passes will be issued if available.

Lending Policy

Borrowers must present their ID card to check out library materials. Borrowers are responsible for the prompt return of all items charged to their account.

Circulation Periods

- Books in the general collection circulate for 28 days. Books can be renewed once either in the LMC or online via [the Destiny OPAC](#).
- Reference books and current magazines circulate for 14 days.

Circulation Limits

- Borrowers may check out up to ten (10) items total. Additional loans are permitted at a librarian's discretion.
- Borrowers who owe overdue library materials are limited to five (5) items until outstanding loans are returned.

Fines for Overdue Items

Since the LMC eschews punitive fines and fees, we do not charge borrowers for overdue materials. Levied fees are solely intended to maintain the integrity of the collection in the event of damage or loss.

Lost or Damaged Materials

If an item is lost or damaged, the borrower is responsible for its replacement cost as recorded in the library catalog. Payments can be made through the [district's ePayment portal](#) via credit or debit card. If a lost item is recovered, the borrower will be refunded.

If you have any questions about lost or damaged materials, please see Mrs. Binns.

SCHOOL COUNSELING DEPARTMENT

Vision Statement:

The West Orange School District School Counseling Department's vision is that students graduating from the West Orange School District will be college and/or career-ready and will have the skills needed to maximize their academic success and social/emotional development. Our School Counseling Department supports students through a rigorous curriculum while providing a variety of opportunities for self-directed growth to become contributing members of a competitive global society.

Mission Statement:

The West Orange School District School Counseling Department's mission is to provide information, resources, support, and opportunities that will empower all of our students to develop and demonstrate the knowledge, skills, abilities and character to pursue their individual plans and goals as they move beyond high school and become contributing members of our society.

Staff & Information

The West Orange High School - School Counseling Department supports the school's mission to help students focus on academic, personal/social, and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. At the high school, there are eight (8) School Counselors and one (1) school psychologist who works out of the Student Assistant Counseling (SAC) Office.

Students are assigned to School Counselors and Student Assistant Counselors by the student's last name ([school counselor and SAC breakdown](#)). Every attempt is made to retain the assignment of the same school counselor to a student throughout the student's high school career. Students are encouraged to make appointments with their school counselor for leadership, support and planning throughout their years at the high school.

The West Orange High School - School Counseling Department is ready to help students and parents with academic and individual concerns.

COUNSELOR ASSIGNMENTS 2026 - 2027

[The School Counselors](#) are available to address any concerns or just to talk about how things are going. **Students** are instructed to stop by during lunch or email their assigned school counselor to set up an appointment. The school counselor will contact the student with a specific date and time that they are available to meet. The school counselors are available during the lunch block. Students can feel free to drop in during that time. Students are encouraged to come during his/her lunchtime to limit disruption to classroom instruction. If a student requires immediate attention, the sending teacher must provide a pass.

WEST ORANGE HIGH SCHOOL PROGRAM of STUDIES

An updated [Program of Studies](#) is available online under the Academic tab on the WOHS homepage. The Program of Studies provides specific information about the complete high school curriculum as well as a description and sequencing of courses. At West Orange High School, the scheduling process begins early in January to ensure that students, staff, and families have preliminary schedules and course requests before June ends. With over 2,000 students each year, it is crucial to complete scheduling promptly to allow for summer adjustments and changes.

During the course selection process, students and families can opt into higher-level courses without the teacher's recommendations, without meeting the district Honors/Advanced Placement requirements, and with a clear understanding of the course requirements and expectations. If you wish to enroll your child in a higher-level course and they do not meet the requirements, please contact the subject area supervisor and review the last bullet under the "**Important Information About Level Changes**" section.

A **Request for Review** and the **Override Form** must be completed and submitted. Both forms can be found at the end of the Course Selection Process/Schedule Changes below.

COURSE SELECTION PROCESS/ SCHEDULE CHANGES

Course Request Timeline

December →

- Recommendations are entered into PowerSchool by the student's current teachers. Timeframe:
 - ❖ Recommendations are subject to change based on the student's performance through the capture of MP4 grades.
 - ❖ Any concerns regarding recommendations should be addressed with the teacher first.
 - ❖ Courses that require recommendations are AP and Honors.
- The [Program of Studies](#) will be made available on the WOHS Counseling website and shared with students via Google Classroom.
- *VIRTUAL* Course Selection Night for families of Gr 8 -11 will be held on January 12, 2027, providing families with an overview of the course selection process.

January →

- School counselors will begin the course selection process with the students. School counselors will schedule to meet with current 8th-11th graders to finalize course requests from the beginning of January - the end of February.
- Transitioning to West Orange High School for families in grade 8 and newly enrolled students will be hosted on January 12, 2027, by the WOHS School Counseling Department.
- Families will receive an email with student course selections after they have met with their school counselors.

February →

- School counselors will continue with the course selection process. School counselors will schedule to meet with current 8th-11th graders to finalize course requests from the beginning of January - the end of February.
- Families will receive an email with student course selections after they have met with their school counselors.

March/April →

- Course requests must be finalized in PowerSchool.
- Spring Review Window - School Counselors will adjust course requests as necessary based on information from teachers/supervisors to re-evaluate course recommendations.
- Spring Review Window - Families & students can reach out to school counselors regarding changes to course selections

June →

- A letter will be posted in PowerSchool to include course requests for parent/guardian review.
- Course request approval must be indicated in the PowerSchool Parent Portal.
- Students/Parents/Guardians can make requests for course changes throughout the summer until the first day of school.
- School counselor availability is limited during the summer months of June, July, and August. During this period, counselors work on schedules for a total of 10 days.

August →

- Schedules are available to view in PowerSchool (specific date to be determined).
- Schedule changes can be made prior to the first day of school. Students can contact their assigned school counselor via email throughout the summer. Any course changes requested after the first day of school will be addressed according to the timelines/guidelines provided.
- School counselor availability is limited during the summer months of June, July, and August. During this period, counselors work on schedules for a total of 10 days.

SCHEDULE CHANGE REQUEST

The West Orange High School master schedule is built based on students' course requests submitted in January and February. Students are expected to honor their commitments to attend and satisfactorily complete the courses requested. Students can make changes to course requests **prior to the first day of school**. **It is important to note that any request for a teacher change or period switch will not be honored.** After the school year has started, changes will only be considered according to the guidelines/timeline listed below and are subject to availability:

Important information about withdrawing from courses:

- Students must carry a minimum of 35 credits.
 - Exemption for **seniors** who have been approved for half-day schedules and meet graduation requirements.
- All course withdrawals will result in a Withdrawal (W) notation on the student's report card and transcript. This withdrawal will have no impact on the student's GPA.
 - **Please see Withdrawal Deadlines. Once a deadline has passed, students are unable to withdraw from a course.*
- Parent/guardian, teacher, counselor, and department supervisor permission is required to withdraw.
 - **Unless the student is removed administratively from a course by the Dean's Office.**
- If a senior's transcript has already been sent to a college or university and the dropped course appears on the official transcript as a course in progress, or if the student has already reported a dropped course to the college or university, the student must notify the college or university of the dropped course. Maintaining the accuracy and integrity of official transcripts requires this action. The student is responsible for informing the college or university about any changes to their scholastic record.

Important information about level changes:

- If a student chooses to move to a lower level of a course at any time, the existing grade will be transferred to the new course, and the weighting will not be adjusted.
- Students wishing to move to a lower-level course must have demonstrated a significant effort to succeed through completion of homework assignments, class participation, and contact with the teacher for extra help.
- Any course-level change requests must be supported by the teacher, department supervisor, and counselor.
- Students who are misplaced in a class, as determined by the department supervisor, may be transferred to a more appropriate class at the discretion of the department supervisor.
- Students wishing to move to a higher-level course must have demonstrated the ability to handle the more rigorous coursework. Any such requests must be supported by the teacher, department supervisor, and the counselor.

REQUEST FOR REVIEW

School Year:	2027-2028
TO:	(Content Area Supervisor)
FROM:	
DATE:	

The following student has requested he/she be reviewed for placement as indicated in an Honors/AP class:

Student's Name:	
Current Grade level:	
Subject requested:	
Special Notations/Rationale:	
Prerequisite course(s)	

Attachments:

Report Card / Test Scores / Transcript

Supervisor/Director: Note the decision and provide your Signature and Date Below	
Decision:	
Rationale/Other Notation:	
Supervisor Signature:	
Date:	



WEST ORANGE PUBLIC SCHOOLS

LESLEY CHUNG, ASSISTANT PRINCIPAL OF SCHOOL COUNSELING/STUDENT SERVICES 9-12
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COUNSELORS

ALDO CASALE ANNA D'ELIA MARGARET FAHEY MADELIN FERNANDEZ-PEREZ
 KATHRYN FUREY MARY KEHOE GUERLYNE MILLINGTON LOUIS PALLANTE

HONORS AND ADVANCED PLACEMENT COURSES OVERRIDE FORM

Placement is an important factor in a student's educational program. Since each student is unique and complex, consideration must be given to a variety of factors that relate specifically to them. Therefore, course level placement should be determined by what best serves the student's needs and interests. Parents/Guardians have the right to override a teacher's recommendation in order to place their child in a different course and/or level than what is recommended by the school. Please be mindful that the following conditions must be met in order for the override to take place:

1. Prior to submitting an override request, a Request for Review must be submitted to the respective department supervisor.
2. The student and parent/guardian recognize that the student must meet published school district prerequisites before a change can be considered.
3. The student and parent understand that this override request will be honored only if space is available in the course requested.
4. The student will not be allowed to drop/withdraw until the interim/end of the first marking period.
5. A copy of the completed override form must be on file from the school counselor to the district supervisor.

School Year:			
Student Name:			
The following course has been recommended by the student's current teacher:			
Course Name:		Teacher's Name:	
As the student's parent/guardian, I request the above course to be replaced with:			
Course Name:			

I understand that my child has not been recommended by the classroom teacher and department supervisor and that their school records and/or standardized testing indicate that they do not meet the criteria required to be placed in this course. I further understand that placing my child in this course goes against the school's recommendations, and I understand and agree to all conditions listed above. Lastly, I understand if I am the parent/guardian of a student with an IEP or 504 Plan, the course may not be supported in the same way as other classes in their program (i.e. additional teacher or modifications).

Parent Name:		Parent Signature:	
Student Name:		Student Signature:	
Date:			

LEVEL CHANGES & COURSE WITHDRAWALS
(after the school year has started)

WITHDRAWING FROM A COURSE	
SEMESTER 1 COURSE	End of Q1
SEMESTER 2 COURSE	End of Q3
FULL-YEAR COURSE	End of Q1
LEVEL CHANGE (MOVING UP or DOWN)	
MAY REQUEST TO CHANGE A LEVEL	Interim Q 1 - Interim Q 2

GRADUATION REQUIREMENTS

The Superintendent shall establish administrative regulations and procedures for certifying that all students who graduate from West Orange Public Schools, or who are otherwise eligible for a State endorsed diploma, have met the minimum graduation requirements of the State of New Jersey.

Graduation Requirements

A student must meet each of the following requirements to be eligible for graduation:

1. Earn at least 120 credits in high school.
2. Successfully complete the minimum course requirements as defined by the West Orange Board of Education:
 - a. Four years (20 credits) of Language Arts Literacy – one year (5 credits) in each grade 9 through 12. English electives do not satisfy the requirement.
 - b. Three years (15 credits) of Mathematics, including Algebra I content, Geometry content, and a third year of math that builds upon Algebra I and Geometry and prepares students for college and 21st-century careers. Mathematics electives do not satisfy the requirement.
 - c. Three years (15 credits) of Social Studies, including one year (5 credits) of World History and two years (10 credits) of United States History.
 - d. Three years (15 credits) of Lab Science, including laboratory Biology, Chemistry, Environmental Science or Physics, and an additional lab/inquiry-based science.
 - e. One year of Physical Education and Health/Safety for each year of enrollment in a public high school in New Jersey.
 - f. One year (5 credits) in the Visual and Performing Arts.
 - g. One year (5 credits) of World Language.
 - h. One semester (2.5 credits) of Financial Literacy.
 - i. One year (5 credits) in 21st Century Life and Careers or Career-Technical Education.
3. Demonstrate the required proficiency on the New Jersey Department of Education Assessment or alternative assessments as per the New Jersey Department of Education. Specific information is available on the West Orange High School website.
4. New Graduation Requirement Reminder beginning with the Class of 2025 - 2027: Completing Financial Aid Applications - Free Application for Federal Student Aid (FAFSA) or the New Jersey Alternative Financial Aid Application (NJAFSA).

Promotion Policy

For a student to be promoted to the next grade level, he/she must earn the following credits:

- 10th grade: 30 credits
- 11th grade: 60 credits
- 12th grade: 90 credits

Summer school credits are included towards grade level advancement.

Transfer Students

Transfer students who enroll in West Orange High School may receive credit toward graduation for courses taken in properly accredited high schools outside the school district. However, they must meet the same local and state requirements for graduation as students who complete their entire high school program in the district. Additionally, only courses taken at West Orange High School will be used to calculate GPA. Courses taken outside West Orange High School will be noted on the West Orange transcript.

Classified Students

The graduation requirements for students with IEPs shall be determined by the Child Study Team. Successful completion of these requirements, in keeping with state and local requirements, will make the student eligible for graduation.

TRANSCRIPT, GRADING, & GRADE POINT AVERAGE

Reporting Student Achievement to Colleges

The Board of Education acknowledges the importance of reporting the relative academic standing of pupils to provide colleges with a fair and accurate representation of our students' applicants.

Grading Scale

LETTER GRADE	NUMERICAL EQUIVALENT
A+	97-100
A	93-96
A-	90-92
B	87-89
B+	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	50-59
I	Incomplete
W	Withdrawal
NC	No Credit
NM	No Mark
EX	Exempt

Incomplete

Incompletes are only given in extenuating circumstances. After two weeks into the new marking period, incompletes are reevaluated by the teacher, and the incomplete will be adjusted as necessary. [The teacher will submit a grade change form.](#)

Determination of Marking Period Grades

Grades for each marking period will represent student progress as indicated by multiple formative and summative assessments, which include and are not limited to written quizzes and test results, evaluation of the level of class participation, completion of homework assignments, class work, and any other alternative forms of assessment utilized by the teacher.

CLASS RANK and GRADE POINT AVERAGE (GPA)

WOHS does not provide class rank on any school record. Class rank is calculated, but is only used in such instances as applying to service academies, certain college honors programs, and specific college scholarships. However, students and colleges will be provided with a decile rank (Ex. 10%, 20%, etc.). Deciles are used to inform colleges about a student's performance compared to others within the student's graduating class. In addition, students in the top 5% will have this indicated on their student record.

Weighted courses differ in level of academic challenge; therefore, a differential weighting system is used to determine GPA. The calculated GPA will determine student decile. The student with the highest GPA is assigned the first position in the class. To be eligible for Valedictorian or Salutatorian, a transfer student must be enrolled at West Orange High School for at least four (4) semesters, two of which have to be from junior year.

GRADE	AP	HONORS	STANDARD
A+	5.33	4.83	4.33
A	5.00	4.50	4.00
A-	4.66	4.16	3.66
B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.66	3.16	2.66
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.66	2.16	1.66
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.66	1.16	.66
F	.00	.00	.00

- All graded subjects are considered for GPA. Since this is a comprehensive high school, all graded courses **are** considered in the calculation for GPA.
- Pass/Fail courses **are not** included in GPA.
- Summer school courses taken for purposes of enrichment or advancement **are not** included in GPA.
- Summer school courses being repeated because of failure during the regular school year **are** not counted toward GPA.

- All course withdrawals will result in a Withdrawal (W) notation on the student's report card and transcript. This withdrawal will have no impact on the student's GPA.

Grade Point Average (GPA) is calculated by multiplying the number of credits per course times the grade weight to determine quality points. Total quality points are divided by the total credits taken. See the following example:

PERIOD	CLASS	GRADE	WEIGHT	CREDITS	QUALITY POINTS
1	Honors Physics IM	A	4.5	6	27
2	Journalism 3	B	3	5	15
3	A.P. Comp. Science A	A	5	5	25
4	A.P. Calculus	B	4	6	24
LUNCH					
5	Physical Education	A	4	5	20
6	A.P. Language & Comp	C	3	5	15
7	A.P. US History	A	5	5	25
8	Spanish 4	A	4	5	20
			TOTAL	42	171
GPA = 4.07					

POWERSCHOOL PARENT PORTAL (Web Access-Portal to grades)

The PowerSchool Parent Portal is an online resource through which parents can check on attendance records, interim reports, and report card grades. Parent Portal may be accessed from any place where the parent/guardian can access the Internet. If you do not have access to the Parent Portal, please contact your child's school counselor to obtain your ID and access code. Dates for interim reports and report card grades are provided at the beginning of the school year. Parents are encouraged to access their child's grades regularly.

INTERIM PROGRESS REPORTS

Interim/progress reports for students are not mailed home. Interim dates are provided at the beginning of the school year. Parents are encouraged to access their child's grades regularly in the Parent Portal. As always, parents may request a conference with teachers to discuss the progress of their students.

REPORT CARDS

Report cards are available to students four times during the school year. Dates are provided at the beginning of the school year. Students are expected to discuss their report cards with their parents. Listed on each report card are the student's letter grade, any teacher comments, and the number of days the student has been absent or tardy.

PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES

1. The student/parent/guardian should contact the teacher to discuss the grade.
2. The parent/guardian should contact the teacher to arrange a meeting to discuss any concerns. School counselors and any other necessary parties can be included as necessary.
3. If satisfaction has still not been attained, the student/parent may appeal to the principal or his/her designee.

ADDITIONAL ACADEMIC ASSISTANCE

Teachers are available to assist students for one-half (1/2) hour daily until 2:45pm, except Fridays and days preceding vacations. If students are experiencing difficulty with classwork, this is an opportunity to get the help needed. Tutoring is also available by members of the various honor societies.

HOME INSTRUCTION via MEDICAL

After an absence of ten consecutive days from school, a request may be made by parents to the nurse to begin home instruction. This request must be accompanied by a note from a physician indicating the nature of the illness or injury and an estimate of the possible duration of the absence. The predicted extent of the absence must be greater than two weeks.

SUMMER SCHOOL

Students must complete a course in order to be recommended for summer school. For students needing summer school, no more than three (3) courses may be taken. Summer school courses being repeated because of failure or loss of credit will **not be** counted towards GPA. Students who plan to attend a remedial summer school program must obtain approval from their school counselor prior to registration.

WORKING PAPERS

State law requires that persons 14 to 18 years of age obtain employment certificates (working papers) in order to accept part-time or full-time employment. **The way teens obtain working papers in New Jersey has gone digital.** The working papers process will be online and streamlined. Rather than going through local schools, younger workers will simply visit this site and be walked through a few easy steps. **MyWorkingPapers.NJ.Gov**

Here's how the new application works:

1. Teenagers and their employers each go to **MyWorkingPapers.nj.gov** to get started.
2. Employers receive a unique 8-digit code when they register, which they share with every minor they hire.
3. The minor completes the online working papers application, entering their caregiver's name and email address, and the employer's 8-digit code, which links the application to a specific employer.
4. Emails prompt the employer and caregiver to complete their portions of the application and

sign off. Caregivers will also be asked to upload a copy of a birth certificate, passport or other official document verifying the minor's age.

5. The minor begins working when their application is approved.

SCHOOL RECORDS

Access to student records will be available only to the student's parent or legal guardian, or the adult student, appropriate school personnel acting in the educational interest of the student, and such others as may be permitted access by rules of the State Board of Education and pursuant to Board Policy 8330. Any parent or adult pupil (18 years or age or older) may request the right to inspect the pupil's file by submitting a letter of request to the principal. A response will be provided within ten (10) days after receipt of said letter.

WITHDRAWAL/TRANSFER FROM SCHOOL

The procedure for students withdrawing or transferring is as follows:

1. Parent/Guardian must come to the School Counseling Department to complete the necessary forms. If the student is transferring to another school, the parent/guardian must provide the School Counseling Department with the name, address, and phone number of the new school.
2. Students are responsible for returning all school books and property (i.e., school ID, athletic equipment, chromebook, etc.), and make sure all fees are paid prior to the last day of attendance.

CAREER & COLLEGE EXPLORATION

Most students continue with some form of post-secondary education upon graduation from West Orange High School. The School Counseling Department provides students with assistance in planning their post-secondary school careers. This help is provided through the following services: individual conferences, classroom lessons, college/career school fairs, and college and vocational school visits. In addition, students and parents have access to Naviance, an internet-based tool, which can be utilized at each grade level to explore careers, participate in career interest inventory programs, and in the college search and application process.

NAVIANCE STUDENT

The Naviance Student will play two major roles at West Orange High School. The school counseling curriculum and post-secondary planning with students are planned through Naviance. The communication of important information between WOHS and the parents/guardians/students is transmitted through Naviance.

All West Orange High School communications are sent electronically via Naviance; it is important that parents/guardians/students/teachers register immediately. Information on how to register is available on the high school website. Information about how to register will go out to the parents/students/teachers new to the high school during the first week of August. Parents/Guardians/Students/Teachers can contact the School Counseling Department for assistance as well.

Naviance Student provides parents and students with the necessary information and tools to help with post-secondary plans. Naviance Student is a web-based program designed to assist students and parents with all aspects of college and career planning. Early research and ongoing planning lead to better preparation and more opportunities!

COLLEGE ADMISSIONS TESTING

PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) now measures not only critical reading, verbal reasoning, and math problem-solving skills, but also writing skills. By taking the PSAT/NMSQT, students practice for the SAT, compete for national scholarships, receive information from colleges, and get feedback about important academic skills. Taking the PSAT/NMSQT is an excellent way to prepare for college. The PSAT is administered in October at West Orange High School. Students must register to take the assessment. Registration information can be obtained from the assigned school counselor.

All juniors are encouraged to take the PSAT in the fall (October). This test is paid for by the Board of Education. This is the qualifying test for juniors for the National Merit Scholarship Program.

SAT and ACT

The SAT and ACT are nationally administered exams used by colleges to evaluate applicants. Colleges accept scores from either test interchangeably, giving students the choice to take the exam they feel they will perform better on. Some students prepare for and take both exams. Generally, the tests are taken by high school juniors and seniors. They assess students' skills and knowledge gained both inside and outside of the classroom, including their ability to think critically, solve problems, and communicate effectively.

- ☐ **Students can register to take the SAT at www.collegeboard.org.**
- ☐ **Students can register to take the ACT at www.act.org.**

Please note that colleges require SAT and ACT scores to be sent to them directly from CollegeBoard (SAT) and American College Test (ACT) programs. Students must therefore make their request directly to the testing services, asking that their scores be sent to the appropriate college(s), scholarship programs, and/or National Collegiate Athletic Association (NCAA).

SAT AND ACT FEE WAIVER ELIGIBILITY

If a student qualifies for free or reduced lunch, he/she is eligible for a SAT and/or ACT fee waiver, which covers 100% of the registration fee for a single test. Qualified students are responsible for obtaining a fee waiver from their school counselor prior to registration. Fee waivers will not be honored during late registration.

HONOR ROLLS

Honor Rolls are published for each marking period. Students with Incomplete grades do not qualify until the required "A" or "B" grade is formalized.

- ☐ **High Honor Roll-** A minimum of an **A-** grade in all courses.
- ☐ **Honor Roll-** A minimum of a **B-** in all courses.

Juniors who have earned grades of all and only A's and B's during their time at WOHS from Marking Period 1 of their freshman year up until Marking Period 3 of their junior year qualify for the Junior Honor Guard.

WEST ORANGE HIGH SCHOOL APPLICATION FOR EXTERNAL COURSEWORK - SUMMER

[This application](#) is for students who request to enroll in a summer course for the purpose of qualifying for advancement. All **applications must be received by June 4, 2027**, in order to properly enroll in summer coursework. No coursework or registration should be initiated until the student has received written confirmation that their application is approved. The criteria listed below must be met:

1. The course is to be aligned with the West Orange High School curriculum and must be equivalent to a minimum of 120 hours of instruction. The course may not be a credit retrieval course. The institution and the course must be approved by the content area supervisor in advance. Students should inform their school counselors of their intention to submit an application.
2. After completion of the course, the student must present a transcript from the receiving school to Ms. Cowins in the school counseling office in late August. The transcript must indicate successful completion of the course (A, B or C). Once verified, the course title, credits, and grade from the sending institution will be listed on the student's transcript and the student will advance to the next level. If the transcript from the receiving school indicates a grade of a D or F earned, the information will still be listed on the student's transcript; however, the student will not advance to the next level.
3. In order to be eligible to apply for this opportunity, the student must have earned an average of 80 in prerequisite coursework in the respective departmental courses.
4. During a student's high school career, there is a limit of 10 credits that may be earned through external coursework.
5. The external course grade will not be factored into the student's Grade Point Average. The content area supervisor will reach out to the applicant and school counselor to inform if the application was approved. No coursework or registration should be initiated until you have received written confirmation that your application is approved. The student/parent is responsible for any costs associated with the external course. The school district is not responsible for the student's performance in future courses when students elect to take courses externally.

The applicant must submit [this application](#) with a course description and/or syllabus from the attending school to the content area supervisor for review.

CO-CURRICULAR PROGRAM

Student involvement in all aspects of the school program is strongly encouraged. A variety of extra and co-curricular experiences is available to all students regardless of race, color, sexual orientation, creed, religion, sex or handicap.

PUBLICATIONS

The school yearbook, **MOUNTAINEER**, is a presentation of the school year in review. Its major emphasis is on senior activities, but it appeals to students of all grade levels.

The school newspaper, **PIONEER**, is published periodically during the year. It provides a current review of curricular and extracurricular activities. Students may contribute by submitting articles for review to the editor. Website: <https://wohspioneer.org>.

ASSEMBLY PROGRAMS

Assembly programs serve important purposes. They provide an opportunity for students to share in a common learning experience outside of the traditional classroom. When appropriate, assembly programs at WOHS are presented to the entire population; however, the majority of such programs are conducted on a smaller scale. Assembly programs presented to smaller groups of interested students, or to a particular grade, level or group of classes, are an important part of the high school program. Students are expected to demonstrate appropriate behavior and follow all school rules when attending any assembly program. Students are expected to be attentive and courteous.

Students who do not attend official school assembly programs will be subject to the same consequences of the “cut” policy for regular classes (see p. 10). The “cut” will be assigned to the class during which the assembly was scheduled.

ATHLETICS

At West Orange High School, athletic excellence isn't just a goal—it's a tradition. Home to one of the most dynamic and competitive athletic programs in New Jersey, West Orange provides student-athletes with an environment built for success, high-level competition, and personal growth.

Supported by a state-of-the-art athletic complex featuring pristine playing fields, modern courts, a championship-caliber track, and premier training facilities, our campus serves as a benchmark for athletic infrastructure across the region.

West Orange High School fosters athletic development across every level of competition, offering extensive roster opportunities to ensure student-athletes can grow within their sport:

- 32 Varsity Teams competing at the highest levels in the state
- 29 Sub-Varsity Teams building future talent and competitive depth
- 8 Freshman Teams introducing incoming athletes to high school athletics

For additional information, visit our website at www.wohssports.com.

SUPER ESSEX CONFERENCE SPECTATOR CODE OF BEHAVIOR

- The use of tobacco products is prohibited.
- Conduct deemed disorderly by game management officials may result in removal from premises.
- Spectators will at all times respect officials, visiting coaches, players, cheerleaders and other spectators as guests in the community and extend all courtesies to them.
- All spectators are expected to respect the integrity and judgment of officials.
- All spectators must adhere to all regulations designed to ensure safe and orderly operation of the event.
- All spectators shall practice good sportsmanship at all times.
- Noisemakers are prohibited at indoor events.
- Any signs, banners, shirts, etc. deemed inappropriate by the contest management staff are prohibited.
- Do not use obscene gestures, abusive remarks, or profane or unduly provocative language or actions towards officials, opponents or spectators.
- The throwing of debris, confetti or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
- Spectators will respect and obey all school officials and supervisors at interscholastic athletic contests.

The **SPECTATOR CODE OF BEHAVIOR** was developed in accordance with the rules and regulations of the Super Essex Conference and the New Jersey State Interscholastic Athletic Association (NJSIAA).

Any person failing to comply with this code or the spirit of these rules is subject to ejection from an event and may be prohibited from attending future athletic events.

ELIGIBILITY FOR SPORTS

1. To be eligible for athletic competition, students must have earned 30.0 credits for the first semester of school. (Note: There is no credit requirement for incoming students from middle schools.) To be eligible for the second semester, students must have passing grades in courses equivalent to 15.0 credits.
2. Students nineteen (19) years of age or older, by September 1, are not eligible to participate.
3. A student must have a comprehensive physical and parent/guardian consent waiver permission form submitted in order to participate.
4. No post-graduate is eligible.

5. No student having completed eight (8) consecutive semesters at the high school level is eligible.
6. All transfer students should contact the Athletic Director to determine their eligibility status.
7. Participation in Interscholastic Sports is a privilege. In order to participate students will be held to the standards set forth in the Student/Parent Athlete Handbook.

ACADEMIC CONDITIONS FOR PARTICIPATION BY STUDENT-ATHLETES

All student-athletes are required to comply with BOE and NJSIAA rules and regulations in order to compete in interscholastic athletics. NJSIAA eligibility rules include, but are not limited to, the following:

- a. To be eligible for athletic competition during the **first semester** (September 1 to January 31) of the **10th grade or higher**, a student must have passed 30 credits required by the State of New Jersey for graduation (120), during the **immediately preceding academic year**.
- b. To be eligible for athletic competition during the **second semester** (February 1 to June 30) of the **9th grade or higher**, a student must have passed the equivalent of credits (15.0) required by the State of New Jersey for graduation (120) at the close of the **preceding semester** (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- c. Students may be eligible in the second semester of their senior year even if they carry less than 12.5% of the State minimum (15.0) credits during the first semester provided they are meeting their school district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester.

CONTEST DISQUALIFICATION

In accordance with the Rules and Regulations of the NJSIAA, an athlete/spectator who displays unsportsmanlike flagrant misconduct, physical or verbal, will be disqualified from the next two regularly scheduled games/meets, with the exception of football, which will carry a one-game disqualification (approximately 10% of scheduled contests). **Disqualification/ejection is a judgment call by the official and the decision is final and may not be appealed.** A disqualified player/spectator may not be present at any contest in that sport during the period of disqualification (not to be present in the locker room, on the bus, on the sidelines, or in the bleachers/stands before, during, or after the game).

Any student-athlete disqualified by the NJSIAA may also be suspended additional games by the Athletic Director of WOHS. The Principal of WOHS must agree with the recommendation of the Athletic Director before the student-athlete is assessed additional suspension time. Any player/spectator disqualified a second time during a 365-day period from the first disqualification will have the penalty doubled. On the third offense, the player/spectator will be suspended indefinitely and must apply in writing to the NJSIAA through the office of his/her principal for reinstatement.

CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM

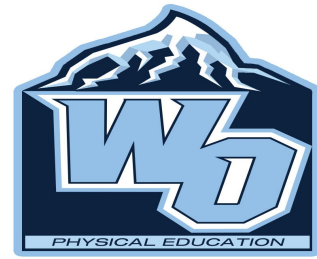
Gambling, stealing, the use of tobacco (in any form), cutting classes, failure to consent in writing each season to alcohol and drug testing, possession, sale and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will result in discipline in accordance with Board Policies, the Student/Parent Athletic Handbook, the Student Handbook and the Athletic Participation Form which clearly details all aspects of drug, alcohol, substance use and abuse, including other sanctions.

Any student-athlete that is charged with a criminal offense may be subjected to suspension from participation in athletics at WOHS. The suspension may stay in effect until a disposition of the charges occur.

Other reasons for suspensions may include, but are not limited to, insubordination, profanity, fighting, hazing, bullying, sexual misconduct, unsportsmanlike conduct, unexcused absence from practice or game, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the coach or advisor deems necessary to maintain discipline and facilitate the efficient execution of daily procedures.

Imposed suspensions in excess of one day require consultation with the Athletic Director and/or Principal. Parental notification will be required in all cases of suspension.

Discipline referrals and school suspensions may be justification for suspension or removal from a team.



2026-2027 WEST ORANGE HIGH SCHOOL

Department of Physical Education & Health PE & HEALTH GOALS, POLICIES & PROCEDURES

Goal:

- The West Orange High School Physical Education curriculum aims to equip students with the knowledge and skills necessary to value and engage in lifelong physical activity. By actively participating in various sports and movement activities, students will develop an appreciation for health-related fitness components, including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. Additionally, they will enhance their skill-related fitness components such as speed, agility, balance, reaction time, coordination, and power, alongside cultivating essential social skills. These combined efforts will help students become healthy, productive members of the community.

Grading:

- All students in physical education will have two activity units per marking period. The grading formula is as follows:

Major Categories: 60% OF MP GRADE

- **Daily Preparation, Fitness Development, Unit Activity, Social Responsibility & Safety (450 Points)**
 - To participate in daily physical education, all students are required to wear sneakers with laces. Changing is optional. Each **unprepared** is a minus 50 points to your overall marking period grade.
 - Students will be evaluated daily on their active participation and effort during the 10 Minutes of Fitness warm-up and during pre and post-fitness testing.
 - Students will be evaluated daily on their active unit participation, comprehension of unit rules, and show willingness and effort to improve skill proficiency during designed drills and gameplay.
 - Students will be evaluated on their ability to follow safety rules and guidelines and demonstrate appropriate social behaviors (respect for peers, teachers, sportsmanship, etc.) throughout the class period.
- **Performance-Based Assessments (2 x 75 =150 Points)**
 - Skill execution and application during game/tournament play
 - Strategy application during game/tournament play

Minor Categories: 40% OF MP GRADE

○ **Unit Written Tests (2 x 150 = 300 Points)**

Students will be assessed on the two units of instruction they have been assigned during each marking period of physical education. The contents of the assessments will include but not be limited to history, rules, terminology, strategies, and regulations.

Homework -Fitness Reflection & Edpuzzles (4 x 25=100 Points)

Students will be responsible for all four marking periods to set personal fitness goals and submit monthly unit reflection sheets as part of their grade.

Required preparation for participation:

- **It is recommended that all jewelry be removed during physical education activities to ensure the safety of all participants.**
- **Small, stud-type earrings and nose piercings will be the only type of body piercing permitted in class. (No Hanging or Barbell Types)**
- **If you give consent for your child to be able to participate in physical activities with these small, stud-type earrings or nose piercings, please sign the waiver form at the end of this document**
- Canvas or leather sneakers laced and tied completely must be worn (No Open Backs, Platforms, or Slip-Ons permitted)
- No turf shoes/cleats/boots/slippers/sandals/Crocs/dress shoes will be permitted
- A pair of socks is required. Shorts and tee shirts, sweatshirts, sweatpants, or jogging suits are permitted
- No hats
- No tank tops or crop tops (shirt must cover the belly and hip area)
- **No electronic devices. All devices need to be locked up in the locker room. As per the student handbook, any device brought into the class will be confiscated and brought to security**
- All student bags/backpacks must be kept in the locker rooms during the period
- **Fitbits are allowed to measure personal fitness**

Students will be expected to participate outdoors and should, therefore, be prepared and dressed appropriately for temperatures 32 degrees and up.

Physical Education Make-Ups:

All makeup testing assessments will only be given for excused absences. Students are only allowed to make up **one unprepared**. This make-up session is to be initiated by the student and scheduled with their teacher. All unprepared make-ups must take place during the marking period the unprepared occurred.

Attendance:

Students will report to their designated gymnasium and immediately report to their teacher. At the sound of the late bell, teachers will take attendance.

Excused Tardy

Any student arriving late to class with an authorized pass will be excused. Any chronic situation will be handled on an individual basis.

Unexcused Tardy

Any student who is not in the gymnasium at the bell will be marked tardy (unless accompanied with a pass). Teachers will open the locker room and students will have two minutes to place their belongings in their respective locker rooms before returning back out to the gym.

Safety and Security:

PLEASE BRING A LOCK TO SECURE YOUR BELONGINGS IN A LOCKER. WEST ORANGE HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Each student will be able to use a locker during their class period. At the conclusion of the class, the student must remove their lock and all their belongings from the locker. Since lockers are needed throughout the day, all locks that are not removed from the gym lockers will be cut off and the locker contents removed at the conclusion of each period. **Students are prohibited from bringing electronic devices into the gymnasium.** Locks can be purchased at the school store.

While changing clothes for physical education is optional, both before and after class, a teacher will be posted inside the locker room. Any type of **misbehavior in the locker room will not be tolerated.** Unruly behavior will result in a disciplinary referral.

Students must remain in the gymnasium until the supervising teacher dismisses them when the bell rings at the end of the period. Leaving early can result in a loss of points and/or disciplinary action.

STUDENTS ARE SOLELY RESPONSIBLE FOR ALL OF THEIR PERSONAL ITEMS. West Orange High School, its faculty, and its staff are not responsible for any lost, stolen, or removed items.

Medicals:

Students excused from physical education for 3 days or less must have a medical excuse signed by the school nurse. A student who is medically excused for more than 3 days must have a doctor's note. A student with an excused medical for less than 3 days will report to the nurse's office and will receive a blue medical pass to be presented to his/her physical education teacher. For up to three excused days, they will remain with their physical education teacher. All students with a medical excuse may not participate in any physical education activities. The doctor's note must include the diagnosis and the length of time that the student will be out of PE and turned into the nurse's office. Students with long-term medical excuses will not be readmitted to class without their doctor's written permission. Students who are medically excused from physical education or miss class due to chronic illness will be required to complete written work as a way of earning credit for missed class time.

*** If you are on a medical due to a concussion, the paper should be a two-page handwritten position paper using a sports or fitness magazine available in the LMC. However, please speak to the nurse regarding the severity of your concussion. All concussed students are handled case by case.**

Medically Excused Students Achieving Credit Procedures

Step 1 – The student supplies medical documentation to the school nurse explaining the reason for being excused from physical education and indicating the length of time the student will be medically excused.

Step 2 – For any student who will be excused for more than 3 days, the school nurse will notify the Supervisor of Health and Physical Education, the student's respective physical education teacher, WOHS trainer, and school counselor.

Step 3 – Please note that students who are on medical restriction are still expected to report to their scheduled Physical Education class period. Only pre-approved students with long-term medical exemptions should report directly to the LMC to complete their medically excused assignments. All other students on medical restriction must report to their PE teacher for attendance and will complete their medically excused assignments under teacher supervision in the gymnasium or designated PE area. Students will complete weekly physical education assignments that are posted on their PE teacher's **Google Classroom page** under Medical Classroom Assignments.

Step 4 – When the individual weekly assignment is completed, students must submit it directly back to their PE teacher to receive a weekly grade for that marking period.

Step 5 – The students' respective physical education teacher will monitor, grade, and post the students' weekly progress on the parent portal. Assignments are due weekly and will not be accepted late. If these assignments are not completed, points will be deducted, possibly resulting in an F for the marking period, depending on the length of the medical.

*** When students are scheduled to have health education, they will report to their health class during that marking period.**

* On shortened school weeks, a week constitutes a minimum of three full school days.

* Any questions or concerns related to these procedures should be addressed to the physical education teacher.

Health Education

Goal:

- The West Orange High School Health Education curriculum aims to equip students with the skills and health literacy needed to make informed decisions. Students will gain the knowledge and abilities required to address health concerns at various developmental stages. They are encouraged to achieve optimal health by recognizing health issues and applying preventive strategies to promote wellness. By linking academic content to real-life situations, students will understand the impact of personal choices and external factors on their health and the health of the community.

Grading Policy 9-12

Grade 9 - Health:

Major Assessments (60%)	Minor Assessments (40%)
Written Tests: Unit 1 (Wellness) 100 Points Unit 2 (Relationships) 100 Points Unit 3 (Sexual Education) 100 Points PBA: Unit 1 (Wellness) 100 Points Unit 2 (Relationships) 100 Points Unit 3 (Sexual Education) 100 Points	Daily Responsibilities: 75 Points Health Journals: 75 Points Reproductive System Drawings (Sex Ed Unit) 50 Points Violence & Abuse Worksheet (Relationships Unit) 100 Points Wellness Worksheet (Wellness Unit) 100 Points

Grade 10 - Drivers Education:

Major Assessments (60%)	Minor Assessments (40%)
Unit 1 Exam 100 points Unit 2 Exam 100 points Unit 2 Exam 100 points Unit 4 Exam 100 points PBA 1 100 points PBA 2 100 points	Unit 1 Homework 75 points Unit 2 Homework 75 points Unit 3 Homework 75 points Unit 4 Homework 75 points Unit 1 Kahoot 25 points Unit 2 Kahoot 25 points Unit 3 Kahoot 25 points Unit 4 Kahoot 25 points

Grade 11 - Health:

Major Assessments (60%)	Minor Assessments (40%)
Test • Unit 1 Test 125 Points • Unit 2 Test 125 Points Project • (Vaping Student-Led Presentation) 100 Points PBA • Unit 1 PBA 125 Points • Unit 2 PBA 125 Points	Unit 1 • Fishbowl (Unit 1) • Know, Want, Learn Worksheet • Give One, Get One • Analyzing Media Messages Unit 2 • Jen & Greg's Story • Alcohol Story • Unit 2 Do Now (Google Draw) • Motivational Video • Give One, Get One • Values Clarification • Love Language Quiz • Relationship Hotline 25-50 Points Each

Grade 12 - CPR/First Aid:

Major Assessments (60%)	Minor Assessments (40%)
CPR Packet (8 assignments) 60 Points Each First Aid Project 60 Points CPR Practical Exam (PBA) 60 Points	Skills Assessments (5) 40 Points Each - Before Giving Care - Adult CPR - Child CPR - Infant CPR - AED In-Class Written Assignments (5) 40 Points Each - Before Giving Care - Adult CPR - Child CPR - Infant CPR - AED



WEST ORANGE HIGH SCHOOL
Department of Physical Education & Health

Please scan and email it to your child's PE/Health Teacher

I, the parent/guardian, and student are signing this document to verify that I have received, read, and fully understand the Policies, Procedures, and Grading Information Sheet provided by the Health & Physical Education Department of West Orange High School.

Student's Printed Name: _____ Grade: _____

Period: _____

Teacher's Name: _____

Student's Signature: _____

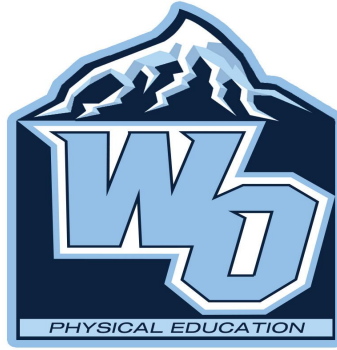
Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian email: _____

Parent/Guardian email: _____

Parent/Guardian Cell: _____



Jewelry Policy – Waiver Application

**Sebastian DePinho-District Supervisor of Physical Education & Health
51 Conforti Avenue West Orange, NJ 07052 * 973-669-5301 X 31671**

All jewelry regulations are solely rooted in safety. The highest priority in physical education is to provide a safe environment for participation in activities for all students. Students are permitted to wear specific jewelry approved for religious reasons, and medical alert jewelry related to a documented medical condition.

It is recommended that all jewelry be removed during physical education activities to ensure the safety of all participants.

Small, stud-type earrings and nose piercings will be the only type of body piercing permitted in class. (No Hanging or Barbell Types)

If you give consent for your child to be able to participate in physical activities with these small, stud-type earrings or nose piercings, please sign the form below. Please scan and email the signed document back to your child's physical education teacher.

I understand the jewelry policy is for the safety and welfare of the student and others participating in physical education. I assume the risk and do not hold the school or PE teacher responsible or liable for an injury incurred if my child wears small stud-type earrings or nose piercings during physical education activities.

Date: _____

Type of Jewelry: _____ **Location of Jewelry:** _____

Student Name (print): _____ **Signature:** _____

Parent/Guardian Name (print): _____ **Signature:** _____

Parent/Guardian Phone Numbers:

Home: _____ **Work:** _____ **Cell:** _____

PE Period: _____ **PE Teacher:** _____

**WEST ORANGE HIGH SCHOOL
2026-2027 CLASS & STUDENT COUNCILS**



STUDENT COUNCIL 2027:

Advisors: Krista Romanyshyn & Tim Smith

President: Fatima Eltayeb
Vice-President: Camila Trainor
Community Relations/Secretary: Kailei Green
Public Relations: Adriana Nobles
Board of Education Liaisons: Ayanna Jacobs and Orli Zucker

SENIOR CLASS of 2027:

Advisors: Carlos Perez & Rochell Alves

President: Rohaan Mehta
Class Ambassador: Andrew Munoz
Vice-President: Rounel Rasel
Secretary: Zach Jaffee
Treasurer: Luke Bridges
Public Relations: Divine Makoule

JUNIOR CLASS of 2028:

Advisors: Gina Paradiso & Sil Bastaio

President: Nikhil Oberoi
Vice-President: Aailah Henry
Secretary: Mimi Deer
Treasurer: Rebecca Thomas
Public Relations: Eli Witzig
Community Relations/Secretary: Jeremiah Aladesanmi

2026-2027 WOHS CO-CURRICULAR CLUBS

2026-2027 Club/Organization	2026-2027 Advisors
Black Student Union	Clive Binns
Air Force Jr. ROTC	Joseph Marchesini
Art	Heather Young
Art Honor Society	Nicole Krulik
Asian Culture Club	Karen Green
Chess	Ara Berberian, Eric Sternberg
Chinese Honor Society	Yajing Li
Class Advisor: Junior Class of 2028	Gina Paradiso, Sil Bastiao
Class Advisor: Senior Class of 2027	Carlos Perez, Rochell Alves
Color Guard	Erin Lagatic
English Honor Society (Esriptus)	Kyle Nelson
ESL	Carlos Perez
Family, Career & Community Leaders of America	Dean Feldman, Valerie Romano
Future Business Leaders of America	Anne Hanson
Lambda Equity & Diversity Alliance (LEAD)	Kimberly Robinson
Glee	John Hellyer
Health Careers (HOSA)	Eileen DeCaro, Karen Green
Israeli Culture	Erin Sternberg
Italian	Rosanna Zamloot
Italian Honor Society	Matthew Garcia
Marching Band	Lewis Kelly
Math Honor Society (Mu Alpha Theta)	Samantha Heller, Katherine Bryant
Mock Trial	Anthony Edelstein, Janine Sullivan, William Redden
Music Honor Society - Tri M	John Hellyer
National Dance Honor Society	Melissa Sande
National Honor Society	Nydia Texidor-Leverett
National Society of Black Engineers	Cindy Celi
Newspaper - The Mountaineer	Danniel Gavrieli, Christina Biddle
Palestinian Culture Club	Ahmad Sehwall
Royal Strings	Elena Peres
School Store Management Club	Janelle Morales
Science Honor Society	Michelle Schultz, Tagen Jacobus
Skills USA	Rudolph Petrella
Social Studies Honor Society (Rho Kappa)	Congzhou Du

2026-2027 Club/Organization	2026-2027 Advisors
Latin Culture Club	Rochell Alves, Carlos Perez
Spanish Honor Society	Juan Roncero
Step Team: Boys	Ryan Eustache, Chimezie Nwosu
Step Team: Girls	Darnelle Charlemagne
Student Council	Krista Romanyshyn, Tim Smith
Technology Students Association	Max Grossman, Catherine Gardner
Thespians Honor Society	Wendy Mapes
Yearbook	Molly Gelo

HONOR SOCIETIES

Presently West Orange High School has fourteen (14) Honor Societies. They are:

- The National Honor Society
- The National Art Honor Society
- The Escripus Chapter of National English Honor Society
- The National Mathematics Honor Society – Mu Alpha Theta
- The Science National Honor Society
- Rho Kappa Social Studies Honor Society
- The Kitty Hawk National Air Force Junior ROTC Honor Society
- The Tri M Music Honor Society
- The West Orange Troupe 1530 of the International Thespian Society
- The World Language Honor Societies
 - o The Italian National Honor Society - *La Società Onoraria Italica : Dante Alighieri*
 - o The Spanish National Honor Society - *La Sociedad Honoraria Hispánica : Diego Velázquez*
 - o The National Chinese Honor Society, *West Orange Chapter*
- WOHS National Honor Society for Dance Arts Secondary Program (Grades 9 - 12)

THE NATIONAL HONOR SOCIETY

SELECTION OF MEMBERS

Section 1. Candidates for membership shall be selected and invited to apply in April of their Junior Year. Candidates who did not fulfill the requirements during their Junior Year, but fulfill based on grade point average at the beginning of their Senior Year, are also eligible and invited to apply in September.

Section 2. Students must complete and submit the entire National Honor Society entrance application IN FULL by the prescribed deadline or their application will not be considered by the Faculty Council.

Section 3. In the spring, April application, the initial requirement for membership shall be a current Junior with a minimum cumulative grade point average (GPA) of 3.55 or higher. In the fall, September application, the initial requirement for membership shall be a current senior with a minimum cumulative grade point average (GPA) of 3.55 or higher. Students who meet the GPA requirement will be invited to complete an application in which they will be selected on the basis of the following characteristics:

I. Leadership

An applicant must show proof of one year of leadership. Leadership is defined as that in which you inspire positive behavior in others, such as, being a class representative, officer, chairperson, captain of a sports team, director of a charitable activity or event. Activities listed for leadership may not be activities for which you have been paid or received other compensation.

II. Service

- a. An applicant must show proof of a minimum total of 20 hours of Community Service which must be completed over the course of the first 3 years of high school (not including 8th grade or any years prior). Service is defined as that in which you assisted or benefited others.
- b. An applicant may show participation in various school or volunteer activities which include but are not limited to clubs, sports, theatrical performances, or employment. The Faculty Council may consider these experiences in lieu of the required hours of community service, but each application will be reviewed on a case by case basis.

III. Character

An applicant must have 5 faculty members attest to their outstanding character as part of the application process.

Section 4. Selection Procedure. The leadership, service, and character requirements shall be judged by a Faculty Council (appointed by the Principal). The 5 member Faculty Council will review all applications anonymously, and a three-fifths majority will be needed to determine acceptance. Records will be maintained and kept on file with the application; any non-accepted student will be given the reasoning for the Council's decision.

Section 5. Appeals Process. Students not accepted in their Junior year during the April application process may not appeal, but will be able to re-apply in their Senior year in September provided a 3.55 GPA or higher is maintained. Seniors not accepted during the application process in September may appeal the decision of the Faculty Council to the Principal in writing within 1 week of the date of the letter of Non-Acceptance. The Principal will hear appeals on a case by case basis, and make decisions as he/she sees fit. Students who submitted an application for April admission must also submit a new application for September consideration. Appeals will not be honored if this is not followed.

The complete set of bylaws for NHS can be found at the WOHS website.

THE NATIONAL ART HONOR SOCIETY

MEMBERSHIP

1. Membership in this chapter shall be based upon art scholarship, service, and character.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in art in this school.
3. Candidates eligible for selection to this chapter must be high school students, and shall have a minimum art scholarship average of B. This level of achievement shall remain fixed.
4. Members may remain active during such times when there is no art on their class schedule.

The complete set of bylaws for National Art Honor Society can be found at the WOHS website.

THE ESCRIPTUS CHAPTER OF NATIONAL ENGLISH HONOR SOCIETY

SELECTION OF MEMBERS

MEMBERSHIP

Application and membership in this select organization is by invitation only. Candidates for invitation must meet the following criteria:

1. All candidates are nominated by their sophomore / junior English teachers after the second marking period is completed. Members of Escriptus must be juniors or seniors.
2. Junior and senior candidates must be in Honors or Advanced Placement Language Arts classes, and must have maintained a final average of a 4.0 every year of their high school career in Language Arts classes (core and elective).
3. Students must also maintain a B in all other courses, including electives and health/gym.
4. Students must successfully complete the application package, submit all specified compositions and meet all deadlines.
5. A faculty advisory committee of Language Arts teachers will review and score the submissions of candidates. All candidates' writing will be identified by student identification number only for an anonymous and more objective assessment. Each writing selection will be read and scored by at least three different teachers during the decision-making process.
6. Members of Escriptus must publish three compositions in one of the many literary publications of West Orange High School, or in a contest or publication outside of West Orange High in order to remain in good standing. They must also maintain all academic standards.

The complete set of bylaws for Escriptus Chapter of the NEHS can be found at the WOHS website.

NATIONAL MATHEMATICS HONOR SOCIETY – MU ALPHA THETA

MEMBERSHIP

Students who have completed two years of Honors level mathematics at the high school may apply in the Spring of their 10th or 11th grade year for membership in the following school year. For acceptance, students must have an A average in their high school math coursework and an overall unweighted grade point average of 3.0. Selection of members shall be made by the advisor(s) of the organization and will consist of the following requirements:

- Completion of Application
- Mathematics Teacher Recommendation

Members shall demonstrate the ability to work with others and shall possess qualities of industry, initiative, and reliability. No student will be denied membership on account of race, religion, color, creed, ethnicity, national origin, gender, sexual preference and/or physical disability.

All members must complete the following attendance requirements in order to be considered a full member of the society and receive all the benefits the organization has to offer:

- Complete a minimum of 8 hours mathematics tutoring sessions at the high school under the supervision of a Mu Alpha Theta advisor. At least one hour of tutoring must be completed each month from October to April, until all hours are completed
- Attend a minimum of 5 monthly Mu Alpha Theta meetings

The complete set of bylaws for National Math Honor Society can be found at <http://www.mualphatheta.org/>.

THE SCIENCE NATIONAL HONOR SOCIETY

SELECTION OF MEMBERS

Membership in the Science National Honor Society (SNHS) is prestigious recognition of your achievement in Honors and AP level science courses. As an active member, you will organize and be involved in peer-to-peer tutoring support as well as science programs within the school and larger community. There are opportunities to network with other students, professionals, and learn about the wide range of career possibilities in applied science and engineering by interacting with invited guest speakers.

Induction in the SNHS is contingent on the following: Juniors must have completed an Honors level science course in high school, must currently be enrolled in an AP science class, have a 3.5 WOHS average in past high school science courses (equivalent to an B average) and an overall school average of 3.0 or better (B-). Seniors must have been enrolled in an AP course during their 11th grade year, currently enrolled in an Honors or AP level science course; AP Biology, AP Chemistry, AP Environmental Science or AP Physics. In September, an interest meeting will be held and applications will be available in September followed by acceptance after a review process. Students who maintain the expectations will be inducted in June.

Indicating that you are a member of the SNHS on your college applications will provide a clear indication to your selected schools of your sincerity and achievement in scientific or technical pursuits. In addition, should you demonstrate outstanding academic performance, commitment to science and dedication to your fellow students or the communities by developing outreach projects, you will have the opportunity to receive national recognition.

THE TRI-M MUSIC HONOR SOCIETY

MEMBERSHIP

Music Participation—enrolled in a school-sponsored music ensemble and/or class for at least one school year

Academic Achievement—at least an A grade average in music courses and at least a 3.0 cumulative GPA

Character Strength—demonstrates leadership, service, and character in their activities.

Complete 8 hours of service to the music/fine arts department in each school year

Pay dues for membership and participate in annual Induction Ceremony

The bylaws for the Tri-M Music Honor Society can also be found at the WOHS website.

WEST ORANGE TROUPE 1530 OF THE INTERNATIONAL THESPIAN SOCIETY

MEMBERSHIP: Thespian Society membership is offered to all WOHS students who meet the following requirements through their participation in theatre. Meetings are every Thursday during lunch in the Little Theatre as well as a few after school meetings. New members are welcome!

1. A student must obtain at least 10 points according to the conditions outlined by the official point system of ITS.
2. A student must participate in at least one full-length production and one smaller production such as Miscast Cabaret, Coffeehouse or student productions.
3. A student must participate in at least two areas of theatre production, performance and crew.
4. A student must attend at least 75% of the Thespian meetings on Thursdays.
5. A student must submit the appropriate fee and dues to the society for the ITS headquarters.

Thespian Society members are invited to attend the annual NJ Thespian Society Competition where they may compete in performance or tech theatre categories and also attend a variety of theatre workshops.

The complete set of bylaws for the West Orange Troupe 1530 of the International Thespian Society can be found at the WOHS website.

THE WORLD LANGUAGE HONOR SOCIETIES:

THE ITALIAN NATIONAL HONOR SOCIETY - *LA SOCIETÀ ONORARIA ITALICA : DANTE ALIGHIERI*

THE SPANISH NATIONAL HONOR SOCIETY - *LA SOCIEDAD HONORARIA HISPÁNICA : DIEGO VELÁZQUEZ*

Bylaws:

1. All students nominated for induction into the World Languages Honor Societies are at a minimum expected to be in the third level of study of the targeted language. Students selected must maintain an overall academic average of at least B in all subjects and an A average through the third level of study of the targeted language. All nominees are required to attend the induction ceremony and the dress rehearsal.
2. All students inducted into the World Languages Honor Societies must complete the highest level available to them of their respective language.
3. All members must maintain an overall academic average of at least B in all subjects, including an A average in the world language.
4. Students must submit a copy of their report cards to the respective advisor by the end of the second quarter and in September of the following year. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

5. Members must attend club meetings regularly and assist in the organization of all club activities or projects. Failure to do so will result in loss of membership in the respective honor society.

6. All members shall regularly participate in these projects. These projects shall have the following characteristics: fulfill a need within the school community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, well organized and executed. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

7. All members must be available for peer tutoring and departmental projects.

8. All members must demonstrate integrity, honor, responsibility, citizenship, interest, cooperation, trust, seriousness of purpose, service and commitment to others. Members who fall below any of those standards will jeopardize their membership in the honor society.

The bylaws for these World Language NHS can also be found at the WOHS website.

West Orange Chapter of the National Chinese Honor Society

Bylaw:

Section 1: To be eligible for induction into the National Chinese Honor Society, the candidate must be a regularly enrolled junior or senior student of West Orange High School who has:

1. Take Chinese to the highest level available to you.
2. Maintained an overall GPA of a 3.0 or above
3. Received final grades of A in Chinese for all levels.
4. Displayed good character, leadership, and service.
5. Participated in organizing and performing in the Chinese club activities throughout the school year

Section 2: Prior to the final selection, the following shall occur:

1. Students' academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically shall be notified and asked to complete the NCHS application form for further consideration for selection.
3. The Chapter Advisor shall review the students' attendance and disciplinary records.

Section 3: The selection of members shall be held once a year during the spring semester of the school year. Students selected will be inducted in a formal ceremony.

Section 4: Members must attend monthly Honor Society meetings and assist in the organization of all society activities or projects. Failure to do so will result in loss of membership in the Chinese Honor Society.

Section 5: All members shall regularly participate in chapter service projects. These projects must reflect the following characteristics:

1. Fulfill a specific need within the school or local community;
2. Have the formal support of the administration and the faculty;
3. Be appropriate and educationally defensible; and
4. Be well-planned, well-organized, and efficiently executed.

Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the core chapter projects to which all members must contribute.

Section 6: All members must be available for peer tutoring and departmental projects.

Section 7: All members must continuously demonstrate integrity, honor, responsibility, citizenship, interest, cooperation, trust, seriousness of purpose, service and commitment to others. Members who fall below any of those standards will jeopardize their membership in the Honor Society.

The complete set of bylaws for the National Chinese Honor Society, West Orange Chapter can be found at the WOHS website.

RHO KAPPA SOCIAL STUDIES HONOR SOCIETY

Membership in the Sebastian LaSapio chapter of ***Rho Kappa***, The National Social Studies Honor Society, requires exemplary scholarship, leadership, service, and character, as well as maintaining specific grade point averages, (B average in Social Studies Honors or Advanced Placement classes, A average in non-honors) and an ***overall*** 3.0 grade point average. Students must obtain signatures from teachers attesting to their character and submit a writing sample. A panel of social studies teachers will review candidate applications and writing samples in order to determine admission.

THE KITTY HAWK NATIONAL AIR FORCE JUNIOR ROTC HONOR SOCIETY

MEMBERSHIP

Must be a member of the Air Force Junior ROTC program to apply. Freshmen are not eligible.

Applicants must have a minimum of 3.0 GPA and at least a 3.5 in AFJROTC class to apply.

If the applicant meets the minimum academic criteria, they are further considered according to the following criteria:

1. Leadership traits
2. Community involvement
3. Quality of character

4. Ability to work with others
5. Willingness to go above and beyond minimum expectations

RESPONSIBILITIES

Upon acceptance, students must:

1. Complete a minimum of 8 hours peer tutoring, supervised by faculty advisors
2. Attend all scheduled meetings
3. Participate as a member of the squadron competitive academic team
4. Attend induction ceremony

Kitty Hawk members receive a certificate and are authorized to wear the Kitty Hawk badge on their AFJROTC uniform.

WOHS National Honor Society for Dance Arts Secondary Program (Grades 9 - 12)

Goals

1. To promote a desire for life-long learning in the field of dance.
2. To encourage an understanding of, and an appreciation for, dance as an art form and develop knowledgeable audiences for tomorrow.
3. To identify honor students (grades 11 & 12) for nomination to the NDEO Artistic Merit, Leadership and Academic Achievement Award, one of the highest honor programs for dance in the United States.

Eligibility Criteria for Student Induction

Induction into the NHSDA Secondary Program is earned through the accumulation of at 30 points awarded for dance activities such as dance classes, rehearsals, performances, research, workshops, or community service activities, alongside a minimum GPA of at 3.0. Students should track their points and provide the Chapter Sponsor with a record of points earned through worksheets, portfolios, or other agreed-upon methods.

For points earned outside of chapter activities, verification of points earned should be provided to the Chapter Sponsor through playbills, registration forms, photos, or other agreed-upon methods. The Chapter Sponsor will keep a record of points earned on file. In addition, the prospective student's demonstration of collaborative teamwork, motivation, and leadership in the many aspects of dance (e.g., choreography, performance, mentoring, production) are factors in the determination of eligibility for induction.

GPA Requirement

Students must earn a cumulative GPA of at least 3.0 for NHSDA Induction. NDEO allows for the WOHS Chapter Advisor to implement a higher GPA requirement in order to be consistent with other honor societies at the school.

All GPA records will be maintained by the WOHS Chapter Advisor and will be handled in a manner that respects the privacy of the student and is in compliance with FERPA regulations.

Student Induction is a lifetime recognition and NHSDA designations remain with the student's record. Should a student's GPA fall below the Chapter's minimum GPA requirements, there is no penalty or movement to dishonor the student. The faculty advisor and/or Chapter Advisor are encouraged to work with the student to help the student regain academic rigor. At the Chapter Advisor's discretion, inducted students can be barred from Chapter activities, including wearing NHSDA cords at graduation, should concerns arise about conduct or behaviors that might jeopardize their own safety, the well-being of others, or the integrity of NHSDA.

STATE AND DISTRICT WIDE ASSESSMENT CALENDAR 2026-2027

SECONDARY GRADES 9-12

Assessment	Grades	Computer Administration Window	Links to Resources
ELA Benchmark Assessments	9-11	<u>Fall</u> - October 2026 <u>Midyear</u> - January 2027 <u>Spring</u> - May 2027	
i-Ready Math	Algebra 1	<u>Fall</u> September 8, 2026 - September 22, 2026 <u>Winter</u> January 19, 2027 - January 29, 2027 <u>Spring</u> May 31, 2027 - June 14, 2027	
NOCTI	11-12	Pre-Test October 20 - October 23, 2026 October 27 - October 30, 2026 Post-Test May 18 - May 21, 2027 May 25 - May 27, 2027	
Dynamic Learning Maps (DLM) Instructionally Embedded (IE) Model: ELA, Math & Science (Optional) Year End (YE) Model: ELA, Math & Science	ELA and Math: 11 Science: 11	<u>Fall</u> September 14, 2026 - December 23, 2026 <u>Spring</u> April 5, 2027 - May 28, 2027 Make Ups: Included in Testing Window	

Assessment	Grades	Computer Administration Window	Links to Resources
New Jersey Graduation Proficiency Assessment - Adaptive (NJGPA-A) Fall Administration	11 and 12 Note: Students in grade 12 and students repeating grade 11 may take the NJGPA-A if needed to meet the State graduation assessment requirement.	October 13, 2026 - October 28, 2026 Make Ups: Included in Testing Window	
NJGPA-A Spring Administration	11 and 12	March 1, 2027 - March 19, 2027 Make Ups: Included in Testing Window	
Portfolio Appeals	12	January 4, 2027 - May 3, 2027	
WIDA ACCESS and WIDA Alternate ACCESS	ACCESS: 9-12 Alt. ACCESS: 9-12	February 1, 2027 - April 2, 2027 Make Ups: Included in Testing Window	
Advanced Placement Testing	10-12	TBA List of Digital Only Exams	
NJSLA-ELA and Math - Adaptive Spring Administration	ELA: 9 Math: Algebra I, Geometry, or Algebra II as needed based on accountability	April 19, 2027 - May 21, 2027 Make Ups: Included in Testing Window	NJSLA Details

Assessment	Grades	Computer Administration Window	Links to Resources
	requirements		
NJSLA - Science Administration Spring Administration	Science: 11	April 19, 2027 - May 21, 2027 Make Ups: Included in Testing Window	

ALMA MATER

On the slopes of Orange Mountain,
Stands West Orange High
Let the echo of our spirit
Swell up to the sky
Loyal students strong and steadfast
We will always be
As we cheer our Alma Mater
On to victory.

HELP LINES – HOT LINES

ALCOHOL AND DRUG HOTLINE (24 HOUR HELP)	1-800-234-0240
ALCOHOL AND DRUG REFERRALS	1-800-252-6465
ALA-TEEN	1-800-322-5525
ALA-NON (SPOUSES LIVING WITH AN ALCOHOLIC)	1-800-356-9996 1-800-344-2666
NAR-ANON (FAMILIES LIVING WITH AN ADDICT)	1-800-322-5525
NARCOTICS ANONYMOUS	1-800-992-0401
NEW JERSEY DRUG HOTLINE	1-800-225-0196
COCAINE HOTLINE	1-800-COCAINE

Other Issues

AIDS HOTLINE	1-800-624-2377
CENTER FOR DISEASE CONTROL (HIV-AIDS-OTHERS)	1-800-342-AIDS
DOMESTIC VIOLENCE HOTLINE	1-800-572-7233
EATING DISORDERS	1-800-624-2268
GAMBLERS ANONYMOUS	1-800-426-2537
NATIONAL MENTAL HEALTH ASSOCIATION	1-800-969-6642
NEW JERSEY AIDS HOTLINE (INFO.TESTING)	1-800-624-2377
POISON CONTROL CENTER (IMMEDIATE RESPONSE)	1-800-962-1253
RUNAWAY SWITCHBOARD (ALL ISSUES)	1-800-621-4000
SEXUALLY TRANSMITTED DISEASES	1-800-227-8922
YOUTH CRISIS COUNSELING	1-800-621-4000
WOMEN'S REFERRAL CENTER	1-800-322-8092

HELP LINES – HOT LINES

Essex County Services

CONTACT HELP LINE (ANY ISSUE, ANY TIME)	973-831-1870
ESSEX HELP LINE	201-783-9318
DIVISION OF YOUTH AND FAMILY SERVICES	973-680-3587
STUDENT (REFERRALS FOR HELP)	973-675-3817
FAMILY VIOLENCE	973-484-4446
PARENTS SUPPORT GROUP	973-736-3344
PLANNED PARENTHOOD (MONTCLAIR)	973-746-7116
RAPE CRISIS CENTER	877-733-2273
SUICIDE CRISIS CENTER	973-672-9685
WEST ORANGE POLICE	973-325-4000

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