Tenafly High School Student Handbook: Tiger Q

2026 – 2027

Tenafly High School 19 Columbus Drive
Tenafly, New Jersey 07670
Telephone: 201-816-6600
Website: https://ths.tenaflyschools.org/

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Mission

The Tenafly Public Schools are guided by one simple mission - advance student growth and learning.

In Tenafly, we believe that the only way to effectuate better outcomes is to ensure that our students and staff are highly engaged, balanced, and reflective at all levels and in all environments. We also know that increased student engagement can only occur through adherence to the following:

- Recruit, develop, and retain the most dynamic/passionate educators.
- Develop, evaluate, and continuously assess the depth and relevance of our curricula and programs.
- Ensure that our facilities are well maintained and meet the social, emotional, academic, and extra-curricular needs of our students/staff.
- Develop budgets capable of maintaining and growing our programs while being both responsible and responsive to community needs.

Directory

Main Office

Principal	**James O. Morrison**	**jmorrison@tenafly.k12.nj.us**
Principal's Secretary	Doreen Hawkins	dhawkins@tenafly.k12.nj.us

Vice Principals' & Attendance Office

Vice Principal	**Jennifer Ferrara**	**jferrara@tenafly.k12.nj.us**
Vice Principal	**Glenn Peano**	**gpeano@tenafly.k12.nj.us**
Vice Principal's Secretary	Sharon Gaughan	sgaughan@tenafly.k12.nj.us
Attendance Secretary	Patricia Mihalio	pmihalio@tenafly.k12.nj.us

Guidance Office

Director of Guidance	**Adam Schreiber**	**aschreiber@tenafly.k12.nj.us**
Guidance Secretary	Ruby Yi	ryi@tenafly.k12.nj.us

Athletic Office

Athletic Director	**Joseph Carollo**	**jcarollo@tenafly.k12.nj.us**
Athletic Secretary	Michelle Tavares	mtavares@tenafly.k12.nj.us

Click here for a full list of THS Staff 2026-27.

Student Organization

Advisor: Kelly Toale

President	Ella Plotkin
Vice President	Emily Hobaichan
Secretary	Lena Kim
Treasurer	Alexandra Rosensweet
Senior Board of Education Representative	Joanna Cheng
Junior Board of Education Representative	Matthew Jun

Class Officers

Class of 2027	**Advisor: Edward Dolan**
President	Mia Bareket
Vice President	Brooke Neuman
Secretary	Ryan Liles
Treasurer	Alexander Manalang

Class of 2028	**Advisor: Keith Devereaux**
President	Malini Jathavedam
Vice President:	Mateo Cuevas
Secretary	Lloyd Ahn
Treasurer	Amanda Lee

Class of 2029	**Advisor: Tim Gardner**
President	Richard Scolaro
Vice President	Joel Brahimllari
Secretary	Eileen Kim
Treasurer	Sophie Chun

Class of 2030	**Advisor: Christine Enrico**
President	xxxx
Vice President	xxxx
Secretary	xxxx
Treasurer	xxxx

The School Day/Bell Schedule

Student Drop-Off/Pick-Up

Students should be dropped off and picked up curbside in front of the cafeteria or on Westerly Drive.

THS DAILY BELL SCHEDULE 2026-2027

Date ->	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug.																															E**
Sept.	E	E	E	X			X	D	C	B	A			E	D	C	B	A			X	D	C	B	A			E	D	C	
Oct.	B	A			E	D	C	B	A			PD	D	C^	B	A			E	D	C	B	A			E	D	C	B	A	
Nov.		E	D	C	X	X			B	A	E	D	C			B	A	E	D	C			B	A	H	X	X			E	
Dec.	D	C	B	A			E	D	C	B	A			E	D	C	B	A			E	E	H	X	X			X	X	X	X
Jan.	X			E	D	C	B	A			E^	D	C	B	A			X	D	C	B	A			E	D	C	B	A		
Feb.	E	D	C	B	A			D	C	B	A	X			X	X	D	C	B			A	D	C	B	A					
Mar.	D	C	B	A	O			H	D	C	B	A			E	D	C	B	A			D	C	B	A	X			E	D	C
Apr.	B	A			X	X	X	X	X			E*	D	C	B	A			E	D	C	B	A			E	D	C	B	A	
May			E	D	C	B	A			E	D	C	B	A			E	D	C	B	A			D	C	B	A	E*			X
June	E*	E	E	E#			E#	F	F	F	F			F	H	H*	H*													

Day	D	C	B	A
8:10 – 9:08	4	3	2	1
9:12 – 10:14	1	4	3	2
10:18 – 11:16	2	1	4	3
11:16 – 12:05	Lunch			
12:09 – 1:07	8	7	6	5
1:11 – 2:09	5	8	7	6
2:13 – 3:11	6	5	8	7

Science labs do not meet on ORANGE days

E**-Aug 31 Opening Day Schedule
C^ - PSAT Tentative Oct 14
E^ - Science Mid Terms
E* - Unused Snow Give Back Days
E# - Review for finals/no new assessments
H* - Exam viewing

E Day	
1	8:30 – 9:09
2	9:13 – 9:52
3	9:56 – 10:35
4	10:39 – 11:18
Lunch	11:18 – 12:07
5	12:11 – 12:50
HR	12:54 – 1:02
6	1:06 – 1:45
7	1:49 – 2:28
8	2:32 – 3:11

H - Early Dismissal	
1	8:10 – 8:38
2	8:42 – 9:08
3	9:12 – 9:38
4	9:42 – 10:08
5	10:12 – 10:38
6	10:42 – 11:08
7	11:12 – 11:38
8	11:42 – 12:10

Delayed Opening A - D	
BLOCK	
1	10:10 – 10:48
2	10:52 – 11:31
Lunch	11:31 – 12:20
3	12:24 – 1:03
4	1:07 – 1:46
5	1:50 – 2:29
6	2:33 – 3:11

Delayed Opening E	
1	10:10 – 10:37
2	10:41 – 11:08
3	11:12 – 11:39
Lunch	11:39 – 12:24
4	12:28 – 12:55
5	12:59 – 1:26
HR	1:30 – 1:38
6	1:42 – 2:09
7	2:13 – 2:40
8	2:44 – 3:11

July 21 26

Attendance

Any absences from school or from classes within the school day may subject a student to disciplinary action as well as consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Excessive absences may result in the denial of course credit and/or the removal of the student from the class or course of study.

Frequently Asked Questions

Absences

To report an absence from school, parents/guardians must log on to the Genesis Parent Portal.

- Click on the "Student Data" tab, then "Attendance" tab.
- Find the "Notify Office" tab.
- Complete the required information. Please make sure to fill out the "Description" box and provide a brief explanation of your child's absence.
- All parents/guardians will receive a confirmation email to the email account(s) listed on Genesis.
- If the online portal is unavailable, please email the attendance office for further instructions at **hsattendance@tenafly.k12.nj.us**

If these procedures are not followed, the student will be considered truant and/or will be issued class cuts.

Parents/guardians must monitor student attendance via the Class Attendance tab of the Parent Portal.

Absences Due to Illness

Students returning from a medical absence must submit a note from their physician to the Attendance Office for approval within three (3) school days after the student's return to school. The physician's note must affirm that the student was treated for an illness and list the corresponding dates of absences. If a physician's note is received within three (3) school days after the student's return, the absence(s), full-day or early dismissal only, will be excluded from counting toward the maximum absence limits. **If a physician's note is not received within three (3) school days after the student's return, the absence(s) will count toward the maximum absence limits.**

A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Board Policy 2412. The parent must request home instruction.

Maximum Absence Limits

Prolonged or repeated absences, excused or unexcused, from school or from class, may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with Board Policies. It is the responsibility of parents and students to monitor attendance in the Genesis parent and student portals.

*Please look at the Attendance tab → Class Attendance → Course Totals (unexcused absences).

Students missing more than fourteen (14) classes in most full year courses, seventeen (17)

absences in lab science courses, or two (2) absences in Personal Financial Literacy-Hybrid will have credits withheld/denied for those courses. Warning Notification letters for full year courses will be sent home via Genesis notification (see table below). Final Notification letters for full year courses will be sent home when the following number of absences is reached: fifteenth (15th), eighteenth (18th) for lab science courses, and third (3rd) for Personal Financial Literacy-Hybrid.

Students missing more than seven (7) classes in semester courses will have credits withheld/denied for those courses. Warning Notification letters for semester year courses will be sent home via Genesis between the third (3rd) and fourth (4th) absence. Final Notification letters for semester courses will be sent home via Genesis at the eighth (8th) absence.

Attendance in Driver Education is state regulated. Per state law, Driver Education follows a 30-hour requirement. A student who misses more than three (3) Driver Education classes will lose eligibility for the test even if that student does not lose credit for the Physical Education course.

Maximum Allowable Absences & Notifications

Course	Maximum Absence Limits	Warning Notification	Parent Phone Call	Final Notification
Full Year	14	6 and 10	**8**	15
Semester	7	3 - 4	**3**	8
Lab Science Courses	1**7**	**6 - 10**	**10**	1**8**
Personal Financial Literacy-Hybrid	2	n/a	n/a	3

School absences that **<u>do not</u>** count toward the maximum absence limits include:

- Field Trip
- Religious Holiday: Must be entered by September 30, 2026, in the *Anticipated Religious Holiday Absence Google Form* **AND** entered into Genesis with the specific holiday name prior to the date of said holiday.
- Suspension
- College Visit: Three each, 11th grade (2nd semester only) and 12th grade.
- Administrative code (extenuating circumstances as deemed by the administration)
- Bereavement day
- Driver's test: Students must show DMV paperwork and/or license to the Attendance office.
- Veteran's Day
- Take your child to work day: Thursday, April 22, 2027
- Illness, with a doctor's note that specifies the absence dates. Must be provided to the Attendance Office within 3 days of return to school.

All absences except for those listed above count toward the maximum absence limits, including family vacations/extended holidays, non-school-sponsored athletic or other organization activities, and medical/other appointments unrelated to illness while school is in session.

All absences from class for fifteen (15) cumulative minutes or more count toward the maximum absence limits, unless administratively approved.

Absences are recorded by class period. As a result of tardiness to school, field trips and other school activities, early dismissals by signing out, etc. the number of absences could vary among periods.

College Visits

Pursuant to N.J.4.C.6A:32-8.3, college visits may be "excused". Students may request college visit days during the second semester of junior year and/or both semesters of senior year.
Students may not exceed more than three (3) college visit days per year.

Students must complete the College Visit form **prior** to their visit. The form can be obtained in the Attendance Office or on the Tenafly High School website. Students will not be eligible for an excused college visit day if they fail to have the required signatures (Parent/Guardian, School Counselor, Attendance Secretary) **prior** to their visit.

Religious Holidays

Pursuant to NJSA 18:A 36, 14-16, religious holidays will be excused upon **prior** request by a parent/guardian through the ***Anticipated Religious Holiday Absence Form*****,** which must be completed by September 30, 2026. Each absence must also be entered into the Genesis Parent Portal, indicating the specific religious observance/holiday.

Only holidays included on the New Jersey Department of Education's *List of Religious Holidays Permitting Pupil Absence From School* are eligible to be excused.

Truancy

Students will be subjected to the school district's response for absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6 and Board Regulation 5200.

Class Cuts

Class cuts are unexcused absences which count toward truancy.

Any absence of fifteen (15) cumulative minutes or more from class that is not administratively approved constitutes a class cut and counts towards truancy.

Consequences for Cutting

1. Teachers will hold a student conference and/or contact the student's parents/guardians.
2. Teachers will then submit a referral; three (3) separate detentions will be assigned for each cut.
3. The student will receive a zero on any graded assignments/assessments/projects missed due to the class cut.
4. The absence will count toward the maximum absence limits.
5. If a third (3rd) cut occurs in the same class, the student will remain in the course, but

will receive a Loss of Credit - LOC. **Loss of credit due to cuts cannot be appealed.**

6. If a student continues to accumulate cuts, they must take the course as "new" during the summer or repeat it entirely the following year. Summer review courses will not fulfill the required number of credit hours.

In lieu of and/or in addition to detention, alternative activities related to truancy and/or class cuts may be assigned at the discretion of the Student Support Leader or Vice Principal.

Late Arrival

To report late arrival to school, parents/guardians must enter the late arrival on to their Genesis Parent Portal ***prior to the student's arrival.***

- Click on the **"Student Data"** tab, then **"Attendance"** tab.
- Find the **"Notify Office"** tab.
- Complete the required information. Please make sure to fill out the **"Description"** box and provide a brief explanation of your child's lateness.
- If the online portal is unavailable *(attendance access closes at 9:15 am)*, please contact the attendance office (hsattendance@tenafly.k12.nj.us) for further instructions.

Such notification is **not** an *excused* late arrival and all attendance procedures/policies apply. Students who arrive at school more than fifteen (15) minutes late **must report** to the Attendance Office to sign in and receive a late pass. This procedure applies to ALL periods.

Any student absent from a class period for a cumulative fifteen (15) minutes or more will be considered absent from that class for the day. This includes late arrival, early dismissal, and breaks taken outside of the classroom during the period.

If a student is delayed by a staff member in arriving to his or her next class, the student should secure a note/pass from that staff member in order for the tardiness to be excused. These notes will be honored. Teachers will admit students who are tardy, including those students without a note.

Handling a student's first five (5) tardies will be at the teacher's discretion. Teachers, in communication with the student's school counselor/case manager, shall choose from a variety of interventions to address tardiness including individual conferences, parent conferences/contact, progress reports, and teacher detentions.

Chronic Late Arrival

For every four (4) unexcused tardies to a particular class, students will accumulate one (1) unexcused class period absence for that course, which will count towards the maximum allowable absences limit and loss of credit.

For six or more late arrivals, the teacher will refer the student to their Student Support Leader or Vice Principal. The Student Support Leader or Vice Principal will review prior interventions/action plans and will determine additional consequences (*ex.* loss of senior parking privileges, closed campus, etc.).

Early Dismissal Procedures

A parent/guardian must request an early dismissal via the Genesis Parent Portal.

1. Click on the **"Student Data"** tab, then **"Attendance"** tab.
2. Find the **"Notify Office"** tab.
3. Complete the required information - make sure to choose "**Early Dismissal**". Fill out the **"Description"** box with the specific time of dismissal and provide a reason for the early dismissal.
4. All parents/guardians will receive a confirmation email to the email account(s) listed on Genesis.
5. If the online portal is unavailable, please contact the attendance office for further instructions.

Extenuating situations, for which advance notice is not possible, should be handled through a parent/guardian phone call to the Attendance Office.

A parent/guardian or person designated as a student's emergency contact person must come to the Attendance Office to sign the student out unless other arrangements have been approved by the administration.

It is very important that persons who are readily available be designated as a student's emergency contact in case of emergency situations. This information should be changed/updated in the Genesis Parent Porta**l.**

Justifiable reasons for early dismissal are outlined in Board Policy 5230.

If a student needs to leave school early because of illness, the student must receive the approval of the school nurse and the parent/guardian or person designated as a student's emergency contact must come to the school Attendance Office to sign the student out.

<u>Attendance Review Committee</u>

Extenuating circumstances resulting in student absences are handled through the Attendance Review Committee.

The Attendance Review Committee is chaired by the Vice Principal, and also includes administrators, teacher representatives, school counselors, case managers, and the school nurse.

Students who have exceeded the maximum absence limits in a course may request an appeal before the Attendance Review Committee. Such a request must be made to their Vice Principal within the designated time frame, who may convene the Attendance Review Committee to hear the student's appeal. The student's parent, counselor, case manager and/or teacher may attend the meeting. The Attendance Review Committee shall make a recommendation to the Principal regarding the outcome of the appeal. The Principal will make a final determination to support or reject the recommendation and inform the student and/or parent of the decision. The student or parent may appeal the final decision of the Principal to the Superintendent, Board of Education and Commissioner of Education in accordance with Board Policy 2710, Pupil Grievance and N.J.S.A. 18A.

Parents Out of Town

Should parents find it necessary to be away from home, the name of a temporary guardian must be registered with the Attendance Office and Health Office in case of an emergency.

Participation in School Activities

Students are eligible for participation in co-curricular or athletic activities if they:

1. Are in good academic standing in all classes as determined by the Principal or designee.
2. Maintain an acceptable attendance/tardiness record as determined by the Principal or designee.
3. Demonstrate appropriate and responsible behavior toward staff and peers at all times as determined by the Principal or designed.

No pupil who has been absent from the equivalent of a school day may participate in an athletic, co-curricular or extra-curricular event scheduled for the afternoon or evening of that school day or, in the case of an event held during the weekend, on the next calendar day.

Students must be in school from 10:18 A.M. until 3:11 P.M. (and for the full school day on early dismissal days) on the day of the activity or, in the case of an athletic, co-curricular or extracurricular event held during the weekend, on the day preceding the event. Please note that this applies to all school days - block days as well as E days. Students who are not present during the day from 10:18 A.M. - 3:11 P.M. will not be eligible to participate in any athletic,co-curricular or extra-curricular event unless approved by the Principal or designed.

Academic Integrity

Academic Integrity is essential to the culture of learning and community that we strive to maintain at Tenafly High School. Actions that represent academic dishonesty, such as the following, will be subject to consequences as outlined in Board **Policy 5701.**

All members of the school community have a responsibility to actively deter academic dishonesty as well as to report knowledge of any violations. The Academic Integrity Referral form is available on the Vice Principal's page on the Tenafly High School website. Teachers/Staff, Students, and Parents/Guardians are implored to complete a referral for any incident of academic dishonesty of which they have awareness or suspicion.

1. **Cheating:** using unauthorized notes during an examination, altering responses on an assessment or assignment after it has been graded and returned; allowing another person to do one's work and submitting under one's own name; submitting identical or significantly similar papers for credit in more than one course without the permission from the teachers.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their content source.
3. **Fabrication:** falsifying or inventing any information, data or citation; relying on someone else's results or responses; citing sources that one has not actually used or consulted.
4. **Obtaining an Unfair Advantage:** stealing, reproducing, distributing or otherwise gaining access to assessment material prior to the time authorized by the teacher or school; retaining, possessing,

distributing, or otherwise circulating assessment materials clearly indicated to be returned to the teacher or proctor at the conclusion of the assessment period; intentionally obstructing or interfering with another student's academic work; having materials related to an assessment in a visible or accessible place during said in-class assessment .

5. **Falsification of Records and Unofficial Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on a grade report, letter of permission, drop/add form, or any other school-related document.
6. **Unauthorized Access to Computerized Academic, Administrative, Teacher or Student systems.**
7. **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 meant to be done independently by students.
8. **Management System Files and Documents:** viewing or altering computer records, modifying computer programs or systems, distributing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.
9. **Aiding or Abetting Academic Dishonesty:** Providing material, information, or other assistance to another person with knowledge that such assistance could be used in any of the violations, stated in numbers 1 - 6 above; providing false information in connection with any inquiry regarding academic integrity.

Before submitting a referral, THS teachers must first discuss the suspected academic dishonesty with the student(s) involved as well as contact the parent(s)/guardian(s) to inform them that the referral is being made to the Vice Principal's office.

Consequences

First Offense

1. Mandatory meeting convened with the Vice Principal, Supervisor of content area, teacher(s) of the course in which the academic dishonesty occurred, the counselor/case manager, the student, and the parent(s)/guardian(s) of the student.
2. The piece of work on which the student demonstrated academic dishonesty is counted into his/her average as a zero.
3. Number of Out-of-School suspension days and/or appropriate educational placement to be determined by the high school administration depending on the severity of the offense.

Second Offense

1. Mandatory meeting convened with the Vice Principal, Supervisor of content area, teacher(s) of the course in which the academic dishonesty occurred, the counselor/case manager, the student, and the parent(s)/guardian(s) of the student.
2. The piece of work on which the student demonstrated academic dishonesty is counted into his/her average as a zero.

3. Loss of eligibility for an/or removal from school leadership positions for one school year or amount of time determined by the Principal or designee.
4. Loss of IDT privilege not less than one semester.
5. Students may lose the privilege to ask for a letter of recommendation from a teacher in the content area/department in which the incident took place.
6. Number of Out-of-School suspension days and/or appropriate educational placement to be determined by the high school administration depending on the severity of the offense.

Third Offense

1. Mandatory meeting convened with the Vice Principal, Supervisor of content area, teacher(s) of the course in which the academic dishonesty occurred, the counselor/case manager, the student, and the parent(s)/guardian(s) of the student.
2. Mandatory hearing before the Board of Education.
3. The piece of work on which the student demonstrated academic dishonesty is mounted into his/her average as a zero.
4. Loss of eligibility for and/or removal from school leadership positions and extra-curricular activities for greater than one school year as determined by the Principal or designee.
5. Loss of IDT privilege not less than one school year.
6. Students may lose the privilege to ask for a letter of recommendation from a teacher in the content area/department in which the incident took place.
7. Number of Out-of-School suspension days and/or appropriate educational placement to be determined through hearing before the Board of Education.

Note: Offenses are cumulative for the entire time/all years enrolled at THS and do not need to be in the same academic area/year for the above procedures and consequences to be invoked.

In addition to the consequences stated above for the first offense, second offense and third offense, acts of academic dishonesty may also violate Tenafly High School's student code of conduct and thus result in additional consequences. These include, but are not limited to, detention, suspension, referral to the Superintendent of Schools, or the convening of a Board of Education hearing.

Technology

All students must use their district-issued device for instructional purposes and adhere to the Acceptable Use Policy (2361). Students may not use a personal laptop in school; those who do so may receive a failure for any computer-based assignments or assessments given that day. To assist in this regard and also to protect the well-being of students, the district utilizes software that monitors internet and email activity on district devices and the district network to identify references to violence, self-harm, and other concerning content. In the case of a concerning internet search, email, or other activity, building administration will be notified and take steps to ensure the safety of the student(s) involved. Please note that while this program operates continuously, the district does not employ staff on standby 24 hours per day nor 7 days per week to receive alerts. Therefore, the responsibility of ensuring proper and safe use of district devices beyond the school day rests with students and parents.

Student Internet-Enabled Devices

To promote student learning, minimize distractions, and support a safe school environment, student use of personal electronic devices is restricted during the school day.

For the purposes of this policy, internet-enabled devices include but are not limited to:

- Cell phones
- Smartphones
- Smartwatches capable of messaging or internet access
- Wireless earbuds/headphones connected to phones
- Tablets or similar personal devices
- Smartglasses

Bell-to-Bell Expectation

Students are not permitted to use internet-enabled devices at any time in the building during the school day, including:

- Instructional time
- Passing periods
- Lunchtime if students remain **in the building**
- IDTs if students remain **in the building**
- Bathrooms
- Hallways or common areas
- In the Library
- In internal courtyards

Storage requirement

Students must:

- Turn off their internet-enabled devices before they enter the building at the start of the school day, and
- Store devices in their backpacks or lockers.

Devices may not be kept on a student's person, in clothing, or otherwise accessible during the school day.

Exceptions

Use of a personal electronic device may be permitted only:

- Authorized by a teacher for instructional purposes
- Required for a documented medical need
- Approved by the administration in emergencies

Students must follow all staff directions regarding device use.

Consequences: Annually

First violation

- The device is taken by the staff member.
- The teacher will hold onto the device until he/she has the opportunity to bring it to the Vice Principal's office. The teacher labels the device and confirms the student's name by student ID if unknown.
- Device held in the Vice Principal's office.

- Parent/guardian must pick up the device by 3:30 pm, or if they are unable, the parent can retrieve it the following day.
- Detention (1 day).

<u>Second violation</u>

- The device is taken by the staff member.
- The teacher will hold onto the device until he/she has the opportunity to bring it to the Vice Principal's office. Teacher labels device; confirms student name by student ID if unknown.
- Device held in the Vice Principal's office
- Parent/guardian must pick up the device by 3:30 pm, or if they are unable, the parent can retrieve it the following day.
- Digital Daycare (device check-in/check-out with admin each day - 3 days)
- Detention (3 days)
- Closed Campus (3 days)

<u>Repeated Violations 3+</u>

- Digital Daycare (amount of time will vary) 5+ days
- Closed Campus (amount of time will vary) 5+ days
- Loss of privileges (school events, activities)
- Parent conference
- Saturday Detention
- Possible Suspension

Refusal to Surrender Device:
If a student refuses to surrender a device when directed by staff:

Will be considered insubordination and will result in disciplinary action in accordance with the District Code of Student Conduct, which may result in suspension.

Responsibility
Students bring personal electronic devices to school at their own risk. The school is not responsible for lost, stolen or damaged devices.

Internet-Enabled Device Accommodations
Parents/guardians may request an accommodation for a student who requires access to an internet-enabled device during the school day.

- Requests must be submitted **in writing to the Principal or Vice-Principal**.
- Requests should include **supporting documentation** from a physician, Child Study Team, or other appropriate source explaining the need for the accommodation.
- Parents/guardians will be notified of the **approval or denial within five (5) school days** of the school receiving the request.

Emergency School Closures

If an emergency prevents students from retrieving their stored devices or other belongings, students will be allowed to retrieve their items **once the building has been cleared for safe re-entry**.

Health Office

Illness During School

If a student becomes ill during class, the classroom teacher will give the student permission to go to the Health Office. If it is necessary for a student to leave school because of illness, the Health Office will contact the student's parent/guardian. If a student becomes ill during other times of the school day, he/she should go directly to the Health Office. The Health Office will notify teachers and the Attendance Office accordingly. **Any student leaving school early due to illness must have a parent/guardian sign them out through the Attendance Office.**

Students sent home ill from the nurse's office may not return to school that day for class or an extracurricular activity unless they present a note from their physician stating they are medically cleared to attend school and/or participate in the activity.

Medication

Medication will be dispensed by the Health Office only with written parental and physician approval, including prescription and non-prescription medicines. All prescription medicine which students must use during school hours must be maintained in the Health Office. Students may not have prescription or non-prescription medication in their possession while in school and/or during any school activity.

Insurance Claims for Accidents

Students who have purchased insurance and who wish to make a claim for an accident must file an accident report with the school nurse within thirty (30) days of the incident. Payment will be made directly to the parent and does not need to be handled by the school

Home Instruction

A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Board Policy 2412. The parent must request home instruction.

Two (2) documents are required before the Board of Education can approve a bedside program: a letter from a parent requesting the service and a letter from a physician stating the nature of the illness and the approximate anticipated duration. Five (5) hours per week instruction by certified teachers is the maximum service permitted. Home instruction is scheduled on days when school is in session.

Makeup Work

Students must demonstrate the initiative to make up missed work due to absences. When a student is absent they will have the number of days they were absent plus one additional day to make up their work. It is the student's responsibility to communicate with the teacher regarding what needs to be made up upon return from absence within 24 hours.

If a student is tardy or dismissed early on the day an assignment is due or an assessment is administered, he/she must see the teacher <u>that same day</u> to hand in the work and either take the assessment(s) or make an appointment for a makeup assessment. Failure to do so will result in a grade of zero (0) for the **missed** assignment or test. Teachers will be notified by the Vice Principal that the student was sent home in the case of an emergency.

It is the responsibility of students to contact their teacher within 24 hours of a missed assessment to arrange the makeup date and time. Makeup work due to extended absences will be handled by the teacher, student, and/or counselor/case manager.

Students suspended from school are expected to complete/make up all class work, assignments, and assessments given during the period of suspension. Students will be permitted one (1) day for every one (1) day of suspension to make up work. This time begins immediately upon the student's return. Students are encouraged to email their teachers for classwork/homework assignments and to visit their Google Classroom pages to stay updated.

Visitors to School

Visitor parking spaces are located on Westerly Drive. Short term (15 minute) parking is also available on the west side of the building on Newcomb Road.

All visitors must:

1. Have a pre-arranged appointment with a staff member.
2. Report to the Door Monitor to sign-in/out and receive a Visitor's Pass.
3. Remain with that staff member for the duration of the visit.

Unauthorized visitors are not allowed on school property. Police complaints will be filed against trespassers.

Student Rights and Responsibilities

All students have a basic right to a free public education. They also have an accompanying responsibility to contribute to a safe, orderly, and productive learning environment. Education in the best sense seeks to instruct students in the means to educate themselves.

Although rules are applied strictly and uniformly, it is important to point out that there are avenues open if students feel that any school or class regulation is unfair or has been applied in a manner that is unjust. Student Organization and Principal's Cabinet discussions are important to bring attention to regulations in need of reconsideration.

<u>General Behavioral Expectations</u>

It is the responsibility of each individual in the community to behave in such a way as to respect the rights of all members of the THS community. Desired values include courtesy, cooperation, respect, integrity, honesty, and open-mindedness. The goal is to create an atmosphere that encourages these values and enhances a sense of community. Students are required to wear their student IDs on school-provided lanyards. Students that do not have their lanyard must report to the Attendance Office to obtain a sticker. This will result in an after school detention on the same day.

Basic Rights

The rights of all members of the Tenafly High School community include:

1. The right to be treated with courtesy and respect at all times.
2. The right to a classroom and campus which make it possible for one to pursue one's education without disruption or interference.
3. The right to physical safety and freedom from attack.
4. The right to one's personal property.
5. The right to one's good name.
6. The right to attend school irrespective of a student's marriage, pregnancy, or parenthood.

Right of Assembly and Petition

A student's right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the times and places of such activities and may require advance notice, when necessary, to avoid conflicts and to ensure proper protection of the school community.

Pupil Rights (Board Policy 5700)

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they're entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

Accompanying the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district.

As pupils differ in age and maturity, they differ in the ability to assume both the rights and the concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the pupil and the pupil's need for continuing guidance and control. A pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult pupil is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school.

Student Code of Conduct

The Tenafly Public Schools values a community of students that works together to create a

productive learning environment in which all students feel safe, secure and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, to work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violation of which they are aware with the expectation of not retaliation for such reporting, to respect others and their property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others. In accordance with New Jersey Administrative Codes, 6A: 16-5.1 and 18A:25-2, and Board Policy 5600, the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct**.** These include (but are not limited to) fighting, physical contact (which is considered dangerous and/or not dangerous), Internet in-school violation (inappropriate use), Internet out-of-school violation (inappropriate use, e.g. slander or threats), sexual harassment (including exposing oneself or sexual assault including exposing another) and vandalism (both minor and major).

Disciplinary sanctions to violations of our code of conduct include a number of responses to such disruptive behaviors ranging from a student and/or parent conference to detention or suspension. The degree of sanction is contingent upon grade level (i.e., primary, intermediate, middle or high school) and whether or not the misconduct is a first or second offense. Violations regarding weapons or substance abuse are addressed in accordance with Board Policies 5611 and 5530. Violations involving HIB will be addressed in accordance with the New Jersey Anti-Bullying Bill of Rights, P.L.2010, Chapter 122 and the Board Policies 5512, 5600 and 8461.

Students are accorded due process. The first step in this process is a conference with the Principal or a designee who will designate the appropriate consequence with reference to the guidelines for district code of conduct. Dissatisfaction with the consequence can be appealed to the Superintendent or his/her designee. Appeals to the Board can be made only in accordance with New Jersey code and statute. Students are responsible for being familiar with these policies.

Affirmative Action

The Tenafly Public Schools provide equal opportunity in all areas. The Affirmative Action Policy 2260 applies within the classroom and in personnel practices. No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or non-applicable handicap. The Affirmative Action Officer shall be responsible for planning, implementing and monitoring the district's Affirmative Action program with respect to school and classroom practices. The district works hard to maintain an environment free from all forms of sexual harassment or intimidation. Brenda Yoo, Assistant Superintendent, is the Affirmative Action Officer. She can be reached at 201-816-4507.

Harassment, Intimidation and Bullying (HIB)

The Tenafly School District prohibits any written, verbal or physical acts or any electronic communication whether it is a single incident or a series of incidents motivated by harassment, intimidation or bullying (HIB) based on real or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical or sensory disability or any other distinguishing characteristic that takes place on school property, at any school-sponsored function or on a school bus or off-school grounds as provided for in section 16 of P.L. 2010, Chapter 122 (New Jersey Anti-Bullying Bill of Rights), 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; or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or (c) creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

Additional information regarding the New Jersey Anti-Bullying Bill of Rights and our district policies 5512 and 5512.2 may be found on the district website.

Please review the Tenafly High School HIB Action Plan for additional information, guidance, and related forms. The action plan is accessible on the THS homepage.

Dating Violence

Dating Violence is defined as a pattern of behavior where a dating partner (an individual involved in an intimate association with another that is characterized by the expectation of affection whether it is casual, serious or long term) threatens to use or uses physical, sexual, verbal or emotional abuse to control the other individual or dating partner.

Acts or incidents of dating violence at school - whether they are verbal, sexual,physical or emotional; or digital or electronic; or patterns of behavior which are threatening or controlling - will not be tolerated. The Tenafly Board of Education has adopted a dating violence policy, guidelines and procedures as outlined in Regulation 5519 for reporting and for responding to acts or incidents of dating violence at school.

Additional information regarding dating violence including the Board Policy 5529 may be found on the district website.

Classroom Expectations & Procedures

Students are required to:

1. Wear student IDs on school-provided lanyards.
2. Arrive at all assigned periods on time with their school-issued device and charger.
3. Be prepared with all required materials.
4. Use passing times and/or IDT to use the bathroom or to retrieve books from lockers, except for occasional emergencies. Chronic bathroom requests during class time may result in a referral to the Student Support Leader or Vice Principal, and/or the Health

Office.

5. Store cell phones and personal devices in their locker or backpack (see cell phone policy above).
6. Video or audio recording of classroom activities is permitted only with prior administrative approval.
7. Follow all individual classroom rules/expectations in addition to those outlined in this Student Handbook.
8. Demonstrate exemplary behavior at all times.

Salute to Flag; Pledge of Allegiance

Each morning the Pledge of Allegiance will be said. Students must refrain from disruptive conduct during the pledge.

Substitutes

When a teacher is absent, an assignment will be posted on Google Classroom for that class and/or an IDT will be assigned. All school and classroom rules and procedures still apply if a substitute is present due to a teacher's absence.

Emergency Drills

Drills are held to prepare students and staff for a quick response in case of emergency. These are important and must be treated very seriously.

Students are to follow their teacher's or other staff member's directions. Use of phones or electronic devices is prohibited during all drills.

Turning in false fire alarms is a crime in the fourth degree and a person convicted of it can be jailed for up to eighteen (18) months and fined up to seven thousand five hundred dollars ($7,500.00).

Grading

Information about Graduation Requirements, Credits, and Scheduling and Level Changes can be found in the Program of Studies, posted on the THS website.

A letter system is attached to number ranges that are applied consistently throughout the school. These ranges represent the percentage of course objectives mastered on each test as follows:

Letter - Number Range

A+	98 - 100	C	73 - 76
A	93- 97	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 - 66

B	83 - 86	D-	60 - 62
B-	80 - 82	F	Below 60
C+	77 - 79		

Please see your teacher if there is any dispute regarding a grade.

Grade Reporting for Full Year Courses

Grade Reporting: Q1 S1 Q3 S2 Final Assessment **Final Grade**
Transcript: YG (Year Grade)

Notes:

- S1 = 45% of full-year grade
- S2 = 45% of full-year grade
- Final Assessment is given at the end of the year and is based on year-long course work.
- Final Assessment = 10% of full year grade
- If senior student is exempt from the Final Assessment, S1 = 50% and S2 =50% of full-year grade
- S1 may include a mid-year assessment (test, project, portfolio, etc.) and is < or = 10% of S1 average
- Credit is awarded upon successful completion of the course work

Grade Point Average Chart

Grade	Scale	AP/H	ADV	CPA/CPB
A+	98 - 100	5.05	4.8	4.55
A	93 - 97	4.75	4.5	4.25
A-	90 - 92	4.45	4.2	3.95
B+	87 - 89	4.05	3.8	3.55
B	83 - 86	3.75	3.5	3.25
B-	80 - 82	3.45	3.2	2.95
C+	77 - 79	3.05	2.8	2.55
C	73 - 76	2.75	2.5	2.25
C-	70 - 72	2.45	2.2	1.95
D+	67-69	2.05	1.8	1.25
D	63 - 66	1.75	1.5	1.25
D-	63 - 66	1.75	1.5	1.25
D-	60 - 62	1.45	1.2	0.95
F	0 - 59	0.0	0.0	0.0

WP (Withdraw Pass) is not included in grade point average; WF (Withdraw Fail) is included as a grade of “F”.

Incompletes

Students have five (5) school days after report cards are issued to make up incompletes, unless a written agreement outlining another arrangement is completed by the teacher, student and parent.

Testing and Evaluation

Tests are used as a teaching tool and test review is an important component in the learning process. Homework, essays, projects, etc. can be due on "E" days, but anything requiring studying (assessments) is not permitted, aside from PE.

All students must use their district-issued device for instructional purposes, including all testing. Personal devices may not be used. Students who bring a personal device to class instead of their district-issued device may receive a failure for any computer-based assignments or assessments.

In the event that a student has four (4) tests on one day they should alert their teacher and are only required to take three tests that day. The last test assigned should be the one rescheduled. This protection does not include quizzes.

Grade Reporting and Assessments

Grades will be reported at the end of each quarter and semester. A grade for the final cumulative assessment in full-year courses and a final grade for all courses will also be reported. Only the final grade for each course will be reported on the student's transcript.

All students in classes in which a final assessment is assigned or administered must take the June end-of-course assessments, except for students who are exempt (as per the Senior Exemption guidelines below) from taking the end-of-course assessment for full year courses.

End-of-course assessments equal 10% of the end-of-course grade.

For full year courses, Semester 1 may include a mid-course assessment (test, project, portfolio, etc.) which is less than or equal to 10% of the Semester 1 average.

End-of-course assessments for Semester 1-only courses will be administered at the end of the semester as communicated by the teacher.

End-of-course assessments for full-year courses will include the content and skills taught throughout the year.

Supervisors and teachers reserve the right to administer approved cumulative projects, portfolios, or other forms of assessment in lieu of traditional "final exams." Cumulative projects, portfolios, or other forms of assessments equal 10% of the end-of-course grade.
Students who miss an end-of-course assessment due to extenuating circumstances will have their situation reviewed by the Vice Principal. If it is determined that the student has missed the end-of-course assessment under unavoidable circumstances, a makeup end-of-course assessment

will be approved.

For assessment integrity, alternative dates will generally not be approved prior to the scheduled date of the assessment. If an alternative administration is approved, the assessment **may** be in a different form than the assessment administered on the scheduled date.

After an end-of-course assessment makeup exam is approved, the Vice Principal will communicate the time and location of the makeup exam via email to the student and their teacher. A grade of incomplete will be given to the student until the makeup exam has been taken and evaluated.

A student who misses a June end-of-course assessment for a full year course without the Vice Principal's approval will receive a grade based on the teacher's evaluation of the work accomplished throughout the year. The end-of-course assessment grade will be factored in as a zero (0); this will count as 10% of the end-of-course grade.

Senior Exemptions

Seniors who have a Semester 2 grade of A- or better by the last school day of May in full year courses may, **at the teacher's discretion**, be exempted from taking the June end-of-course assessment. To be eligible for this exemption, students must also have returned their textbook and any other school-issued materials for that course, or have paid for any lost or damaged materials, by the first final exam review day, **Fri**day, June 5, 202**6**. Additionally, students will not be eligible for this exemption if they have been denied credit for exceeding the maximum absence limit or have had their IDT privilege revoked at any time during the current school year. The Vice Principal reserves the right to make the final determination regarding a student's exemption eligibility and/or status.

If a senior student is exempt from the June end-of-course assessment, then the final grade will be calculated as follows:

Final Grade for full year course = S1 (50%) + S2 (50%)

Discipline

Detention

Afternoon detention begins at 3:15 P.M. and ends at 3:45 P.M. in Room 133.

Students assigned to detention must attend unless they are absent on the assigned day. After-school activities will not excuse a student from serving detention on the assigned day. Missing detention, arriving late to detention, or leaving detention without permission will include additional disciplinary measures.

In lieu of and/or in addition to detention, student reflective responses or learning packets related to the disciplinary issue may be assigned at the discretion of the Student Support Leader or Vice Principal.

Rules for detention

1. Be on time. If students are late, they will not be admitted to detention and an additional

day will be assigned (original detention plus an extra detention).

2. Bring reading/studying materials.
3. Talking, sleeping, and eating/drinking are prohibited.
4. Cell phones must be turned off and given to the staff member on duty for the duration of the detention. Use of district-issued Chromebooks is permitted.
5. If students are disruptive, they will be asked to leave. The time served will be forfeited and an additional day will be assigned (original detention + 1 more).
6. If you miss detention, without prior notification/approval of an SSL or VP, detention will be doubled.
7. Repeated absences from detention may result in out-of-school suspension.

Suspension and Expulsion

As per Board Policy 5610 "Suspension" means the temporary removal of a student from the regular instructional program.

"Short-term suspension" means a suspension for one (1) but not more than ten (10) consecutive school days and "long-term suspension" means a suspension for more than ten (10) consecutive school days.

In each instance of a short-term suspension, the student's parent will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3. The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction either in or out of school that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C 6A:14.

While the Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior.

When rules are broken, the school applies a reasonable consequence. Except in situations involving gross misconduct, suspension is invoked when counseling, admonition, and restriction at school produce no change. The purpose of suspension is threefold: intensive interaction with the family that provides the opportunity for parents and administrators to review the situation together, separation of students from friends and social activities at school, and protection of the rights of

other students to an education. Suspension considerations and/or resulting re-entry processes may include the completion of learning packets related to the disciplinary issue per the Vice Principal's discretion.

Behavior/incidents which may warrant a suspension include, but are not limited to:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over a student;
- Actions that constitute a continuing danger to the physical and emotional well-being of others (including HIB and dating violence);
- Threat or physical or verbal assault upon another student, a teacher, or any school employee;
- Taking, or attempting to take, personal property or money from another student or staff member, whether by force, fear, or deception;
- Willfully causing, or attempting to cause , substantial damage to school property;
- Willfully causing, or attempting to cause, a substantial disturbance, disruption, or disorder to the school environment;
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- Inciting others to take part in an unauthorized occupancy;
- Truancy and class cutting, or leaving school property without permission;
- Poor attendance and lateness;
- Use or possession of unsafe or illegal articles;
- Use of any tobacco/vaping product on school property;
- Use, possession, or sale of a controlled dangerous substance, anabolic steroids, or alcohol;
- Use of profanity or abusive language;
- Turning in a false alarm;
- Tampering with or damaging property of other students or staff members;
- Gambling and/or selling or buying lottery tickets or other gambling paraphernalia on school property;
- Misusing and/or vandalizing technological equipment, including computers;
- Card playing;
- Security breach - opening or propping exterior school building doors to allow unauthorized entry;
- Violation of the basic rights as listed under "Student Rights and Responsibilities."
- Not following safety protocols;
- Video, photographic, or audio recording of another person without authorization; and/or disseminating such content electronically (incl. social media);
- Any behavior/incident as determined by the Principal or Vice Principal.

If a student is suspended any day from Monday to Thursday, he/she may not participate in or attend any sport or school activity that day. If a student is suspended on a Friday, that student

may not participate in or attend any school activity that weekend.

A suspension will be considered a school-approved absence.

Any student having received two (2) suspensions for any of the aforementioned offenses will automatically receive five (5) days of suspension for the third (3rd) offense. Under ordinary circumstances, a student is entitled to the opportunity to demonstrate to the authorities that there is a case of mistaken identity or some compelling reason why he/she should not be suspended pending a full hearing. Where school officials believe that the student may be dangerous to themselves or others he/she may be suspended for a short period. If the suspension is to be extended, the student is entitled to a full hearing.

Court and school law decisions have held that in any situation where a fundamental right may be denied, students must be afforded all appropriate elements of due process. This may apply in cases involving expulsion, a suspension which exceeds 21 days, a short-term suspension in which the timing of the punishment is crucial for that particular student, prohibition against certain student activities, or other instances.

1. The hearing must be held within 21 days after the informal hearing.
2. The student may be represented by a lawyer.
3. The hearing may be held by the Board of Education or by a hearing examiner appointed by the Board.
4. The student is entitled to a translator if necessary.
5. The student is entitled to the rudiments of an adversary proceeding. Courts have held that these rudiments may include the right to be presented with the names of witnesses against him/her and copies of the statements and affidavits of those witnesses, the right to demand that any such witness appear in person to answer questions, and the right to testify and produce witnesses on his/her own behalf. The precise nature of the hearing depends upon the circumstances of the particular case, such as the sanctions to be imposed or at what level the hearing is held.
6. A record must be kept of the hearing procedures. The student is entitled, at his/her expense, to a copy of that transcript.
7. The proceeding must be held with all reasonable speed. If the student is found innocent, he/she may request that any written entry referring to the incident be expunged from school records.

Vandalism Policy #7610

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be

reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal or has been caused by a pupil or a minor not a pupil of this district, the Board will hold liable for the amount of the damage of the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.'

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

Dangerous Conduct

Behavior which leads to the physical endangerment of others will not be tolerated. Fighting, possession of a weapon (see weapon policy), arson, reckless driving, possession of drugs or alcohol, HIB, or other offenses deemed of a serious nature by the Principal warrants suspension from school.

Weapons and Dangerous Instruments

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools.

As per Board Policies 5611 and 5613, 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 functions, or while enroute to or from school or any school function.

The Principal 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. 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 superintendent /designee and immediately inform appropriate law enforcement officials.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons and/or dangerous instruments. Disciplinary action may result in the student's removal from the school's regular education program.

To provide for a safe learning environment, the Board of Education will implement policies and

procedures regarding pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1 (f) and 18 U.S.C. B921, according to the requirements of the Zero Tolerance For Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Any pupil convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

The Superintendent determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in an alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C 6A:14 et. seg., Special Education.

If a pupil is removed from the regular education program and a placement in an approved alternative education program is not available, or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pulp, the school district will provide home or other out-of-school instruction. Pupils with disabilities who exhibit dangerous or violent behavior may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460,6.

The Board of Education will adopt policies and procedures to ensure cooperation between school staff and law enforcement authorities pursuant to N.J.A.C. 6A:16- 6.1. out-of-school instruction in accordance with Policy 2481

R-Rated Procedures

Below are the procedures for R-rated films and/or excerpts:

- Parents notify the Vice Principal in writing if their child is not permitted to view R-rated films. The Vice Principal informs the student's guidance counselor and teachers that s/he is not permitted to view R-rated films. If the student's schedule is changed, the guidance counselor must notify the Vice Principal who will inform any new teacher(s) that the student is not to view R-rated films.
- Parents notify the Vice Principal in writing if they wish to provide permission on a case-by-case basis. The Vice Principal informs the student's guidance counselor and teachers that s/he may view R-rated films and/or excerpts only after a

permission slip is completed by the teacher, given to the Vice Principal for mailing and returned by the parent who will grant permission or not grant permission. The teacher will be notified by the Vice Principal if the student can or cannot view the R-rated film or excerpt when the parent form is returned. Ample time (one week) must be allowed to obtain parental permission. A permission slip must be completed each time the teacher shows an R-rated film and/or excerpt.

- If the student's schedule is changed, the school counselor must notify the Vice Principal so any new teacher is informed that the student's parent must be notified on a case-by-case basis to view R-rated films and/or excerpts.
- An alternative assignment must be provided by the teacher for the student not viewing R-rated films and/or excerpts.

Student Cafeteria

The cafeteria may be utilized for studying and socializing as well as for eating. Behavior in the cafeteria and other designated lunch areas during the unit lunch must reflect courtesy and respect for the staff, fellow students and school property. The following rules apply:

1. No food is to be removed from the cafeteria except during the unit lunch period in designated areas on the first floor only.
2. Students are expected to clear their tables and lunch areas after eating and dispose of garbage in appropriate bins.
3. Sitting on tables and placing feet on tables in the cafeteria are prohibited.
4. Running, shouting, card playing, horseplay and throwing of food or other objects are prohibited.
5. Phones are not allowed to be used, **inside the building**, during the lunch period.

Failure to comply with these rules will result in loss of IDT and/or suspensions.

Dress and Appearance

Students should dress in a manner that reflects appropriateness, cleanliness and safety within the classroom and at school activities. Board Policy 5511 prohibits pupil dress or grooming practices that are hazardous to health or safety, materially interfere with schoolwork, prevent the student from achieving the program, advocate illegal or unhealthy behavior, and/or contain inappropriate words or pictures.

Specific Requirements:

1. Footwear must be worn at all times.
2. Students are required to wear their student IDs on school-provided lanyards at all times.
3. Clothing with a message, picture or symbol promoting alcohol, tobacco, drugs, sexual connotation, violence or other inappropriate messages/advertisements is prohibited.
4. Clothing apparel and/or accessories that may be considered as gang-related is prohibited.
5. Anti-religious, anti-racial or obscene dress is prohibited.
6. Excessively short bottoms and revealing tops are unacceptable.

7. “See-through” clothing is not permitted.
8. Undergarments may not be visible.
9. Costumes, unless prescribed for special occasions, are prohibited.
10. Inappropriately torn clothing is unacceptable.
11. Wearing hoods from sweatshirts or coats within the building is prohibited.

In addition to the specific requirements listed above, **Administration reserves the right to declare individual dress unacceptable.** Students are expected to courteously cooperate when asked to comply with the dress code. Violation of the dress code may result in disciplinary action. Students may be sent home with parental notification to change/adjust/alter clothing so they are in compliance with the dress code.

Use of Recreational Vehicles

Skateboarding, rollerblading, or bike riding is prohibited within the school building. Students are advised to secure their bicycles on the racks located on both the east and west sides of the school building. Skateboards and rollerblades must be kept in student lockers.

Student Lockers

The student lockers (hall and locker room) are the property of the Board of Education and are on loan to the student. The Board reserves the right to inspect lockers at any time. An effort will be made, whenever possible and/or appropriate, to notify a student in advance that his/her locker will be inspected. Upon request, students will be issued combination locks for the school year for their hall lockers. Only school issued combination locks may be used on student hall lockers. Students must use their assigned locker. Lockers are not safes, and they should always be locked when not in use. Students should not give their combination to anyone else. Students should refrain from bringing expensive items, jewelry or large sums of money to school. Anything of value should be locked securely away or should be on the student’s person while in school. Failure to return combination locks at the conclusion of the school year will result in a $10.00 charge for replacement as well as the withholding of transcript/report card until the lock has been returned or fee has been paid.

Individual Decision Time

Individual decision time (IDT) is a privilege extended to qualified students in grades 9 - 12 (with parental permission). This is a period of time in a student’s schedule when he/she may choose the appropriate activity. The burden of responsibility rests on the student to make the decision that will be most beneficial. IDT privileges can be revoked at any time by a parent or, for appropriate reasons, by the school.

Criteria for maintaining IDT are the following:

- **Academic** - students must be in good academic standing in all of their classes as determined by the Vice Principal.
- **Attendance** - students must maintain an acceptable attendance/tardiness record, as determined by the vice principal.
- **Behavior** - appropriate and responsible behavior toward staff and peers must be exhibited at all times,
- **Safe, responsible, and considerate driving** - applicable for student drivers.

The opportunities available for use of individual decision time are:

- **Lalor Library/Media Center**
- **Tiger Study Den**
- **Guidance Office**
- **Cafeteria**
- **Elster Memorial Court** - outdoor area between the PITT and Room 110
- **Alumni Garden** - outdoor area (located across from the Principal's Office)
- **Dr. Eugenia Pfeiffer Memorial Garden** - outdoor area (located in front of main lobby)
- **Leave School Property** - students must remain mindful of their allotted time if they choose to leave school grounds

Students must decide on an IDT location at the start of the period and remain in that location for the duration of the period. Students who loiter in halls, staircases, locker rooms, or bathrooms during IDT will have their IDT privilege revoked.

If any teacher is not present at the beginning of class, it is the responsibility of the students to notify the Principal's Office and/or the Attendance Office. There is no such thing as the often rumored "10 Minute" rule that permits students to leave after waiting 10 minutes. ***The official IDT posting is communicated daily via the IDT Google Calendar* - DO NOT rely on Saturn (which is NOT school affiliated) or word of mouth**.

Student Drivers

Parking in the Tenafly Swim Club lot is a privilege reserved for **senior students** in good standing (i.e. academically, attendance, behaviorally). Senior students may park with a valid decal in the Tenafly Swim Club parking lot on Grove Street and leave their vehicles parked at that location for the duration of the school day. Student vehicles should remain free from graffiti of a discriminatory, offensive, obscene or inappropriate nature as deemed so by the school administration. Vehicles without a valid parking permit may be ticketed by the Tenafly Police Department.

A parking permit does not guarantee a parking space. There are designated and labeled EMT/fire and THS staff spots along the brook and before the first speed bump in the Tenafly Swim Club parking lot. Students are not permitted to park in these designated and labeled spaces. There are only 140 available parking spaces for students. Parking is on a first-come, first-served basis. Please be aware, however, that this lot is off campus and the school is not responsible for incidents occurring there.

Student drivers may not use the Sunset Lane (Middle School) lot, Davenport lot, Administrative lot, or park on Westerly Drive next to the school at any time. Students parking or driving in these locations will be subject to disciplinary action which may include revocation of IDT and senior parking privileges.

All student vehicles are banned from the front circle. Students who violate the rules will be subject to revocation of IDT and senior parking privileges. Cautious driving in the vicinity of the school is essential. Driving recklessly or beyond the speed limit will result in the filing of charges with the

Tenafly Police Department as well as school consequences.

Senior Parking Lot Agreements can be found on the high school website and Parking Decals are available in the Attendance Office.

Lost and Found

The table outside of the Technology Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. If a lost or misplaced item is of high value, it should be turned in to the SSL office.

Lost/Damaged School-Issued Items

Students are responsible for maintaining and returning all school-issued items, including textbooks and devices. In order for a student to receive credit for a subject, all textbooks required for that course must be returned in a condition corresponding to that in which they were issued; consideration is given for a year's use. If any school-issued item is lost or damaged, the student must pay for it. The price list for school-issued items is available in the Principal's Office.

Student Support Services

Tiger Learning Center (TLC) - English and Math support available to all students during A-D lunch unit.

Peer Tutoring - This is accessible for students through their guidance counselors to connect anyone who needs support with a fellow student tutor.

Intervention and Referral Services Committee (I&RS)

The Intervention and Referral Services Team implement procedures and strategies as needed for general education students. A student not known to have a disability who is experiencing learning, behavior or health difficulties shall be referred to the I&RS team. This team provides the faculty with direction in formulating coordinated services and team delivery systems to address the full range of student learning, behavior and health problems in a general education program. The responsibility for establishing, implementing and evaluating programs of I&RS is clearly centered in the general education program, rather than special education. I&RS programs are intended to be used as a primary mechanism for assisting general education staff to successfully accommodate the needs of significant numbers of students in the general education program who are at risk.

Child Study Team (CST)

The Child Study Team is composed of one Social Worker, two School Psychologists, and the Learning Disabilities Teacher Consultant. Although three distinct disciplines, the team functions collaboratively to identify, evaluate, and provide services to students in need of educational and/or social-emotional assistance for classified students. Operating within a developmental perspective, the Child Study Team recognizes the sensitivities of adolescence and works in conjunction with administrators, teachers, parents, and students to help fully understand particular student needs and learning styles.