STUDENT PLANNER AND HANDBOOK
2017-2018

SCHOOL ADMINISTRATION
James Devlin, Principal
John Bertollo, Vice Principal
Jessica Valentine, Vice Principal
Lisa Blackman, Supervisor of Guidance
Daniel Romano, Director of Athletics/Supervisor of Secondary Education

CENTRAL OFFICE ADMINISTRATION
Dr. James Heinegg, Superintendent
Scott Klepesch, Assistant Superintendent
Thomas Lambe, Business Administrator – Board Secretary
Paul Palozzola, Director of Special Education

BOARD OF EDUCATION
Marie Lanfrank, President
Thomas Adams, Vice-President
Dan Cipoletti
Chris D’Ambola
John King

An updated version of the James Caldwell High School Student-Parent Handbook may be found online, at www.cwchoe.org.

*Please note changes in the handbook are in bold print and italics*
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JCHS DAILY CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Module</th>
<th>Time</th>
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<tbody>
<tr>
<td>0</td>
<td>7:10-7:50</td>
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<tr>
<td>1</td>
<td>7:55-8:15</td>
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<tr>
<td>2</td>
<td>8:15-8:35</td>
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<tr>
<td>3</td>
<td>8:39-8:59</td>
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<tr>
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<td>9:04-9:29</td>
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<td>5</td>
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<td>6</td>
<td>9:57-10:17</td>
</tr>
<tr>
<td>7</td>
<td>10:21-10:41</td>
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<tr>
<td>8</td>
<td>10:45-11:05</td>
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<tr>
<td>9</td>
<td>11:09-11:29</td>
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<td>11</td>
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<td>17</td>
<td>2:21-2:41</td>
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<td></td>
<td>2:41-3:01</td>
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</table>

Every class is a combination of two modules of twenty minutes each, plus four minutes of passing time. The one exception to this is the five minute passing time allotted at the end of Module 2. Depending upon a pupil’s particular schedule, the classes will fall within the range of the modules listed above. A student’s lunch period is one of any modules 7-12 inclusive, depending upon the respective choice of subjects and when these classes meet. Module “0” (zero), which begins at 7:55 AM, and Module 17, which ends at 3:01 PM, are utilized in conjunction with laboratory science courses. Health, Physical Education, Ninth Grade Honors Seminar are all early morning classes that start at 7:10 AM, not at 7:55 AM.

DELAYED OPENING & EMERGENCY SCHOOL CLOSING

In the event of a school closing or delayed opening, parents of registered students will be informed via the School Messenger Alert System. TV 35 and 36 will broadcast a special message. In addition, information will be broadcast to radio and TV stations WOR radio, WNBC (ch.4), News Channel 12, and Fox 5 News. The fire sirens in both towns will sound at 6:30 AM to signify that schools are closed. JCHS classes will begin at 9:45 AM for a delayed opening and school will continue through 2:41 PM. If Caldwell or West Caldwell is not mentioned, schools are open. On the day of a delayed opening or early dismissal please check the school website for up-to-date mod schedule information.

If more than four (4) days are needed for emergency closings, days will be added as follows: April 16, 17, 18, 2018. If one emergency closing day is used by April 6, there will be no school on May 25 and 29, 2018. If two emergency closing days are used by April 6, 2018, there will be no school on May 25, 2018.
### REGULAR SCHOOL HOURS

8:15 AM – 2:41 PM

### DELAYED OPENING SCHEDULE

9:45 AM – 2:41 PM

### SCHOOL CALENDAR FOR 2017-2018

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>DAY(s)</th>
<th>ACTION</th>
<th>REASON</th>
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<tbody>
<tr>
<td>SEPTEMBER 5</td>
<td>T</td>
<td>TEACHERS REPORT</td>
<td>PROFESSIONAL DEVELOPMENT</td>
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<tr>
<td>(FULL DAY)</td>
<td></td>
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<td>SEPTEMBER 6</td>
<td>W</td>
<td>TEACHERS REPORT</td>
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<td>(½ DAY SESSION)</td>
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<tr>
<td>SEPTEMBER 7</td>
<td>R</td>
<td>SCHOOLS OPEN FOR STUDENTS</td>
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<tr>
<td>SEPTEMBER 21</td>
<td>R</td>
<td>SCHOOLS CLOSED</td>
<td>ROSH HASHANAH</td>
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<td>OCTOBER 9</td>
<td>M</td>
<td>EARLY DISMISSAL</td>
<td>COLUMBUS DAY</td>
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<td>PROFESSIONAL DEVELOPMENT</td>
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<tr>
<td>NOVEMBER 7</td>
<td>T</td>
<td>SCHOOLS CLOSED</td>
<td>ELECTION DAY</td>
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<tr>
<td>NOVEMBER 9-10</td>
<td>R-F</td>
<td>SCHOOLS CLOSED</td>
<td>NJEA CONVENTION</td>
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<td>NOVEMBER 22</td>
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<td>EARLY DISMISSAL</td>
<td>THANKSGIVING RECESS</td>
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<td>R-F</td>
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<td>THANKSGIVING RECESS</td>
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<td>(½ DAY SESSION)</td>
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<td>DECEMBER 25-29</td>
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### 2018

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<td>SCHOOLS CLOSED</td>
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<td>JANUARY 15</td>
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<td>SCHOOLS CLOSED</td>
<td>MLK, JR. DAY</td>
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<td>PROFESSIONAL DEVELOPMENT</td>
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<td>(½ DAY SESSION)</td>
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<td>FEBRUARY 19-20</td>
<td>M-T</td>
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<td>GOOD FRIDAY</td>
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<td>M-F</td>
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<td>R</td>
<td>EARLY DISMISSAL</td>
<td>LAST DAY FOR STUDENTS &amp; TEACHERS</td>
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</tbody>
</table>
TELEPHONE DIRECTORY - HARRISON SCHOOL
104 Gray Street, West Caldwell (Area Code 973)

Superintendent (office) 228-6979
Director of Instructional Services (office) 226-7120
Business Office 228-3360
Special Services 228-5291

JAMES CALDWELL HIGH SCHOOL

Main Office 228-6981
Guidance Office 228-9186
Athletic Office 226-5941
Music Office 228-9706
Nurse 228-9358
Guidance Fax 226-9236
Continuing Education 228-2092

FACULTY EMAILS
Teachers may also be contacted via email. The email address for each district employee is: First initial and last name @cwcboe.org. For example, to email Mr. James Devlin, the school Principal, enter: jdevlin@cwcboe.org

Visit our Website: www.cwcboe.org/Domain/59
and follow us on Twitter:
FOR UP-TO-DATE INFORMATION

@CWCJCHS, @CWCJCHSChiefs, @CWCJBertollo

2017-2018 FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Emily Ackerman</td>
<td>Fine Art</td>
</tr>
<tr>
<td>Scott Aji</td>
<td>Athletic Trainer</td>
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<tr>
<td>Christopher Altonjy</td>
<td>Industrial Technology</td>
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<tr>
<td>Mea Amacher</td>
<td>Fine Art</td>
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<tr>
<td>Franco Antonucci</td>
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<tr>
<td>Christina Astorino</td>
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<td>Velia Banbor</td>
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<tr>
<td>Susan Bergmann</td>
<td>World Languages</td>
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<tr>
<td>Name</td>
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<tr>
<td>Steven Birnbaum</td>
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<tr>
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<td>Elizabeth Coogan-Russell</td>
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<tr>
<td>Mary Cunningham</td>
<td>Student Assistance Counselor</td>
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<tr>
<td>Lisa DeLaura</td>
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<tr>
<td>Marianne DiBlasi</td>
<td>School Social Worker</td>
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<td>Tara DiMattia</td>
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<tr>
<td>Joann DiNonno</td>
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<td>Robert Dubas</td>
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<tr>
<td>Anita Dubas</td>
<td>Family &amp; Consumer Sciences</td>
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<td>Jeffrey Edwards</td>
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<td>Gary Garamella</td>
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<td>Alisha Gencarelli</td>
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<td>Bridgit Giampapa</td>
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<td>Angela Giampino-Vasi</td>
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<td>Paul Marrone</td>
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<tr>
<td>Patricia Martin</td>
<td>Special Education</td>
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<tr>
<td>Paul Mazzeo</td>
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<td>James McIntyre</td>
<td>Arts/Technology – Coordinator</td>
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<td>Debra McKay</td>
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<td>Greg Paradis</td>
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<td>Karissa Phillip</td>
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<td>Adriana Podvesker</td>
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<td>Lisabeth Powell</td>
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<td>Marian Press</td>
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<td>Jacqueline Stafford</td>
<td>Media Specialist</td>
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<tr>
<td>Mark Teshkoyan</td>
<td>Industrial Technology</td>
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<td>Lauren Thompson</td>
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<td>Elsie Timpson</td>
<td>Music</td>
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<tr>
<td>Casey Tinston</td>
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<tr>
<td>Christopher Trause</td>
<td>World Languages – Coordinator</td>
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<tr>
<td>Stephen Trivino</td>
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<td>Amy Vercelli</td>
<td>Special Education</td>
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<tr>
<td>Analisa Urciuoli</td>
<td>Learning Disabilities Teacher Consultant</td>
</tr>
<tr>
<td>Melody Wenger</td>
<td>Science</td>
</tr>
</tbody>
</table>
GUIDANCE STAFF
Lisa Blackman, Supervisor of Guidance
Frank Lattoz       Lacey Imbriaco      Brianna Watts

MEDICAL STAFF
Danielle Ciclagione, School Nurse

OFFICE STAFF
Deborah Bravata, Athletics
Betty Hansson, Guidance
Lisa Lucia-Hayden, Main Office
Janice Nardone, Library Office
Clare Pennington, Main Office
Valerie Prendergast, Main Office/Attendance
Lori Wilson, Guidance

MISSION STATEMENT
The Caldwell-West Caldwell School District, in a collaborative partnership with family, community, and school, will provide the essential resources, opportunities, and experiences that will foster as well as challenge all pupils to achieve their greatest potential as lifetime self-directed learners; critical and creative thinkers; and responsible, productive citizens.

It is the expectation of this school district that students demonstrate academic integrity at all times, that they achieve the New Jersey Core Curriculum Content Standards and Common Core Standards at all grade levels, and that all graduates from James Caldwell High School are college and career ready.
ACADEMIC INTEGRITY

We at James Caldwell High School, in accordance with our mission statement, seek to foster responsible, productive citizens and lifelong learners. To achieve this goal, we promote academic integrity which is essential to the intellectual growth and success of our students.

We expect the students at JCHS to sincerely pledge:

● to complete their own assignments and not to copy work from a classmate
● to keep their answers confidential and exclusive on graded assignments
● to cite any outside sources and receive credit only for their own work
● not to receive any unfair advantage by asking fellow students “what is on the test?”
● to fully participate and equally share responsibilities in a group work setting
● to refrain from being chronically absent on days assigned to tests, assessments, and projects
● not to cheat on tests through a variety of ways such as looking at someone else’s paper or using unauthorized means, including cell phones, smart watches and other electronic devices

Plagiarism: Plagiarism is defined as “taking credit for work, word, and/or ideas that are not the student’s own, whether taken from periodicals, books or other publications, internet sources, or contemporary publications without properly citing the source.” All information that one finds and uses from the Internet, books, periodicals, pamphlets, etc. must be documented. Failure to properly cite sources will result in appropriate due process which may ultimately result in the assignment of a zero “0” for the work and disciplinary consequences.

Cheating: No form of cheating is acceptable. All instances of cheating will be graded with a zero “0,” for that assignment or assessment, with no opportunity to make up the grade.

We encourage our students to respect the James Caldwell learning environment. Students will be held accountable for their own work. Engaging in any of the above infractions will result in both academic and disciplinary consequences. All infractions will be reported to the Academic Integrity Committee.
EQUALITY IN THE EDUCATIONAL PROGRAM
School and Classroom Practices

(a) No student shall be denied access to or benefit from any educational program or activity solely on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

(b) There shall be no differential requirements for completion of course offerings or courses of study solely on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

(c) There shall be no discrimination against students because of pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family or marital status. A student shall not be excluded from any educational program or activity because of pregnancy or related conditions unless she so requests or a physician certifies that such exclusion is necessary for her physical, mental, or emotional well-being. If she is excluded for these reasons, she must be provided with adequate and timely opportunity for instruction to continue or make up her school work without prejudice or penalty.

(d) Public school students shall not be segregated on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

(e) No course offering, including but not limited to physical education, health, industrial arts, business, vocational or technical courses, home economics, music, and adult education, shall be limited on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

(f) The athletic program, including but not limited to intramural, extramural, and interscholastic sports shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The athletic program as a whole shall be planned to insure that there are sufficient activities so that the program does not deny the participation of large numbers of students of either sex.

(g) Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is unwanted, unwelcome sexual behavior—both physical and nonphysical—that interferes with a student’s school life. Students who feel they are being harassed should either tell the harasser that the behavior is wrong, hurtful, and makes them feel uncomfortable, or report the behavior to a staff member. All allegations of continued sexual harassment should be reported to an adult. Such allegations will be investigated.
thoroughly; if necessary, disciplinary action will be taken.

(h) PARENT AND STUDENT GRIEVANCE PROCEDURE: The Board of Education of Caldwell-West Caldwell recognizes that students and parents should have some means by which their concerns and criticisms of the school may be effectively expressed, considered, and disposed of fairly. If the issue is of a personal nature, not involving policy, or procedure, it may be presented to anyone on the staff of the school system for consultation and advice. Any member of the school community who has a complaint of discrimination based on race, color, sex, or national origin should contact Jessica Valentine, the Affirmative Action Officer at 973-228-6981. Any member of the school community who has a complaint of discrimination based on handicap should contact Mr. Thomas Lambe at 973-228-3360. Concerns involving policy or procedure should be brought to the attention of the staff member of the school system who is most closely concerned with the issue. If the matter is still unresolved, it should be presented to the building principal. If the issue is still unresolved at the building level, it may be brought to the attention of the Superintendent of Schools, and finally, to the Board of Education.

ACADEMIC PROGRAM & GUIDANCE

GUIDANCE DEPARTMENT
The Guidance Program includes individual and group activities designed to help students benefit from the opportunities and experiences offered in and outside of school. Assistance is given in the selection of courses and in the handling of personal or scholastic issues. Where such issues require the help of special personnel, students may see the school psychologist, the school social worker, learning disabilities teacher consultant, or the student assistance counselor, all of whom are available in the school building.

Guidance counselors contact students on a regular basis. Students may also initiate a conference by stopping in to see a counselor or by completing a request form which is available in the Guidance Office. Counselors monitor student progress and work closely with the school administration to monitor student attendance.

A series of evening meetings are held each school year to provide information to parents and students. Topics include orientation to James Caldwell High School for parents of freshmen, acquiring financial aid for college, and the college admissions process. Information about college testing and the college application procedures are given to students and their parents throughout the course
of the year.
Information about the GED, or General Educational Development examination, the Adult High School, and early college entrance programs and opportunities are also available in the Guidance Department. These programs provide additional options for high school students.

As required by Federal legislation, we cooperate with military recruiters by publishing student directories. Any student not wishing to be included in such directories should complete the exclusion certificate, available in the JCHS Guidance Office, by mid-September. Postings for part-time and summer jobs are available outside the guidance office.

**Naviance**
The Guidance Department uses *Naviance*, a specialized internet program that offers students an interest and career inventory and assists students during the college search process. In addition, student transcripts will be submitted electronically via eDocs, a component of *Naviance*. Students can access this program from their home computers, as well as through the high school’s computers.

### MARKING PERIOD SCHEDULE

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Begins</th>
<th>Ends</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(^{st})</td>
<td>September 7, 2017</td>
<td>November 8, 2017</td>
<td>43</td>
</tr>
<tr>
<td>2(^{nd})</td>
<td>November 13, 2017</td>
<td>January 26, 2018</td>
<td>46</td>
</tr>
<tr>
<td>3(^{rd})</td>
<td>January 29, 2018</td>
<td>April 3, 2018</td>
<td>44</td>
</tr>
<tr>
<td>4(^{th})</td>
<td>April 4, 2018</td>
<td>June 13, 2018</td>
<td>45</td>
</tr>
</tbody>
</table>

**Midterm Exam Period**
January 23, 24, 25, 26, 2018
Saturday, January 27, 2018 Makeup

**Final Exam Period**
June 14, 15, 18, 19, 2018
June 20, 2018 Makeup
GRADUATION REQUIREMENTS
To graduate from James Caldwell High School, a student must earn 120 credits and pass the components of the PARCC assessment system. Students in Grades 9, 10 and 11 are required to carry 35 credits. **Students in Grade 12 are required to carry 30 credits, but no fewer than 6 classes a semester.**

Students are expected to meet the following minimum requirements:
1 year of English for each year of attendance
1 year of Health/Physical Education for each year of attendance
3 years of Mathematics
1 year of World Cultures
2 years of United States History
3 years of Science
1 year of Fine or Performing Art
1 year of Practical Art
1 year of a World Language
1 semester of Personal Finance OR Economics

*The remaining credits are to be chosen from the elective course offerings.*
*Please note that once a student successfully completes a course, they are not permitted to repeat the course at JCHS.*

GRADING AND STANDARDS
Parents are encouraged to access the “Parent Portal” on a regular basis to evaluate their child’s academic progress.

<table>
<thead>
<tr>
<th>The grading system carries the following characteristics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
</tr>
<tr>
<td>89-80</td>
</tr>
<tr>
<td>79-70</td>
</tr>
<tr>
<td>69-65</td>
</tr>
<tr>
<td>Below 65</td>
</tr>
</tbody>
</table>

A grading floor of 50 may be applied, at the teacher’s discretion, to one marking period only per course. It will not be granted for the final marking period.

**Weighted Grades**
Decile ranking will be calculated utilizing “weighted grades.” To compute decile ranking, seven (7) points will be added to the student’s final grades in each Advanced Placement course and five (5) points will be added to final grades in each Honors course. For an explanation of the weighted grade for the Ninth Grade Honors Seminar please see the Curriculum Handbook.
Final Grades
Final grades will consist of doubling four marking period grades, PLUS the Midterm Grade and the Final Exam Grade divided by 10.

For example:

1st Marking Period Grade (20%)
+ 2nd Marking Period Grade (20%)
+ Midterm Grade (10%)
+ 3rd Marking Period Grade (20%)
+ 4th Marking Period Grade (20%)
+ Final Examination Grade (10%)
= FINAL GRADE (100%)

Incomplete Grade
When a student is unable to complete all assignments for a marking period because of an extended permissible absence, an “I” (incomplete) may be reported by the teacher. An incomplete must be resolved as soon as possible after the absence occurs. An incomplete should be resolved within two (2) weeks or ten (10) school days into the new marking period. If work is not made up in that timeframe, the current average to date (inclusive of missing work) will be posted and the marking period grade will be finalized.

MIDTERMS AND FINAL EXAMINATIONS
Midterms and final examinations are administered to the students of JCHS. Seniors earning a final grade of 92 or above may be exempt from taking the final exam in that course, with teacher approval. Students so qualifying may, however, elect to take the exam. When an exam represents a unique learning experience, teachers will notify all students that there will be no exemptions to the exam. If a student is absent from a midterm/final exam without an excused reason or previously approved reason by administration, they will receive a zero on the exam.

If the school is closed due to inclement weather during exam time, the exam schedule will resume, in sequence, when the school reopens. For example, if school is closed as a result of inclement weather on Wednesday, the exams that were scheduled for Wednesday will be held on Thursday. Exams scheduled for Thursday will be held on Friday, etc.
GRADE POINT AVERAGE
Grade point average (GPA), the cumulative average of a student’s academic achievement, is an important reference point in determining eligibility for college admissions, National Honor Society, honor roll, participation in athletics, and scholarship competitions. Grade point averages are computed for students using a consistent formula that is built into the computer software. Final grades on transcripts are actual class grades. Weight for Honors (5) and Advanced Placement (7) is calculated into the GPA. While a student’s cumulative GPA is calculated at the end of each school year, decile ranking is calculated three times: at the completion of junior year, after the first semester of the senior year, and at the completion of senior year. Each student can obtain his/her GPA from their guidance counselor.

GPA CALCULATION
1. Take the final grade in each course, add the appropriate Honors or Advanced Placement weight, and multiply by the number of credits.
2. Sum the above and divide by total number of credits you have attempted.
3. Your GPA should be somewhere between zero and one hundred and it is cumulative.

ACADEMIC HONOR ROLL FOR CLASSES OF 2018, 2019 & 2020
High Honor Roll ……………….GPA 91.45 or above
Honor Roll …………………..GPA 88-91.44

ACADEMIC HONOR ROLL FOR CLASS OF 2021
(no grade lower than an 80%)
High Honor Roll ……………….GPA 93 or above
Honor Roll …………………..GPA 90-92.9

MONITORING STUDENT PROGRESS
Progress reports have been replaced by parental access to a personalized “Parent Portal,” which will provide access to each student’s academic and attendance information. The “Parent Portal” may be accessed via the James Caldwell High School website www.cwcboe.org.

On rare occasions, a student’s academic performance may fall abruptly at the end of a marking period. Proper written notice may not be possible. In such cases, the student’s teacher(s) will inform the parents by telephone, email and/or personal conference.
PROCEDURES REGARDING COURSE FAILURES

Most students complete their high school graduation requirements within four years. However, that time frame becomes seriously jeopardized if students fail required courses, which are usually also sequential in nature. Therefore, students who fail a required course must make up the course in summer school immediately if they intend to graduate on time. Students who are removed from a class due to a violation of the Probationary Status for Course Credit Contract forfeit their opportunity to make up the course in summer school for credit recovery.

If the course is not offered in summer school, or if the student does not attend summer school, the student will repeat the course during the next school year to fulfill graduation requirements. Students will not be permitted to take the next level of a consecutive requirement until the previous course is successfully completed.

Parents should not make summer vacation plans or allow their child to commit to a summer job if he or she is in danger of failing a required course. Enrollment in an approved summer school is open only to those students who have completed a course and failed or are taking a course for no credit. Students who have received a drop/fail from a course will not be allowed to repeat the course in summer school for credit recovery. Summer school tuition is the responsibility of the student’s family.

SCHEDULE CHANGES

The complexity of the master schedule makes it difficult to accommodate schedule changes. Only schedule changes to correct errors, add required courses, or adjust schedules as a result of credit awarded in summer school will be made after June.

Request for changes after June may be initiated by the parent, the student, or the teacher with consultation by a counselor. Such changes are not encouraged and are subject to administrative approval. All students are to schedule a minimum of thirty-five credits per year. Schedule change requests that result in a class load of less than 35 credits cannot be considered.

Schedule changes to accommodate teacher preferences or personal convenience cannot be honored.
SCHEDULE CHANGE CALENDAR

TYPE OF CHANGE:
A. Scheduling changes due to computer errors, conflicts, and incorrect coding of course numbers, and adjustments needed after successfully completing a summer school course.
   Full year courses…………………………7th school day in September
   First semester courses………………….7th school day in September
   Second semester courses……………. 5th school day of the second semester

B. Withdrawing from and adding course/courses;
   Full year courses…………………………last school day in September
   First semester courses………………….last school day in September
   Second semester courses……………. 10th school day of the second semester

C. Withdrawing from courses without penalty or notation of any kind
   Full year courses…………………………end of the 1st marking period
   1st or 2nd semester courses……………mid-point day of the 1st marking period of each semester

D. Withdrawing from courses with notation of W/F (if failing at time of withdrawal) or W/P (if passing at time of withdrawal) on transcript
   Full year courses…………………………end of 1st marking period to the mid-point of 2nd marking period
   1st or 2nd semester courses……………end of the 1st marking period of each semester.

E. Course level change.
   Course level changes must be requested and made by the midpoint of the 2nd marking period. Course level changes will only be made with the approval of the counselor, the principal, and the Supervisor of Guidance. The grades earned while in the one level of the course will be used in calculating the grades of the second level. Raw scores in the first level course will be treated and seen on the report card as if they were earned in the second level. Please note that withdrawing from a class due to a level change will be denoted as described above (Withdrawing from courses with a notation).

   These guidelines do not apply to attendance policy issues and the withdrawal from class(es) due to excessive absences/cutting.
INDIVIDUAL PARENT CONFERENCES
Parents may request a conference to discuss their child’s academic, social, and/or emotional progress with their child’s teacher or counselor. Parents must request the conference in advance. Parent conferences regarding individual issues shall take place at a time other than when a teacher is involved in classroom instruction.

INTERVENTION AND REFERRAL SERVICES (I&RS)
The Intervention and Referral Services (I&RS) exists to address the various concerns/issues that confront our students. The I&RS team is comprised of an administrator, school nurse, child study team member, guidance counselor, student assistance counselor, and/or classroom teachers. If initial contact between the teacher and the parent does not result in the anticipated improvement in the areas of concern, a parent-teacher-counselor conference is held. Suggestions are made and interventions are monitored. If the initial interventions are ineffective, then additional strategies will be considered.

CRISIS COUNSELING
James Caldwell High School supports a program for students in need of counseling in times of personal and/or family crisis. Any student may get in touch with the Student Assistance Counselor, Mary Cunningham, by visiting her office in the library, emailing her at mcunningham@cwcboe.org or by placing a note in her mailbox. All conferences are confidential, unless a student indicates intent to hurt himself/herself or someone else, or an intention to participate in illegal activities. Any parent who would like information about this service may call 973-228-6981 ext. 4029.

HOME INSTRUCTION
Home instruction shall be provided to a student with a health or physical impairment that causes the student to be absent from school for more than two consecutive weeks. The process to begin Home Instruction needs to begin by contacting the Guidance Department. Documentation by a licensed medical practitioner is required and should be updated every 60 days as needed. Academic material for home instruction will be processed through the guidance department. Grades are the responsibility of the classroom teacher for short-term home instruction. For long-term home instruction cases, consultation between the home instructor, the classroom teacher, and the guidance counselor is required.
ADDITIONAL ACADEMIC PROGRAMS

The following options are available to students at James Caldwell High School. All of them are subject to approval by parents and the school administration. More information and assistance may be obtained from the guidance office.

1. Advanced Placement Courses and Exams: Advanced Placement courses are rigorous college-level courses that follow the curriculum guidelines created by the College Board and prepare students for the A.P. Exams. Most colleges and universities offer college credit, advanced placement, or both, for qualifying AP Exam scores. Extra weight of seven points is calculated into GPA and decile rank. Students enrolled in AP courses are strongly encouraged to take the Advanced Placement examinations in May.

2. Honors Courses: These course offerings have been established to give greater recognition to scholastic and academic excellence for those students who complete the requirements in the most demanding courses at JCHS. These courses will receive five extra points when decile rank is computed:

3. Work Study Programs: The program offered at JCHS is Cooperative Industrial Education (C.I.E.). Students earn credit towards graduation based on their supervised work experiences and corresponding classroom assignments. Sixteen years is the minimum age for participation.

4. College Courses: Seniors at James Caldwell High School have an opportunity to take college coursework at the Essex County College campus in conjunction with their regular high school program. Please contact the Guidance Department for more information.

5. Vocational Time Share: Students have the opportunity to pursue vocational programs at the county vocational school in West Caldwell. Culinary arts, cosmetology, and auto technology are just a few of the programs offered. Students attend JCHS for a half day and their vocational program during the other half of the day.

6. Course Audit: Students may attend classes in addition to their regular schedule without credit. An audit carries with it the responsibility to attend, take tests and complete all of the required work. This option is contingent upon teacher approval, class size, availability of equipment, etc.

7. Independent Study: Students may apply to undertake an independent study project to study an area of interest to them. Each project that a student wishes to work on must be well planned and organized. All Independent Study plans are subject to the approval of
the principal and guidance counselor. All Independent Study courses are graded on a Pass/Fail basis and are not included in the grade point average. Specific requirements for Independent Study projects are available in the Guidance Department.

8. **Option II Program:** Students may seek approval to take courses outside of James Caldwell High School for experiences/courses not offered at the school. All courses must be approved by the James Caldwell High School Guidance Department and Administration prior to the student enrolling in the course. Approval will not be granted to students who apply for Option II after they have completed a course. Complete Option II information can be found on the Guidance website.

**STUDENT ACTIVITIES & ATHLETICS**

**EXTRACURRICULAR ACTIVITIES**

James Caldwell High School offers many clubs and after-school activities designed to meet a variety of student needs and interests. Students are strongly encouraged to participate in one or more extracurricular activities in order to experience a well-rounded high school experience. The following is a list of available clubs and activities (Please see our website or Guidance for a complete and updated list of clubs and their advisors):

<table>
<thead>
<tr>
<th>Special Interests</th>
<th>Service/Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chess Club</td>
<td>Class Council</td>
</tr>
<tr>
<td>Culture Club</td>
<td>Interact Club</td>
</tr>
<tr>
<td>Engineering Club</td>
<td>Key Club</td>
</tr>
<tr>
<td>Environmental Protection Club</td>
<td>National Honor Society</td>
</tr>
<tr>
<td>Fashion Club</td>
<td>Peer Leadership</td>
</tr>
<tr>
<td>Forensics Team</td>
<td>Student Council</td>
</tr>
<tr>
<td>Future Medical Professionals</td>
<td></td>
</tr>
<tr>
<td>Gaming Club</td>
<td></td>
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<tr>
<td>Guitar Club</td>
<td></td>
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<tr>
<td>Latin Language Club</td>
<td></td>
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<tr>
<td>LGBT+</td>
<td></td>
</tr>
<tr>
<td>Math Club</td>
<td></td>
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<tr>
<td>Patriots’ Club</td>
<td></td>
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<tr>
<td>Photography Club</td>
<td></td>
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<tr>
<td>Ping Pong Club</td>
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<tr>
<td>Political Discussion Club</td>
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<tr>
<td>Reach Club</td>
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<tr>
<td>Red Cross Club</td>
<td></td>
</tr>
<tr>
<td>Self-Advocacy Club</td>
<td></td>
</tr>
<tr>
<td>Somewhat Virtual Book Club</td>
<td></td>
</tr>
</tbody>
</table>

**School Publications**

- The Caldron (Newspaper)
- The Clarion (Yearbook)

**Music/Performance**

- Ensembles (clarinet, flute, sax)
- Full Drama & Spring Musical
- Fall & Spring Production Crew
- Jazz Band
- Madrigal Singers
- Pep/Spirit Band
- Percussion Ensemble
- Retromen
- String Ensemble
- Women of Note
NATIONAL HONOR SOCIETY
SELECTION PROCESS
All sophomores, juniors, and seniors who have completed a minimum of one (1) semester at James Caldwell High School and have a grade point average (GPA) of 90.5 or above are eligible for consideration for membership in the James Caldwell High School chapter of the National Honor Society. The parents of National Honor Society candidates are required to attend an orientation meeting prior to the start of the selection process. The dates will be announced annually. Eligible students will be notified of their status shortly after midterm grades are submitted and the GPA is calculated. Those who desire consideration will be required to fill out an extensive application. This application will include submission of documentation of significant participation in three or more school and/or community service activities and submission of responses to four essay questions.

The **four qualifications** for admission will be judged in the following manner:
- **Academic**: Grade point average of 90.5 or higher after 3 semesters
- **Leadership**: Documentation of service and quality of response to essay questions
- **Character**: Documentation of service and quality of response to essay questions. Any documentation of negative character such as suspension, plagiarism, cheating, bullying, hazing, or harassing others will preclude admission into the National Honor Society.
- **Service**: Documentation of service, verification by advisor, and quality of response to essay questions.

Student applications will be reviewed by a committee of teachers and/or administrators. Students must meet the criteria in all four areas. Only those candidates who are approved by a majority of committee members will be accepted. Students who are not accepted will be given notice as to which of the aforementioned areas were deficient.

Members of the National Honor Society may be removed after a warning and a second infraction of a drop in grade point average, failure to participate in individual and NHS service activities, and/or any behavior that results in disciplinary consequence. *Any behavior that violates the Academic Integrity Pledge or results in an out-of-school suspension is grounds for immediate removal from NHS.*

COMPLIANCE WITH NATIONAL HONOR SOCIETY CONSTITUTION GUIDELINES
The following is excerpted from the National Honor Society handbook. The selection process of the JCHS chapter of the National Honor
Society complies with these guidelines. “Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school.” Any selection process should follow these guidelines from the national constitution:

1. It is fair and applied consistently to all candidates.
2. It is described and published in an official school publication which is made available for students, parents, faculty, and others to review. It is consistent with the rules and regulations of the NHS as they are currently described in the national handbook.
3. It is determined by and meets the approval of the local Faculty Council and administration.
4. It concludes with a vote by the five appointed members of the Faculty Council to determine individual selection to the chapter. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

ATHLETICS

Here at James Caldwell High School we extend an invitation to all of our students to participate in our Athletic Program. We feel that participation in Athletics offers several unique learning opportunities for the student athlete including the value of setting goals, sportsmanship, citizenship, and character building. It is also our intent to have our student athletes understand that successful participation in Athletics can only be accomplished by successful participation in the classroom. Our student athletes should also realize that becoming a member of any of our athletic teams will require a strong commitment involving time demands, responsibility, and dedication. James Caldwell High School takes great pride in its Athletic Program. We would love for you to be part of our Athletic Family.

Physical examinations must be taken prior to clearance for participation on an interscholastic athletic team. **Athletic physicals are to be completed by the student athlete’s personal physician upon completion of the online registration process at** [www.cwcboe.org/athletics](http://www.cwcboe.org/athletics)
JCHS sponsors teams in the following interscholastic competition:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading</td>
<td>Basketball (B/G)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Bowling (Co-ed)</td>
<td>Golf (Co-ed)</td>
</tr>
<tr>
<td>(B/G)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>Cheerleading</td>
<td>Lacrosse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(B/G)</td>
</tr>
<tr>
<td>Soccer (B/G)</td>
<td>Ice Hockey (Co-op w/W. Essex)</td>
<td>Softball</td>
</tr>
<tr>
<td>Tennis (G)</td>
<td>Indoor Track (B/G)</td>
<td>Tennis (B)</td>
</tr>
<tr>
<td>Volleyball (G)</td>
<td>Swimming (B/G)</td>
<td>Track (B/G)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

Students will compete against Super Essex Conference and NJSIAA sponsored schools.

Schedules and directions to home and away events are located at [www.cwcboe.org/athletics](http://www.cwcboe.org/athletics) or [http://schedules.schedulestar.com/James-Caldwell-High-School-West-Caldwell-NJ/day](http://schedules.schedulestar.com/James-Caldwell-High-School-West-Caldwell-NJ/day).

Any eligible student, boy or girl, may participate in the athletic program if he or she meets the requirements and regulations set by the New Jersey State Interscholastic Athletic Association, the Super Essex Conference, and CWC Board of Education. Copies of the Guidelines and Regulations are available from the Athletic Office or at [www.cwcboe.org/athletics](http://www.cwcboe.org/athletics).

Follow the Chiefs on Twitter @CWCJCHSCHIEFS

**SPECTATOR CONDUCT AT ATHLETIC EVENTS**

Student spectators represent their school just as the athletes and student performers do. The conduct of student spectators and others at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play on the fields. All spectators, therefore, should:

- be properly attired, including wearing appropriate shirts;
- recognize fine plays and sportsmanship of both teams;
- be considerate of opposing teams’ players and coaches;
- exercise self-control and personal responsibility with others;
- familiarize themselves with the spirit and rules of the game;
- refrain from abusive remarks, including social media;
- abide by all school rules for appropriate and safe behavior;
- refrain from smoking, including electronic cigarettes, while at the site of the sporting event;
- If students wish to organize a student gathering on school grounds prior to a sporting event, they must seek the approval of the administration at least a week in advance.

**ATTENDANCE**

**GENERAL ATTENDANCE PROCEDURES**

New Jersey Administrative Code 18A requires that all students under the age of sixteen regularly attend school. Parents are requested to telephone the school (973-228-6981) before 8:00 a.m. to report a student’s absence.

**Absence Note**

A student who has been absent should bring a note to the main office on the morning he/she returns to school. That note must include the date(s) of absence, the reason for the absence(s), and must be signed by the student’s parent/guardian. _A parent note “Acknowledges” the absence, but the absence still counts towards a student’s total absences. Upon returning to school, a doctor’s note should be submitted to the main office. Doctor's notes will not be accepted more than one week after a student’s return to school. Doctor’s notes can be faxed directly to JCHS at (973)226-9236 Att: Danielle Ciccaglione._

“Unexcused absences” results when a student fails to bring a note of explanation regarding the absence other than excused absences (see “Excused Absences” below.)

“Acknowledged absences” occur when a parent calls the office to inform that their child is absent from school with the parent’s knowledge, however there is no formal documentation to support the absences. _These absences are included when calculating a student’s total absences_ from class.

“Excused absences” are defined as those caused by legal, bereavement, medical and/or religious reasons. The day of a student’s driver’s license test is also considered an “excused absence.” Personal illness as supported with a doctor’s note, death in the immediate family, and officially recognized religious holidays are also excused absences.

Students who participate in school-sponsored activities that are held off school property are considered present.
MAKE-UP WORK
There are no other provisions for excused absences. Teachers are required to provide make-up work only in the case of excused or acknowledged absences. When a student misses classes due to an absence, it is his/her responsibility to ask his/her teachers about missed assignments and to complete those assignments within the timeline established by the teacher. The general assumption will be that a student will be given one day for each day of absence to make up any missed assignment. Work due on the day a student is absent will be expected to be submitted electronically on that day. If this is not possible, the assignment is due on the day the student returns to school. In an extreme case where a student is too ill to submit work the day it is due, then a doctor’s note must be provided for the student to be given an extension on the assignment.

FAMILY VACATION AND ATTENDANCE
Families should make every attempt to plan their vacations around school breaks. Absences because of family vacations are included when calculating a student’s total absences. Please note that the teachers are not obligated to put together work for students going on vacation. They will provide what they have prepared, but if they have not made class copies or planned that far in advance, a student will have to keep in contact with teachers and friends in class to get missed information and assignments. It is a student’s responsibility to make-up any missed work. Student/Athletes should avoid planning vacations during their sports seasons. These absences are not considered Athletically Excused.

LOSS OF CREDIT
Excessive absences negatively influence a student’s academic progress. Any student who has more than a total of nine (9) unexcused and acknowledged absences from class in a semester course or eighteen (18) unexcused and acknowledged absences in a full-year course may not receive credit for the course. A student is offered an opportunity to appeal an attendance denial of credit. The attendance review committee will convene to discuss the circumstances.

Please note: Any student who is on an academic probation contract or has previously lost credit in a class due to attendance will not be permitted to attend any field trips.

LATE TO SCHOOL
The official start of the school day is 8:15AM. Attendance is taken during every class. Students who do not have a class scheduled for mods 1-2 MUST report to the main office upon their arrival to school. Students who arrive late to school, but before 8:20 AM should report to
their Mod 1-2 class directly. **Students who are consistently late to school will receive an administrative consequence.** Students who arrive after 8:20 AM must report to the Main Office, where they will be given a late pass to be delivered to their teacher. **Every three tardies in a class will result in one unexcused absence from that class.** Every three tardies in a class will also result in an administrative detention.

A parent note or phone call when a student is late to school for his/her first class of the day will make the late “acknowledged,” but “acknowledged lates” to the first class of the day will still be included in the total number of lates and absences in that class as well as counting toward the number of tardies for a detention.

An “official” note must be delivered to the main office for an “excused late” to be registered. An “official” note is defined as one that is signed by a licensed medical professional, an attorney, a representative of the court, attendance at a funeral or memorial service (parent note), and driver’s license road test (not driving instruction).

**EARLY DEPARTURE FROM SCHOOL**

A student may leave school during the course of the day only with a parent/guardian note for appropriate reasons: religious observances, unavoidable and verifiable medical and/or dental appointments, family funerals, or driving license test (not driving lessons). The parent note is to be presented to the main office by 9:00 a.m. for purposes of verification. In the case of illness, a student must sign out with the nurse. Any other reasons are considered unexcused. If/When a student returns to school during the course of the school day, he/she must sign in at the main office. Students may ONLY leave the building with their OWN PARENT/GUARDIAN, unless a previously written note verifies the parent’s request to have the student leave early with another parent. (This last item is particularly vital in cases of inclement weather. Students MAY NOT leave the building with another adult without prior written request from their parent to do so.) Any student who submits a note pretending to be their parent will receive an administrative consequence.

JCHS is a closed campus. Students will not be permitted to “sign-out” for lunch.
EXTRACURRICULAR ATTENDANCE
All students/athletes/musicians/actors/club members must be in school for at least four hours to participate in school-related activities that day. Students, who are dismissed early from school, after fulfilling the four-hour obligation, are allowed to participate in after school activities only if the reason for the early dismissal is excused. Bereavement, verified appointments with a physician/dentist (documentation must be provided), Division of Motor Vehicles (Driver’s test), and legal proceedings are all excused reasons for an early dismissal. **A student dismissed early from school unexcused or acknowledged CANNOT return to school grounds to participate in an after school activity or event.** The only exception will be any student who is attending prom may sign-out of school at 12:17 p.m. with parental permission.

CLASS CUT/TRUANCY
There is a distinction between late arrival to a class and intentionally missing a class.

**Cutting** is defined as *deliberately missing an assigned class and/or any other school-assigned period* (study hall, lunch, etc.). **Students will receive a zero in the class(es) they cut and work cannot be made up.** Cutting classes or other attendance violations may result in restrictions on student privileges. **Three (3) accumulated cuts in one class will result in loss of credit for the year.**

<table>
<thead>
<tr>
<th>Cut Level</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Cut</td>
<td>2 hr Saturday Detention and parent contact</td>
</tr>
<tr>
<td>2nd Cut</td>
<td>2 hr Saturday Detention, parent/student meeting, and Probationary Status for Course Credit</td>
</tr>
<tr>
<td>3rd Cut</td>
<td>ISS, possible loss of credit and removal from class if the three cuts are for the same class.</td>
</tr>
</tbody>
</table>

Placement in a study hall as a result of violating the Probationary Status, results in the student forfeiting the opportunity to take the course in summer school for credit recovery.

**Truancy** is defined as *absence without the knowledge and consent of the parent/guardian.* A truant student will receive a “cut” for all missed classes, in addition to appropriate disciplinary action. It is anticipated that all students will attend every class each day.
TARDINESS TO CLASS
Students who arrive tardy unexcused to any class will be marked absent in that class. **Every three tardies in a class will result in one unexcused absence from that class. Every three tardies in a class will also result in an administrative detention.** Please reference the Loss of Credit policy on page 26.

All classroom teachers will follow the consequences set forth by administration for late arrival to their class. Teachers may also assign an additional consequence for students who are consistently late.

UNPREPARED IN PHYSICAL EDUCATION
An “Unprepared” in Physical Education means that a student is not properly outfitted to participate in physical education that day. Being Unprepared in Physical Education is not encouraged, as students are graded on their active participation. Every incident that a student is unprepared for Physical Education will result in a 5 point deduction from their earned grade for that unit.

DISCIPLINE

EXPECTATIONS FOR STUDENT BEHAVIOR
The conduct of the vast majority of the Caldwell-West Caldwell School District’s students remains exemplary. Expectations for student deportment, and the consequences for those students failing to comply with established policies, address those very few students who fail to respect the adults, the students, and/or the school property. The Caldwell-West Caldwell Board of Education has established expectations for student behavior based on New Jersey law relating to student activity.

Students have a legal responsibility to refrain from activity that results in material and substantial disruption of the educational environment and which may infringe on the rights of other individuals. The goal of the James Caldwell High School discipline policy is to help students develop self-control and responsibility while providing a safe and academic environment for all.

We assume that each adult associated with JCHS is responsible for helping students learn. We are committed to the belief that each child has a right to learn, and that each teacher has an obligation, and a right, to teach, in a safe, academic environment. Violations of the student behavior code which occur during any school-related activity will be considered grounds for administrative intervention and action.
Accountability in the form of progressive consequences should be directed at the misbehavior and not at the student. Consequences for failing to demonstrate responsible behavior range from a warning, or reprimand, to suspension/expulsion from school. Included within that range of consequences, but not limited to, are such behavior control strategies as:

- A warning or reprimand
- Elimination of certain school privileges
- After-school detention(s)
- Saturday detention(s)
- In-school suspension(s)
- Out-of-school suspension(s)
- School expulsion

Parents will be notified of any serious breach of school rules or continued misbehavior. Violent behavior, vandalism, insubordination to adult authority, abusive language, or a drug/alcohol violation will result in suspension and parent contact. A parent conference with the administration will be required after any out-of-school suspension, or if other consequences prove ineffective. The success of any school-imposed disciplinary action is dependent upon the full cooperation of the home.

There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact the quality of school life for students, teachers, and visitors. Regulations on student conduct state, in accordance with prior case law, that a school district’s authority to impose a consequence on a student for conduct away from school grounds may be exercised when “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, staff or school grounds, pursuant to NJAC 6A:16-7.6, N.J.S.A. 18A:25-2 and 18A:37-1.23.”

The JCHS administration reserves the right to recommend school expulsion to the superintendent and to the Board of Education in case of severe infractions by a student.

While inappropriate student behavior will result in a series of progressive consequences, all students will be informed early in the school year, with subsequent reinforcement, that their action regarding any of the following activities will virtually guarantee the assignment of a Saturday detention, an in-school suspension, and/or an out-of-school suspension:

1. Inappropriate physical contact with another person
2. Willful disregard of an adult's authority

3. Being sent to the office for disruption of a substitute teacher's classroom

4. Anyone throwing anything at anyone

5. Failure to report to an assigned administrative detention

6. Cutting a class and/or truancy

Habitual discipline referrals may result in the loss of school related privileges and from participating in school activities/events. Students and parents are advised that a single, disruptive incident that negatively influences the school, like a Senior Prank, could result in being prohibited from participating in school activities.

SENIOR PRANKS

With the growth of social media, there has been an increased pressure for seniors to pull a “hoax”. Although there isn’t a history of a yearly prank at JCHS, when they have occurred they have often gotten out of hand causing damage to the school, disrespect to faculty members and administrators, dangerous situations, and/or physical harm. Because of the poor choices this pressure seems to elicit, we have adopted a “no tolerance” stance for senior pranks. We encourage parents to speak with their children and warn them that participation in a senior prank will likely result in students not being permitted to walk at graduation. Even students who are present at a senior prank, “Just to observe,” or who, “Didn’t know it would get out of hand,” will suffer the same consequences as all other participants. The disrespect to our academic institution and/or risk taking behavior will likely result in an out of school suspension and being prevented from participating in end-of-year activities, including, but not limited to, The Prom, Senior Pool Party, Senior Breakfast, Graduation, and/or Project Graduation.

IN-SCHOOL SUSPENSION (ISS)

ISS is assigned from 8:15 AM to 2:41 PM. Assigned students must report to the Main Office by 8:15 AM with all books and materials. ELECTRONIC DEVICES MAY NOT BE BROUGHT TO THE ISS ROOM. Student misbehavior – including sleeping, talking, leaving an assigned seat – will not be tolerated during ISS. Students are not allowed to leave the room for any reason except with the permission of the supervising teacher. Unsatisfactory conduct and
removal from ISS will result in an OSS, and the student will be reassigned an additional day of ISS. Outside of the designated lunch period, no food and/or drink may be consumed in ISS. Students have the option to bring lunch or to purchase the day’s hot or cold lunch from the school cafeteria. All assigned work provided from classroom teachers must be completed and handed in to the ISS teacher at the end of the day. Regardless of a student’s normal schedule, ISS is from 8:15 a.m. to 2:41 p.m. All students must attend the full day of ISS or will receive additional consequences, this includes students who attend Vo-tech, Educational observation or work study students.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

A student may be suspended for one to ten days by the administration. The superintendent may extend the suspension beyond ten days. Students may not participate in any school activities during the entire period of suspension or be permitted on school grounds. Shared-time students suspended from a vocational institution will also be suspended from all classes and school-related activities at James Caldwell High School. Likewise, students suspended from JCHS will also be suspended from their vocational institution. Students will email their teachers on the day they are suspended to get their assignments. When a student/parent notifies the administration that they are unable to get assignments through email, teachers will submit their work to guidance by the end of the second day of suspension. All assigned work must be completed during OSS. Incomplete assignments will receive zero credit. A parent/guardian post-suspension meeting with the appropriate administrator is mandatory before a student can return to JCHS.

No pupil who is suspended in or out of school shall be deprived access to his/her academic progress. Academic work missed during an assigned suspension will be given to the student and/or parent. It will be the responsibility of the suspended student to complete the academic work assigned during the course of his/her suspension, and to deliver the completed assignments to each teacher on the day of his/her return to a regular schedule, so as to receive appropriate credit. Tests shall be made up upon the student’s return to school/class, as scheduled by the teacher.

**CELLULAR TELEPHONES/ SMART WATCHES/ ELECTRONIC DEVICES**

Pupils are permitted to bring cellular telephones into school under the following conditions:

1. Cellular telephones/smart watches *must be out of sight and*
silent from 8:15 AM until 2:41 PM. Please note the following exceptions:

- The only time students may have a cellular telephone/smart watches visible during class is when a teacher informs them they will be using it for a specific class activity.
- Students may use cell phones/smart watches during lunches and study hall. The privilege to use technology during lunches or study hall may be revoked for all students, or a specific block, if students are making poor choices regarding the use of technology.

2. Students may not take photographs or videos unless prior approval for school projects has been granted.

3. Any time a faculty member sees or hears a cellular phone/smart watch (please note exceptions listed above), the student’s phone or watch will be confiscated and given to a Vice Principal.

4. All students using technology must abide by Board Policy regarding acceptable uses of computer networks/computers.

Any student in violation of these rules will have their cellular telephone/smart watch confiscated immediately and be subject to the appropriate disciplinary actions.

The first time a cell phone/smart watch is confiscated from a student, it will be returned to the student at the end of the school day. Each subsequent time a cell phone/smart watch is confiscated, it will be returned only to the student’s parent/guardian and a discipline consequence will be administered. If a cell phone/smart watch is confiscated as a result of improper testing procedures, the phone will only be released after an administrator reviews the content of the phone to ensure the integrity of the test/assessment.

**DRESS CODE**

The Board of Education respects the right of students to determine their mode of dress providing this mode meets the standards which have been established.

General Rules:

- Pupils are expected to be clean and well groomed in their appearance and should abide by common standards of decency in dress and appearance.
- Pupils are expected to avoid extremes in appearance that are disruptive or overly distracting.
- Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will
not be tolerated.

- All shirts worn by boys and girls **MUST** have straps.
- Pants must be worn with the belt/waist at the waist. Underwear should **not** be visible.
- Headgear (hats, hoods, bandanas, headbands, etc.), other than that required for religious reasons, must be removed when students enter the building.

Prohibited Clothing and Articles

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs, open back shirts/dresses and suggestive clothing
- Short-shorts and miniskirts/dresses
- Bare feet, unsafe footwear, and cleated shoes
- Patches and decorations that are offensive or obscene
- Underwear worn as an outer garment (undergarments, including bras, should **not** be visible)
- Clothing that is deemed overly soiled, torn, worn, or defaced and jeans/shorts that are deemed excessively ripped;
- Nonprescription sunglasses, glazed, and tinted glasses (except as prescribed by the pupil’s doctor)
- Clothing, apparel and/or accessories which make reference to sex, drugs, alcohol, or cigarettes, is demeaning to gender, race or ethnic groups, or which indicate affiliation with any gang or organization associated with criminal activity or fraternities or sororities or styles which may suggest such affiliation (headgear, bandanas, and all types of colored beads)
- Chains, cables or other accoutrements which could be used as weapons
- Other – beachwear, tube, halter or tank tops; gym, spandex or short shorts; bandannas or headbands; hats, hoods

As a result, students deemed to be wearing inappropriate attire will be given the following choices the first time they are referred to the office.

1. **Change the clothing item for a more suitable one**;
2. **Make arrangements for other clothing to be brought to school**;
3. **Spend the day in non-disciplinary in-school suspension**.

In each case, the parent will be notified. Subsequent violations of the dress code will result in an administrative consequence. The administration reserves wide latitude and discretion when determining what is considered appropriate or disruptive school dress.

**GAMBLING**

Gambling of any kind is prohibited and will result in an administrative consequence.

**HARASSMENT, INTIMIDATION, OR BULLYING**
On January 5, 2011, New Jersey’s “Anti-Bullying Bill of Rights” became law. The new law, which amends the 2002 anti-bullying law, went into effect on September 1, 2011. The Caldwell-West Caldwell Board of Education prohibits acts of harassment, intimidation or bullying against any pupil or adult.

HIB means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, and any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that
4. A reasonable person should know, under the circumstances, that the acts will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

West Caldwell Board of Education shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

**CYBER BULLYING POLICY:** NJ law also criminalizes the use of the Internet and other electronic communications devices to commit harassment, intimidation, and stalking. (SB1616, enacted August 24, 2001).

"Cyber-Bullying involves the use of information and communication technologies such as an e-mail, cell phone and pager text messages, instant messaging, defamatory personal websites, and online personal polling websites, to support deliberate, repeated, and hostile behavior
by an individual or group that is intended to harm others."

James Caldwell High School encourages students, who believe that they are the targets of harassment, intimidation, or bullying, to use any and all avenues possible for reporting incidents including:

● Telling the Anti-Bullying Specialist, a teacher, a counselor, the nurse, an administrator, or the School Resource Officer.
● Confidential meeting with counselor or administrator.
● Confidential meeting with the Anti-Bullying Specialist.

The Anti-Bullying Specialist will investigate the reported incident, and make recommendations to administration, who will assign consequences as necessary.

Any form of HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not be limited to, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, and REMOVAL FROM TEAM OR CLUB. Hazing, harassment, intimidation or bullying in any form is absolutely forbidden and will be assessed as the greatest form of interpersonal disrespect.

Any concerns or reports of harassment, intimidation or bullying should immediately be reported to an administrator or the School Anti-Bullying Specialist, Mr. Frank Latto at 973-228-9186. The District Anti-Bullying Coordinator is Mr. Scott Klepesch (973-226-7120).

The Board’s policy prohibiting harassment, intimidation and bullying and explaining the consequences of such actions can be found on the district main website.

**DANGEROUS WEAPONS**

It is illegal for a person to bring to school, to store on school property, or to carry on their person, any dangerous weapon, as defined by New Jersey State Statutes. Violators will receive a severe school disciplinary consequence and the local authorities will be notified.

**CONTROLLED SUBSTANCE ABUSE POLICY**

The B.O.E. prohibits the use, possession, and/or distribution of any drug, alcoholic beverage, tobacco product, or steroids on school premises, in any vehicle being used to transport students for the Caldwell-West Caldwell school district, and at any event or programs away from school sponsored by the Board. (For the purpose of this policy, “drug” includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2A:170-25.9 et seq.) Attendance at school events
while in possession or under the influence of these substances is prohibited. To read the CWCSF Substance Abuse Policy #5530 or the Student Smoking Policy #5533, please visit our district website.

1. Pupils suspected of being under the influence of drugs, alcohol, or steroids will be identified and required to have an immediate medical evaluation and a drug/alcohol screening in accordance with the JCHS BOE Substance Abuse Policy (CWCSF Policy 5530). A positive drug/alcohol screen will result in a suspension. In addition, the student shall receive an immediate administrative consequence, including, but not limited to, suspension from school. The student who is found to be under the influence of drugs or alcohol must receive a comprehensive drug/alcohol evaluation by a practitioner or agency that is appropriately credentialed and licensed to determine if treatment for substance abuse or dependency is recommended. Students who return to school must follow treatment recommendations from this evaluation, if any, to completion.

2. Pupils using, possessing or distributing drugs, alcohol, or steroids will be subject to discipline, which will include suspension or expulsion, and will be reported to appropriate law enforcement officials. They will be required to have an immediate medical evaluation and a drug/alcohol screening in accordance with the JCHS BOE Substance Abuse Policy (CWCSF Policy 5530). The student must also receive a comprehensive drug/alcohol evaluation by a practitioner or agency that is appropriately credentialed and licensed to determine if treatment for substance abuse or dependency is recommended. Students who return to school must follow treatment recommendations from this evaluation, if any, to completion.

3. Pupils distributing, transferring, or selling controlled substances on school property and/or at any school related activity at any time, or pupils charged by police, on or off school property, at any time, with possession of a controlled dangerous substance in an amount large enough to indicate intent to distribute, transfer, or sell will result in police notification, an immediate medical evaluation including a drug and alcohol screening, a ten (10) day suspension pending Board hearing to consider an extension of the suspension or expulsion, a comprehensive drug/alcohol evaluation from an agency that is appropriately licensed and credentialed, prohibition from all extracurricular and
athletic activities (participant and spectator) including, but not limited to graduation, prom, Project Graduation, and promotion exercises.

4. The penalty for each offense for possession, distributing, transferring, or selling of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6:29-6.3(a) will increase with each offense.

5. If a student or parent refuses to comply with a medical evaluation and alcohol and drug screening in accordance with district policies/procedures, the student cannot return to school. A report of the incident will be made to the Division of Child Protection and Permanency.

6. If the medical evaluation and drug/alcohol screening is delayed by more than two hours due to refusal or non-compliance by the student or parent, it will be assumed that the student was under the influence of substances at the time of reporting and will be subject to administrative discipline for violation of the CWCSD Drug and Alcohol Policy. As a result, the student will be suspended from school and cannot return to school until the following steps are complete: (1) The student will submit results from a urine/blood screen on par with screening issued by the district physician & a written report from a physician who reviewed these results stating it is safe and appropriate for the student to return to school; (2) The student will complete a comprehensive drug/alcohol evaluation to be conducted by a practitioner or agency that is appropriately licensed and certified.

7. Pupils using or possessing tobacco products will be subject to progressive disciplinary action and penalty, including ISS or OSS. Caldwell-West Caldwell Board of Education policies will prevail in such instances. Students distributing, transferring, or selling tobacco products and/or products used in electronic cigarettes/vapes will be subject to severe disciplinary consequences.

SMOKING/ELECTRONIC CIGARETTES
Smoking or the possession of all tobacco products (including lighters,
matches electronic cigarettes, vapes, pods or oils) is prohibited in school buildings, on school premises, and in approved vehicles used to transport students. This provision applies to any school sponsored/approved activities or events where students are under the supervision of a staff member, club advisor, or athletic coach. Violations will result in a severe administrative consequence.

Since the oils in smokeless/electronic cigarettes/vapes can be infused with controlled or dangerous substances, any student found using or in possession of such a device will be required to immediately have a medical examination including a drug and alcohol screen to ensure the safety of the student. It should be noted that anyone who reasonably could have used such a device, including someone standing near a person using such a device, will be required to immediately get a medical examination including a drug and alcohol screen. A positive screen for controlled substances that is a result of this medical examination, or a refusal to be screened, is a violation of our Controlled Substances Abuse Policy (CWCSD Policy 5530).

**SCHOOL OPERATIONS**

**BACKPACKS**

For health and safety reasons, students may not carry backpacks in the building or the hallways during the course of the school day. Backpacks are to be placed in the student’s hall locker for the entire school day. If a student carries or has a backpack on during the school day, the backpack will be taken and the student will receive an administrative consequence.

**CAFETERIA**

The district contracts with a food service provider who has exclusive rights as the sole food provider during the course of the school day. Breakfast is available in the cafeteria from 7:45 to 10:15 each morning; however, students are not permitted to purchase food during their regularly scheduled class. Those who want to purchase breakfast, but don’t have a free mod prior to 10:15 a.m., must make their purchase prior to the start of the school day.

The lunch mods (Mods 7-12) are 24 minutes each. All students should be respectful of the students who follow them in the cafeteria by cleaning any mess they might have created. Students are responsible for disposing their garbage and keeping their lunch tables and surroundings cleaned. Outside food may not be delivered to the school for student consumption. Students may not be in the halls during their lunch mods. They may go outside (in designated areas) or remain in the cafeteria. All food must
be eaten in the cafeteria or outside. Throwing food, paper or other items is unacceptable and will result in a discipline consequence. **All trash in your area must be disposed of properly. Failure to properly maintain your lunch table will result in administrative consequences.**

**Please note:** JCHS is a closed campus and students may NOT leave school grounds for lunch. Any students who leave school grounds will be assigned a minimum of an in-school suspension.

**COMPUTER USE**
As a prerequisite to use the district’s computer network, each student, and parent/guardian, is required to sign the district’s Internet Use Agreement. This contract delineates the parameters of appropriate internet use. Students who violate the agreement risk appropriate disciplinary action in addition to the possible loss of all access to the district’s computer network.

**18 YEAR OLD JCHS STUDENTS**
Parents/Guardians will receive school communications, such as progress reports, guidance materials, discipline/attendance correspondence, etc., if a student is domiciled with them. No absence excuses or sign-out notes will be honored unless they are signed by the student’s parent or guardian. Eighteen year olds are not permitted to sign themselves out unless they are declared legally and financially independent. Parent/guardian notes are necessary for student participation in athletic programs, field trips, and other school events. All school rules and procedures apply for eighteen-year-old students.

**FIRE DRILLS & BUILDING EVACUATION** 18A:41-1. **Fire, school security drills.**
According to statute, a principal of a school must conduct at least one fire drill and each month and ten security drills during the school year.

It is illegal to report a false alarm. In addition to activation of the school’s discipline policies, the appropriate authorities will be notified in each instance,

**HEALTH SERVICES**
The school health program is designed to promote health and prevent illness. The JCHS Nurse’s Office is located adjacent to the Guidance Suite, across from Room 106, and the phone number is (973) 228-9358. An emergency contact card, completed by each student, is kept in the Medical Department in case of any need to contact the parent/guardian in a school emergency. It is vital that this card be kept up-to-date by the parents.
The school nurse is available to address illnesses, injuries, and emergencies. All students must sign in at the Nurse’s Office upon arrival. **Students may not leave the school campus without the specific direction or permission from the Nurse or an administrator. Students will be released ONLY to their guardian or an individual designated on the emergency contact card.**

In an effort to safeguard your child’s health and the health of all children in our school, please review the Student Health Guidelines, found on our school website [www.cwcboe.org/jchs](http://www.cwcboe.org/jchs).

The following medical programs are available for students:

1. To care for the health of the students, there is a nurse on duty throughout the school day.
2. Height and weight are checked each year by the school nurse. Vision screenings are given to 10th grade students and hearing screenings are given to all 11th grade students.
3. A scoliosis check is given bi-annually.
4. Excuses for gym require a doctor’s note.
5. A review and updating of all students’ immunization is completed by the school nurse yearly.

**Medication**

All students who must take medication during school hours are required to leave the medication, in original container from the pharmacy, with the school nurse. A special form signed by parent and physician is also required; forms are available from the Nurse.

**Physical Education Excusal**

A doctor’s written statement is required to be excused from gym. The physical education teacher will provide an academic assignment in lieu of physical activity.

**DEPARTMENT POLICY REGARDING MEDICALLY EXCUSED STUDENTS FROM PHYSICAL EDUCATION CLASS**

The following policies are applicable to students who are unable to participate in physical education due to a medical condition.

- In order for a student to be excused from a physical education class as a result of a medical condition the student must provide a copy of his or her doctor’s note. This note should be handed to the nurse and a copy will be given to the physical education teacher.
● Each student will be permitted to go to the nurse during physical education class no more than two (2) times per marking period without penalty. The first two nurse visits will be recorded as excused absences. Any visit to the nurse during physical education class thereafter will result in loss of credit for the day.

● Any student who is not participating in physical education class without a doctor’s note, parent excuse, or nurse’s note will not receive credit for the days missed.

● Any student who will be out for more than five (5) consecutive days may be permitted to spend the class time in the Library. Students will be required to sign in with the Media Specialist daily.

● Students excused for less than five (5) days will remain with their physical education class.

● A student requiring an excuse that will exceed ten (10) school days (or two weeks) will be required to complete physical education assignment(s) in order to receive credit for the course.

● Physical education assignments are expected to be completed and handed into the teacher of record by the teacher established due date. Failure to complete assignment(s) will negatively affect the student’s grade for the marking period.

● Students who have medical conditions that prevent them from participating in physical education for the majority of the marking period will receive either a “P” or “F” for the report card based on the completion of the work and performance in the class when in attendance.

**Tuberculosis and Hepatitis B**
The New Jersey State Board of Education requires a tuberculosis test of all new students who enter the school district from designated areas, if those students have not previously had the appropriate test administered. The Nurse will advise those students on an individual basis. The State of New Jersey has mandated that all high school students be immunized against Hepatitis B before September of 2004. Students who do not provide evidence of complete Hepatitis B immunization will be excluded from school in September, until they are in compliance.

**Health Screenings**
All students will have scoliosis screenings as mandated by the State of New Jersey. Students in grade 10 will have vision screenings. Students in grade 11 will have hearing screenings. Screenings will be done for any student at parent/student request. These screenings are
done by the school nurse. Parents will be notified if apparent defects are noted and follow-up care is necessary *(unless a current record of screening is submitted from the student's medical provider)*.

### IDENTIFICATION CARDS
Each student will receive an official identification card which will serve a multiplicity of purposes. These identification cards are non-transferable and required for many standardized testing activities.

### INSURANCE
It is recommended that parents subscribe to Bollinger Insurance. If hospital and/or surgical expenses are involved, PARENTS MUST USE THEIR OWN INSURANCE FIRST. This policy will then pick up those bills not covered by your own insurance, up to the limit of the policy.

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. In many situations, medical bills may not be covered in full. Parents should use their own personal insurance to pay these balances and should understand that medical expenses are their own responsibility, not that of the Board of Education.

### LITERATURE DISTRIBUTION
The preparation, publication, and distribution of newspapers, magazines and other literature are an exercise of freedom of the press. The freedom to express one’s opinion goes hand-in-hand with the responsibility for the published statement. Literature that is distributed on school property is not only the author’s responsibility but also that of the school authorities. Consequently, any such distribution of literature must have prior consent of the school administration. Guidelines for the approval or disapproval of literature are presented both in the state guide to students’ rights and responsibilities and the C-WC B.O.E. Policy Book. Any person denied approval may appeal through the appropriate process.

### LOCKERS & LOCKS
A locker is assigned to each individual student for personal use. Regular locker clean-out periods will occur during the year. The administration intends to conduct locker inspections or searches as often as may be deemed necessary to protect the safety and well-being of the entire school community.

*State law N.J.S.A. 18A: 36-19.2 expressly provides that:*
“The principal or other officials designated by the local board of
education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.” Pupils are advised not to give their combination to anyone. They are not to share lockers. Students are advised not to bring large sums of money or other valuables and belongings to school. Any locker problems should be reported to the Main Office.

Students will also be assigned a locker for physical education along with a combination lock. In the gym locker rooms, all valuable items are to be placed in the student’s locker, and the locker should be locked prior to the student leaving the room. **Items valuable to the student should not be left on the bench or the floor.** At no time should a student be present in the locker room or gym during unscheduled time frames without the permission of an instructor. **Lock all valuables.**

**LOST AND FOUND**
A lost and found service is located in the outer office of the Nurse’s Office. Those who find articles may turn them in there, and those who have lost articles may report them lost there.

**MEDIA CENTER/LIBRARY**
**Hours: 7:55 a.m. – 3:15 p.m.**
The Media Center collection has been developed to reflect and support the curriculum and the interests of JCHS students and faculty. All print materials may be borrowed. Non-print materials may be used on audio-visual equipment and computers in the Media Center.

Students are expected to respect the rights of classmates and to maintain an atmosphere in the library conducive to reading and studying. Library computers are to be used in conjunction with class assignments.

Extended Library/Media Center hours will be posted during the opening weeks of school. They will indicate the days during which the library/media center will remain available beyond 3:15 PM.

**PARKING AND AUTOMOBILE USE**
It is expected that students who have a driver’s license will exercise
that privilege within the legal prescriptions as well as with courtesy and common sense. If a student is not driving safely, his/her parking privileges will be revoked and his/her parents or guardians will be notified. Inappropriate driving on school grounds, failure to obey posted traffic signs, parking in spaces reserved for teachers, or habitual involvement in the school’s disciplinary proceedings will result in additional disciplinary consequences. Parents will be notified of these consequences.

Students are only allowed to park on campus in a white lined/marked spot. If/When the JCHS parking lot is full, overflow parking is available on Westville Ave., Deerfield Rd., or the pool parking lot. “Park at your Own Risk” signs are located on Evergreen and Woodmere Roads. “No Parking- Fire Lane” signs surround the building and are clearly marked. Parking in a teacher spot (yellow lined and numbered) or parking illegally (including the front circle, a visitor spot, fire lanes, on the grass, and other spots that are not designated) will result in an administrative consequence. Students who park inappropriately will be assigned a minimum of a Saturday Detention.

**Registering Vehicle with School**
By recommendation of the West Caldwell Police Department, all students driving to school must register their vehicles with James Caldwell High School. Once registered through the Main Office, a student will receive a parking decal (sticker) that they must adhere to their rear driver-side window. There will be a $5 fee for the parking permit. Students parking in non-registered vehicle will receive a discipline consequence. If a student needs to drive to school in a car other than the one he/she has registered, he/she must get a temporary pass from the Main Office (no charge).

**Non-Consensual Vehicle Search**
The New Jersey Supreme Court has ruled that a school administrator need only have “reasonable suspicion” to administer a non-consensual search of a student’s automobile if the administration has reason to believe that the automobile may contain illegal substances, weapons or other contraband, while that car is located on school property.

**TRANSPORTATION TO/FROM JCHS**
Students who are transported to/from other educational settings during the course of the school day (shared-time students) must utilize the transportation provided by the district. All JCHS expectations for student behavior apply while a student is traveling to/from JCHS. Students who are of legal age may drive to/from their alternative educational setting only after completing the necessary waivers. Those
documents may be obtained in the Main Office. Under no circumstances may students transport other students in personal vehicles.

**UNASSIGNED AREAS AVAILABLE TO STUDENTS**

Some students may have free time in their schedules. They are encouraged to make maximum use of it. Students are not to loiter in the halls. They may select the library or the cafeteria to spend their “open” mod, with the exception of mods 13-16, during which only the library is available for student use. Those who demonstrate an inability to make positive use of this time will have to report to a designated room where daily attendance will be taken and they will reside for the entire mod.

Students **may not** enter the parking lot or be in the wooded area adjacent to the school. **Students may not enter the parking lot during the school day without a pass provided by the main office.** Permission to access the parking lot is subject to administrative approval. The surrounding wooded areas are out of bounds for students except in conjunction with a class assignment. The rear gate to Park Street is strictly out of bounds to all students during the school day. **Any area other than an assigned classroom, cafeteria, or library is considered an unauthorized area for students.** Students must have a pass with teacher permission or be supervised by a teacher in order to access certain areas of the school. At no time should the gym or weight room be used without staff supervision.

**VISITORS**

Visitor parking is located in the front of the building in designated parking spots. **All visitors, including parents, are to report to the Main Office.** Visitors will sign in upon arrival, receive a visitor’s security badge, and sign out and return the badge upon departure. All doors will be locked from the outside. They are used as emergency exits only during the school day.

**WORKING PAPERS**

Any student who has a job needs an employment certificate for the student’s protection and for the protection of the employer. Working papers may be obtained in the Main Office.