

**STUDENT PLANNER AND HANDBOOK
2019-2020**



SCHOOL ADMINISTRATION

James Devlin, Principal
John Bertollo, Vice Principal
Elizabeth Fisher, Vice Principal
Lisa Blackman, Supervisor of Guidance
Daniel Romano, Director of Athletics/Supervisor of
Secondary Education

CENTRAL OFFICE ADMINISTRATION

Dr. James Heinegg, Superintendent
Kaitlin Jones, Director of Instructional Services
Dr. Sumit Bangia, Director of Secondary Education
Alyna Jacobs, Director of Elementary Education
Thomas Lambe, Business Administrator - Board Secretary
Jessica Abramovich, Director of Special Education

BOARD OF EDUCATION

Marie Lanfrank, President
Dan Cipoletti, Vice-President
Chris D'Ambola
Julianne Grosso
John King

Cover Photos by Christopher Mergner

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

Please note changes in the handbook are in bold print and italics

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GENERAL INFORMATION

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.

JCHS DAILY CLASS SCHEDULE

	A Day	B Day	C Day	D Day
8:05-9:01	Period 1	Period 2	Period 3	Period 4
9:05-10:01	Period 2	Period 3	Period 4	Period 1
10:05-11:01	Period 3	Period 4	Period 1	Period 2
11:01-12:01	LUNCH			
12:01-12:57	Period 5	Period 6	Period 7	Period 8
1:01-1:57	Period 6	Period 7	Period 8	Period 5
2:01-2:57	Period 7	Period 8	Period 5	Period 6

Every class is fifty six minutes each, plus four minutes of passing time.

REGULAR SCHOOL HOURS

8:05 AM – 2:57 PM

HALF DAY SCHEDULE

8:05 AM-12:25 PM

* See website for additional detailed schedules*

DELAYED OPENING & EMERGENCY SCHOOL CLOSING COMMUNICATION

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

If more than five (5) days are needed for emergency closings, April 13, 2020 will be an early dismissal day for students, and the staff development day for teachers will be scheduled in the afternoon only. If more than six (6) days are needed for emergency closings, days will be added as follows: April 6, 7, 8, 2020. If three (3) or fewer emergency closing days are used by April 3, the Memorial Day break and/or spring break will be extended.

SCHOOL CALENDAR FOR 2019-2020

DATE(S)	DAY	ACTION	REASON
SEPTEMBER 3	T	TEACHERS REPORT	PD
SEPTEMBER 4	W	STUDENTS REPORT	FIRST DAY
SEPTEMBER 30	M	SCHOOLS CLOSED	ROSH HASHANAH
OCTOBER 9	W	SCHOOLS CLOSED	YOM KIPPUR
OCTOBER 14 (½ DAY)	M	EARLY DISMISSAL	COLUMBUS DAY PD
NOVEMBER 5	T	SCHOOLS CLOSED	ELECTION DAY
NOVEMBER 7-8	R-F	SCHOOLS CLOSED	NJEA CONVENTION
NOVEMBER 27 (½ DAY)	W	EARLY DISMISSAL	THANKSGIVING
NOVEMBER 28-29	R-F	SCHOOLS CLOSED	THANKSGIVING
DECEMBER 9 (½ DAY)	M	EARLY DISMISSAL	PD
DECEMBER 20 (½ DAY)	F	EARLY DISMISSAL	HOLIDAY RECESS
DECEMBER 23-31	M-T	SCHOOLS CLOSED	HOLIDAY RECESS
2020			
JANUARY 1	T	SCHOOLS CLOSED	HOLIDAY RECESS
JANUARY 20	M	SCHOOLS CLOSED	MLK, JR. DAY
FEBRUARY 12 (½ DAY)	W	EARLY DISMISSAL	PD
FEBRUARY 17-18	M-T	SCHOOLS CLOSED	WINTER RECESS
APRIL 6-9	M-R	SCHOOLS CLOSED	SPRING BREAK
APRIL 10	F	SCHOOLS CLOSED	GOOD FRIDAY
APRIL 13	M	SCHOOLS CLOSED	PD
MAY 25	M	SCHOOLS CLOSED	MEMORIAL DAY
JUNE 23 (½ DAY)	T	EARLY DISMISSAL	LAST DAY FOR STUDENTS & TEACHERS

TELEPHONE DIRECTORIES

HARRISON SCHOOL

Superintendent (office)	973-228-6979
Director of Instructional Services (office)	973-226-7120
Business Office	973-228-3360
Special Services	973-228-5291

JAMES CALDWELL HIGH SCHOOL

Main Office	973-228-6981
Guidance Office	973-228-9186
Athletic Office	973-226-5941
Music Office	973-228-9706
Nurse	973-228-9358
Guidance Fax	973-226-9236
Continuing Education	973-228-2092

SOCIAL MEDIA ACCOUNTS

Follow us on Twitter:

@CWCJCHS, @CWCJCHSchiefs, @CWCJBertollo

Instagram: @CWCJBertollo

JCHS Website: www.cwcboe.org/JCHS

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

2019-2020 FACULTY

Emily Ackerman	Fine Art
Scott Aji	Athletic Trainer
Christopher Altonjy	Industrial Technology
Mea Amacher	Fine Art
Franco Antonucci	Industrial Technology
Velia Banbor	Science
Cheryl Baut	Special Education
Nicole Bergen	Science/Special Education
Susan Bergmann	World Languages
Steven Birnbaum	Mathematics
Jamie Blanchard	World Language
Jesse Braddell	Social Studies

Alan Branigan	Special Education
Suzanne Broffman	Social Studies – Coordinator
Victoria Brown	Special Education
Karen Browne	Science
Andrew Burrows	Music
Susan Callaghan	English – Coordinator
Jeffrey Cierniak	Music
Danielle Ciccaglione	Nurse
Jacob Cohen	English
Elizabeth Coogan Russell	World Languages
Mary Cunningham	Student Assistance Counselor
Marianne DiBlasi	School Social Worker
Tara DiMattia	English
Joann DiNonno	Science
Anita Dubas	Family & Consumer Sciences
Robert Dubas	Science – Coordinator
Jeffrey Edwards	Mathematics – Coordinator
Alyssa Egner	Social Studies
Margarita Gallina	Child Study Team
Gary Garamella	Physical Education
Alisha Gencarelli	Special Education
Bridgit Giampapa	Physical Education
Angela Giampino-Vasi	World Languages
Tami Grancagnolo	English
Calvin Harper	Business
Cassie Hecht	Special Education
Julia Hollman	Social Studies
Kate Howe	Social Studies
Kyle Huff	Physical Education
Lacey Imbriaco	School Counselor
Robin Keil	Special Education
Thomas Lamont	Physical Education
Melissa Lanzafama	Special Education
Frank Lattoz	School Counselor

Eric Lavin	World Languages
Joseph Licavoli	Social Studies
Frank Lincoln	English
Pamela Luberto	Social Studies
Lisa Manfre	World Languages
Patricia Martin	Special Education
Paul Marrone	Science
Paul Mazzeo	School Resource Officer
James McIntyre	Arts/Technology – Coordinator
Karen McIntyre	Special Education
Debra McKay	Mathematics
Evan McLaughlin	Social Studies
Gina McSheffrey-Emmons	Child Study Team
Nicholas Meyer	Special Education
Patti Miscia	Mathematics
Jon Olsen	Mathematics
Greg Paradis	Theater Arts
Stephanie Parisi	Special Education
Joseph Pennetta	Art
Sarah Petruziello	Art
Patrick Phelan	English
Adriana Podvesker	English
Lisabeth Powell	Special Education – Coordinator
Marian Press	Science
Kenneth Rosenthal	Family & Consumer Science
Nicole Rubino	Physical Education
Jack Russoniello	Mathematics
Sara Schechter	Science
Ryan Smith	Mathematics
Jacqueline Stafford	Media Specialist
Mark Teshkoyan	Industrial Technology
Lauren Thompson	Special Education
Elsie Timpson	Music
Christopher Trause	World Languages – Coordinator

Stephen Trivino	Science
Amy Vercelli	Special Education
Analisa Urciuoli	Learning Disabilities Teacher Consultant
Brianna Watts	School Counselor
Melody Wenger	Science

OFFICE STAFF

Deborah Bravata, Athletics
Mary Caracappa, Library Office
Betty Hansson, Guidance
Lisa Lucia-Hayden, Main Office
Clare Pennington, Main Office
Valerie Prendergast, Main Office/Attendance
Lori Wilson, Guidance

ACADEMIC PROGRAM & SCHOOL COUNSELING

SCHOOL COUNSELING DEPARTMENT

The School Counseling 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, school social worker, learning disabilities teacher consultant, or the student assistance counselor, all of whom are available in the school building.

School counselors contact students on a regular basis. Students may also initiate a conference by stopping in to see a counselor in the School Counseling 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 search/application 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 through the School Counseling 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 back to school forms within Genesis. Postings for part-time and summer jobs are available outside the guidance office.

Naviance

The School Counseling Department uses *Naviance Student*, a specialized internet program that offers students an interest and career inventory tool 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, on mobile devices, as well as through the high school's computers.

MARKING PERIOD SCHEDULE

Marking Period	Begins	Ends	Number of Days
1 st	September 4, 2019	November 6, 2019	43
2 nd	November 11, 2019	January 23, 2020	45
3 rd	January 30, 2020	April 3, 2020	44
4 th	April 14, 2020	June 15, 2020	43
Midterm Exam Period: January 24-29, 2020			
Final Exam Period: June 16-19, 2020 - Makeups: June 22-23, 2020			

GRADUATION REQUIREMENTS

Students in the Classes of 2020, 2021, and 2022 must earn 120 credits and pass the components of the NJSLA assessment system to graduate from James Caldwell High School. Beginning with the Class of 2023, a student must earn 130 credits. Students in Grades 9 and 10 are required to carry 40 credits. *Students in Grades 11 and 12 are required to carry 35 credits, but no fewer than 7 classes per semester.*

Students are expected to meet the following minimum requirements:

- 4 years of English - successful completion of Research Project
- 1 year of Health/Physical Education for each year
- 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 (2 years for the Class of 2023)
- 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 [Genesis](#), the “Parent Portal” on a regular basis to evaluate their child’s academic progress.

The grading system carries the following characteristics:

100-90	Excellent achievement
89-80	Good
79-70	Fair
69-65	Poor, but passing
Below 65	Failure

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

Grade Point Averages will be calculated utilizing “weighted grades.” To compute GPA, 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 School 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 the 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 CLASS OF 2020

High Honor RollGPA 91.45 or above
Honor RollGPA 88-91.44

**ACADEMIC HONOR ROLL FOR
CLASSES OF 2021, 2022, & 2023**

(no grade lower than an 80%)

High Honor RollGPA 93 or above
Honor RollGPA 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. Genesis, 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 program 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 schedules are set.

Request for changes at the start of the school year 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 in grades 9 and 10 are to schedule a minimum of forty credits per year. Students in grades 11 and 12 may elect to schedule a minimum of 35 credits and have one Study Hall per semester in their schedule. Schedule change requests that result in a class load of less than the minimum 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, incorrect coding of course numbers, or 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 2nd 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 2nd semester

C. 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 original 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 below:*

Withdrawing from courses without notation of any kind

Full year courses.....end of the 1st marking period
Semester courses..... midpoint day of the 1st marking
period of each semester

Withdrawing from courses with notation of W/F (if failing at the time of withdrawal) or W/P (if passing at time of withdrawal) on transcript

Full year courses.....end of 1st marking period to the midpoint
of 2nd marking period
Semester coursesend of the 1st marking period of each
semester.

Please note that schedule changes will not be honored unless the finalized schedule allows a student to carry the minimum number of credits associated with his/her grade level (grades 9 and 10 must carry 40 credits, grades 11 and 12 must carry at least 35 credits)

These guidelines do not apply to attendance policy issues or the loss of credit 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) committee 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, school 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.

STUDENT ASSISTANCE COUNSELOR

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@cwboe.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 school 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 AP 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 the 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. This program is open to seniors who are sixteen years of age or older.

4. **Dual Enrollment Courses:** Students at James Caldwell High School have an opportunity to earn college credit while completing coursework within their regular high school program. Courses that are eligible for dual enrollment, at an additional cost to the student, are denoted in the Curriculum Handbook. Please contact the Guidance Department for more information.

5. **Vocational TimeShare:** Students have the opportunity to pursue vocational programs at the county vocational school in Bloomfield for the current school year due to construction at the West Caldwell Campus. 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 school 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.

9. **NJ State Seal of Biliteracy:** A recognition for students that have demonstrated that they are able to speak, read, listen and write in two or more languages at the highest level of proficiency. In order to receive the Seal of Biliteracy, students must meet the criteria by demonstrating a proficiency level of Intermediate Mid in a World Language. Students who are interested in earning the Seal of Biliteracy should complete and return an application to their World Language teacher in early spring.

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**):

Special Interests

Anime Club
 Chemistry Olympics
 Chess Club
 Culture Club
 Comic Book Club
 Environmental Protection Club
 Forensics Team
 Future Medical Professionals
 Gaming Club
 Gay Straight Alliance
 Latin Language Club
 Math Club
 Mock Trial
 Model United Nations
 Patriot's Club
 Photography Club
 Ping Pong Club
 Political Discussion Club
 Red Cross Club
 Science/Technology Club
 Self-Advocacy Club
 Somewhat Virtual Book Club

Service/ Honor

Class Council
 Interact Club
 Key Club
 National Honor Society
 Peer Leadership
 Student Council

Music/ Performance

Ensembles (clarinet, flute, sax)
 Fall Production
 Spring Musical
 Fall & Spring Production Crew
 Jazz Band
 Madrigal Singers
 Pep/Spirit Band
 Percussion Ensemble
 Retromen
 String Ensemble
 Women of Note

School Publications

The Caldron (Newspaper)
 The Canvas (Literary Magazine)
 The Clarion (Yearbook)

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 a disciplinary consequence. **Any behavior that violates the Academic Integrity Pledge or results in an out-of-school suspension is grounds for immediate removal from the 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: All physicals 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**

JCHS Sponsors Teams: Teams compete against Super Essex Conference and NJSIAA sponsored schools in the following interscholastic competition:

- **Fall:** Cheerleading, Cross Country (B/G), Football, Soccer (B/G), Tennis (G), Volleyball (G)
- **Winter:** Basketball (B/G), Bowling (Co-ed), Cheerleading, Ice Hockey (Co-op with West Essex), Indoor Track (B/G), Swimming (B/G), Wrestling
- **Spring:** Baseball, Golf (Co-ed), Lacrosse (B/G), Softball, Tennis (B), Track (B/G)

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.*

Schedules and Directions: Home and away events are located at <http://schedules.schedulestar.com/James-Caldwell-High-School-West-Caldwell-NJ/day> or <https://www.cwcboe.org/Page/8>

Vacation: Student Athletes should avoid planning vacations during their sports seasons. These absences are not considered Athletically Excused.

Academic Eligibility: In order for a student to be Academically Eligible to participate in Athletics, he/she must adhere to the following rule as established by the NJSIAA.

A student must pass 30 credits the prior school year to be eligible for the Fall & Winter Seasons. To be eligible for the Spring Season a student must pass 15 credits in the first semester.

Any student who fails 2 classes while still passing 30 credits for the year or 15 credits for the first semester will be placed on Academic Probation and not be allowed to participate on an athletic team until significant academic improvement is made, as determined by an administrator.

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 two weeks in advance.**

ATTENDANCE

GENERAL ATTENDANCE PROCEDURES

New Jersey Administrative Code 18A requires that all students under the age of sixteen regularly attend school.

Acknowledged Absence: Occurs when a parent calls or submits a note to the office to inform that their child is absent from school, however there is no formal documentation to support the absences. These absences are included when calculating a student's total **unexcused absences**. Parents are requested to telephone the school (973-228-6981) before 8:00 a.m. to report a student's absence.

Excused Absence: 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. In addition, students in grades 11 and 12 are permitted **up to three college visit days** during the school year, which are considered excused absences provided the student returns to school with a note from the college/university documenting the date of the visit.

School Related Absence: Students who participate in school sponsored activities that are held off school property are considered present.

Unexcused Absence: Results when a student fails to bring a note of explanation regarding the absence other than excused absences.

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. 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.

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 assignments. **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 seven (7) unexcused and acknowledged absences from class in a semester course or fourteen (14) 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 *8:05 AM*. Attendance is taken during every class. Students who arrive late to school, but before *8:10 AM* should report to their Block 1 class directly. Students who arrive after *8:10 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. Students who are consistently late to school will receive an administrative consequence.

Seniors who are scheduled for a morning study hall may report to school late on the days that the study hall meets during Block 1. If the senior plans to arrive late, he/she may enter the building no earlier than 8:50 AM and they must have a student ID to enter school.

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 AM for purposes of verification. Any other reasons are considered unexcused. In the case of illness, a student must sign out with the nurse. 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 the case 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.

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, documented appointments with a physician/dentist, DMV test and legal proceedings are all excused reasons. **A student dismissed early from school unexcused or acknowledged CANNOT return to school grounds to participate in an after school activity or event.**

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.**

- 1st Cut:** 2 hour Saturday Detention and parent contact
- 2nd Cut:** 2 hour Saturday Detention, parent/student meeting, and Probationary Status for Course Credit
- 3rd Cut:** ISS, possible loss of credit and removal from class if the three cuts are for the same class.

Removal from class 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

Every three unexcused 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.

STUDENT CONDUCT

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.

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 a 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 specific 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.

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

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. We have 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, Prom, Senior Pool Party, Senior Breakfast, Graduation, and/or Project Graduation.

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, words, 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.**

IN-SCHOOL SUSPENSION (ISS)

ISS is assigned from 8:05 AM to 2:57 PM. Assigned students must report to the Main Office by 8:05 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 8:05 a.m. to 2:57 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/ SMARTWATCHES/ ELECTRONIC DEVICES

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

1. Cellular telephones/smartwatches ***must be out of sight and silent*** from 8:05 AM until 2:57 PM. Please note the following exceptions:
 - The only time students may have a cellular telephone/smartwatches visible during class is when a teacher informs them they will be using it for a specific class activity.
 - Students may use cell phones/smartwatches 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/smartwatch (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/smartwatch confiscated immediately and be subject to the appropriate disciplinary actions.

The **first time a cell phone/ smartwatch 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/ smartwatch is confiscated, it will be returned only to the student's parent/guardian and a discipline consequence will be administered. **If a cell phone/smartwatch 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 it 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 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;*

In each case, the parent will be notified. As long as the student is compliant with the directives of the administration and the violation is

deemed to have created only a minor disruption, most first offense dress code violations will result in an administrative warning. Subsequent violations of the dress code will result in a more severe administrative consequences. 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 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 email, 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 a 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 Lattoz at 973-228-9186. The District Anti-Bullying Coordinator is Mr. Jim Brown who may be reached at 973-228-9115.

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 beverages, tobacco products, 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 CWCSO 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 (CWCSO 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 (CWCSO 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 (the Superintendent has the ability to extend the length of this 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 CWCS D 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 (CWCS Policy 5530).**

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. Emergency contact information must be updated in the Genesis parent portal each year in case of any need to contact the parent/guardian in a school emergency. It is vital that this information be kept up-to-date by the parents. Contact the office if changes are made to your contact information throughout the school year.

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 in the Genesis contact page.*

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.

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 Physical Education 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 Physical Education class. If necessary, students will be provided with 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 "nurse visit." 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 study hall. Students will be required to sign in with the study hall teacher daily.
- Students excused for less than five (5) days will remain with their physical education class.
- A student requiring an excuse that will exceed five (5) school days 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*).

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.

SCHOOL OPERATIONS

AFFIRMATIVE ACTION

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

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. Please review CWC Board Policies 1140 and 2260 for additional information. Any member of the school community who has a complaint of discrimination based on a protected category should contact Elizabeth Fisher, the Affirmative Action Officer at 973-228-6981 x4004.

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, including common lunch. If a student carries or has a backpack 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 7:35 to 9:45 each morning; however, students are not permitted to purchase food during their regularly scheduled class. Those who want to purchase breakfast, must make their purchase prior to the start of the school day.

There will be a common lunch period that will last from 11:01am - 12:01pm. Students should be respectful by cleaning any mess they might create. Students are responsible for disposing of their garbage and keeping their lunch tables and surroundings cleaned. 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. Outside food may not be delivered to the school for student consumption.

Students will only be allowed to consume food in the cafeteria, main gym, or outside in designated areas (weather permitting) during common lunch.. After consuming lunch, students will be allowed to move from the gym/cafeteria to the library and writing/math lab via the 100/200 wing hallways. The 300/500 wings will be off limits, as well as the art/music and tech/design hallways. Students may go to a classroom with the permission of a faculty member.

Please note, any student who leaves school grounds without permission at any point during the school day including lunch 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.

Upon graduation, seniors have until August 31 of their graduating year to save all documents they would like to keep. Email addresses and Google Drive access will be deactivated after this date and information will be unavailable.

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 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.

IDENTIFICATION CARDS

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

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. Policies. Any person denied approval may appeal through the appropriate process.

LOCKERS & LOCKS

A locker is assigned to each individual student for personal use. 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. **Gym lockers are also subject to searches by the administration.** 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 a 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).

Access to Vehicle During School Day

If students need to go to their vehicle during the school day, they must sign out in the main office, take the vehicle pass with them, and must return to the main office to sign back in and return the pass. Since all students are assigned lockers, they should *not* need to access their vehicles during the school day. This should be a rare occurrence. This privilege may be revoked for an individual student if abused.

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.

SENIOR STUDY HALL PRIVILEGES

Seniors who are scheduled for a morning study hall may report to school late on the days that the study hall meets during Block 1. If the senior plans to arrive late, they may enter the building no earlier than 8:50 AM and they must have their student ID to enter school.

Seniors who are scheduled for an afternoon study hall may leave early on the days that the study hall meets during Block 6. If the senior plans to leave early, they must exit the building by 2:05 PM.

*Coming to school late and leaving early is a **senior privilege that can be revoked if a student does not abide by the above guidelines.***

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 submitting a letter indicating parental consent to the Department of Special Services (973) 228-5291.

UNASSIGNED AREAS AVAILABLE TO STUDENTS

Students **may not** enter the parking lot or be in the wooded area adjacent to the school. The surrounding wooded areas are out of bounds for students except in conjunction with a class assignment.

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 rear gate to Park Street is strictly out of bounds to all students during the school day.

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.