

*WAYNE VALLEY HIGH SCHOOL*



STUDENT RESPONSIBILITY HANDBOOK

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# **BELL SCHEDULES**

## **NORMAL SCHOOL DAY**

Period 1 &	7:20 – 8:08	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	8:12 – 8:54	
Period 3	8:58 – 9:40	
Period 4	9:44 – 10:26	
Period 5	10:30 – 11:12	LUNCH
Period 6	11:16 – 11:58	LUNCH
Period 7	12:02 – 12:44	LUNCH
Period 8	12:48 – 1:30	
Period 9	1:34 – 2:16	

## **MINIMAL DAY (EARLY DISMISSAL)**

Period 1 &	7:20 – 7:56	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	7:58 – 8:28	
Period 3	8:30 – 9:00	
Period 4	9:02 – 9:32	
Period 5	9:34 – 10:04	
Period 6	10:06 – 10:36	
Period 7	10:38 – 11:05	
Period 8	11:07 – 11:34	
Period 9	11:36 – 12:03	

## **DELAYED OPENING**

Period 1 &	8:50 – 9:28	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	9:32 – 10:04	
Period 3	10:08 – 10:40	
Period 4	10:44 – 11:16	
Period 5	11:20 – 11:52	LUNCH
Period 6	11:56 – 12:28	LUNCH
Period 7	12:32 – 1:04	LUNCH
Period 8	1:08 – 1:40	
Period 9	1:44 – 2:16	

## ACADEMIC HONOR CODE

The Academic Honor Code represents our school's mission to promote responsible, independent thinkers who respect the value of academic integrity.

### PROVISIONS OF THE HONOR CODE:

(1) All academic assignments are to be the sole work of the individual student unless specified by the teacher. Copying any material is a direct violation of the Academic Honor Code. This includes homework, tests, lab report, quizzes, projects, etc.

(2) Taking someone else's words or ideas and presenting them as your own is plagiarism. This includes any undocumented copying of material from books, the Internet, Cliff Notes (or other such commercially prepared materials), and speeches. Plagiarism is a direct violation of the Academic Honor Code.

(3) Multiple Submissions without the consent of the instructor is a violation of the Academic Honor Code. A student may not submit work that has previously been submitted for credit in another course.

(4) The forgery of Legal Documents (parental or teacher signature) is considered a very serious offense and will be dealt with in an appropriate manner.

### VIOLATIONS OF THE HONOR CODE:

Any violation of the Honor Code will result in a 0 (zero) for all parties involved with no opportunity to make up the assignment.

**1st offense:** Parent will be notified and the offense will be recorded.

**2nd offense:** Subsequent violations will result in parent/student conference, continued documentation, and possible disciplinary action.

## ATTENDANCE

New Jersey State Law requires that all students be present in school every day that it is in session. The Wayne Board of Education Policy mandates that, **in order to receive credit for a class**, a student must be present **a minimum of 160 days for a full year course**, and proportionately less for classes that only meet for part of the year. With the exception of religious holidays, **all other days count (doctor's notes are not considered reasons to waive absences)**. Use your days wisely! **THEY ARE NOT A BANK ACCOUNT TO BE USED UP EACH YEAR!**

**In order to receive credit for a course passed academically, a student may not be absent more than:**

**20 Days** for a Full-Year Course  
**15 Days** for Physical Education  
**10 Days** for a Half-Year Course  
**5 Days** for a Quarter Year Course

Students who exceed the allowable number of absences, but who pass the course will be required to attend summer school to retake the course if offered. If the course is not offered in summer school credit will be lost, but the student may retake the course the following school year if he/she wishes to regain the credit.

The administration reserves the right to remove a student from a class where they have exceeded the allowable number of days if that student is a discipline problem. Any student who is absent more than 32 days in a Full Year course, more than 24 days in Physical Education, more than 16 days in a Half Year course, or more than 8 days in a Quarter Year course, will not receive credit for that course regardless of the grade earned and will not be permitted to attend summer school.

The Board of Education acknowledges circumstances, which may cause a student to be absent. With the exception of the observance of state approved religious holidays, participation in "Take Your Child to Work Day", and three college visits (juniors and seniors only) for which college documentation is provided all other days will be deducted from the 20 days. An appeals process is offered with those in dispute. Students who wish to appeal must present a written letter to the Attendance Review Committee.

**Religious Holy Days**, as approved by the Commissioner of Education, will be recorded as excused non-attendance absences. Students must present written notes of excuse from parents **before** the holiday is observed.

Parents should report all absences by telephone (973-317-2200, then follow the automated prompts) **before 8:30 AM on the first day of absences**. Any student who is truant (i.e., absent from school without parental knowledge and good reason), will be subject to the disciplinary action referred to in this handbook.

**Students may not leave school grounds at any time without prior approval of the administrator and parental verification.** The one exception is that seniors in good standing

may go off school grounds for lunch only, provided the appropriate permission form is on file with the 12<sup>th</sup> grade assistant principal.

In order to be considered “present” for reporting and activity purposes, a student must be in school for at least four hours of instructional time, excluding lunch, study, or passing times. Absences will be counted in any classes missed and it should be duly noted that teachers retain individual attendance records. **Any student not present for the minimum required time during the school day will not be permitted to attend or participate in any after-school or evening co-curricular activity that day.**

Under state law, students are under the jurisdiction of the school from the time they leave their homes in the morning until the time they return in the afternoon (“portal to portal”). No sign-in procedures are necessary to validate this. **A student who deliberately fails to come directly to school, or leaves the campus without permission after arrival, either prior to the beginning of the school day or after homeroom will be considered in serious violation of school regulations.**

### **CLASS ATTENDANCE PROCEDURES**

1. Teachers will take daily accurate class attendance in all periods, and **their record will be the only official count of the student’s attendance for credit purposes.**
2. Students will be recorded as absent, tardy, suspended, field trip, etc.
3. **If a student is not in class for 30 minutes of the period, the student is considered absent from that class period.** For example, if a student reports to the nurse for more than 12 minutes, comes late or signs out of school early without completing a minimum of 30 minutes in the period, the student is recorded as an unexcused absence from the class.
4. For period one the procedure is the same. If a student enters class after 7:32 AM the student is considered absent for that class period.

### **CLASS CUTS**

On the **first cut** from a class, the teacher will contact a parent/guardian by phone. The student will also receive a one-hour Saturday detention. On the **second cut**, the teacher will notify the parent that the student is in danger of losing credit for the course. The student will also receive a two-hour Saturday detention. On the **third cut**, credit is lost, but the student will remain in the class (unless he/she is a discipline problem), and may regain credit by completing a 6 week session of summer school for 2 ½ hours each day, provided that the class is offered. On the **fourth cut**, the student will be removed from the class for no credit and will be placed in Assigned Study for the remainder of the year.

## LATES TO SCHOOL & CLASSES

Students are expected to be on time for both school and individual classes. A student who arrives late for school during Period 1 must report directly to the designated sign in desk at the main or courtyard entrance. Students who arrive after the end of period 3, or at any later time during the school day are to report to the main office. Failure to properly sign in may result in disciplinary consequences.

For the 2016-2017 school year, tardiness to class will carry the following consequences:

- 3 lates - teacher detention AND contact parent
- 5 lates - one-hour Saturday will be issued
- 10 lates - two-hour Saturday will be issued
- 15 lates - three-hour Saturday will be issued

## LEAVING SCHOOL PROPERTY WITHOUT PERMISSION

Students are not permitted to leave school property once they arrive on school grounds without administrative approval, whether classes have begun or not. The penalties are:

- 1<sup>st</sup> Offense: 3 hour Saturday detention AND cut in each class
- 2<sup>nd</sup> Offense: Up to 2 day in-school suspension AND cut in each class
- 3<sup>rd</sup> Offense: Up to 2 day out of school suspension and referral to Child Study Team

## EARLY DISMISSAL

Students who wish to leave school early must present a written note from a parent/guardian stating the time of dismissal, the reason, and a phone number where they may be reached for verification. This is required of all students regardless of age. It is understood, that the student will receive an absence for each class missed. Students must be collected by someone listed on their emergency card.

Early dismissal notes must be presented to the courtyard or main office for approval by an administrator before 7:50 AM. Any classes missed, as a result of early dismissal will be counted as absences from class.

## BUSING

Under NJ state law, school bus service is provided for all students living more than 2 ½ miles from Wayne Valley High School. If you are eligible for this service, you will receive a bus pass prior to the beginning of the school year that will indicate both the location of your stop and the pick-up time in the morning. It is suggested that you be at your stop **at least ten minutes in advance of the designated time**, particularly at the beginning of the school year as routes are being familiarized.

Upon arriving at the bus stop, the student is considered by law to be under school jurisdiction. Proper behavior is expected on the bus. Students are to take their seats promptly and remain seated until the bus reaches the school. If the bus is seat belt equipped, they must be used.

Disciplinary infractions will result in progressive suspensions from bus service after there have been behavioral anecdotal write-ups.

Students eligible for bus service are encouraged to take this option. Even if the bus is late to school, you will not be penalized. If you elect to go by private vehicle instead, no excuses for tardiness will be accepted.

### CAFETERIA

A cafeteria serving nutritious lunches is provided for the students. **All students will eat in the cafeterias assigned to them on their schedule.** Students are required to clean their table and deposit all refuse in the appropriate containers before leaving the lunchrooms; those who do not will receive disciplinary action, which may include Assigned Study. **No jackets, backpacks or coats of any kind are permitted in the lunch line. Theft in the cafeteria will be treated as shoplifting.** When the weather is pleasant, students will be permitted to go out of the cafeteria to designated areas. If you choose to go outside, you will not be permitted back in the building until the bell at the end of the lunch period. Remember when outside, classes are in session so keep the noise level down. No student is permitted to go to his or her car or parking lot without administrative approval. **Students wishing to utilize the media center must sign a roster sheet outside the cafeteria AND in the media center upon arrival. NO FOOD OR DRINK MAY BE TAKEN OUT OF EITHER CAFETERIA AT ANY TIME DURING THE DAY.**

### CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic devices, including but not limited to laser pointers, IPODS, and digital or film cameras are not permitted on school property. This policy also applies to the use of ear buds and headphones as they pose a serious safety concern in case of any emergency.

In the case of cameras, film will be confiscated and not returned, and digital images will be reviewed and any taken on campus will be deleted. Repeat offenders will be subject to more serious disciplinary action.

Use of a mobile technology device is prohibited except when utilized for learning purposes under the supervision of the teacher. **Wayne Valley High School cannot be held responsible for loss of or damage to any prohibited items.**

#### Cellphone Policy

1. Upon entering the classroom, students will clear their desk of materials that are not for the class including but not limited to: cell phones, ear buds, backpacks and purses.
2. Any non-instructional use of a cell phone will prompt the teacher to issue a full class warning.
3. If any student takes out a cell phone after the universal warning, a parent will be contacted and discipline referral submitted to administration.

\* Continued violations will increase consequences

**CELLPHONE USE IS STRICTLY PROHIBITED IN ALL LOCKER ROOMS.**



## COOPERATIVE DISCIPLINE

In conjunction with the Wayne Board of Education District initiative, Wayne Valley High School is committed to the philosophy of Cooperative Discipline. This methodology, encourages staff, students, and parents to work together to solve discipline issues. Negative behavior, once identified, can have its focus reversed to create positive interaction. With mutual cooperation, the classroom becomes a safe, orderly environment in which to learn. By generating an atmosphere of mutual respect, student self-esteem increases. Students strongly want to belong as part of the school environment. To achieve this, they need to feel *capable* of completing tasks in a manner that meets the standards of the school; to *connect* successfully with teachers and classmates; and to know that they can *contribute* something significant and important. Ultimately, the goal is to develop young adults who behave responsibly and achieve academically.

## HARASSMENT – INTIMIDATION – BULLYING

Wayne Valley High School does not tolerate any form of harassment or bullying. Treat other students as you wish to be treated yourself. If you feel that you have been the victim of any type of harassment, please report the matter to your grade level administrator, guidance counselor, or any adult with whom you feel comfortable. If you have a dispute with another student, we can usually work out effective conflict mediation. For full district policy and regulations please refer to the Wayne Valley website at: [www.wayneschools.com](http://www.wayneschools.com)

## THE INTERNET

While the internet can be a valuable tool for academic research, it also has dangerous pitfalls. Be aware that anything you commit to writing on the internet, be it an email or chat, is recorded *somewhere*. If you use the internet in any way that negatively impacts anyone in the Wayne Valley High School community, you may be subject to serious disciplinary action, and the matter will be referred to the Wayne Police.

## INSUBORDINATION

Insubordination is the act of deliberately disobeying authority. Students are expected to comply with the instructions of administrators, teachers, and staff at all times throughout the school day.

## SATURDAY DETENTION – AFTER SCHOOL DETENTION

Saturday detention is reserved for a variety of disciplinary infractions and is held each Saturday (except holiday weekends) from 9:00 am to noon at our high school. Students will receive at least 72 hours advance notice before being assigned to Saturday detention. **Students who cut Saturday detention will receive a one-day in-school suspension, and will still be required to serve the Saturday missed.**

Students are to report to these detentions, on time, with sufficient schoolwork to keep busy for the entire session, whether they have a one, two, or three-hour detention. Talking, sleeping, music playing, electronic games, etc. will not be permitted in detention. Students who are

disruptive in Saturday detention and are asked to leave will be required to make up the time in its entirety and may also be liable for in-school suspension. Students who arrive late may also be turned away and be required to repeat the entire detention at a later date.

Teachers may, at their own discretion, assign after school detentions to students for a variety of reasons, provided that 24 hour advanced notice is given. Students who cut after school teacher detentions will be assigned to a Saturday detention for twice the length of the after school detention (minimum of two hours). Students who repeatedly fail to report to after school detentions may be receive additional penalties.

### SUSPENSION FROM SCHOOL

Certain disciplinary infractions require that a student be suspended from school. Wayne Valley has two types of suspension: in-school suspension for less serious offenses; and out of school suspensions for more serious infractions. In-school suspensions are held in a designated classroom. Students are required to have sufficient work/reading materials to keep them occupied for the entire day. **All electronic devices must be surrendered upon entering the in-school suspension room.** Devices will be returned at the end of the school day. Any student suspended out of school may not be on school property and may not attend any school events until reinstated.

### TRUANCY (UNAUTHORIZED ABSENCE FROM SCHOOL)

Students who are truant from school (including students who do not come directly to school in the morning and miss several classes, such as those who decide to go out for breakfast) are subject to the following penalties:

**1<sup>st</sup> Offense:** three hour Saturday detention AND cut in each class

**2<sup>nd</sup> Offense:** Up to 3 days In-School suspension AND cut in each class

**3<sup>rd</sup> Offense:** Up to 5 days In-School suspension AND cut in each class

### SMOKING/TOBACCO

Smoking, preparing to smoke, holding a lighted cigarette for someone else, using an electronic cigarette or other smoking/vaping device, or the use or chewing tobacco, snuff, dip, etc. at any time is prohibited by Municipal Ordinance anywhere on school grounds, or on school buses, and by Board Policy at school-related functions.

1<sup>st</sup> Offense: 2 day Out of School Suspension AND complaint signed in Municipal Court.

2<sup>nd</sup> Offense: 5 day Out of School Suspension AND complaint signed in Municipal Court.

3<sup>rd</sup> Offense: 10 day Out of School Suspension AND complaint filed in Municipal Court.

Possession of any tobacco product, electronic device, or smoking/vaping paraphernalia will carry the following penalties:

1<sup>st</sup> Offense: 3 hr. Saturday Detention

2<sup>nd</sup> Offense: 1 day In-School Suspension

3<sup>rd</sup> Offense: 3 day Out-of-School Suspension

## DESTRUCTION, DEFACING OR MISUSE OF SCHOOL PROPERTY

Board Policy provides that, any student involved in any act of vandalism will be immediately suspended from school, and a complaint will be filed with the Wayne Police.

## DRESS CODE AND HATS

Everyone entering Wayne Valley High School is expected to dress in an appropriate manner. Some forms of attire are inappropriate in a school where safe, distraction-free learning is the primary goal.

1. No pupil may wear clothing which reveals his or her back, midriff, upper thigh or cleavage; no pupil may wear clothing which exposes any underwear, or which is “see through” (i.e., through which underwear or bare skin is visible); no pupil may wear clothing which promotes any illegal behavior, such as the use of alcohol or drugs, in either text or illustration, inappropriate language or which denigrates any racial, ethnic, or religious group in text or illustration.
2. No hats, bandanas or other type of decorative head covering is permitted.
3. No clothing may be worn that allies with or promotes gang activity.

## GAMBLING – GAMES OF CHANCE

Gambling of any kind is not permitted in school. Cards, dice, football tickets/pools, etc. are also prohibited on school property. Materials will be confiscated and students liable for disciplinary action.

## GOOD NEIGHBORS

Wayne Valley students will be good neighbors at all times to all residents surrounding the campus. Please respect the rights of private property when going to or coming from school. Students are not to congregate in the areas such as the Municipal Building lot and the former A&P shopping center either before or after school. Students who loiter, trespass and/or smoke in these areas will be subject to disciplinary action.

## ID BADGES

Students are to have ID Badges in their possession at all times while in the building. Any student who does not possess/produce their badge will be subject to the following penalties:

- First Offense:** Warning
- Second Offense:** Parent Contact
- Third Offense:** Saturday Detention

## DRIVING/PARKING

Driving to school is a privilege and is reserved for **Seniors only**.

Students will be required to pay a parking fee to park on school grounds. Students who purchase this permit, (\$25.00 per student/shared spot for a full year) may park a vehicle on the campus during school hours under the following conditions:

- 1) Only students who have purchased a permit may park on campus!
- 2) Any student who wishes to park a vehicle on the school campus must register their vehicle with the main office of their high school prior to parking on campus.
- 3) Students must permanently affix the decal to the rear window on the driver's side of the vehicle.
- 4) If a student has not registered or did not receive a permit, they must park off-campus in accordance with the parking ordinance of the Township of Wayne. Any student found parking on school grounds between 7:00am and 2:30pm without a parking decal or with the decal not permanently affixed to the appropriate location will be subject to disciplinary action including, but not limited to, permanent loss of parking privileges, suspension and or towing at the owner's expense.
- 5) Students may park in their designated spot only! Students may not park in visitors, handicapped or anywhere in the front of the school.
- 6) Students must abide by the speed limits on campus. Any student found speeding will be subject to disciplinary actions including, but not limited to permanent loss of parking privileges and/or suspension.
- 7) Any student may park in any available legal space in the parking lot after 2:30pm.
- 8) Wayne Township Board of Education assumes no responsibility for any vehicle or its contents while on school grounds.
- 9) Any vehicle, including its compartments and content, may be subject to search and seizure by school officials and/or law enforcement personnel while on school property.
- 10) Parking permit applicants must complete the form and submit payment online.
- 11) No Application for permit will be accepted without proof of payment included.
- 12) Permit holders agree NOT to return to their cars for any reason during the school day without the approval of an administrator (except lunch).
- 13) Permit holders agree NOT to transport underclassman from school grounds during lunch.

Violations will carry these penalties:

- **First Offense:** One three hour Saturday Detention.
- **Second Offense:** Loss of driving privilege for 30 days.
- **Third Offense:** Loss of driving privilege for 60 days.
- **Fourth Offense:** Loss of driving privileges for the balance of year.

Juniors who drive to school will receive a three hour Saturday Detention and will lose their Senior Privilege for 30 Days for each offense. Junior repeat offenders will be liable for suspension from school. Students are discouraged from parking in any areas adjacent to the school. In addition, commercial lots are private property and students who park there may be subject to action by the owners.

**STUDENT PARKING PERMIT FORMS ARE AVAILABLE ON THE  
WAYNE VALLEY WEBSITE.**

## HOMEWORK

Students must assume the responsibility for the completion of homework, and should use study time efficiently, utilizing available help, material and resources.

## MAKING UP ASSIGNMENTS DUE TO ABSENTEEISM

It is the primary responsibility of the student to make up all missed work due to being absent from school. According to board policy, a student shall be granted an amount of time to makeup assignments equal to the length of the absence. If illnesses are extended (4 days or more), assignments may be obtained by calling your guidance counselor and requesting assignments from your teachers. If a student is placed on Home Instruction (10 days or more), the assignments will automatically be requested by the guidance counselor or home instructors will be assigned.

## GRADING

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Unweighted</b>	<b>Weighted</b>
A	93-100	4.0	5.0
A-	90-92.99	3.67	4.67
B+	87-89.99	3.33	4.33
B	83-86.99	3.0	4.0
B-	80-82.99	2.67	3.67
C+	77-79.99	2.33	3.33
C	73-76.99	2.0	3.0
C-	70-72.99	1.67	2.67
D+	67-69.99	1.33	1.33
D	63-66.99	1.0	1.0
D-	60-62.99	.67	.67
F	59.99 & below	0	0

## SCHEDULE CHANGES

AP Courses: All students who wish to take an AP course are expected to agree to and sign the “Request for Advanced Placement Class Agreement”. Please understand that AP courses are a serious one or two year commitment. No AP course may be dropped other than the first marking period interim. This timeline gives all students ample time to assess the rigor and pace of the course. Please read the AP agreement carefully and discuss it with your parents/guardians before signing.

No courses may be dropped until the end of the first marking period interim. If there is a legitimate error in a student’s schedule please immediately contact your guidance counselor so that the situation may be rectified.

Please note the following regarding schedule changes:

1. Students must remain in a class until the first interim report. The student will be able, with parental permission, to drop the course only during the first week immediately following the first interim report in October.
2. Students may not take fewer courses than allowed by the school’s schedule regulation.
3. No student may have more than 1 study hall.
4. Schedule changes will not occur based on teacher preference. Changes may be approved based on ability level to reflect a lower or higher level of work.

## LOCKERS

Each student will be assigned a locker. Lockers remain the property of the school district and may be opened for inspection at any time, whether or not the student is present. Students may use locks purchased from the Phys. Ed. Dept. for use in the locker rooms. It is the student’s responsibility to make sure that their lockers are locked at all times. **SECURE THE LOCKER DOOR AND LOCK IT ...this is the best deterrent against loss. Do NOT share your locker or give your combination to anyone else. Do not bring large amounts of cash or valuables to school. Wayne Valley is not responsible for stolen items.**

Students are expected to go to lockers before school, at the start of their lunch period, and after school only. Going to lockers does not excuse a student for lateness to class. Coats and other outerwear are to be secured in the locker before homeroom and removed at the end of the day. Under no circumstances are students permitted to change lockers with another student.

## STUDY HALLS - MEDIA CENTER

Attendance requirements for study halls are the same as those for regular classes. If a student has a valid pass for some other authorized purpose (i.e. guidance, make up test, etc.), the student must report to the study hall teacher first. Students who wish to use the media center during study must report directly to the media center and sign in. **Students must remain in the media center for the entire period.** No passes to other areas of the building will be issued. Any violations of the above regulations will be considered a cut from study and will carry a penalty of one Saturday detention.

## **STUDENT OBLIGATIONS**

In order to participate in graduation exercises, seniors must fulfill all obligations prior to the date of graduation. Underclassmen must fulfill all obligations prior to the end of the school year in which they were incurred.

### **“BE PROUD” VOLUNTARY RANDOM DRUG TESTING PROGRAM**

The Wayne Board of Education has a voluntary random student drug testing program known as “Be Proud.” We encourage all of our students to make healthy lifestyle choices and the “Be Proud” program reinforces this philosophy. For more information, please see the student assistance counselor.

### **PUBLIC LIBRARY**

Students who use the Wayne Public Library at the Municipal Complex on Valley Road are expected to behave in a respectful manner. Complaints registered by the librarian may result in disciplinary action at Wayne Valley.

### **ELECTRONIC SURVEILLANCE**

Public areas of Wayne Valley High School are now under 24 hour electronic video surveillance and all activity will be monitored and recorded.

### **CRISIS RESPONSE**

In the event of an emergency, students are required to evacuate to the football stadium bleachers. Parents are not permitted in that area, and must speak with a school administrator to have a student released.

### **SCHOOL STORE**

The school store is operated by the Future Business Leaders of America. Check the posted schedule for hours of operation.

### **LOST AND FOUND**

Lost and Found is located in the hallway outside the custodians’ office. Items of greater value are turned in to the main office for safekeeping.

### **VISITORS**

Only parents and guardians and those professionals having business to transact with the school are permitted on the property of Wayne Valley during the school day. Other visitors are not permitted. Please do not ask permission for a friend or relative to shadow you in your classes, as it will not be granted. Prospective new students should contact the Guidance Department to make an appointment. Alumni must also sign in and will not be permitted to visit until the conclusion of the academic school day.

## SUSPICION DRUG TESTING

When a student is suspected of possessing, consuming, using, distributing or being under the influence of drugs or alcohol on or off school premises, the first responsibility of all school employees is to report the matter as soon as possible to the Principal or, in his absence, to his/her designee and to one of these other district employees as follows, the school nurse, school physician, or the student assistance counselor, pursuant to N.J.S.A. 18A:40A-12, as described below.

Discipline may only be administered immediately when credible objective evidence exists confirming the report of substance abuse.

### **1. Procedure for identifying and assisting students who may be at risk of developing alcohol and/or drug dependencies excluding cases involving anabolic steroids**

1. Whenever it shall appear to any teaching staff member, school nurse and/or other educational or professional medical staff member that a student may have used, consumed and/or be under the influence of alcohol or other drugs, that staff member shall report the matter as soon as possible to the building's professional medical staff member and Principal. If the Principal is not available, then his/her designee shall be notified. All standard health and first aid procedures will be followed. The student shall not be left alone. In the absence of an administrator, the staff member in charge of the function shall be immediately notified. In the event that student is a classified student, the Child Study Team or the Director of Student Support Services shall also be immediately notified. Students found in possession of alcohol or other drugs shall, for purpose of this Policy, be deemed to appear to be under the influence of such substances.

### **2. Observation by School Employee**

Unless emergent medical circumstances make such an observation impossible, a school nurse shall observe each student who is reported as appearing to be under the influence of alcohol or drugs prior to the student's departure from the school or school-sponsored function for his/her medical examination. If a school nurse is not available, the Student Assistance Counselor shall observe the student. In the absence of a Student Assistance Counselor, the best trained administrator or staff member available shall make the observation. The nurse, Student Assistance Counselor, administrator or staff member who makes this observation shall record his/her description of the student's behavior and condition in writing as soon after the observation as possible. The Principal or designee shall then give a copy of this written record to the Superintendent or designee for use in determining what, if any, administrative discipline should be imposed on the student. The Superintendent or designee shall give a copy of this written record to the student's parent(s) or legal guardian(s) as soon as is practicable. The name(s) of the individual(s) who made the observation(s) will be deleted if no disciplinary action will be imposed, and will be included if disciplinary action will be imposed.



3. Prior to the student being released to the care of his/her parent(s) or legal guardian(s) for a twenty-four hour medical dismissal from school, a chemical screening report form shall be issued. A written report confirming said examination shall be provided within twenty-four hours by the examining physician to the parent(s) or legal guardian(s) of the student and to the Superintendent or administrative principal. If the written report of the results of the chemical screening is not submitted to the parent(s) or legal guardian(s) and principal and Superintendent within twenty-four hours, the student shall be allowed to return to school until a positive diagnosis of alcohol or drug use is received.

### **Medical Examination Procedures**

In compliance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)(2), in response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the student to immediately be medically examined for the purpose of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.

The Principal or his/her designee shall explain to the student's parent(s) or legal guardian(s) the details of the examination process which will be used by the district if the student is not examined by the parent(s) or legal guardian(s)' own doctor. The parent(s) or legal guardian(s) and the student shall also be informed that a refusal to submit to the required medical examination will result in a presumption that the student has violated this policy.

As soon as possible after a student is reported as possibly being under the influence, the Principal or designee and the school nurse shall verbally explain to the student's parent(s) or legal guardian(s) what the symptoms were which led to the reporting. Upon request the names of the reporting staff members will be released to the student's parent(s) or legal guardian(s).

a. Examination by parents physician: The Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the student to immediately be medically examined by a doctor licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). This medical examination must include a chemical screen performed by a licensed testing facility. The Principal or his/her designee shall have no discretion as to whether or not the student shall be so medically examined, regardless of the symptoms that led to the referral or whether the symptoms can be corroborated. The parent(s) or legal guardian(s) and the student shall also be informed that a refusal to submit and/or a failure to comply with the required medical examination within the two-hour window will result in a violation of this policy and shall be considered a violation of the child neglect laws pursuant to N.J.S.A. 9:6-1 et seq.

b. Examination by school physician: If the school authorities are unable to contact the parent(s) or legal guardian(s) and/or if the doctor selected is not immediately available, the school physician or designee shall be immediately called upon to examine the student for the purpose of diagnosing whether or not the student is under the influence of alcohol or drugs. This medical examination must include a chemical screen performed by a licensed testing facility.

c. Examination by hospital: If such doctor, school physician or his/her designee is not immediately available or if the situation becomes life threatening, the student shall be immediately taken to the emergency room of the Chilton Hospital or the nearest hospital, for examination and/or treatment, accompanied by a member of the school staff designated by the Principal, and a parent(s) or legal guardian(s) of the student, if available. This medical examination must include a chemical screen performed by a licensed testing facility. If the student has become combative or is resistant to emergency treatment, the police may be summoned to assist. If any student referred for medical examination under this policy tampers with or adulterates, in any way, a blood or urine sample submitted for chemical screening, that student shall be presumed to have violated this policy.

Payment of expenses resulting from such a medical examination by a doctor selected by the parent(s) or legal guardian(s) and/or resulting hospital costs will be the obligation of the parent(s) or legal guardian(s) and not the school district. Payment of expenses for the initial chemical screening of a student suspected of substance abuse, when performed under the jurisdiction of the school, shall be at the expense of the Wayne Board of Education.

The aforementioned procedures are to ensure the student be examined as soon as possible for the purpose of diagnosing whether or not the student is under such influence.

C. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcoholic beverages or drugs, the student shall remain in or be returned to the care of a parent(s) or legal guardian(s) as soon as possible. Pursuant to N.J.S.A. 18A:40A-12, attendance at school shall not resume until the student has fulfilled any disciplinary requirement and the District has received a written report, from the physician stating whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school. See N.J.A.C. 6A:16-4.3(7)(ii). If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall be immediately returned to school. See N.J.A.C. 6A:16-4.3(10). If no physician's report stating the same is forthcoming attendance at school may resume upon a report showing a non-diluted, negative chemical screening analysis. The report shall certify that the student is physically and mentally able to perform in school. The Superintendent shall ensure that the Violence, Vandalism and Substance Abuse Incident Report, is properly completed in accordance with N.J.A.C. 6:A:16-5.3.

D. If it is determined that the student had been under the influence of drugs or alcohol, administrative procedures will be followed. The student shall be assessed by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker, pursuant to N.J.A.C. 6A:16-4.3 (a)(12), for the purpose of determining the extent of the student's involvement with these substances and possible need for treatment. The Student Assistance Counselor shall be an employee of the Wayne Board of Education who is certified by the New Jersey State Board of Examiners as a substance awareness coordinator. The findings of the SAC assessment alone shall not be used to prevent a student from attending school. See N.J.A.C. 6A:16-4.3(a)(12)(i)(1).

E. In order to make such a determination, the Student Assistance Counselor may conduct a reasonable investigation which may include interviews with the student's teachers and parent(s) or legal guardian(s). The Student Assistance Counselor may also consult with such experts in the field of substance abuse as may be necessary and appropriate. The Student Assistance Counselor may provide intervention services, referral for evaluation and referral for treatment services pursuant to N.J.A.C. 6A:16-4.1(c)(7). Based upon the assessment by the SAC, the principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by an appropriately certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary. See N.J.A.C. 6A:16.4.3(a)(13).

F. If it is determined that the student's involvement with the use of drugs/alcohol represents a danger to the student's health and well-being, the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Health.

a. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; a student that either (1) fails to enroll in a treatment program, or (2) leaves a treatment program against the recommendation of the program, shall be subject to additional discipline with appeal to the Director of High Schools and Supervisor of Health Services.

b. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; and the student's parent(s) or legal guardian(s) fails to enroll the student in such a program, the district shall refer the situation to the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq. and/or the person authorized to investigate or file charges due to a violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 31.

c. The costs of such treatment programs shall be the sole responsibility of the student's parent(s) or legal guardian(s). See N.J.S.A. 18A:40A-10.

G. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonable believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonable believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

The Wayne Board of Education policy 5530, can be found on the district website.

### DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate

manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

The Wayne Board of Education policy 5519, can be found on the district website.

### WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm (i.e. mace, pepper spray, box cutters, pocket knives, etc), components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal or immediate supervisor. The Building Principal or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Wayne that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on

school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

The Wayne Board of Education policy 8467, can be found on the district website.

**WAYNE VALLEY HIGH SCHOOL**

I acknowledge that I have received or reviewed a copy of the Student Responsibilities Handbook and that I agree to follow all rules and regulations contained inside.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Please complete all sections and return this page to your homeroom teacher.