



## **DUMONT HIGH SCHOOL**

### **HANDBOOK FOR STUDENTS AND PARENTS**

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The handbook has been designed to provide some basic information about your school. It can answer many of your routine questions. Although this handbook serves as a guideline for numerous issues, district policies and school procedures are quite lengthy and updated frequently. If you would like to have a complete and updated copy of any of our policies, you can request it from the building principal.

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# DUMONT HIGH SCHOOL STUDENT/PARENT HANDBOOK

## WELCOME TO DUMONT HIGH SCHOOL

At Dumont High School our focus is to provide all students with the best possible education in a safe and supportive learning environment. We feel strongly that all students can improve our school culture by sharing their ideas and personal experiences. We encourage our students to take challenging classes, to work hard in those classes, and get the best grades possible. By doing this, students will truly prepare themselves for life after high school.

This handbook will provide insight to the daily procedures that are followed at DHS, and answer frequently asked questions. Important policies that are pertinent to the proper functioning of the school are located at the back of the handbook. In addition, other important policies and information are located on the Dumont Board of Education's web page, or the Dumont High School web page. The handbook also serves as our code of conduct. It will inform students as to what is expected behavior, and provide discipline consequences for rule infractions.

In the Guidance section of the handbook there will be information concerning credit requirements, class rank, and types of tests that students will be participating in during their time here in the high school. This information is extremely important to ensure that all students are on the correct path for graduation, and their post high school plans.

To assist you with common questions, please refer any academic questions to your child's teachers, school counselors, or subject supervisors. Attendance and discipline issues should be directed to the Assistant Principals. As always, please feel free to contact my office for any assistance you may need.

I hope everyone has an outstanding and productive school year.

Sincerely,

*James Wichmann*

James Wichmann  
Principal

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## GENERAL SCHOOL PROCEDURES AND INFORMATION

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### ABSENCE PROCEDURES

Whenever a student is absent the parent should call the school (387-3000) between 7:00-9:00 a.m. on the day of the absence. The parent should give the student's name, grade level, reason for the absence and expected length of the absence.

1. When a student returns to school after the absence they should report to class as usual.
2. If the student has a non-countable absence they should report to the main office. The student will present the appropriate information then an admission slip will be issued by main office.
3. If the student absence has been for three days or more and returns with a doctor's note, the note should be taken to the school nurse for approval before it is taken to main office for non-countable admission slip.
4. If the student arrives late to school, they are to report to the Main Office for an admission slip.
5. When a student is to be excused for a religious holiday/service, the parent should submit a note to the high school office prior to the holiday. The note should indicate the time to be excused to attend the religious service. A student who does not bring a note in advance and still wants to attend religious services should report to the high school office. \* (Only state approved religious holidays will be non countable).

### AFFIRMATIVE ACTION

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the person's gender. Whenever such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with school performance or creating an intimidating, hostile, or offensive learning environment, the student shall have cause for complaint. Any student who believes that they are a victim of sexual harassment by another student or a school employee, must notify an administrator, faculty member, or counselor. Pursuant to BOE policy #2260, all reports of harassment will be submitted to The Lincoln School Principal who serves as Affirmative Action Officer. The Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability.

### ALCOHOL AND DRUGS

The drinking, use or possession of any alcoholic beverage or controlled, dangerous substances (drugs) in the school or on the school grounds is prohibited by borough ordinance (#824), NJ Statutes, and Dumont Board of Education Policy #5530. Any student who drinks, uses, or possesses alcoholic beverages or controlled dangerous substances, or who is under the influence while on school property or at any school-related activity, shall be subject to suspension from school for a period of up to five days. A parent/guardian conference will be required before reinstatement to school. Additional violations shall be subject to further suspension and possible recommendation to the board of education for expulsion. A report may also be made to the police department.

Pursuant to State law, students who are suspected of being under the influence of alcohol or drugs will be reported immediately to an administrator. The school nurse will be immediately informed and will conduct a preliminary physical examination. An administrator shall notify the parent/guardian and arrange for an immediate examination by a doctor selected by the parent/guardian, or, if said doctor is not immediately available, by the medical inspector. If no doctor is available, the student shall be taken to the emergency room of the nearest hospital or medical out-patient facility for examination accompanied by the parent/guardian, if available, or a staff member. The pupil shall be examined and tested as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. The Commissioner of Education has stated that administrators do not have the discretion to investigate a referral to validate the observations made by the referring staff member or the reasonableness of the staff member's conclusions. Administrators who have students referred to them for possible drug or alcohol use, must in every instance have them tested for alcohol and/or drugs and have them medically examined. Further action, including a report to the police, will be taken as outlined in Chapter 387, Laws of 1988, State of New Jersey, and the board's Drug-Free School Zone Policy.

No student found to be under the influence of alcohol or drugs shall be returned to school until they have submitted a doctor's report certifying that the student is physically and mentally able to return. Any student who sells, or offers for sale, alcohol, drugs, or any controlled, dangerous substance on school property shall be reported to the police and charges will be filed by the principal or his/her designee. Suspension shall be immediate, and a recommendation shall be made to the board of education for expulsion from school. \*Please refer to the Dumont District Board Policy (in its entirety) available through the Principal's office.

## **ATTENDANCE**

The State of New Jersey requires the regular attendance of students and emphasizes the responsibility of parents for student's regular attendance. A further requirement is that attendance shall be during all the days and hours that the schools are in session. An additional statute states that any student "who shall repeatedly be absent from school" or found away from school during school hours "shall be deemed to be a juvenile delinquent and shall be proceeded against as such." (see NJ Statute 18a: 38-25 et seq.) The Dumont Board of Education and the high school staff recognize and accept the responsibility to provide a thorough and efficient education for every student and expect the cooperation of parents and students in this endeavor. We cannot condone nor permit absences from school or any classroom for any reason not specified in the law and will not give a passing grade unless the student is in attendance for 165 days for a full year course, 82 days for a one semester course or 40 days for a one-marking period course. This means that a student may not be absent from any class more than three (3) times during a marking period unless there is a compelling reason. Students who exceed this limit will receive a failing grade of 64 or F. If their academic average was lower than 64 they would be given the lower grade.

## **BEDSIDE INSTRUCTION**

For those students who are medically unable to attend school for 10 or more consecutive days, bedside instruction can be provided upon administrative approval after receipt of both a medical doctor's note and also a parent/guardian note requesting home instruction. Certified teachers will provide instruction providing an adult is present in the home during the visit. The doctor's note should include:

- The nature of the disability
- Assurance that the condition is not infectious
- Approximate recuperation time
- A student's re-entry requires a second doctor's note indicating that the student is fit to return to school.

## **CHAIN OF COMMAND**

The first person to contact about student concerns is the staff member closest to the situation, usually the classroom teacher. If the concern still needs to be addressed, please move through the following steps:

1. Guidance Department
2. Child Study Team (special education students)
3. Department Supervisors
4. Assistant Principals
5. Principal
6. Director of Curriculum/Instruction
7. Superintendent

## **CHILD ABUSE AND NEGLECT**

The Dumont Board of Education policy requires that school personnel abide by Chapter 341, Laws of 1987. This means that employees and volunteers are required to report suspected cases of child abuse and neglect to the Division of Youth and Family Services. Parents/Guardians should be informed that if they inflict or allow physical injury to be inflicted upon a child, or if they allow physical, mental, or emotional abuse of a child, or if they allow or commit a sex act on a child under 18 years of age, or have willfully abandoned a child, they shall be subjected to the laws of child abuse and neglect. Failure of school personnel to make a report is a violation and the person is subject to a \$1000 fine and up to six months in jail.

## **COLLEGE OR JOB INTERVIEW**

A senior scheduled for a college or job interview is required to pick up an official form in the office. This form must be signed by the parent, the guidance counselor and an assistant principal prior to the interview. The student must have the form verified by the prospective employer or college admissions officer.

## **COUNTABLE ABSENCES**

The following represent examples of the term "countable" of the three absences in a marking period:

- Occasional absences for sickness
- trancies or cuts
- family vacations in excess of five days
- late to class by more than 15 minutes
- student leaving school without authorization from the nurse or administrator
- self-determined holidays, e.g., St. Patrick's Day, or cuts
- 4<sup>th</sup> tardy (less than 15 minutes) to any class

### **COUNTABLE ABSENCE NOTIFICATION TO PARENTS**

In order to keep parents aware of the number of countable absences and the serious consequences of excessive absences, the following procedures are established:

1. A general countable absence warning letter will be sent to parents when a student has accumulated 3 countable absences.
2. When the student's absences exceed the permitted maximum of three (3) days in a marking period for an individual class or multiple classes, the school will notify in writing the parent, the classroom teacher, and the guidance counselor that an F will be given for the course for that marking period. If their academic average is lower than 64 they will be given the lower grade.

### **COUNTABLE ABSENCE RIGHT OF APPEAL**

1. A parent who has additional information, which should be considered, may file an appeal with an Administrator within **five (5) days** of the notification that the student will not pass the course or earn credit.
2. The appeal must be in written form and should indicate the reasons why the penalty for excessive absences should not be imposed.
3. The principal will review all of the reasons for the absences, information from the student file and any additional information submitted by the parent with the appeal. The principal will either approve or disapprove it within one (1) day. The decision of the principal will be communicated to the parent.
4. Any further appeal by the parent must follow the procedures outlined in the grievance policy for students and parents.

### **CUSTODIAL RIGHTS**

The law establishes the presumption that both parents share equally in the care and responsibility of their children, N.J.S.A. 9:2-4. The high school administration is justified in presuming, therefore, in the absence of notice to the contrary, that each natural or adoptive parent of a child has equal rights and responsibilities. We cannot presume as school officials that one parent or the other has been granted custody or that another custodial arrangement forecloses the rights of the non-custodial parent. We require that the parent who has assumed sole custody of the child bear the burden of rebutting the assumption established above. Please bring this information to the attention of the Principal's office with all necessary supporting documentation as soon as possible.

### **CUTS TO CLASS**

Every student is expected to attend all of their classes every day of the school year. One cannot expect to learn the material and get satisfactory grades unless they attend class on a regular basis and concentrates on all schoolwork. Dumont High School does not permit or condone class "cuts." A "cut" is defined as an unexcused absence based upon a deliberate decision by a student not to attend a class, or to leave a class early, without prior administrative approval. Therefore, students will be disciplined for each and every cut. A Detention will be assigned for each infraction. In addition to receiving disciplinary consequences, cutting a class or being truant from school will result in a lowered grade for that day's work. If it is determined that a student cut a class when a test was given, the student will receive a zero on the test and will not be allowed to make up the work. Excessive cutting will result in assignment to the Suspension Intervention Program, suspension, and/or in removal from class and reassignment by the main office. Other disciplinary consequences may also be imposed at the discretion of the administration.

#### **Full Year Course**

- **1st Cut** - The teacher will confer with the student to emphasize the need for regular attendance and will notify the assistant principal, who will confer with the student. If the cut is confirmed, the assistant principal will assign disciplinary consequences (Detention) and will notify the parent in writing.
- **2nd Cut** - The assistant principal will confer with the student, assign disciplinary consequences, and will notify the parent in writing
- **3rd Cut** - The student will be withdrawn from the class, receive no credit and may be reassigned to an SDL for the remainder of the year. Parents will be notified in writing.

#### **One Semester and One Marking Period Courses**

- **1st Cut** - The assistant principal will confer with the student, assign a consequence, and notify the parent in writing.
- **2nd Cut** - The student will be withdrawn from the class, receive no credit for that course, and may be reassigned to an SDL for the remainder of the semester or marking period. Disciplinary consequences will be assigned and parents will be notified in writing.

## **DETENTIONS**

- **After School Detention** - After School detention will be conducted for students on an as needed basis. Detentions will be held from 3:05-4:05 in a room designated by the administration. Failure to serve after school detentions without an appropriate reason may result in assignment to a Saturday Detention, mandatory SDL, a closed lunch period, placement in the Suspension Intervention Program or a suspension from school.
- **Lunch Detention** - Students may be assigned to closed lunch period for disciplinary reasons, such as inappropriate behavior, at the discretion of the Administration. Students who are assigned to a closed lunch will be required to remain on campus during the lunch period, and will be required to report to a room designated by the administration. Students must arrive by 11:25 AM. Lunch may be purchased in the cafeteria or may be brought from home.
- **Saturday Detention** - A Saturday Detention option to out-of-school suspensions is available to parents. This option is intended to reduce the necessity of sending students home for such infractions as excessive tardiness, truancy, cutting or other non-violent or non-drug related offenses. The option of Saturday Detention will be given for certain non-violent offenses (truancy, cutting class, disciplinary problems) at the discretion of the administration. Parents who choose the Saturday Detention option do so with the understanding that should their child fail to report or be tardy for Saturday Detention, they will be assigned to one day in the Suspension Intervention Program (SIP). Repetitive offenders will be suspended out-of-school the following week.

Should inclement weather threaten during the winter months, Saturday Detention may be postponed until the following Saturday. Students will be notified via the school intercom when possible, and a message will be recorded on the main office line (201) 387-3000 to inform parents and students about the status of Saturday Detention. In the event that school is cancelled on a Friday due to inclement weather, Saturday Detention may still be held.

Saturday Detention will be conducted in the high school cafeteria annex from 8:00 a.m. until 11:00 a.m. Students are expected to bring enough academic work to keep them busy for the three hours they will be in Saturday Detention. Food, beverages, radios, and headphones are not permitted in Saturday Detention. Students who are disruptive will be sent home and may be suspended the following Tuesday out-of-school. Students arriving late for Saturday Detention will be sent home and rescheduled for a future Saturday Detention.

Occasionally, an illness or family emergency may occur on the Saturday of a scheduled detention. In such events, the parent/guardian must phone the school at 387-3000 by 8:10 am and provide the student's name, grade and reason for the absence. Failure to do so may result in the suspension of the student, necessitating a meeting with the parent/guardian and an administrator before the student can be readmitted to school. Participation in extra and co-curricular practices and events or job responsibilities are not considered valid reasons for failure to attend Saturday Detentions. Saturday Detention is an option to suspending a student. When a student has depleted their Saturday Detention option, the student will be suspended out of school and will not be permitted to return to school until a parent accompanies him/her back to school for a conference with an administrator, as in all other suspensions.

Depletion of the Saturday Detention option is defined as when a student currently has been scheduled for 4 or more upcoming Saturday Detentions. A student in this case no longer may attend Saturday Detention as a consequence for violations of school policies. The student will be assigned to the Suspension Intervention Program. Further violations of this policy may result in a student being suspended out of school. Students will not be permitted to return to school until a parent accompanies him/her back to school for conference with an administrator, as in all other suspensions.

All students must satisfy Saturday Detention obligations by the end of the current school year. Detention will not be carried over to the following school year. If there are no Saturday Detention dates available, a student may be assigned to after school detention(s), SIP, or may be suspended. This will be at the discretion of the administration, particularly when the school calendar approaches April and May and there are a limited number of Saturday Detentions available.

## **DRIVER'S TEST**

A student scheduled by the Motor Vehicle Department for a driver's examination during school hours is required to notify the attendance office prior to the appointment. The student will be excused for a maximum of two and one-half hours. Upon return from the driver examination, the student must provide appropriate documentation from the Motor Vehicle Department to receive the excused absence. No student will be excused to accompany another student who is being tested. No student will be excused to receive a driver permit. A student who takes time off will receive a countable absence for each class missed.

## DUMONT HIGH SCHOOL PHONE DIRECTORY

Title	201-387-3000, Ext.:
Principal	3001
Assistant Principal	3006
Assistant Principal	3007
Supervisor of Guidance	3014
Director of Athletics/Supervisor of Physical Education	3095
Supervisor of Math & Science	3302
Supervisor of English & Social Studies	3301
Supervisor of Technology	3601
School Counselor	3012
School Counselor	3013
School Counselor	3015
Student Activities	3017
School Nurse	3605
Media Specialist	3501

### EXCUSED FROM PHYSICAL EDUCATION

Since physical education is an activity class, one must take part in order to derive benefit from the course. Occasionally, a student may not feel well enough to participate in the activities even though they are present in school. On such occasions, the student should report before school to the school nurse with a note from a physician. A temporary excuse up to three consecutive days may be granted by the nurse. An excuse for more than three days will be granted with the presentation of a doctor's note.

1. A student who does not participate in physical education for a class period will not be allowed to make up the lack of participation. The student will earn a "0" for the class.
2. A student who is medically excused from participation for any reason, may be assigned a written report on related activities. The requirements will be set up by the instructor with approval of the supervisor. Students who are excused from participation are to remain in the class unless reassigned by the supervisor.
3. Students, who are 18 years or older, are to have their excusable notes submitted to the Physical Education supervisor prior to the class. The supervisor will approve or disapprove the note. Only one note will be approved per marking period, unless there are extenuating circumstances.

### FIELD TRIPS

Field trips to places of interest for educational purposes are supervised by subject teachers or activity sponsors. Other responsible adults sometimes assist in the supervision of such trips. Appropriate behavior and dress are required of all students. All school rules and policies regarding tobacco, alcohol and drugs apply. Any student going on a school sponsored trip must have the written permission of a parent before leaving on the trip. Permission forms will be provided by the teacher in charge several days before the trip. Students must remain with the group at all times, and no student will be permitted to leave the field trip early.

- No student is required to participate in a field trip, and those who do not participate will not be penalized and are expected to attend school as usual.
- Students must notify all of their teachers ahead of time; all work and assessments must be submitted in advance of the field trip.

### FIGHTING

Any student who engages in a fight will be suspended from school for at least one day, and a conference with the parent must be held. Further instances of fighting will result in suspension for a longer period of time. The assistant principal will meet with the student and a parent before the student is readmitted to school. For more serious instances of fighting, suspension may be immediate and for a period of up to five days. Any student involved in a fight must be examined by the school nurse.

### FINAL EXAMINATIONS EXEMPTIONS

Final examinations are given in all subjects unless specific exceptions are made by the Principal. Schedules for final exams are released late in the year. Students who are more than 15 minutes late to an exam will not be permitted to take or make-up the missed exam. Permission to take a Make-up exam will only be granted with appropriate parental request/documentation, and is subject to administrative review.

Exemption from a final exam is granted only to seniors and applies only to traditional, stand-alone exams given on final exam day only. All cumulative projects, such as research papers or media presentations must be completed and submitted on the assigned date. It is granted to individuals (not certain courses) who meet the following requirements:



1. The senior must have maintained an A- average throughout the year (midterm exam grades are factored into this calculation). In the case of a one semester course, the senior must have had at least an A- for the semester.
2. No marking period grade (including the final one) can be lower than a B-.The teacher will determine whether a senior is entitled to an exemption by checking the exemption grid. Students entitled to exemptions will be notified by the teacher.

### FINES

Monetary fines will be issued to students should any damage to, or loss of, issued school property take place during the school year. This may include, but is not limited to, lost or damaged locks, lost or damaged textbooks, lost or damaged ID cards, damaged school equipment, and outstanding balances due to a school organization. Seniors with outstanding fines will not receive their diploma or final transcripts will be held until all obligations are filled.

### FUND RAISING

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the Superintendent.

### GRADE SCALE

			Honors	A.P.
A+	(97-100)	4.35	4.79	5.22
A	(93-96)	4.00	4.40	4.80
A-	(90-92)	3.65	4.02	4.38
<hr/>				
B+	(87-89)	3.35	3.69	4.02
B	(83-86)	3.00	3.30	3.60
B-	(80-82)	2.65	2.92	3.18
<hr/>				
C+	(77-79)	2.35	2.59	2.82
C	(73-76)	2.00	2.20	2.40
C-	(70-72)	1.65	1.82	1.98
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D	(65-69)	1.00	1.10	1.20
<hr/>				
F	(0-64)	0	0	0

### GRIEVANCE PROCEDURE

The Dumont Board of Education has established a policy, which recognizes the rights of students, parents, and citizens to grieve educational and/or administrative issues relating to the public schools. Briefly, our grievance procedure follows these steps:

**STEP 1:** Grievant should attempt to resolve any problem with the staff member involved through an informal conference. If the problem is not resolved informally, then a formal grievance procedure begins at Step 2.

**STEP 2:** The matter will be reported to the Principal who will take reasonable and prudent steps to resolve the complaint. A conference will be held between the school principal and the grievant.

**STEP 3:** If problem is not resolved with the Principal, the grievant may request a conference with the Superintendent of Schools.

**STEP 4:** If grievance is still unresolved after a meeting with the Superintendent of Schools, the grievant may request a hearing with the Board of Education.

In some cases, it may be necessary to include a meeting with the affirmative action officer. Also, there may be other instances where issues arise, which cannot be resolved at the district level and may include an appeal to the Commissioner of Education. If you wish to receive a complete copy of the grievance procedure, you may contact the Board of Education office.

### HONOR ROLL

For each of the first three marking periods and for the entire school year, a list will be compiled of those students who are entitled to high honor roll or honor roll. The requirements for each are as follows:

- **High Honor Roll:** An average of A- in all subjects, with no subject lower than a B.
- **Honor Roll:** An average of B+ in all subjects, with no subject lower than B-.
- **Note:** No student can be listed on the Honor Roll if they have any failing grades or an incomplete.

### **LOCK/LOCKER ASSIGNMENTS**

Every student has been assigned a locker and will be provided with a school-issued lock. Only school-issued locks are permitted on any school locker. Students are not permitted to arbitrarily change their lockers or to share with another student without the knowledge and permission of the administration. Students who are found to be in violation will be assigned disciplinary consequences. Students will be responsible to pay a \$7.00 replacement fee at the conclusion of the school year for lost or damaged locks. Physical education locks are issued to every student. The replacement cost is \$7.00. Student lockers (corridor and physical education) are the property of the board of education and are on loan to the students. Although the US Constitution protects all citizens against unreasonable search and seizure, the courts have consistently ruled that school officials have the responsibility to protect all students and have the right to search school lockers.

School lockers are to be used to store school-related materials and items of personal dress. No flammable or explosive materials, alcoholic beverages, drugs or any dangerous substances or articles are to be kept in any locker. Violators are liable to immediate suspension from school. No graffiti or other material is permitted on any locker. The occupant of a locker is responsible for the removal of graffiti and other objectionable material. Announced and unannounced locker check-ups will be conducted periodically to enforce this section. Students and their parents are liable for damage to any school locker. Students should report any locker problems to an assistant principal.

### **LOST, FOUND, OR STOLEN ARTICLES**

A lost and found center is maintained in the Cafeteria. Students who have lost any personal articles or books should check there. Sneakers and other gym articles will be sent to the physical education office where students can claim them. Any theft of personal or school property should be reported immediately to an administrator. The board has theft insurance coverage for property and equipment owned by the board. We do not have any insurance that covers theft of property owned by parents, students, or staff. Any such items, if stolen, would be more properly covered under the parent's homeowner's policies. Students are encouraged to label all personal items to discourage theft. They should keep their school lockers closed and locked at all times and should not give their combination to other students.

### **LUNCH**

Dumont High School conducts an Open Lunch program from 11:04 AM to 11:59 AM in which students have the option to eat at home, in the school cafeteria, or at an off campus location. Parents have the option of requesting that a student's open lunch privilege be denied. Any parent/guardian, who would like to make such a request, should contact the Principal's office for information regarding the process. This request may be made at any point in the school year.

### **MAKE-UP WORK**

All students are required to make up work in any class, which is missed because of absence or tardiness. The student must make up not only tests and homework, but class work as well. When a student is absent or late, they must make up the work. The make up is due no later than the second session after their return. In essence, a student will be given two days for each day of absence, and this should not exceed 10 days. In special cases when the absence has exceeded two days, the teacher may grant additional time, but in most cases, all work should be made up by the end of the marking period. When an incomplete has been given as a grade, the work must be made up before the end of the third week of the next marking period. Work that has not been done by that time will be graded as zero and averaged in with other work to obtain a grade for the marking period.

### **NON-COUNTABLE ABSENCES**

The reasons listed below as legitimate, and absences for these reasons will not be counted as long as students and parents follow the established procedures:

- Quarantine, illness or injury which is documented by a doctor's note, submitted immediately after the absence (within 10 days).
- Doctor or dentist appointment, which has been approved in advance by an Administrator.
- Excused from school by the school nurse for that day only.
- Court ordered appearance.
- Driver's license test - approved in advance by an Administrator.
- College or job interview - for a senior - when requested by the parent and approved in advance by the guidance counselor and an Administrator.
- Suspension from school.
- Death in the immediate family.
- Authorized school field trips.

- Vacation with parents (Maximum five days with one or both parents) only when approved in advance by an administrator and extenuating circumstances are present.
- Vacation time can be used on only one occasion during the school year, regardless of how many days are used.
- Religious holidays approved by the NJ Commissioner of Education.
- Official appointments with administrators, guidance counselors, child study staff or medical staff.
- Other critical reasons approved by a school administrator.

### **OUT OF SCHOOL CONDUCT**

Court cases have held that students' out-of-school conduct is not entirely beyond the control of school administrators. This is especially so where there is a connection between the inappropriate behavior and the safety and well being of other students or staff or school property, or where the behavior occurs on the way to or from school. Therefore, harassment of other students to or from school in any form will not be tolerated and will result in immediate administrative action. Please refer to the Harassment, Intimidation, and Bullying policy in the appendix of the handbook.

### **PARKING/DRIVING/BIKING**

The parking lots are for the sole use of the school staff and official visitors to the building. Students are not permitted to park or drive any motorized vehicle on school property at any time. This includes during the zero period and the lunch period. Bicycles are to be parked and locked in the designated area. Violators will be assigned a Saturday Detention. Further violations of this policy may result in additional discipline. Stolen or damaged bikes are not the school's responsibility.

### **PLAGIARISM**

Plagiarism, the use of another's words or ideas as if they were one's own without acknowledgment of their source, whether it be from print sources or from the Internet, is not permissible. In cases where it is apparent that a pupil is cheating in any form, the following steps will be taken:

Cheating on Routine Daily/Minor Homework/Assignments/Papers that count for less than 20% of grade in course/marking period:

- Consequences will be determined by the individual teacher

Cheating on Major Assignment/Paper that counts for at least 20% or more of grade in course/marking period:

#### Consequences for First Offense

1. The student receives a zero on the assignment, but is afforded the opportunity to "redo" the assignment. Corrected assignment is graded and averaged with the previous zero.
2. Teacher will inform immediate supervisor about the incident.
3. A meeting will be held with the supervisor/teacher/guidance counselor/student & parent.
4. Meeting is documented by the guidance counselor who informs the appropriate assistant principal for documentation in the student's discipline record.
5. All Honor Societies are informed of the incident.

#### Consequences for Second Offense

1. The student receives a zero on the assignment with no opportunity to "redo" the assignment.
2. Consequences #2-5 outlined above.

#### Consequences for Subsequent Offenses

1. The student receives a zero on the assignment with no opportunity to "redo" the assignment.
2. A meeting will be held with the student's administrator/guidance counselor/teacher/subject supervisor/student & parent.
3. Meeting is documented by the assistant principal for documentation in the student's discipline record.
4. All Honor Societies are informed of the incident.
5. Additional consequences may be assigned and will be up to the discretion of an administrator.

**Right of Appeal:** A parent who has additional information that should be considered may file an appeal with the principal within days of notification that a student has committed an act of academic dishonesty.

### **PROGRESS REPORTS/REPORT CARDS**

Printed Progress Reports and Report Cards will be mailed four times per school year only to those parents who wish to receive a "hard copy". Requests for hard copies can be made by calling or emailing an administrator. Otherwise, students' grades and progress will be available at all times to parents and students via Power School (<http://psw2.dumontnj.org/public>). Parents and students who lose their login information should contact the main office at 201-387-3000.

## **RELIGIOUS HOLIDAYS**

According to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j) regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday, must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such absence must NOT be recorded on any transcript or application or employment form or any similar form.

*This list can be found on the New Jersey Department of Education's web site: [www.state.nj.us/education](http://www.state.nj.us/education).*

## **SATELLITE SCHOOL**

The Central Technical Education Center, located in Paramus, provides vocational-technical courses for job-oriented students in their sophomore, junior and senior years. Students attend their academic classes at Dumont High School and are transported to the satellite school for their technical courses. They receive fifteen credits for the vocational program. Students who wish to apply for the school should consult with their guidance counselors during their freshman year. During the freshman year, the student must complete at least 30 credits and have a good attendance and discipline record. While they are enrolled at the satellite school, they must continue to do satisfactory academic work and continue to maintain good attendance and discipline at Dumont High School. In the event that the Dumont District initiates a delayed opening procedure, satellite students are to report to the Dumont High School Main Office at 10 AM. This will ensure that they receive the proper attendance credit for the day. Students will be signed into the media center for the sessions, and are expected to work on subject area assignments.

## **SCHOOL DISTRICT INTERNET POLICY**

All students are obligated to comply with the District's Acceptable Use Policy regarding the use of the Internet in school. The policy and required forms can be accessed on the school district web site - [www.dumontnj.org](http://www.dumontnj.org). Students who violate this policy will be subject to disciplinary action. Policy forms will be signed and maintained in conjunction with the Library/Media Center.

## **SELF-DIRECTED LEARNING (SDL) PERIODS**

One of the benefits of our bell schedule is the opportunity for our students to make informed decisions regarding the use of certain portions of the school day. We wish that students will utilize their SDL's for educational purposes such as visiting the Media Center, Computer Lab or going for extra help. Unfortunately, students do not always use their SDL in productive ways. All students who have a Self-Directed Learning (SDL) period will be assigned to a mandatory, quiet Self-Directed Learning Period (SDL) where attendance will be taken. At the discretion of the administration and/or a parent, any student may be scheduled into a mandatory SDL class if they are dropping a class or for disciplinary reasons. Multiple cuts to a mandatory SDL will result in disciplinary consequences at the discretion of an administrator. A parent may request to have their child removed from a mandatory SDL by speaking with an administrator.

## **SEXUAL HARASSMENT**

Sexual harassment is a prohibited practice. A copy is available in the appendix of this handbook, in any principal's office, the office of the superintendent of schools or the affirmative action officer.

## **SMOKING/TOBACCO/E-CIGARETTES**

Smoking by students is prohibited in the school buildings, on school property, and at all school-related activities. This would also include the use of E-cigarettes. Violators will be immediately suspended from school. Additionally, students found to be in possession of any type of e-cigarette will be immediately sent out for a medical examination as per the district's alcohol and drug policy. Therefore the possession of tobacco/e-cigarette products is prohibited on school property.

## **STUDENT DRESS CODE**

It is not the intention of the school to usurp parental prerogative for determining appropriate clothing for their children. The purpose of the student dress code is to enhance the health and safety of the students and to avoid distraction to the educative process. Students should report to school each day in clothing that is

neat, clean, and appropriate for the day's activities. Parents are encouraged to observe their children's appearance before they leave for school.

The following guidelines for student dress are provided in order to encourage an atmosphere, which respects the opportunities for learning to which every student is entitled. All students are expected to dress appropriately while attending school. In addition, school regulations prohibit pupil dress or grooming practices that:

- Are hazardous to health or safety
- Interfere with school work
- Disrupt or distract the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Cause excessive wear or damage to school property
- May be offensive to the school community

The following guidelines are examples of, but not limited to, unacceptable attire:

- Shredded, ripped, or cut-off clothing, bare midriff tops, see-through clothing that exposes the torso or any other part of one's anatomy, including half shirts and muscle shirts. Underwear that is visible, beachwear, low cut tops, halters and backless tops, cut out shirts, tube tops and strapless tops are not permitted. Additionally, skirts, dresses and shorts of an inappropriate length and/or overly revealing, as deemed by an administrator, are not permitted. Students should keep in mind that clothing should not be too revealing.
- Any clothing, patches, or other articles that have writing or pictures that include the following are not permitted:
  - References to violence or weapons
  - Racist comments
  - Anti-religious references
  - Profanity
  - Sexual connotations or double messages
  - Tobacco, alcohol, or drug use
  - Patches or decorations that could be construed as offensive or obscene
- Clothing, apparel, and/or accessories that may be construed as gang related are strictly prohibited.
- Tops and shirts must be long enough so that the midriff is not exposed.
- Coats/jackets are not to be worn in class.
- Pants are expected to be worn at or above the waist and are not to expose undergarments.
- Shoes must be worn at all times.
- Bare feet, unsafe footwear, and shoes with cleats are prohibited.
  - Beach flip flops are not allowed in the high school laboratory environments (i.e. CAD lab, Photo lab, Foods, Wood Shop, Science classrooms, Art rooms, Gymnasium).
- Headwear: hats, sweatbands, visors, bandanas, hoods of any kind, and all other head covering are prohibited.
- Sunglasses are not to be worn in the building unless they are prescription glasses and required to be worn indoors under doctor's directives.
- For health and safety reasons heavy chains, studded collars or bracelets, and choke collars are not permitted.

Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. Students who do not comply with the dress code guidelines will be asked to change/alter/adjust clothing so that they are in compliance. This may include a student waiting out of class in the main office until the student puts on appropriate clothing. The consequence for the first dress code violation will result in a warning. Subsequent dress code violations may result in further disciplinary consequences.

#### **STUDENT IDENTIFICATION/ACCESS CARDS**

All Dumont High School students will be issued student ID/Access cards and lanyards during the school year. Students are required to wear their IDs around their neck with the school-provided break-away lanyard during the school day (BOE Policy #5517). Students will be required to pay a \$10.00 replacement fee for lost or stolen cards and a \$3.00 replacement fee for lost or stolen lanyards. All underclassmen must return their school issued identifications to their Homeroom teacher in June. The cards will be cataloged and returned to the students when they return to school in September.

Students who fail to properly display their school-issued IDs will be issued a temporary ID. Failure to return a temporary ID will result in a fine. Students who repeatedly fail to properly display their IDs will be subject to

administrative discipline. Every five (5) times a teacher marks a student for not having an ID will result in a Detention.

#### **STUDENT INFORMATION DIRECTORY/FERPA**

Family Educational Rights and Privacy Act (FERPA), a federal law, requires that public schools provide notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as "directory information," includes such items as the name of the student, address, and telephone number and is generally not considered harmful nor an invasion of privacy if disclosed. The primary purpose of directory information is to allow our schools to include this type of information in certain school publications. Examples include: snow closing call lists, yearbook, music concert programs, sports programs, honor roll lists, and graduation programs. Outside organizations include, but are not limited to, companies that manufacture class rings and publish yearbooks.

In addition, the No Child Left Behind Law requires high schools to provide military recruiters, upon request, access to names, addresses, and telephone numbers of high school juniors and seniors listed in the student directory. The law also requires high schools to release information to colleges or other higher learning institutions, upon request, listed in the student directory. If you do not wish the Dumont Public Schools to include your child's name in the Dumont High School's student directory, please notify the principal in writing by September 30, 2008. If we do not receive written notification by this date, your child's name will be listed in the student directory.

#### **STUDENT SEARCHES/RIGHT TO PRIVACY**

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object. The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil. Please refer to BOE Policy #5770 for more information.

#### **SUMMER SCHOOL**

A student who wishes to take a course at an approved summer school must obtain the permission of their guidance counselor. A student with a final grade of F in a subject will have to take that subject as a credit recovery course. Students who wish to advance their academic standing by enrolling in an approved summer school program course must obtain permission from their counselor. Summer school grades are given equal weight and averaged in with all subjects for rank in class.

#### **SUSPENSION**

In cases where a suspension of more than five days is warranted, there are more formal procedures regarding evidence, accusers and a right to counsel. Students may be suspended for up to five (5) days for the following reasons:

- Smoking on or adjacent to school property or while in attendance at any school-sponsored activities.
- The possession or use of drugs, alcoholic beverages, fireworks or weapons on or adjacent to school property or while in attendance at any school-sponsored activities.
- A positive urine screen and/or blood test for alcohol and/or drugs.
- Truancy or cut classes or excessive tardies (see attendance policy).
- Leaving class or school without permission. When a student becomes ill in school, they should report to the nurse. When the nurse is unavailable, the student must report to an assistant principal's office.
- Fighting in school, on school grounds or at school-sponsored activities.
- Throwing snowballs, stones or other dangerous objects.
- Hazing or threatening any student.

- Open defiance of any teacher or other school official. The state of New Jersey has adopted a statute that provides for the possible expulsion from school of any student who strikes a teacher, administrator or other school employee.
- Forging notes for absences.
- Willfully defacing or damaging school property.
- Continuing use of profanity or vulgarity.
- Any other situation where it is necessary for a student to be removed from school for the health or safety of students or staff.

\* **Due Process:** In any case where suspension is being considered, the student will be provided an opportunity to explain the circumstances and their actions, which are under investigation. The assistant principal may impose a suspension of five days duration or less. The parent shall be notified by telephone and mail. Students under suspension are not permitted on school property. Before the student is re-admitted to school, a conference with the parent will be required.

### **SUSPENSION INTERVENTION PROGRAM (SIP)**

The Suspension Intervention Program (SIP) is a one day program (8:05 am – 2:55 pm) that will be conducted for students who are on the verge of receiving an out of school suspension for the first time for any reason other than an act of violence, substance abuse, or weapons. The purpose of the program is to offer students a structured setting to focus on positive decision-making and to set future goals. The program will be located at Dumont High School in a designated location near the main office and will run during the school day. Students who are assigned to the SIP program will be provided with a specific schedule for program activities, including a Closed Lunch period. Out of school suspensions will still be utilized for repeated misbehaviors or for more serious disciplinary infractions at the discretion of the administration. A parent meeting may be required with an Administrator in order for the student to return to their regular school program.

### **TARDY TO CLASS**

To be considered on time for any class, the student must be in the room before the late bell. Tardy to all classes (including Zero Period) of more than fifteen (15) minutes will be recorded as a countable absence. Furthermore, a fourth (4) unexcused tardy to any class will equate to one countable absence to the class. When the student's countable absences exceed the permitted maximum of three (3) days in a marking period for an individual class or multiple classes, the school will notify in writing the parent, the classroom teacher, and the guidance counselor that an F will be given for the course for that marking period. If their academic average was lower than 64 they would be given the lower grade.

### **TRANSPORTING OF STUDENTS**

The Dumont Board of Education recognizes that pupils may be denied the opportunity to participate in school-related activities because of the unavailability of public transportation or because of the excessive cost of transporting pupils at public expense. Therefore, the Dumont Board of Education authorizes the use of private vehicles for transportation to school-related activities under the following conditions:

1. The activity shall be judged on the same criteria as other field trips or educational activities.
2. The pupils can be efficiently and safely transported in a private vehicle.
3. The private vehicle(s) so used shall leave and return in a group unless the pupils are arriving and leaving at random times.
4. The owner/operator of the vehicle shall be properly licensed and have liability insurance coverage for bodily injury in the minimum amounts of \$100,000 for one person and \$300,000 for one accident. A copy of the New Jersey Insurance Identification Card must be provided.
5. The Dumont School District shall maintain additional insurance to provide coverage in excess of the insurance package of the vehicle owner.
6. The trip shall be approved, in writing, by the Principal of the school.
7. Private vehicles shall not be authorized if, in the judgment of the Principal, the number of pupils participating can be transported more economically and safely by a public carrier.
8. The private vehicle must have a current New Jersey inspection sticker.

### **TRUANCY**

Any "unexcused" or unexplained absence from school shall constitute a truancy. Students found to be truant from school will be given Detention for each full day truancy. Students may also be assigned to the Suspension Intervention Program for a first offense of this nature. Students will be charged with "cuts" for any classes missed. Additional Truancies: More serious consequences, including recommendation for expulsion or referral to the child study team for diagnosis, may be required.

### **USE OF CELL PHONES/ECRD**

As per Dumont Public Schools Policy #5516: Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present. Pupils are not permitted to use cellular telephones or electronic devices during instructional sessions. Cellular telephones or electronics must be turned off while the pupil is in class. Cellular telephones or electronic devices that are turned on in violation of this policy will be confiscated and the pupil will be subject to appropriate disciplinary action. The parent(s) or legal guardian(s) must pick up the confiscated cellular phone or electronic device. In addition, students in possession of cell phones/ECRD during state testing will result in disciplinary consequences.

Any pupil who refuses to hand-over a cell phone to a school employee (other than an administrator) will be directed to the main office. Students who do not hand over devices to administrators will be subject to out of school suspension.

### **VANDALISM**

Dumont High School is "your school". The physical plant, equipment and supplies are paid for by taxes, and we all have an obligation to take care of them. Students are encouraged to keep the high school in good condition and to encourage others to do so. Any student who destroys or damages any property, mars any area with graffiti or otherwise commits any vandalism will be required to pay for the replacement or repair and may be subject to additional discipline, as the situation requires. New Jersey courts have recently held that parents are responsible for vandalism committed by their children and can be required to pay for damage to public property.

Any violation of district policy # 2360 (Use of Technology) and rules may result in disciplinary action, limiting or revoking network access and/or legal action. Specifically, individuals violating this policy shall be subject to appropriate discipline which includes, but which is not limited to:

1. suspension of network privileges
2. revocation of network privileges
3. referral to administrator for discipline for students
4. suspension or expulsion from school for students
5. referral to legal authorities for processing

Aside from this policy, use of computer network/computers by students and employees will be governed by the district's existing policies and, for employees, the existing Collective Bargaining Agreement specifically as it relates to professional conduct.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Possession, transmission, handling, or use of a weapon on school property is prohibited. Any object that is generally considered a weapon or which could be used to injure another person will be considered a weapon and shall include but not be limited to: knives of all types, guns, stilettos, ice picks, razors, blackjacks, chains, pipes, bats, chuck-sticks, metal knuckles, unauthorized tools, fireworks, explosives, and other chemicals, etc. The final determination shall be made by the building principal. A student found to be in possession of such an article is subject to administrative and/or legal action. A student acting in an aggressive or belligerent manner with any article will be judged to be in possession of a weapon. If a student threatens another person or uses an article in a fight or altercation, such a student will be administratively judged to be a danger to others and self and will be subjected to suspension or expulsion proceedings, or other appropriate disciplinary action. A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action. In all matters the Dumont Police Department will be notified.

### **WITHDRAWAL FROM SCHOOL**

When a student withdraws permanently from Dumont High School, they should bring a note from home stating the reason for leaving and the last date the student will be attending Dumont High School. If the student transfers to another school, the name and address of the school should be included. The guidance department will issue a Leaving School Form. This form should be signed by each of the student's teachers as books and related materials are returned. The student should be sure to take all personal belongings from the lockers.

### **WORKING PAPERS**

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis during the school year must procure working papers from the State of New Jersey.

Applications for working papers are available in the high school main office, but students should have the following requirements:

1. A "promise of employment" form completed by the prospective employer. Blank forms are available in the central office.



2. Evidence of a physical examination, either in school by the school physician or by another physician. Students who wish to may obtain physicals from the school physician during the times when athletic physicals are being offered during the school year and in the summer. Dates are posted on the school district website under the high school athletic home page.
  3. A school record from the school attended most recently.
  4. A birth certificate, baptismal record or other bona fide proof of age.
- When all of the above have been brought to the main office, working papers can be typed and sent to Trenton for processing. Further information is available in the main office.

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## GUIDANCE DEPARTMENT INFORMATION

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The Guidance Department of Dumont High School maintains as its basic premise that the worth of the individual student is of paramount importance. Caring for the needs of each student presents a most challenging and rewarding experience. Our goal is to help students find their rightful places in society and become gradually independent. Students are urged to come into the guidance office whenever they have a self-directed learning period, before or after school and at lunch. The student should not miss a class, however, without the permission of the classroom teacher.

### ADVANCED PLACEMENT COURSES

We currently offer a variety of AP courses. For a complete list, please refer to the Program of Studies on the Dumont website. All students enrolled in any AP course are required to take the course's AP exam. The AP exams are taken in order to gain college credit or advanced placement at the college level. No fee is required to take the exam, however, students enrolled in AP classes who do not take the AP exam for the course will only be awarded honors weighting. (Please see the grade scale on page 14 for weighting clarification). Contact the Supervisor of Guidance, at (201) 387-3010 for additional information on AP testing.

### AUDITING A COURSE

A student may be given approval to audit a course under the following conditions:

1. Seniors must be carrying a full 30 credit schedule, excluding the audit. Juniors, Sophomores and Freshmen must be carrying a full 32.5 credit schedule, excluding the audit. There may be exceptions with administrative approval.
2. No grade or credit will be given for the audited course. The word "audit" will appear on the report card after the subject.
3. A student may change from an audit to credit up to November 15 of each school year.
4. A student may change from credit to audit no later than one week following receipt of 1st semester grades.
5. Students are required to do all of the course work while auditing.
6. Exceptions to these conditions are subject to the principal's approval, providing extenuating circumstances exist.
7. A student may not audit a class in a year and then take that same class for credit in the future.

### CLASS RANK

Since the major purpose of ranking students is for college acceptance, students are encouraged to take challenging and academically demanding courses, consistent with their intellectual ability, goals and aspirations. Rank is computed according to National Association of Secondary School Principals guidelines. It includes all subjects taken by students with the exception of physical education, Reading, Writing and Math Workshop, SAT Prep, and subjects taken on a Pass/Fail basis, e.g., English as a Second Language. Class rank is computed for all students at the end of each semester. For the purpose of selecting the valedictorian, salutatorian and the remainder of the top ten positions in the senior class, an additional review of grades for those students involved will take place at the end of the 2<sup>nd</sup> marking period.

### CREDIT HOURS

Each student must successfully complete 130 credits for graduation. Credits are assigned based on the number of times during the week a course meets. For example: subjects meeting five times a week receive five credits. Other subjects receive more or fewer credits, depending on the number of class meetings. It is recommended that all students take a minimum of 32.5 credit hours per year to ensure successful completion of the 130 credit graduation requirement.

### CREDIT REQUIREMENTS (130 on total)

All students must fulfill the following credit requirements in order to be eligible for a diploma or to attend commencement:

- 20 credits of Language Arts
- 20 credits of Physical Education (includes Health), and/or attendance in Physical Education/health for each year of enrollment as required by New Jersey statutes
- 18 credits of Science (includes Biology and two other laboratory sciences)
- 15 credits of Mathematics (includes Algebra 1, Geometry, Algebra 2)
- 15 credits of Social Studies (includes World History, United States History 1 and United States History 2)
- 10 credits of World Languages
- 5 credits of Visual and Performing Arts (refer to Program of Studies)
- 5 credits of 21<sup>st</sup> Century Life and Careers, or Career-Technical Education (refer to Program of Studies)
- 2.5 credits of Personal Finance or College, Career, and Finance
- 19.5 credits of any courses in any area
- 15 credits are given for Satellite Courses and CIE

The Dumont Board of Education has adopted a policy for high school graduation, which mandates that all students satisfy all curriculum requirements described above, and that every student must complete them in order to receive a diploma or take part in a commencement ceremony.

### **DROPPING OR CHANGING COURSES**

When a student desires to make an adjustment in their schedule, a note signed by the parent/guardian giving a valid reason for changing or dropping a course must be presented to the guidance counselor. Valid reasons may include a grave error in scheduling, course level misplacement, or change in IEP. Please note, when dropping a course, a minimum of 32.5 credits must be maintained throughout each school year. Schedule changes cannot be made to allow for an early dismissal or to accommodate a student's personal preference for a particular class period or teacher, but every effort will be made to provide the required subjects for a student's personal and career goals. Changing levels will only be permitted with administrator/supervisor involvement. A course waiver signed by the student and a parent/guardian will be required for a level change that involves a more challenging course. A parent note will be required when a level change is initiated by the parent. Earned grades will be forwarded to the "new" level when a course is already in progress.

All changes must be requested by the conclusion of the 8<sup>th</sup> day of school. AP class changes must be completed by the 13th day of school, or at the discretion of the school administration. Courses dropped prior to this time will not appear on the transcript card. However, if a course is dropped after this time, the transcript will reflect a Withdraw Failed (WF). A student may be added to a mandatory SDL following a consultation with administration and the student's counselor when a course is Withdraw Failed (WF).

### **ENGLISH LANGUAGE LEARNERS (ELL)**

English Language Learners (ELL) is designed for students whose first language is not English and who exhibit difficulty in understanding and communicating in English. Inclusion in the program is based on a language assessment battery test. Audiovisual materials, books, workbooks, newspapers, handouts, etc. are used to develop and/or improve comprehension, speaking, reading and writing skills. Students learn about American traditions and culture as well as being made aware of the cultures and traditions of those in their class. Preparation for New Jersey State standardized testing is also stressed. Exit criteria is based on meeting the state cut-off score on a language assessment battery test, passing required state standardized testing, and teacher recommendation.

### **HONORS/AP COURSES:**

- Students in grade 8 are determined to be eligible for Honors courses based on academic performance, teacher recommendation and satisfactory performance on standardized tests. Entrance to Biology Honors also requires satisfactory performance on the standardized science test administered in grade 8.
- Though not required, students who are currently in a course in Dumont High School should have a minimum average of A- before considering enrolling in an Honors/AP course. If a student does not have an A- and wishes to enter an Honors/AP course, the student and parent/guardian must submit a Waiver Request Form in writing to the student's guidance counselor. A meeting may be held with the student, parent/guardian, guidance counselor and subject supervisor before any placement is made. Students as well as parent/guardian(s) must sign off that they understand the course proficiencies as well as the requirements for the requested honors or AP course.

## **OPTION TWO**

The purpose of Option Two is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore and achieve at high levels. Option Two allows local school districts to design and implement curricular programs that meet the needs of all pupils. The regulations support pupil participation in deep and meaningful learning experiences that advance pupil learning and focus on pupil interest and abilities. Option Two allows pupils to obtain credit for learning experiences outside of the traditional classroom environment. Some of these experiences may provide real-world connections not available in the school setting. Other learning experiences may go beyond what the traditional high school can provide, allowing pupils to participate in research, international study, or college-level work. A complete outline of the Option Two program can be found on the high school website.

## **PROMOTION AND RETENTION**

In the high school, unsatisfactory progress in a specific course will not automatically result in a retention in grade. If the course is required for graduation, it must be completed with a passing grade of "D" or higher before a diploma will be granted. If it is an elective course, it may be retaken or another course may be substituted. All students are required to maintain a program each year with the sufficient number of courses so that high school graduation can be achieved in a maximum of four years except in unusual circumstances approved by the principal. In general, those who are assigned to:

- Senior homerooms should have acquired 90 credits.
- Junior homerooms must have acquired 60 credits.
- Sophomore homerooms must have acquired 30 credits.

## **SCHEDULING**

The Guidance Department schedules all students individually for subjects to be taken the following year. Students are expected to take at least 7 subjects throughout the school year. A few classes are scheduled at 7:25 AM (Zero Period) for the convenience of those students who want to take an extra class or have scheduling problems. Counselors are always willing to discuss schedules when the need arises, but requested changes in schedules must be made before the school year begins.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974, New Jersey Statutes and Administrative Code, and the Dumont Board of Education require the school district to notify parents/guardians each year of their rights under the law. Parents/guardians have certain rights regarding their child's education records and those rights are transferred to the student or former student who has reached the age of 18. According to the Board of Education policy and administrative guide, a complete set of state mandated records shall be kept for each student and include permitted information that contributes to the education, development and general well-being of the student. Guidelines also safeguard the private rights of students as individual citizens and limit access to the records. New Jersey Administrative Code 6:3-2.2(g) 6 requires local boards of education to accord educational, occupational and military recruiters access to student directory information. Parents may request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make that request in their own behalf.

The board recognizes the rights of parents/guardians or adult pupils to examine, challenge, and, if necessary, to correct data and official records of the student as provided by N.J.S.A. 18A: 36-19 and N.J.A.C. 6:3-2.6. Parents/Guardians or adult pupils may request that a school correct records believed to be inaccurate or misleading. If the school refuses to change, delete, or add to the records, the parent/guardian or adult pupil must notify the superintendent of schools in writing and a review meeting will be held. If necessary, an appeal to the Board of Education or the Commissioner of Education may be made. A record of the appeal and the outcome shall be made part of the student's record.

Upon request of the parents/guardian or adult pupil, a record shall be reproduced, unless copyrighted, and the school district may be reimbursed for the cost of reproduction according to the administrative guidelines. Upon graduation or permanent departure, a student from the school system, the parent(s) or adult student is entitled to a copy of the student's record upon written request.

In accordance with state regulations, the following mandated student records are maintained:

1. Personal data that identifies each pupil enrolled in the school district. This data shall include the pupil's name, address, date of birth, name of parent(s), citizenship and sex of the pupil. The district Board of Education is prohibited from recording the religious or political affiliation of the pupil and/or parent unless requested to do so in writing by the parent and/or pupil. The district is also prohibited from labeling the pupil illegitimate.
2. Record of daily attendance.
3. Descriptions of pupil progress according to the system of pupil evaluation used in the district. Grade level or other program assignments shall also be recorded.

4. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified district employees.
5. Records pursuant to rules and regulations regarding the education of educationally handicapped pupils.
6. All other records required by the State Board of Education.
7. The Dumont school district permits the following records to be maintained:
  - a. Observations and ratings by professional staff members
  - b. Test scores and samples of student work
  - c. Rank in class and academic honors
  - d. Co-curricular activities and achievements
  - e. Verified reports of serious or recurrent behavior patterns
  - f. Authenticated supplemental information provided by parents

## TESTING PROGRAMS

Individual and group tests are administered whenever necessary to periodically measure the skills, interests, and abilities of all students. At Dumont High School only carefully researched standardized tests are used, thereby, enabling the school to obtain a more complete and accurate picture of the students. It is important to emphasize that standardized testing is used where it can help give direction. Special arrangements are made for handicapped students in all of the standardized tests offered at Dumont High School.

- **American College Test (ACT)** An alternative to the SAT, the ACT is accepted by colleges for admission purposes. It takes students about three hours to complete the four exams covering the subject areas of English, math, and natural sciences. A fee is required. The ACT Test is not currently offered at Dumont High School. It can be taken in neighboring districts on scheduled dates.
- **Advanced Placement Tests (AP)** Advanced Placement exams are offered each May at Dumont High School. The AP exams are taken in order to gain college credit or advanced placement at the college level. No fee is required to take the exam, however, students enrolled in AP classes who do not take the AP exam for the course will be given honors weighting. (Please see the grade scale on page 14 for weighting clarification). Contact the Supervisor of Guidance, at (201) 387-3010 for additional information on testing.
- **Armed Service Aptitude Test (ASVAB)** The ASVAB is a group of twelve tests that measures student's aptitude in five separate career areas and provides an indication of academic aptitude in the following areas: verbal, quantitative, clerical, mechanical, trade, technical, and academic ability. The test is free of charge and is given in December at DHS.
- **New Jersey Biology Competency Test (NJBCT).** The NJBCT is administered in May to all students enrolled for the first time in a Biology course.
- **NJSLA Testing** – Students in Grades 9 and 10 will participate in the NJSLA testing, which assesses language arts and math skills.
- **Preliminary Scholastic Aptitude Test (PSAT)** The PSAT is a multiple-choice test measuring certain developed verbal and mathematical abilities that have been shown to be related to success in college work. The PSAT is given to juniors and sophomores in October. It tests a student's ability to reason with facts and concepts rather than to recall and recite them. There is no fee for this test.
- **SAT Reasoning Test** The SAT is approximately a four hour test consisting of multiple-choice and open-ended critical reading, writing, and mathematical questions in separately timed sections. You may visit the Guidance Department link on the Dumont High School home page accessible via the Dumont School District website [www.dumontnj.org](http://www.dumontnj.org) for more information. Registration and payment for the SAT Reasoning Test must now be completed on-line. Visit [www.collegeboard.com](http://www.collegeboard.com) to complete a registration form. The SAT is administered at Dumont High School in October and May.
- **SAT Subject Tests** are offered in all academic disciplines and can be taken on any date the SAT is given, except in March. Each is a one hour multiple-choice test. Be sure to refer to the most recent college catalogs, and speak to your counselor and subject teachers before taking the examination(s). A fee is required. Registration for the SAT Subject Tests must now be completed on-line. Visit [www.collegeboard.com](http://www.collegeboard.com) to complete a registration form.

## WEIGHTED COURSES

List of weighted courses can be found on the Program of Studies on the Dumont website.

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## HEALTH SERVICES

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The Board of Education employs a registered nurse in each of the district schools. In addition to assessing students who become ill or injured during the school day, each nurse is responsible for conducting health screenings at each grade level. The table below displays by grade levels the screening schedule:

Grade	Height	Weight	Blood Pressure	Audio	Visual	Scoliosis
Pre-K	X	X	X			
K	X	X	X	X	Including color	
-1	X	X	X	X		
2	X	X	X	X	X	
3	X	X	X	X		
4	X	X	X		X	
5	X	X	X			X
6	X	X	X		X	
7	X	X	X	X		X
8	X	X	X		X	
9	X	X	X			X
10	X	X	X		X	
11	X	X	X	X		X
12	X	X	X			

If any problems are detected during the screening process, the school nurse will notify you in writing. If you are financially unable to seek medical follow up, please contact the nurse and you will be referred to the proper clinic or agency.

#### ILLNESS

If your child has a persistent illness, upset stomach, contagious illness or has had a fever greater than 100 degrees F. in the 24 hours before the start of the school day, they should be kept home from school, symptom-free without medication, for 24 hours. The procedure for calling in your child's absence is outlined in the "Absence" section of this handbook. In the event your child has contracted a contagious illness, i.e. influenza, strep, chicken pox, whooping cough, MRSA, Coxsackie's, etc., please notify the school nurse so that this illness may be recorded on the student's health record and the nurse can monitor the possible spread of communicable diseases within the school building.

If your child becomes ill, has a temperature elevation, or becomes seriously injured during the school day, the school nurse will contact you at the numbers you have designated on the emergency contact form completed at the start of each school year. In the event of a life-threatening illness or injury, emergency services (911) will be contacted and every attempt will be made to contact you. Therefore, it is of importance that should your contact information change, you notify the school's main office and the nurse's office of these changes.

#### IMMUNIZATIONS

It is a New Jersey state law, and therefore the policy of the Dumont Public Schools, that students who have not been fully immunized shall not be admitted to school. The following table lists the minimum immunizations required for students entering or transferring into the Dumont Public Schools:

Preschool	4 DPT, 3 Polio, 1 MMR, 1 Hib, 3 HepB, 1 Varicella, 1 PCV and 1 Flu (Flu given between Sept 1 and Dec 31 of entrance year)
Kindergarten	4 DPT (one dose after 4 <sup>th</sup> birthday or any 5 doses), 3 Polio (one dose after 4 <sup>th</sup> birthday or any 4 doses) 2 MMR (or at least one MMR and 1 dose of measles vaccine. MMR/Measles must be administered on or after 1 <sup>st</sup> birthday). 1 Varicella (given on or after 1 <sup>st</sup> birthday) 3 Hepatitis B
Grades 1 – 5	See kindergarten requirements
Grade 6	In addition to kindergarten requirements, students born after 1/1/97 shall receive: 1 Meningococcal at age 11, and 1 booster dose of Tdap given on or after 10 <sup>th</sup> birthday. (Exception: If child received DPT booster within five years of entering grade 6, dose not necessary until five years have elapsed since last dose.)

<p>Grades 7 – 12 For students who transfer from out of state/country.</p> <p>All other students follow the K-6 immunization schedule.</p>	<p>3 doses of Td or any previously administered combination of DTP, Dtap &amp; DT equal to 3 doses, 2 MMR (or at least one MMR and 1 dose of measles vaccine). Laboratory evidence also acceptable.</p> <p>1 Varicella or Laboratory evidence, physician or parent statement of disease, 3 Hepatitis B or 2 doses Hepatitis B adolescent formula, 1 Meningococcal for students born on or after 1/1/97</p>
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**MEDICATIONS**

According to the Dumont Board of Education policy concerning administration of medication in school, should your child be required to take medication during school hours, you will need to provide the following to the school nurse:

Prescription medication

- A written order from the child’s doctor indicating the name of the drug, the exact dosage, the time schedule for administration and the diagnosis of the condition for which the medication has been prescribed. Forms may be obtained from the school nurse.
- Written permission from the parent/guardian to administer the medication.
- The medication in its original container labeled with the student’s name, name of the medication, dosage, and its expiration date.
- Any medical equipment needed to administer the medication such as nebulizer tubing, insulin syringes, blood glucose testing strips, etc.

Over the counter medication

Please note that written orders from the student’s doctor are necessary for over-the-counter medications such as acetaminophen and ibuprofen. These medications also need to be provided for the student, as the school does not stock these medications.

Medications, along with written orders by the doctor, should be brought to the school nurse’s office on the first day of school, or as soon as the medication is prescribed during the school year. Medications must be brought to school by a parent or guardian. Unused medication and/or supplies must be picked up by the parent/guardian on the last day of the school year. In the middle school and high school, medications which have been prescribed as a self-administered medication may be sent home with the student provided that the end of the year letter authorizing such is returned to the school nurse. If the parent/guardian does not pick up the medication on the last day of school, the school nurse will properly dispose of any medication left in the Health Office.

**REQUIRED PHYSICAL EXAMINATIONS**

Documentation of a physical examination by your child’s doctor or local health clinic is required before admittance to the Dumont Public Schools. This exam must have been completed within a calendar year of the date of admittance or transfer. Routine follow up physical examinations are also strongly suggested prior to the student moving on to the 6th and 11th grades.

Physical examinations should be conducted by your child’s own doctor since they know your child best. If your child does not have a doctor, the school nurse can suggest several local clinics that will perform school entrance physicals. The Dumont Board of Health also offers examinations and immunizations at the Borough Hall at its Well Baby Clinic. This clinic services children from birth to kindergarten. Appointments need to be made in advance.

**SPORTS PHYSICAL EXAMINATIONS**

All students who expect to tryout for a school sports team are required to complete a health history questionnaire and a physical examination. Documentation must be completed on a state approved form that can be obtained from the school nurse at any time during the school year. These forms are also available from the high school athletic office during the summer months and on the Dumont High School website. The physical exam must have been completed within a calendar year of the date of the tryout. Health History Questionnaires are to be completed by the parent/guardian and are required to be completed prior to each season’s sports tryout. The health information may have changed from the prior season, and the school physician needs to be informed before approving the student to participate on a school team.

It is preferred that sports physicals be conducted by the student’s own doctor since s/he knows them best. However, you may contact the Dumont High School nurse to make arrangements for sports physicals by the school physician. Dates are scheduled periodically throughout the school year and are conducted at least one month prior to the date of team tryouts.

## STUDENT SAFETY

Kindly be advised that in order to ensure your child's safety, the Dumont School District Nurses may disclose to Dumont School District employees (i.e., faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child's health record (i.e., medical conditions, allergies, medications). In addition, school personnel will rely on any information you have provided to your child's school nurse for school-sponsored events and field trips.

If your child has sustained an injury and requires crutches, cane, walker, etc., a doctor's order must accompany the child upon their return. This order must state that the child has been taught how to safely ambulate the stairs using these devices. A doctor's order must also accompany your child if they need to be transported via wheelchair during the school day.

Please be aware that there may not be a nurse at off-hour school-sponsored events, and that school personnel will call 911, as per Board Policy and Regulation #8441, for any emergencies that may occur.

## SCHOOL NURSES

High School	201-387-3000, Ext. 3605
Grant School	201-387-3050, Ext. 3056
Honiss School	201-387-3020, Ext. 3025
Lincoln School	201-387-3040, Ext. 3042
Selzer School	201-387-3030, Ext. 3035

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## CLUBS/CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

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A variety of clubs and co-curricular activities are offered to our students. Some of these are primarily service clubs, others are related to subject areas, athletics, drama or music. A few of these require a high scholastic standing and some require auditions/tryouts and/or selection such as class officers. Participation in a club or co-curricular activity is a privilege. Participation may be subject to administrator review based upon academic performance and conduct. Each year, a list of the club offerings is made available to students early in the school year and recommendations for new clubs and activities are welcomed by the director of student activities. In order to participate in any activity, including any awards ceremony or recognition program, a student must not be under suspension. The student must also have attended the minimum of 1/2 of the school day or 3 sessions, including any SDL periods. The lunch period is not considered a session in this instance, unless the student is enrolled in a course scheduled during the lunch period.

## NATIONAL HONOR SOCIETY

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. The Lovell J. Honiss Chapter of the National Honor Society admits juniors and seniors in the spring and fall of each year respectively. The guidelines set forth by the local chapter as recommended by the national organization are available on the Dumont High School website.

## NHS SELECTION PROCESS

Eligible students will be notified in writing of their academic eligibility to the National Honor Society. The eligible student will then receive a packet with instructions on how to apply for membership. A list of academically eligible students will also be sent to all professional staff members for evaluation in each of the three remaining categories of leadership, service, and character. The DHS National Honor Society Faculty Council, appointed by the principal, then analyzes the faculty evaluations, along with a student written essay expressing why membership is important to them, a student completed activities sheet, and a faculty character reference form provided by the student, and makes the final selections. All NHS applicants will be notified, in writing, regarding their acceptance or rejection to the National Honor Society.

## PUBLICATIONS

Students are encouraged to work on one or more of our school publications. There are opportunities for those who have literary or artistic talents but others are also welcome to join. Publications are subject to administrative review.

- The Periscope is the school newspaper, which reports on school related activities several times each year.
- Reveries is the high school yearbook, which describes in words and pictures the people and events of the school year.

## **SCHOOL RINGS**

The school does not sell the rings, nor does any member of the school staff select the vendor. The selection of a vendor is made by selected representatives of the class after several vendors have had the opportunity to make a presentation.

## **STUDENT COUNCIL**

Since it would be impossible for all students to meet and discuss every issue concerning them, the student organization is coordinated by a representative body, the Student Council. Student opinions and student ideas are expressed at Student Council meetings that are open to every student. The council strives to promote school spirit, to improve faculty-student relationships through an exchange of ideas, to assist in the planning of co-curricular activities, and to provide a forum for the students. It is the responsibility of every student to support the Student Council in attaining these goals. The Student Council is composed primarily of one elected representative from each homeroom. This person serves a one-year term and is responsible for keeping the homeroom members informed of council and school-wide activities. Alternate homeroom representatives are elected to fill in when the regular representative is unable to attend a meeting. All students are encouraged to take an active role in the Student Council. Those who are not elected may still serve on committees or provide ideas and suggestions for the improvement of the school.

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## **CHILD STUDY TEAM SERVICES**

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The child study team is an interdisciplinary group of appropriately certified persons whose primary functions are evaluation and determination of eligibility of pupils for special education and/or related services, coordination of the development, monitoring and evaluation of the IEP, delivery of related services to handicapped students, and provision of services to the general education staff regarding techniques, materials and programs, for children experiencing difficulties in learning. The basic child study team is comprised of a School Psychologist, Learning Disabilities Teacher Consultant and School Social Worker working in collaboration with allied medical personnel, and other specialists, when needed. In accordance with N.J.A.C. 6:28-3.3, prior to any decision regarding referral of a pupil to a child study team for determination of eligibility for special education programs or services, intervention in the regular public school program to alleviate educational problems shall be provided to the pupil, unless the pupil's educational problem is such that direct referral to the child study team can be supported and documented. Mr. Kevin Cartotto, School Administrator is Section 504/ADA Officer for the district.

## **RESOURCE CENTER PROGRAMS**

Resource Center Program provides two types of instruction or services, Replacement and Support. Replacement instruction replaces that provided in the regular class. Support instruction supplements that which has initially been provided by the regular class teacher. Resource Center programs are available in two formats, In-class and Pull-out. All decisions regarding appropriate programs are made by the Child Study Team in collaboration with parents, students and staff members.

## **SPECIAL EDUCATION PROGRAMS**

Dumont High School provides a wide range of special education programs. Classified students are eligible for these programs and are placed there by the child study team in collaboration with parents and students. Student academic, social-emotional and vocational needs are addressed through the development and implementation of an Individualized Education Program.

## **SPEECH-LANGUAGE SERVICES**

Speech-Language Services are provided to students who are classified as "communication handicapped" by a child study team or "eligible for speech-language services" by one of the school system's speech/language specialists. The referral procedures for a speech-language evaluation are similar to those of a child study team comprehensive evaluation. The speech-language specialist must obtain parental consent before beginning an evaluation and will meet with the parent to develop an IEP before speech-language services are commenced.

## **STUDENT ASSISTANCE COUNSELOR (SAC)**

Our Board of Education has established a comprehensive substance abuse intervention and prevention program. This program is designed to combat substance abuse and provide for the identification, evaluation, referral for treatment and discipline of students who are substance abusers. An essential part of this program is the utilization of a student assistance counselor. Students/parents/guardians are encouraged to contact the student assistance counselor if they would like assistance from such a person. The student assistance counselor's office is located on the lower level, opposite the Art A Room. Guidance counselors are available to assist students with arrangements to see the substance awareness coordinator;



however, a student may opt to see the student assistance counselor without assistance from the Guidance Department.

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## ATHLETICS

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### **ATHLETIC ELIGIBILITY**

The NJSIAA Rules and Regulations regarding eligibility are mandatory. In addition the Dumont Board of Education has adopted the following guidelines for students participating in high school athletics. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits, 30 credits required by the State of New Jersey for graduation during the immediately preceding academic year. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits, 15 credits required by New Jersey for graduation at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Participation in co-curricular activities may also be subject to academic and administrative review. Students must have a parent/guardian permission form on file before participating in any sports activity as well as a completed physical exam form completed by a physician. This form may be obtained from the school nurse and will be on file in the nurse's office. In order to participate in a game or practice, the student- athlete must be present for a minimum of three (3) class sessions. The Director of Athletics, can be contacted at (201) 387-3094 if additional information is needed.

### **ATHLETIC INSURANCE**

The Dumont Public Schools provide insurance to help cover accidental injury to students while participating in interscholastic athletics. Coverage is also provided for cheerleaders and those who perform with the marching band. This coverage, paid for by the board of education, provides payments on an excess basis only. This means that only that portion of the hospital and surgical expenses not covered by other insurance will be covered by this plan, up to policy limits. Other benefits are provided on a primary or non-excess basis.

### **INTERSCHOLASTIC SPORTS PARTICIPATION REQUIREMENTS**

1. The medical office has on file a current medical examination.
2. The health questionnaire has been completed and signed by the parent.
3. The student is not under suspension.
4. The student attends at least three (3) sessions of school daily (lunch exclusive).

### **RULES AND REGULATIONS**

Dumont High School has a proud tradition of honor in athletics and expects every athlete to uphold that tradition by maintaining the highest standards of performance, behavior and leadership. Every athlete who represents our school must agree to abide by the rules and regulations, which have been formulated by our athletic department. These rules and regulations must be read and signed by the athlete and their parent. Violations will be dealt with firmly and may result in suspension from the team.

### **VARSITY TEAMS**

#### **Fall Program**

Boys - cross country, football, soccer  
Girls - cross country, volleyball, soccer

#### **Winter Program**

Boys - basketball, wrestling  
Girls – basketball  
Coed – bowling, indoor track, swimming

#### **Spring Program**

Boys - baseball, track  
Girls - softball, track  
Coed - golf

## District Policy

### 2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

Section: Program

Date Created: August, 2009

Date Edited: November, 2012

#### M

Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity, to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

#### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights,

institutional or third party copyrights, license agreements or other contracts.

- C. Using the computer network in a manner that:
1. Intentionally disrupts network traffic or crashes the network;
  2. Degrades or disrupts equipment or system performance;
  3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  4. Steals data or other intellectual property;
  5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  6. Gains or seeks unauthorized access to resources or entities;
  7. Forges electronic mail messages or uses an account owned by others;
  8. Invades privacy of others;
  9. Posts anonymous messages;
  10. Possesses any data which is a violation of this Policy; and/or
  11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

#### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district

as required in the Neighborhood Children’s Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children’s Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

#### Consent Requirement

No pupil shall be allowed to use the school districts’ computer networks/computers and the Internet unless they have filed with the Principal’s office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;

2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act-

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 20 August 2009

Revised: 15 November 2012

## Harassment, Intimidation and Bullying (HIB) Policy

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that substantially disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, intimidation, or bullying" 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, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, 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 act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to their person or damage to their 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.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds. To view the entire policy, you can go to our website at [www.dumontnj.org](http://www.dumontnj.org), click on the Quick Links>District Policies>5512 Harassment, Intimidation, Bullying or click on the link at the bottom of our home page. You can also contact your school's principal for a copy of this policy.

### **District Anti-Bullying Coordinator:**

Mr. Luis Lopez, 80 Prospect Avenue, Dumont, New Jersey, (201) 387-3040, [llopez@dumontnj.org](mailto:llopez@dumontnj.org)

### **School Anti-Bullying Coordinators:**

**Grant School:** Cheryl Lasher, 100 Grant Ave., (201) 387-3050, [clasher@dumontnj.org](mailto:clasher@dumontnj.org)

**Honiss School:** Sonali Gurjar, 31 Depew St., (201) 387-3020, [hgurjar@dumontnj.org](mailto:hgurjar@dumontnj.org)

**Lincoln School:** Phyllis Green, 80 Prospect Ave., (201) 387-3040, [lgreen@dumontnj.org](mailto:lgreen@dumontnj.org)

**Selzer School:** Jaclyn Mandile, 435 Prospect Ave., (201) 387-3030, [smandile@dumontnj.org](mailto:smandile@dumontnj.org)

**Dumont H.S.:** Patricia Connelly, 101 New Milford Ave., (201) 387-3000, [dconnelly@dumontnj.org](mailto:dconnelly@dumontnj.org)

## District Policy

### 8505- LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS (M)

Section: Operations

Date Created: August, 2009

Date Edited: December, 2017

## M

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

### A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The Principal or School Wellness Policy Coordinator will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.

- d. Food service staff, in consultation with the Principal or School Wellness Policy Coordinator, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
  - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district’s curriculum.
  - b. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
  - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:
    - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
    - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
    - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity,



which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

- (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
- c. The following activities will be coordinated in each high school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key

component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

4. Goals for Other School-Based Activities - The following activities will be coordinated in the district:
  - a. The district will establish a District Wellness Committee (DWC). The DWC will:
    - (1) Be comprised of a Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, at least one food service staff member representing the district, and the District Wellness Policy Coordinator; and
    - (2) Meet each year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.
  - b. The Principal or School Wellness Policy Coordinator will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
  - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Principal and/or School Wellness Policy Coordinator.
  - d. The Principal and/or School Wellness Policy Coordinator will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
  - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the School Wellness Policy Coordinator in an Annual School Progress Report provided to the Superintendent of Schools before May 1.
  - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

6. Annual District Summary Progress Report
  - a. Upon receiving the Annual School Progress Report from each school, the District Wellness Policy Coordinator will compile an Annual District Summary Progress Report to be presented to the Superintendent and Board of Education at a public meeting before May 30 of the current school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
  - b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
7. Additional Wellness Policy Goals
  - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages
  1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.
  2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
  3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.
  4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members

for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy and that the minimal nutritional values are met as defined by the USDA regulations.

C. District Coordinator

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.
  - a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.

D. Wellness Policy Assessment

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

E. Records

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
  - a. The Board-approved Wellness Policy;
  - b. Documentation demonstrating the Policy has been made available to the public;
  - c. Documentation of the efforts made in the school district to review and update the Policy;
  - d. Documentation demonstrating compliance with the annual public notification requirements;
  - e. Documentation demonstrating the most recent assessment on Policy implementation; and
  - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

F. Publication/Dissemination

This Policy and Assessment will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 20 August 2009

Revised: 19 January 2012; 28 March 2013; 13 November 2014; 14 December 2017

## District Policy

8467- WEAPONS (M)

Section: Operations

Date Created: August, 2009

Date Edited: August, 2009

### **M**

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, 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 their suspicion to the Building Principal and/or designee and/or immediate supervisor. The Building Principal and/or designee and/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. They 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 and/or designee and/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 Dumont 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.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C 1415

Adopted: 20 August 2009