

Tiger Q

2022 - 2023



Tenafly High School

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District/School Policies:

- 236/R23611 - Acceptable Use of Computer Network
- 5516 - Remotely Activating Communication Devices, Pagers & Cellular Telephones
- 5530/R5530 - Substance Abuse; Extra-Co-Curricular Activates Substance Abuse and Tobacco; Referral Forms
- 5533 - Pupil Smoking
- 7434 - Smoking in School Building and on School Grounds
- 2435 - NJSIAA Random Testing for Interscholastic Athletics
- 5751 - Sexual Harassment

Mission

The Tenafly School District will offer meaningful and challenging educational experiences for each and every student within a stimulating, safe and nurturing environment, in order for them: to discover and develop their potential, to develop intellectual curiosity and a love of learning, to understand and promote democratic values, and to become contributing members of the local and global communities in which they will live. The Tenafly Public Schools will preserve a tradition of excellence while modeling exemplary practices in the education of students for a 21st Century global society.

Guiding Principles
I. To provide learning experiences and opportunities in which students can acquire and apply knowledge and skills; explore personal interests and questions; refine communication skills; and celebrate common goals and individual achievement;
II. To promote a love of learning, as well as an appreciation for human culture, artistic expression, self-expression, the natural world, physical fitness, athletic achievement and teamwork;
III. To encourage student capacity for critical and creative thinking and for applying thinking skills to the solution of real-life problems;
IV. To help students grow in self-awareness and self-direction by helping them explore and build their talents, personal goals and abilities to contribute to the communities in which they learn;
V. To help students become increasingly aware of and sensitive to the needs, viewpoints and experiences of others and to encourage ethical behavior that respects and promotes the dignity and rights of others;
VI. To encourage students to identify and to explore problems and issues in the world today, including those related to the environment, politics and society and to consider their personal connection and response to these topics;
VII. To cultivate and to sustain communities in which school citizens learn and practice the belief that informed participation benefiting the common good is essential to our democratic system;
VIII. To provide hands-on and experiential learning activities;

IX. To extend the educational process beyond the walls of our schools;
X. To support rich and effective professional development that is driven by district needs and encourages reflection and growth;
XI. To advocate for the use of best practices;
XII. To recognize that an effective professional development program improves the instruction of students as evidenced by qualitative and quantitative data;
XIII. To upgrade and to maintain facilities to accommodate the possibilities and demands of increased student populations and a technologically changing world;
XIV. To operate with fiscal responsibility and wisdom, maintaining awareness that funds should be used toward the ultimate goal of maximizing the learning experiences of our students; and
XV. To plan for the future by maintaining and working toward both short- and long-term goals;

Tenafly High School
19 Columbus Drive
Tenafly, New Jersey 07670
Telephone: 201-816-6600
Website: <http://www.tenafly.k12.nj.us>

High School Administration

Principal	James O. Morrison	201-816-6605
Vice Principal	Brenda Yoo	201-816-6604
Director of Guidance	Jayne Bembridge	201-816-6639

Supervisors

Athletics/Physical Education <ul style="list-style-type: none">• Health/Family Life, Physical Education, and Driver's Education	Joseph Carollo	201-816-6647
English	Dr. Roseanne Rabinowitz	
Family Consumer Science and Social Sciences <ul style="list-style-type: none">• AP Psychology/Child Psychology/Tiger Tots, Business Education	Miriam D'Adolf	201-816-6654
Mathematics	Marc Gold (leave replacement for Amelia Bowers)	201-816-6620
Music and Applied Sciences <ul style="list-style-type: none">• Technology, Music/Performing Arts, and Library Science	David DiGregorio	201-816-6617
Science	Helen Coyle	
Social Studies	Cristina Cutrone	
Special Education	Eileen Horn	201-816-6212
World Language and Art/English Language Learners	Elizabeth Giblin, Ed.D.	201-816-6627

Support Staff and Student Services

Support Staff:

Principal's Secretary	Lauretta Miller	201-816-6614
Vice Principal's Secretary	Janice Castelli	201-816-6603
School Counseling Office Secretary	Ann-Margaret Wrafter	201-816-6641
School Counseling Office Secretary	Katherine Leuck	201-816-6640
Athletic Office Secretary	Patricia Mihalio	201-816-6645
Attendance/Student Services Secretary	Denyse Ryan	201-816-6623
Attendance/Student Services Secretary	Michelle Tavares	201-816-6622
Bookkeeper	Demetria Mavric	201-816-6602

School Counseling:

Grade 09 (Class of 2026)

<u>Last Name</u>	<u>Counselor</u>	
A - De	Susan Patterson	201-816-6650
Di - Joo	Adam Schreiber	201-816-6643
I - Lim	Cortney Weissenborn	201-816-6671
Lip - Pere	Jenny Ihn	201-816-6665
Perr - Sod	Marley Goldman	201-816-6673
Son - Z	Joan Thomas	201-816-6649

Grade 10 (Class of 2025)

<u>Last Names</u>	<u>Counselor</u>	
A - Dea	Susan Patterson	201-816-6650
Dec - Ha	Adam Schreiber	201-816-6643
He - K	Cortney Weissenborn	201-816-6671
L - N	Jenny Ihn	201-816-6665
O - Simc	Marley Goldman	201-816-6673
Sim - Z	Joan Thomas	201-816-6649

Grade 11 (Class of 2024)

<u>Last Names</u>	<u>Counselor</u>	
A - Chi	Susan Patterson	201-816-6650
Cho - Fo	Adam Schreiber	201-816-6643
Fr - Kim, B.	Cortney Weissenborn	201-816-6671
Kim, D - Mo	Jenny Ihn	201-816-6665
Mu - Sel	Marley Goldman	201-816-6673
Sen - Z	Joan Thomas	201-816-6649

Grade 12 (Class of 2023)

<u>Last Names</u>	<u>Counselor</u>	
A - Coh	Susan Patterson	201-816-6650
Col - Ha	Adam Schreiber	201-816-6643
Ho - Lee	Cortney Weissenborn	201-816-6671

Ler - Pa	Jenny Ihn	201-816-6665
Pe - Te	Marley Goldman	201-816-6673
Th - Z	Joan Thomas	201-816-6649

College Counselor Jane Weisfelner 201-816-6642

Child Study Team:

Psychologist	Nicole Levine, Ph.D.	201-816-6613
Psychologist		201-816-6676
Social Worker	Elissa Zlasney	201-816-6658
Learning Consultant	Lisa White	201-816-6637
Speech	Theresa Suazo	

Student Assistance Counselor and THS Anti-Bullying Specialist: Jessica Lopes 201-816-6631

Health Services:

School Nurse	Cynthia Cassiello	201-816-6670
Nurse Aide	Lee-Ann Millar	201-816-6670

Athletic Trainer: James Maison 201-816-6609

Library Services:

Library Media Technician	Daniel Rispoli	201-816-6160
Media Center Secretary	Sharon Gaugham	201-816-6616

Media Center/Cafeteria Aides: Raychel Amicucci, Eileen Grieco, Nelia Sanzari

Custodial Services:

Head Custodian	Stephen Bogue	201-816-6633
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Instructional Faculty

English

201-816-6660

Patrick Finn
Dan Foerg-Spittel
Lori Hampson
Alexandra Helmis
Lucine Kinoian
Caroline Krueger
Lauren Malanka
Amanda Oppedisano
Daniel Oppedisano
Rosanne Rabinowitz
Ph.D.
Greg Rosko
Erin Schwartz
Carla Urbaez
Gary Whitehead

Amanda Brown
Kelly Cullinane
Peter Curko
Megan D'Amico
Yi Hu Ph.D.
James Laux
Elmira Mayansky,
Ph.D.
Jonathan Moreng
Nancy Nager
Minjoo Park
Michelle Roux
Matthew Scanlon
Margaret Wissler

English Language Learners

201-816-6668

Ruth Edelman
Jasmine Kim

Social Studies

201-816-6654

Aron Arvai
Leigh Barker
Kenneth Barrett
April Celli
Cristina Cutrone
Melissa Diaz
Dakota Griffin
Michael Hegarty
Thomas Hutchinson
Matthew LaQuaglia
Alexandra McKinnon
Matthew Mirabito
Agapi Schmarge
Peter Toale

Science

201-816-6619

Jeffrey Angus
Kenneth Berman
Ann-Marie Bossong
Alan Brandstaedter
Edward Dolan
Helen Coyle
William Dove
Anat Firnberg
David Gagliardotto
Jennifer Halliwell
Jeffrey Kolb
Denise Kuelner
Dylan Lui
Andrew Policastro
Adam Rendell

Aparna
Subramaniam
Matthew White
Grace Woleslagle

Mathematics

201-816-6620

Richa Agrawal
Elizabeth Ahn
Rachel Barker

Physical Education/Driver Education/Family Life

201-816-6647

Dana +Bianchi
David Burns

Veronica Capone
Dave Cord
Jeffrey Koehler
Matthew Kougasian
Kristen McCall
Eric Quaranti
Deana Salamone

World Languages 201-816-6618

Nazife Bilali
Karen Drake
Elizabeth Kim
Clarisa Lescano Lopez
Vanessa Monell
Christine Osborn
Beatriz Pelaez-Martinez
Ms. Rosalinda Ribau
Chia-Cheng Sung
Michael Vicchio
Megan Williams

Visual and Performing Arts 201-816-6628

Samuel Ahn-Cooper
Lisa Allen
Bronwen Eastwood
Emily Evanowski
Andrew Graziano

Music 201-816-6621

Michael Jacobetz
James Millar
Stephen Moger

Career Education and Consumer, Family and Life Skills, Vocational Technical Education 201-816-6623

Allen Hubbard
Colleen Johnson
Daniel Nyfenger
Christopher Petrozzo

Business Education 201-816-6646

Fabian Alesandro
Scott Hiler
Frank Manziano

Special Education 201-816-6612

Kristen Barrett-Barnes
Amanda Brown
Christian DeVries
Tara Haggerty
Dinah Huh
Abigail Koenig
Rachel Lieberman
Luz Reyes
Amanda Saudino
Ingrid Scanlon
Alicia Sedlock
Dawn Signorile
Krista Stokes-Caglar
Mireille Tang-Johnson
Michelle Zanoria

Paras/Part-time Paras

Carla Chasey
Shaniek Palmer
Irene Ramos
Georgia Sue Simone
Dawn Toto

Paras/Full-Time

Nicole DeMarco
Stella Kim

Tiger Tots Paras

Mildrey Arozamena
Rosie Mertz
Caroline Seifert
Scarlett Silva-DeFreitas

**Content, Skills and
Internship**

201-816-6673

Yi Hu, Ph.D.
Roseanne Rabinowitz,
Ph.D.

Student Government

Student Organization

Student Activities Advisor:

Officers:

President	Sean Kim
Vice President	Jordan Tobias
Secretary	Gia Shin
Treasurer	Elijah Brooks

Board of Education Representatives

Alex Yang, Senior Representative
, Junior Representative

Class of 2023

President
Vice President
Secretary
Treasurer

Advisor: Scott Hiler

Jaqueline Kim
Daria Levy
Jessica Huang
Jonathan Levy

Class of 2024

President
Vice President
Secretary
Treasurer

Advisor: Mr. Mirabito

Grace Chung
Zoe Han
Sarah Fink
Chloe Levy

Class of 2025

President
Vice President
Secretary
Treasurer

Advisor: Elissa Zlasney

Liam Tenenbaum
Meredith Ho
Sara Hau
Jocelyn Kim

Class of 2026

President
Vice President
Secretary
Treasurer

Advisor:

The School Day Student Drop-Off/Pick-Up

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

Bell Schedules

Day	D	C	B	A		E Day
8:10 – 9:08	4	3	2	1		1 8:30 – 9:10
9:12 – 10:14	1	4	3	2		2 9:14 – 9:58
10:18 – 11:16	2	1	4	3		3 10:02 – 10:42
11:16 – 12:05	Lunch	Lunch	Lunch	Lunch		4 10:46 – 11:26
12:09 – 1:07	8	7	6	5		Lunch 11:26 – 12:15
1:11 – 2:09	5	8	7	6		5 12:19 – 12:59
2:13 – 3:11	6	5	9	7		6 1:04 – 1:42
						7 1:47 – 2:27
						8 2:31 – 3:11

	E Day with HR		H Day – Early Dismissal		Delayed Opening
1	8:30 – 9:09	1	8:10 – 8:38	1	10:10 – 10:48
2	9:13 – 9:56	2	8:42 – 9:08	2	10:52 – 11:31
HR	9:56 – 10:08	3	9:12 – 9:38	Lunch	11:31 – 12:20
3	10:08 – 10:47	4	9:42 – 10:08	3	12:24 – 1:03
4	10:51 – 11:30	5	10:12 – 10:38	4	1:07 – 1:46
Lunch	11:30 – 12:10	6	10:42 – 11:08	5	1:50 – 2:29
5	12:23 – 1:02	7	11:12 – 11:38	6	2:33 – 3:11
6	1:06 – 1:45	8	11:42 – 12:10		
7	1:49 – 2:28				
8	2:32 – 3:11				

Attendance

Our attendance procedures are designed to foster communication between home and school.

Attendance at school is required by state law except for illness or excused absence. Research indicates that frequent absences can adversely affect students' academic progress. We believe classroom participation and experiential learning with peers are essential elements of a fulfilling and rewarding education.

Student learning and integrity are the primary objectives and desired outcomes of our attendance procedures.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused or unexcused.

Absences

To verify an absence from school, parents/guardians must call the school at 201-816-6625 before 8:40 a.m. If e-mail is preferred correspondence should be sent to Ms. Denyse Ryan dryan@tenafly.k12.nj.us and/or Ms. Michelle Tavares mtavares@tenafly.k12.nj.us with a call back phone number in your e-mail for verification purposes.

If a call or e-mail is received by 8:40 a.m., a note to verify the absence is not required. If a call or e-mail is not received by 8:40 a.m., the student must bring a note to the Attendance Office when he/she arrives to school. If these procedures are not followed the student will be considered truant and/or will be issued class cuts. Any absence not verified within 24 hours will be a class cut.

Parents/guardians are encouraged to monitor student attendance via the Attendance and Class Attendance section of the Parent Portal.

Extended Consecutive Absences Due to Illness

Students returning from an extended medical absence of two or more days must submit a note from their physician to the Health Office for approval within three school days after the student's return to school. The physician's note should list the corresponding dates of absences. If a physician's note is received within three school days after the student's return, the third and consecutive absences will be excluded from counting toward the maximum absence limits. If a physician's note is not received within three school days

after the student's return, the absences will count toward the maximum absence limits."

If a student has a chronic condition, a current doctor's note is required documenting the condition and how attendance or school activity would be impacted. Updated notes are required for each school year. When the student is absent due to this condition, the nurse needs to be notified.

Maximum Absence Limits

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with Board Policies.

Students missing more than fourteen school days in full year courses will have credits withheld/denied for those courses. Warning Notification letters for full year courses will be sent home via Genesis between six and ten absences. Final Notification letters for full year courses will be sent home at the fifteenth absence.

Students missing more than seven school days in semester year courses will have credits withheld/denied for those courses. Warning Notification letters for semester year courses will be sent home via Genesis between the third and fourth absence. Final Notification letters for semester courses will be sent home via Genesis at the eighth absence.

Attendance in Driver Education is state regulated. Per state law, Driver Education follows a 30-hour requirement. Therefore, absences beyond three in Driver Education will result in loss of eligibility for the State Exam which must be passed in order to achieve the insurance deduction. For that reason, attendance in Driver Education will be monitored and reported. At the same time, Driver Education is part of the full-year Physical Education course, and maximum attendance limits for full-year courses as described in Tiger Q apply. In other words, a student who misses more than three Driver Education classes will lose eligibility for the test and therefore the insurance deduction even if that student does not lose credit for the Physical Education course.

Absence Numbers

Course	Maximum Absence Limits	Warning Notification	Final Notification
Full Year	14	6 and 10	15
Semester	7	3 - 4	8

In addition to the Maximum Absence Limits for full year courses, students and their parents may be required to meet with the Attendance Review Committee if they exceed nine absences in a semester.

School absences that do not count toward the maximum absence limits include:

- F – Field trip
- 3 – Religious holiday
- I – Extended absence for medical reasons or documented chronic medical condition (must be verified by nurse’s note). First two days count.
- 6 – Suspension
- C – College visit
- A – Administrative code (extenuating circumstances as deemed by the administration)
- B – Bereavement day

All absences, including those verified by a parent/guardian, except for those listed above will count toward the maximum absence limits. Parental verification for absences other than those listed above will clear the student from cuts/truancy but will count toward the maximum absence limits.

Absences from class for more than 15 minutes due to health office visits will count toward the maximum absence limits.

Days missed due to family vacations or extended holidays taken when Tenafly Public Schools are in session will count toward the maximum absence limits.

Medical and other necessary appointments should be scheduled, whenever possible, for times outside of the school day. Absences for such appointments will count toward the maximum absence limits.

NOTE: Absences are recorded by class period. As a result of tardiness to school, field trips and other school activities, early dismissals by signing out,

etc. the number of absences could vary among periods. For example, it is possible to have five absences in Period 2 and 1 absence in Period 6. Parents/guardians are encouraged to monitor student attendance via the Attendance section of the Parent Portal.

Chronic or Recurrent Medical Conditions

Absences that result from a chronic or recurrent medical condition (e.g. asthma) are handled through the Health Office.

Updated medical information with regard to chronic medical conditions must be documented by a doctor's note and submitted to our school nurse at the start of each school year. Chronic medical conditions cannot retroactively excuse absences.

Parents/guardians of students suffering from chronic conditions must call the Health Office at 201-816-6670 each day that the student is absent to affirm that the absence is due to the documented condition and, if applicable/requested, submit updated documentation to the school nurse. If e-mail is preferred, correspondence should be sent to Ms. Cynthia Cassiello ccassiello@tenafly.k12.nj.us or Ms. Lee Ann Millar lmillar@tenafly.k12.nj.us.

The Health Office will inform the Attendance Office.

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

College Visits

Students may request that college visit days be excused from the maximum absence limits. If the request is approved, these days will be designated as "college visit" (C).

College Visit forms may be obtained in the Attendance Office.

Students will not be eligible for excused college visit days if Student fails to have required signatures (Parent/Guardian, School Counselor, Attendance Secretary, and Vice Principal) **prior** to visit.

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

Excused Absence on Religious Holidays

Outlined attendance/tardiness procedures (see pages 11 – 15) must be adhered to for students to receive an excused absence for religious holidays. If a student misses an assessment because of a religious holiday or illness, he/she will be administered an alternate assessment upon his/her return and per the teacher's/content area supervisor's scheduling.

Please see the State of New Jersey Department of Education website at <http://www.state.nj.us/education/genfo/holidays1314.htm> for the list of approved religious holidays permitting pupil absence from school.

Truancy and Class Cuts

Truancy

Students will be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6 (a4 and Regulation 5200).

Unexcused absences from school or from classes within the school day may subject a student to disciplinary action as well as consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the denial of course credit and/or the removal of the student from the class or course of study.

Truancy is ten or more cumulative unexcused student absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulations pursuant to N.J.A.C. 6A:16-7.6(a) 4.iii. A student will be marked truant if he/she is absent from school (full day or a portion of school day) without his/her parent/guardian verifying the absence for the Attendance Office. A student truant from school will be issued a class cut for each class. Truancy may result in out-of-school suspension as determined by the Principal, Vice-Principal and/or hearing before the Superintendent of Schools.

The school district's responses to unexcused absences counting toward truancy for up to four, between five and nine and ultimately ten days of truancy are outlined in Regulation 5200.

Verified absences not counting toward truancy are listed on page 12 of this student handbook.

Class Cuts

Class cuts are unexcused absences which count toward truancy.

An unverified absence of more than 15 minutes from class constitutes a class cut. A class cut may be cleared if verified within 24 hours.

Consequences for Cutting

1. Teachers will hold a student conference and/or contact the student's parents/guardians.
2. Teachers will submit a cut form; three separate detentions will be assigned.
3. The student will receive a zero on any graded assignments/assessments/projects missed due to the class cut.
4. The absence will count toward the maximum absence limits.
5. If a third cut occurs in the same class, the student will remain in the course, but will receive a grade with Loss of Credit – LOC.
6. If a student continues to accumulate excessive cuts, they must take the course as "new" during the summer or repeat it entirely the following year. Summer review courses will not fulfill the required number of credit hours.

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

Attendance Review Committee

The Attendance Review Committee is chaired by the Vice Principal. The other members of the Attendance Review Committee include: administrators, teacher representatives, school counselors, case managers, and the school nurse.

Extenuating circumstances resulting in student absences are handled through the Attendance Review Committee. The Attendance Review Committee may also convene mandatory meetings with students and parents when students exceed nine absences in a semester for any class.

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

Late Arrival to Class

Late Arrival to Class

To verify late arrival to school, parents/guardians must call the school at 201-816-6625 before 8:40 a.m. If e-mail is preferred correspondence should be sent also by 8:40 a.m. to Ms. Denyse Ryan dryan@tenafly.k12.nj.us and/or Ms. Michelle Tavares mtavares@tenafly.k12.nj.us with a call back phone number in your e-mail for verification purposes. Such notification is not an *excused* late arrival and all attendance procedures/policies apply.

Students who arrive more than ten minutes late to class, including Period 1, must report to the Attendance Office to sign in and receive a late pass. This procedure applies to ALL periods.

Verified or unverified late arrivals that exceed ten minutes of class will be considered absences.

Unverified late arrivals exceeding fifteen minutes will be reported to the Student Support Leader or Vice Principal. Clarification: Ten minutes late is defined as fourteen minutes after the passing bell. A cut results when a student arrives more than twenty-four minutes after the passing bell. All submitted cut forms due to tardiness must include the exact time of arrival.

If a student is delayed by a staff member in arriving to his or her next class, the student should secure a note/pass from that staff member in order for the tardiness to be excused. These notes will be honored.

Teachers will admit students who are tardy, including those students without a note.

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

Chronic Late Arrival

For six or more late arrivals in a marking period, the teacher will refer the student to the Student Support Leader or Vice Principal. The Student Support Leader or Vice Principal will review prior interventions/action plans and will determine additional consequences.

Participation in School Activities

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

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

No pupil who has been absent from the equivalent of a school day may participate in an athletic, co-curricular or extra-curricular event scheduled for the afternoon or evening of that school day or, in the case of an event held during the weekend, on the next calendar day. Students must be in school from 10:18 a.m. until 3:11 p.m. (and for the full school day on early dismissal days) on the day of the activity or, in the case of an athletic, co-curricular or extra-curricular event held during the weekend, on the day preceding the event. Please note that this applies to all school days – block days as well as E days. Students who are not present during the day from 10:18 a.m. – 3:11 p.m. will not be eligible to participate in any athletic, co-curricular or extra-curricular event unless approved by the Principal or designee.

Health Office

Illness During School

If a student becomes ill during class, a pass or permission should be secured from the classroom teacher to go to the Health Office. If it is necessary for a student to leave school because of illness, the Health Office will contact the student's parent/guardian. If a student becomes ill during other times of the school day, he/she should go directly to the Health Office. The Health Office will notify teachers and the Attendance Office accordingly.

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

Students who wish to go home due to illness must report to the Health Office in order to sign out of school. In an emergency, when the nurse is not available, students should report to the Vice Principal.

Absences from class for more than twenty minutes due to a health office visit will count toward the maximum absence limits.

Medication

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

Insurance Claims for Accidents

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

Home Instruction

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

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

Makeup Work

Students must demonstrate the initiative to make up work missed due to absences. When a student is absent they will have one day to make up assignments for every one day they were absent, starting on the second day they return.

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

Makeup work due to extended absences will be handled by the teacher, student, and/or counselor/case manager.

Students suspended from school are expected to complete/make up all class work, assignments, and assessments given during the period of suspension. Students will be permitted one day for every one day of suspension to make up work. This time begins immediately upon the student's return. Students are encouraged to e-mail their teachers for classroom/homework assignments and to visit teacher/class websites to stay updated.

Early Dismissal Procedures

Upon arrival to school, students must present a note (e-mail or hard copy) from a parent/guardian requesting an early dismissal. Notes should be submitted to the Attendance Office and indicate the reason for the request. The Vice Principal or Student Support Leader will review the request. E-mail should be sent to Ms. Denyse Ryan dryan@tenafly.k12.nj.us and/or [Michelle](#)

Tavares mtavares@tenafly.k12.nj.us with a call back phone number in your e-mail for verification purposes.

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

Once the early dismissal request has been reviewed and approved by administration, parents/guardians or person designated as a student's emergency contact person are expected to come to the Attendance Office to sign the student out unless other arrangements have been approved by the administration.

Justifiable reasons for early dismissal, as outlined in Board Policy #5230, include: medical or dental appointments which cannot be scheduled outside of school hours, medical disability, motor vehicle driver's test, interview for college entrance or employment, family emergency, court appearance, and such good cause as may be acceptable to the Administration.

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

It is very important that persons who are readily available be designated as a student's emergency contact in case of emergency situations. This information should be changed/updated on the Annual Update Form.

Parents Out of Town

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

Visitors to School

Students may not bring guests to school during the school day.

Adults and other visitors must have a scheduled appointment to visit our school and must first report to the Attendance Office to sign in. The school cannot accept any drop-offs of any kind. Visitors must show valid identification and will be issued a pass if approved for a visit. The main entrance (Attendance Office) for visitors and visitor parking spaces are located in the Administrative Lot on the east side of the school building. Short term

(15 minute) parking is also available on the west side of the building on Newcomb Road.

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

Student Rights and Responsibilities

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

Students will be required to wear their student ID's on school-provided lanyards

All students should take full responsibility for attending all classes; keeping all appointments; making up tests and class work that were missed; returning registration materials on time; meeting deadlines for College Boards; preparing notebooks, labs, and oral reports on the dates they are due; and meeting the countless other daily requirements. The staff will provide periodic reminders and will support students in their effort to complete tasks and meet deadlines. Responsibility is a habit of mind and is learned, and nurtured, through practice. Our programs, both academic and extracurricular, require that students take responsibility for their work and for their business here at Tenaflly High School.

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

General Behavioral Expectations

It is the responsibility of each individual in the community to behave in such a way as to respect the rights of all members of the Tenaflly High School community. Desired values include courtesy, cooperation, respect, integrity, honesty, and open-mindedness. The goal is to create an atmosphere that encourages these values and enhances a sense of community.

Basic Rights

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

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

Right of Assembly and Petition

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

Corporal Punishment

Students are protected from corporal punishment by school employees, except under these four conditions when force is considered "reasonable and necessary": (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons and property.

Pupil Rights (Board Policy #5700)

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

Attendant on the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly

constituted school authority, and compliance with the policies and regulations of this district.

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

Student Code of Conduct

The Tenafly Public Schools values a community of students that works together to create a productive learning environment in which all students feel safe, secure and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violation of which they are aware with the expectation of not retaliation for such reporting, to respect others' person and property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others.

In accordance with New Jersey Administrative Codes, 6A: 16-5.1 and 18A: 25-2, and Board policy #5600, the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct. These include (but are not limited to) fighting, physical contact (which is considered dangerous and/or not dangerous), Internet in-school violation (inappropriate use), Internet out-of-school violation (inappropriate use, e.g. slander or threats), sexual harassment (including exposing oneself or sexual assault including exposing another) and vandalism (both minor and major).

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

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

Affirmative Action

The Tenafly Public Schools provide equal opportunity in all areas. The Affirmative Action Policy #2260 applies within the classroom and in personnel practices. No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or non-applicable handicap. The Affirmative Action Officer shall be responsible for planning, implementing and monitoring the district's Affirmative Action program with respect to school and classroom practices. The district works hard to maintain an environment free from all forms of sexual harassment or intimidation. Ms. Barbara Laudicina, Assistant Superintendent, is the Affirmative Action Officer. She can be reached at 201-816-4503.

Harassment, Intimidation and Bullying (HIB)

The Tenafly School District prohibits any written, verbal or physical acts or any electronic communication whether it is a single incident or a series of incidents motivated by harassment, intimidation or bullying (HIB) based on real or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical or sensory disability or any other distinguishing

characteristic that takes place on school property, at any school-sponsored function or on a school bus or off-school grounds as provided for in section 16 of P.L. 2010, Chapter 122 (New Jersey Anti-Bullying Bill of Rights), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property: or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or c) creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

"Please review the Tenafly High School HIB Action Plan for additional information, guidance, and related forms. The action plan is accessible on the THS homepage [HIB Action Plan.pdf](#)

Dating Violence

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

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

Additional information regarding dating violence including the Board Policy #5519 may be found on the district website.

Classroom Expectations & Procedures

A student's time in the classroom is the primary focus of our school's purpose, therefore we expect that:

1. **Students will be required to wear student ID's on school-provided lanyards.**
2. Students will arrive at all assigned periods on time with their school issued device and charger.
3. Students will be prepared with all required materials.
4. Students will use passing times and/or IDT to use the bathroom or to retrieve books from lockers, except for occasional emergencies. Chronic bathroom requests during class time may result in referral to the Student Support Leader or Vice Principal, and/or the Health Office.
5. Students with personal electronic devices must prevent the devices from being a distraction to teaching and learning. If so directed by the teacher, students will place devices in a designated area of the classroom. Video or audio recording of classroom activities is permitted only with prior administrative approval.
6. Students will demonstrate exemplary behavior at all times

Salute to Flag; Pledge of Allegiance

Each morning the Pledge of Allegiance will be said. "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

Students must refrain from disruptive conduct during the pledge.

Substitutes

When a teacher is absent, an assignment will be posted on google classroom for that class or an IDT will be assigned. When a teacher is absent, their students should report to the cafeteria where a substitute will be assigned to the class and will take attendance.

Tiger Study Den

In addition to our Library Media Center, students may visit our Tiger Study Den as a place for quiet study. The Tiger Den is open throughout the school day and is available for use during a student's individual decision time (IDT).

Fire Drills

Fire Drills are held to prepare students and teachers for a quick evacuation of the building in case of emergency. This is most important and must be treated very seriously.

Students are to move away from the building at their teacher's direction. They must remain quiet and walk quickly and in an orderly fashion. Use of electronic devices is prohibited during a fire drill.

Attendance must be taken. Students must stay with their teacher and class outside as attendance is taken to assure that everyone has safely exited the building.

Students on IDT who are in the cafeteria or in the front of the building are not to cross any street as fire trucks and emergency vehicles approach the school from the front. Students must leave by the closest exit and move to the rear of the building.

When the all-clear sounds, students should return immediately to the classroom or area they were in when the alarm sounded. An announcement and bell will indicate the new passing time.

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

Graduation Requirements

Readers should refer to the table found in the addendum section at the end of the Program of Studies.

This table may be found on the NJ Department of Education website at www.state.nj.us/education/ser/grad/reqchart.htm.

Tenafly High School Graduation Requirements

Course	Credits	Years
English	20	4
World History (Grades 9 – 10)	10	2
US History (Grades 11 – 12)	10	2
Mathematics	15	3
Science	17-18	3
World Language	10	2
Visual and Performing Arts	5	1
21 st Century Life and Careers, Or Career-Technical Education	5	1
Financial Economic Business and Entrepreneurial Literacy	2.5	0.5
Physical Education/Health/Family Life//Drivers Education	16	4
Family Life, Driver Education	4	
Technological Literacy – Integrated throughout curriculum		

Required for a Diploma: 120 Credits

Credits

A student must earn a total of 120 credits to graduate from Tenafly High School. In order to progress to the next grade level, students must have the following number of credits at the end of each year:

9 th Grade	30 Credits
10 th Grade	60 Credits
11 th Grade	90 Credits

Tenafly Middle School students taking courses at Tenafly High School may have those courses noted on their transcript but will not receive high school credit or GPA points.

Most semester-courses receive 2.5 credits and yearlong-courses receive 5 credits. Yearlong science courses with weekly laboratory double-sessions receive six credits.

Course credit is not applied until the completion of the course. For a semester-course, 2.5 credits will be issued at the end of the semester for students who have passed the class. For a yearlong course, 5.0 or 6.0 credits

will be issued at the end of the second semester for students who have passed the class. Partial credit will not be issued for any courses.

All full year courses will include an end-of-course cumulative assessment; some may include a mid-course assessment. Senior students may be granted exemption from the end-of-course cumulative assessment based on maintaining an A- grade average by the last school day in May. Information about exemptions can be found in the "Grading" section below.

For students who do not receive a passing grade during the year, summer school may be an option, although course selection is limited. Students may not repeat a course for credit for which they have previously received credit.

Note that some courses provide course credit toward the total number of credits needed for graduation, but do not satisfy subject-area requirements. For example, a student taking Creative Writing will receive 5 credits toward the graduation requirement of 120 credits, but this course cannot be used as a substitute for a regular English course to meet the English graduation requirement of 20 credits.

Students may make up credits or accumulate new ones only if Summer School application form is completed. Those students who leave school after age 16, without meeting the graduation requirements, are encouraged to enroll in a high school equivalency course or attend an adult evening high school in order to qualify for a New Jersey High School Equivalency Certificate.

Full-time students must be enrolled in a minimum of five full-year courses.

Scheduling and Level Changes

Program Changes: Adding and/or dropping courses and level changes

Selecting courses is the combined responsibility of the student, parent and counselor. A student's schedule is the result of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, teachers will make course placement recommendations, and school counselors and other personnel will provide guidance to students and their parents to help them make informed choices, and to maintain awareness of available options and the longer range impact of course selections. The results of this process are then used to build the master schedule, balance class sections, and equalize teaching loads. However, students sometimes seek schedule changes after the school year begins. To minimize the problems that result from inappropriate student-initiated change requests, the following procedures will be implemented:

1. During the first week of school, the Guidance Department will attempt to quickly resolve requests that reflect the following:
 - a. A scheduling **error** resulting in an incomplete or inaccurate program
 - b. Changes warranted by summer school makeup;
 - c. Course addition(s) that do not require course drops
 - d. Previous failure or noted conflict between student and assigned teacher;
 - e. Level changes initiated by Content Supervisor.

Only requests that reflect these circumstances will be processed during the first five days.

2. After the first five days of school and through the end of the third week, counselors will meet with students to consider additional kinds of schedule change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not justify a change. Changes that will not be considered:
 - a. Teacher preference;
 - b. An interest in joining friends in particular class;
 - c. Moving Driver's Education.
3. If a course is dropped between the beginning of the school year and the end of the first week after marking period 1 interim progress reports are available to parents, nothing will be noted on the transcript. If a student drops a course after the designated time period through the end of the first quarter, a WF or WP will be noted on the transcript. In order to receive a WP at the end of the first quarter, a student must complete and submit a drop form two weeks prior to the last date of the first quarter. If a student does not complete and submit a drop form, the letter grade he/she earned for the first quarter will be posted. If a letter grade has been posted, the student must remain in the course until the end of the year. Seniors who drop a course after the designated time period will be required to notify colleges about the changes in their academic program. Extenuating circumstances will be referred to the Principal, Vice Principal, and/or Director of Guidance.
4. Any and all level changes require the approval of the Content Area Supervisor in collaboration with school counselors and case managers as warranted. These changes are dependent on the availability of space in an appropriate class. In these instances, the original course will not be noted on the transcript, and the receiving teacher will factor in the student's work in the original course in determining a semester grade.

Any and all appeals for requests of course changes will be heard by the Vice Principal who in turn will make a recommendation to the Principal.

Grading

The Tenafly High School philosophy of grading and progress reporting includes the following components:

1. Help students to identify their academic strengths and weaknesses.
2. Measure pupil progress in mastering course goals and objectives.
3. Provide effective communication between the home and school with regard to strengths and weaknesses, and behavior and effort.
4. Enable teachers to assess the extent to which students are mastering course goals and objectives and thus evaluate their testing instruments.

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

Letter – Number Range			
A+	98 – 100	C	73 – 76
A	93 – 97	C-	70 – 72
A-	90 – 92	D+	67 – 69
B+	87 – 89	D	63 – 66
B	83 – 86	D-	60 – 62
B-	80 – 82	F	Below
			60
C+	77 – 79		

Grade Reporting for Full Year Courses

Grade Reporting: Q1 S1 Q3 S2 Final Assessment **Final Grade**

Transcript: YG (Year Grade)

Notes:

- S1 = 45% of full-year grade
- S2 = 45% of full-year grade
- Final Assessment is given at the end of the year and is based on year-long course work

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

Grade Point Average Chart

Grade	Scale	AP/H	ADV	CPA	CPB
A+	98-100	5.05	4.8	4.55	4.3
A	93-97	4.75	4.5	4.25	4.0
A-	90-92	4.45	4.2	3.95	3.7
B+	87-89	4.05	3.8	3.55	3.3
B	83-86	3.75	3.5	3.25	3.0
B-	80-82	3.45	3.2	2.95	2.7
C+	77-79	3.05	2.8	2.55	2.3
C	73-76	2.75	2.5	2.25	2.0
C-	70-72	2.45	2.2	1.95	1.7
D+	67-69	2.05	1.8	1.55	1.3
D	63-66	1.75	1.5	1.25	1.0
D-	60-62	1.45	1.2	0.95	0.7
F	0-59	0.0	0.0	0.0	0.0

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

Grade Change Policy

Any change in an interim or semester grade on a student's report card must follow the following procedure. Such changes shall be made no later than four school weeks after the distribution of the marking period report card in question. (See next page)

1. A grade correction form is completed by the teacher providing a rationale for the change.
2. The grade correction form is signed by the appropriate department supervisor.
3. The form is given to the Director of Guidance who also signs the form and provides copies to the teacher, department supervisor, student's counselor and the student affected by the change.

Incompletes

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

Testing and Evaluation

The purpose of testing is the mutual assessment of progress by teacher and student. Each discipline has its own philosophy of learning and the measurement thereof, and each subject area is unique and calls for a different set of skills.

The classroom teacher is the person who can best assess the needs, problems, and special progress of his or her students. Teachers should share their philosophy and method of testing and evaluation with students before a test and return and review test questions and answers with students. Tests are used as a teaching tool and test review is an important component in the learning process.

Homework, essays, projects, etc. can be due on "E" days, but anything requiring studying (assessments) is forbidden.

In the event that a student has four tests on one day they should alert their teacher and are only required to take three tests that day. This protection does not include quizzes.

Grading and Assessment

Grades will be reported at the end of the first quarter (Q1), end of the first semester (S1), end of the third quarter (Q3), and end of the second semester (S2). A grade for the final cumulative assessment in full-year courses and a final grade for all courses will also be reported. Only the final grade for each course will be reported on the student's transcript.

Except for students who are exempt (as per the Senior Exemption guidelines below) from taking the end-of-course assessment for full year courses, all students must take the June end-of-course assessments.

A student who does not complete the end-of-course assessment/project for a full year course will receive a grade based on the teacher's evaluation of the work accomplished throughout Semester 2 unless otherwise approved by the Vice Principal. The end-of-course assessment grade will be factored in as an "F"; this will count as 10% of the end-of-course grade.

Final grades for full-year courses will be determined and credits will be awarded according to the following guidelines:

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

Mid-and End-of-Course Assessments

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

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

The June administration of end-of-course assessments will be announced and posted by March 15th.

End-of-course assessments for Semester 1-only courses or quarter-year courses (Q1, Q2, Q3) will be administered at the end of the semester or quarters respectively as communicated by the teacher.

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

Supervisors and teachers reserve the right to administer approved cumulative projects, portfolios, or other forms of assessment in lieu of traditional "final exams." Cumulative projects, portfolios, or other form of assessments equal 10% of the end-of-course grade.

Semester 1 = 45% of full year grade

Semester 2 = 45% of full year grade

Final Grade for full year course = S1 (45%) + S2 (45%) + Final Assessment (10%)

Students who miss an end-of-course assessment due to extenuating circumstances will have their situation reviewed by the Vice Principal. If it is determined that the student has missed the end-of-course assessment under unavoidable circumstances, a makeup end-of-course assessment will be approved.

After an end-of-course assessment makeup exam is approved, the student must make arrangements with the appropriate Content Area Supervisor, teacher, and school counselor regarding time and location of the makeup end-of-course assessment. A grade of incomplete will be given to the student until the makeup exam has been taken and evaluated.

Credit is awarded upon successful completion of the course work which includes the completion of the end-of-course assessment (except for students who are exempt).

Except for students who are exempt (Seniors only – see *Senior Exemptions* section) from taking the end-of-course assessment for full year courses, all students must take the June end-of-course assessments.

A student who misses a June end-of-course assessment for a full year course without the Vice Principal's determination of "extenuating circumstances" and subsequent approval will receive a grade based on the teacher's evaluation of the work accomplished throughout Semester 2. The end-of-course assessment grade will be factored in as an "F"; this will count as 10% of the end-of-course grade.

Request to Take a Mid- or End-of-Course Assessment on Alternative Date

Request to take a mid- or end-of-course assessment on an alternative date (i.e. date other than the assigned date per the announced and posted schedule), must be made to the Vice Principal. If the Vice Principal approves an alternative administration, the student must make arrangements with the appropriate Content Area Supervisor, teacher, and school counselor regarding the alternative date.

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

Senior Exemptions

Students participating in Senior Options complete class work on a date to be specified in May and do not take the June end-of-course assessments. The date in May for Senior Options will be announced and posted by March 15.

In addition, seniors who have a cumulative A- grade by the last school day of May in full year courses may, at the teacher's discretion, be exempted from taking the June end-of-course assessment. Students will not be eligible for this exemption if they have been denied credit for exceeding the maximum absence limit or have had their IDT privilege revoked at any time during the current school year. The Vice Principal reserves the right to make the final determination regarding a student's exemption eligibility and/or status.

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

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

Detention

Afternoon detention begins at 3:15 p.m. and ends at 3:45 p.m.

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

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

Rules for detention:

1. Be on time. If students are late, they will not be admitted to detention and an additional day will be assigned (original detention plus an extra detention).
2. Bring reading/studying materials.
3. Talking, sleeping, using electronic devices and eating/drinking are prohibited.
4. If students are disruptive, they will be asked to leave and the time served will be forfeited and reassigned.
5. If you miss detention, detention will be doubled.
6. Repeated unverified absences from detention, may result in out of school suspension.

Suspension and Expulsion

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

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

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

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

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

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

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

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

1. continued and willful disobedience;
2. open defiance of the authority of any teacher or person having authority over a student;
3. actions that constitute a continuing danger to the physical and emotional well-being of others (including HIB and dating violence);
4. threat or physical or verbal assault upon another student, a teacher, or any school employee;
5. taking, or attempting to take, personal property or money from another student or staff member, whether by force, fear, or deception;
6. willfully causing, or attempting to cause, substantial damage to school property;
7. willfully causing, or attempting to cause, a substantial disturbance, disruption, or disorder to the school environment.
8. taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority.
9. inciting others to take part in an unauthorized occupancy.
10. truancy and class cutting, or leaving school property without permission;
11. poor attendance and lateness;
12. use or possession of unsafe or illegal articles;
13. use of any tobacco product on school property;
14. use, possession, or sale of a controlled dangerous substance, anabolic steroids, or alcohol;

15. use of profanity or abusive language;
16. turning in a false alarm;
17. tampering with or damaging property of other students or staff members.
18. gambling and/or selling or buying lottery tickets or other gambling paraphernalia on school property;
19. misusing and/or vandalizing technological equipment, including computers;
20. card playing;
21. security breach – opening or propping exterior school building doors to allow unauthorized entry;
22. violation of the basic rights as listed under “Student Rights and Responsibilities.”
23. Not following proper social distancing guidelines and safety protocols.
24. any behavior/incident as determined by the Principal or Vice Principal.

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

A suspension will be considered a school-approved absence.

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

Court and school law decisions have held that in any situation where a fundamental right may be denied, students must be afforded all appropriate

elements of due process. This may apply in cases involving expulsion, a suspension which exceeds 21 days, a short-term suspension in which the timing of the punishment is crucial for that particular student, prohibition against certain student activities, or other instances.

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

Vandalism (Board Policy #7610)

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

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

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

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

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

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

Dangerous Conduct

Behavior which leads to the physical endangerment of others will not be tolerated. Fighting, possession of a weapon (see weapon policy), arson, reckless driving, possession of drugs or alcohol, HIB, or other offenses deemed of a serious nature by the Principal warrants suspension from school. Any suspensions that exceed five days will terminate with a parent conference in school.

Weapons and Dangerous Instruments

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

As per Board Policies #5611 and #5613, the Board of Education prohibits the possession and/or use of weapons, or other instruments which can be used as weapons, from school property at any school functions, or while enroute to or from school or any school function.

The Principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property. A student found or observed on school property, or at a school event in possession of a weapon or dangerous instrument, shall be reported to the Principal/designee immediately. The Principal shall immediately inform the superintendent/designee and immediately inform appropriate law enforcement officials.

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

To provide for a safe learning environment, the Board of Education will implement policies and procedures regarding pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, according to the requirements of The Zero Tolerance For Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

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

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

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

If a pupil is removed from the regular education program and a placement in an approved alternative education program is not available, or if the

Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the school district will provide home or other out-of-school instruction. Pupils with disabilities who exhibit dangerous or violent behavior may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.6.

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

R-Rated Procedures

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

- Parents notify the Vice Principal in writing if their child is not permitted to view R-rated films. The Vice Principal informs the student's guidance counselor and teachers that s/he is not permitted to view R-rated films. If the student's schedule is changed, the guidance counselor must notify the Vice Principal who will inform any new teacher(s) that the student is not to view R-rated films.
- Parents notify the Vice Principal in writing if they wish to provide permission on a case-by-case basis for their child to view R-rated films and/or excerpts on a case-by-case basis. The Vice Principal informs the student's guidance counselor and teachers that s/he may view R-rated films and/or excerpts only after a permission slip is completed by the teacher, given to the Vice Principal for mailing and returned by the parent who will grant permission or not grant permission. The teacher will be notified by the Vice Principal if the student can or cannot view the R-rated film or excerpt when the parent form is returned. Ample time (one week) must be allowed to obtain parental permission. A permission slip must be completed each time the teacher shows an R-rated film and/or excerpt.
- If the student's schedule is changed, the school counselor must notify the Vice Principal so any new teacher is informed that the student's parent must be notified on a case-by-case basis to view R-rated films and/or excerpts.
- An alternative assignment must be provided by the teacher for the student not viewing R-rated films and/or excerpts.

Student Cafeteria

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

1. No food is to be removed from the cafeteria or the outdoor picnic area adjacent to the cafeteria except during the unit lunch period in designated areas on the first floor only.
2. Students are expected to clear their tables and lunch areas after eating and dispose of garbage in appropriate bins.
3. Sitting on tables and placing feet on tables in the cafeteria are prohibited.
4. Running, shouting, card playing, horseplay and throwing of food or other objects are prohibited.

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

Dress and Appearance

It is generally accepted that the dress of students contributes toward their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students. Students are encouraged to take pride in their appearance as well as having respect for those around them.

Students should dress in a manner that reflects appropriateness, cleanliness and safety within the classroom and at school activities. Good taste and common sense should prevail. In addition, School Board regulations prohibit pupil dress or grooming practices that are hazardous to health or safety, materially interfere with schoolwork, prevent the student from achieving his/her educational objectives, create disorder or disrupt the educational program, advocate illegal or unhealthy behavior, and/or contain inappropriate words or pictures.

Specific Requirements:

1. Footwear must be worn at all times.

2. Students will be required to wear their student ID's on school-provided lanyards.
3. Students are required to show their school issued lanyard and ID upon arrival to school each morning. Lanyard and ID must be visibly worn by student throughout the school day.
4. Clothing with a message, picture or symbol promoting alcohol, tobacco, drugs, sexual connotation, violence or other inappropriate messages/advertisements or clothing apparel and/or accessories that may be considered as gang-related is prohibited.
5. Anti-religious, anti-racial or obscene dress is prohibited.
6. Excessively short shorts or skirts; revealing tops (low-cut or open tops, halters, tube tops, tops with open backs or sides) are unacceptable.
7. "See-through" clothing not permitted.
8. Undergarments may not be visible.
9. Costumes, unless prescribed for special occasions, are prohibited.
10. Inappropriately torn clothing is unacceptable.
11. No hats/baseball caps should be worn.
12. Wearing hoods from sweatshirts or coats within the building is prohibited.

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

Cell Phones/Electronic Devices

Cell phones or other electronic devices are not to disrupt teaching and learning at any time during the school day (8:10 AM. – 3:11 PM). Students are urged not to bring electronic devices to school and are reminded that the use of cell phones or electronic devices is strictly prohibited during school emergency drills. Any use of cell phones or other communication devices that interferes with teaching and learning will be handled at the discretion of the staff/faculty member. Students causing chronic disruption with such devices will be referred to the Vice Principal.

Use of Recreational Vehicles

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

Student Lockers

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

Individual Decision Time

IMPORTANT: all students will be allowed to leave campus for IDT until further notice.

Individual Decision Time

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

Criteria for maintaining IDT are the following:

- ◆ **Academic** – students must be in good academic standing in all of their classes as determined by the Vice Principal

- ◆ **Attendance** – students must maintain an acceptable attendance/tardiness record, as determined by the Vice Principal.
- ◆ **Behavior** – appropriate and responsible behavior toward staff and peers must be exhibited at all times.
- ◆ **Safe, responsible, and considerate driving** – applicable for student drivers.

The opportunities available for use of individual decision time are:

- ◆ **Lalor Library/Media Center**
- ◆ **CSI (Content, Skills and Internship) Center.**
- ◆ **Tiger Study Den**
- ◆ **School Counseling Office (scheduling, program planning, college and career counseling) – located next to the Student Services office area.**
- ◆ **Cafeteria**
- ◆ **Tom Elefante Memorial Garden**
- ◆ **Elster Memorial Court** – outdoor area between the PITT and Room 110
- ◆ **Alumni Garden** – outdoor area (located across from the Principal's Office)
- ◆ **Dr. Eugenia Pfeiffer Memorial Garden** – outdoor area (located in front of main lobby)
- ◆ **Leave School Property** – students must remain mindful of their allotted time (Grades 10 – 12 only) if they choose to leave school grounds

Students should determine their IDT location within 5 minutes. Students who loiter in halls, staircases, locker rooms, or bathrooms during IDT will have their IDT privilege revoked.

IMPORTANT FOR ALL GRADE LEVELS: If any teacher is not present at the beginning of class, it is the responsibility of the students to notify the Principal's Office and/or the Attendance Office. There is no such thing as the often rumored "10 Minute" rule that permits students to leave after waiting 10 minutes. The official IDT posting is communicated daily via school e-mail.

Student Drivers

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

A parking permit does not guarantee a parking space. There are 20 reserved spaces for THS staff along the brook and before the first speed bump in the Tenafly Swim Club parking lot. Students are not permitted to park in these designated spaces. There are only 140 available parking spaces for students. Parking is on a first-come, first-served basis. Please be aware, however, that the Grove Street lot is off campus and the school is not responsible for incidents occurring in the lot.

Student drivers may not use the Sunset Lane or Davenport lots or Administrative Lot next to the school at any time. Student parking or driving in these locations will be subject to disciplinary action which may include revocation of IDT and senior parking privileges.

All student vehicles are banned from the front circle. Students may not park on Westerly Drive at any time. **Students who violate the rules will be subject to revocation of IDT and senior parking privileges.**

Cautious driving in the vicinity of the school is essential. Driving recklessly or beyond the speed limit will result in the filing of charges with the Tenafly Police Department as well as school consequences.

Senior Student Parking Lot Agreements and Parking Decals are available in the Student Services office.

Senior Student Parking Lot Agreement 2022 - 2023 (Tenafly Swim Club Parking Lot)

Any eligible student of THS desiring to park in the Tenafly Swim Club Parking Lot during the school year between 7:30 AM to 3:30 p.m., Monday through Friday, shall first obtain a parking decal pursuant to regulations established by the THS administration.

1. The parking lot will be reserved for seniors only (first-come, first-served basis).
2. There are no assigned parking spaces (140 parking spaces available).
3. Parking in the Swim Club Lot will be a privilege.
4. For the 2022-23 school year, there will be 20 reserved spaces along the brook and before the first speed bump for THS staff in the Tenafly Swim Club Parking Lot. **Students are not permitted to park in these designated spaces.**
5. Procedures for obtaining a parking lot permit:
 - ◆ Signed permission slip by parent(s) and student must be submitted to and approved by the Vice Principal's Office.
 - ◆ Student must present his/her student ID proxy card.
 - ◆ Student must present a valid driver's license and vehicle registration that will be photocopied and immediately returned to student.
6. Any person parking a vehicle in the Swim Club Lot (during regular school hours) without a valid parking permit shall be subject to the issuance of a summons for violation of the borough ordinance. The Police Department may cause said vehicle to be moved to such place as designated by the Chief of Police and the owner or operator of any vehicle so removed shall pay the cost and expense of such removal and storage. In addition, the operator of said vehicle shall be subject to consequences as administered by the THS administration.
7. Student parking privileges may be revoked for any of the following reasons:
 - ◆ Violations of traffic regulations in the school district
 - ◆ Cited careless/reckless driving or vandalism to vehicles
 - ◆ Graffiti on vehicles
 - ◆ Parking in a staff designated parking space in the Tenafly Swim Club Parking Lot, Davenport Parking Lot, Westerly Drive, or Middle School Parking Lot
 - ◆ Parking or driving in the front circle of the school building
 - ◆ Smoking in the Swim Club Lot

*Driving violations may also result in the filing of charges with the police.

*Driving, parking or smoking violations will result in school disciplinary actions as outlined in the *Tiger Q* including possible loss of student IDT privileges.

8. Only one parking permit shall be issued to a student for one school calendar year. Lost permits will not be replaced.
9. The parking permit decal shall be clearly displayed **on the rearview mirror** of the vehicle for which it was issued.

I, _____, have read and understand the rules and procedures outlined in the above contract and will abide by these rules.

Signature of student: _____ ID: _____ Date: _____

Student Cell Number: _____

Signature of Parent/Guardian: _____ Date: _____

Lost and Found

The Attendance Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check with the Attendance Office.

If lost and found articles are not claimed within a reasonable amount of time, they will be discarded or donated.

Lost/Damaged Text Books

In order for a student to receive credit for a subject, all textbooks required for that course must be returned in a condition corresponding to that in which they were issued; consideration is given for a year's use. If such a book is either lost or damaged, the student must pay for it. The price list for books is available via the bookkeeper in the Principal's Office.

Student Support Services

Content, Skills and Internship Learning Center

The Content, Skills, and Internship Learning Center (CSI) is staffed by two certified educators knowledgeable in the content and skills of the core academic disciplines who have particular skill in identifying and dealing with varied learning styles, CSI offers assistance in a variety of areas, including but not limited to active reading and writing strategies, math concepts, time management, science, note taking, and PARCC, SAT, PSAT, and AP test preparation. CSI provides instructional support in terms of strategies and skills across content areas and is available to all students as well as those students assigned by guidance counselors, teachers, or child study team members. The CSI program is a school-based support system for all students that takes education beyond classroom walls.

Intervention and Referral Services Committee (I&RS)

The Intervention and Referral Services Team implements procedures and strategies as needed for general education students. A student not known to have a disability who is experiencing learning, behavior or health difficulties shall be referred to the I & RS team. This team provides the faculty with direction in formulating coordinated services and team delivery systems to address the full range of student learning, behavior and health problems in a general education program. The responsibility for establishing, implementing and evaluating programs of I&RS is clearly centered in the

general education program, rather than special education. I&RS programs are intended to be used as a primary mechanism for assisting general education staff to successfully accommodate the needs of significant numbers of students in the general education program who are at risk.

Child Study Team (CST)

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

**Bergen County Department of Health Services
Community Mental Health Services
201-634-1750 * www.bergenhealth.org**

Treatment Providers

Dial (NJ) 211 from any phone in NJ for free confidential help for any personal, family concern or crisis www.nj211.org

<u>West Bergen Mental Healthcare</u> <u>www.westbergen.org</u>		<u>CarePlus NJ Inc.</u> <u>www.careplusnj.org</u>	
Allendale Franklin Lakes Glen Rock Ho-Ho-Kus Midland Park Oakland Ramsey Ridgewood Saddle River Upper Saddle River Waldwick Wyckoff	<p align="center">Ridgewood Center 120 Chestnut Street, Ridgewood 07450 Admissions: 201-444-3550 Fax: 201-652-1613</p> <p align="center">West Bergen Center for Children and Youth 1 Cherry Lane, Ramsey 07446 201-934-1160</p>	<p align="center">Paramus (Mid-Bergen) Center 610 Valley Health Plaza, Paramus 07652 Admissions: 201-986-5000 All other business: 201-265- 8200 Fax: 201-265-0366</p> <p align="center">Fair Lawn Center (Fair Lawn Mental Health Center) 17-07 Romaine Street, Fair Lawn 07410 201-797-2660 Fax: 201-797-5025</p>	Elmwood Park Fairlawn Hillsdale Montvale Paramus Park Ridge Saddle Brook Washington Township Westwood Woodcliff Lake

<u>Vantage Health System</u> <u>www.vantagenj.org</u>					
Alpine Bergenfield Closter Cresskill Demarest Dumont Harrington Park	Haworth Northvale Old Tappan River Vale Rockleigh Tenafly	<p>• Dumont Center 2 Park Avenue, Dumont 07628 Admissions: 201- 567-0059 Other Business: 201-385-4400 Fax: 201-385-9689</p>	<p>• Englewood Center 93 W. Palisade Avenue, Englewood 07631 Admissions: 201- 567-0059 Other Business: 201- 567-0500 Fax 201-567-9335</p>	Cliffside Park Edgewater Englewood Englewood Cliffs Fairview Fort Lee	Leonia Palisades Park Ridgefield Ridgefield Park Teaneck

Comprehensive Behavioral Healthcare Inc. (CBH CARE)

Admission Center: 201-646-0195 www.cbbcure.com

Bogota Emerson Hackensack Hasbrouck Heights Little Ferry Lodi Maywood	New Milford Oradell River Edge Rochelle Park South Hackensack Teterboro	<ul style="list-style-type: none"> • Hackensack Center 395 Main Street, Hackensack 07601 Admissions: 201-646-0333 Fax: 201-646-0283 • River Edge Office 117 Kinderkamack Road, River Edge 201-441-9335 Fax: 201-441-9711 	<ul style="list-style-type: none"> • Lyndhurst Center 516 Valley Brook Avenue, Lyndhurst 07071 Admissions: 201-935-3322 Fax: 201-935-9196 	Carlstadt East Rutherford Garfield Lyndhurst Moonachie North Arlington Rutherford Wallington Wood-Ridge
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Consumer Support & Social Programs	Advocacy/Information/Referral	
<ul style="list-style-type: none"> • On Our Own Drop-in Center 179 Main St. 2nd Floor, Hackensack 07601 201-489-8402 • For Us By Us Drop-in Center 40 Van Brunt St, Englewood 07631 201-541-1221 <p>Provides education, information and socialization; operated by and for consumers. www.espnj.org</p>	<p>National Alliance for the Mentally Ill (NAMI)</p> <ul style="list-style-type: none"> • NAMI – Bergen County 304 Valley Blvd. Rm 30, Wood-Ridge 07075 201-635-9595 Fax: 201-635-9222 www.namibergen.org • NAMI – Family Organizations of Bergen County 610 Valley Health Plaza, Paramus 07652 • Intensive Family Support Services (IFSS) (a program of CBH Care) 395 Main St., Hackensack 07601 201-646-0333 * Fax: 201-646-0283 Helps families of mentally ill by providing: counseling/support; respite care; educational workshops; transportation; supportive phone service. 	<p>Bergen County Office of Behavioral Health 327 E. Ridgewood Ave., Paramus 07652-4895 www.bergenhealth.org</p> <p>Children’s Services 201-634-2756/2750 * Fax: 201-634-3002 Monitors and advocates with the overall system of care for children with emotional behavioral challenges and their families.</p> <p>Division of Mental Health 201-634-2753/2750 * Fax: 201-634-3002 Administers County Mental Health Board & planning committees that focus on adult & child services.</p>
		<p>Mental Health Law Project 327 Ridgewood Ave., Paramus 07652-4895 201-634-2760</p>

		www.bergenhealth.org Provides free legal services to eligible clients who are involved in civil matters.
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Specialized Services		
Case Management	Vocational Rehabilitation	Supportive Housing
<ul style="list-style-type: none"> Integrated Case Management Services (ICMS) & Transition Services (Jail Diversion) (a Division of CarePlus, NJ) 111 Lester St., Wallington 07057 973-574-0655 * Fax: 973-574-0653 Program for Assertive Community Treatment (PACT) (a Division of CarePlus, NJ) 17-07 Romaine St., Fair Lawn 07410 201-398-9110 * Fax: 201-398-9115 <p>Mobile Mental Health Services for clients in the community recently hospitalized voluntarily and not compatible with other mental health services.</p>	<ul style="list-style-type: none"> Friendship House 125 Atlantic St. Hackensack 07601 201-488-2121 Fax: 201-488-4157 <p>Provides vocational rehabilitation, transitional employment services, job placement, job coach, and residential services for adults as well as pre-vocation, after school programs for adolescents.</p> <p>www.njfriendshiphouse.org</p>	<ul style="list-style-type: none"> Bridgehaven Housing 267R Pascack Rd., Washington Township 07s676 201-664-1700 * Fax: 201-664-1784 <p>Provides housing and support services to seriously mentally ill homeless adults; consumer operated.</p> <p>www.bridgehavenhousing.org</p>

**24-Hour Crisis Response
(a Division of CarePlus, NJ)**

**Psychiatric Emergency Screening Program (PESP)
201-262-HELP (4357)**

Business Office (Non-Emergencies) 201-262-7108 FAX: 201-262-1698

Academic Integrity

Academic Integrity is essential the culture of learning and community that we strive to maintain at Tenafly High School. In order to work effectively with students, teachers need to know that the work students submit is their own, and that sources that are used are properly cited and acknowledged. Students who submit work that is not their own, or that is not properly cited, are engaging in a fraudulent transaction; the act of submission represents a false claim that the work is their own. Such deceits poison the trust between teacher and student that is a key characteristic of a healthy and effective learning relationship. Such offences are far from “victimless;” they compromise the learning culture itself.

Unacceptable Engagement

The following examples categorize basic types of unacceptable student engagement:

- 1. Cheating:** using unauthorized notes during an examination; altering responses on an assessment or assignment after it has been graded and returned; allowing another person to do one’s work and submitting under one’s own name; submitting identical or significantly similar papers for credit in more than one course without the permission from the teachers.
- 2. Plagiarism:** submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their content source.
- 3. Fabrication:** falsifying or inventing any information, data or citation; relying on someone else’s results or responses; citing sources that one has not actually used or consulted.
- 4. Obtaining an Unfair Advantage:** stealing, reproducing, distributing or otherwise gaining access to assessment material prior to the time authorized by the teacher or school; retaining, possessing, distributing or otherwise circulating assessment materials clearly indicated to be returned to the teacher or proctor at the conclusion of the assessment period; intentionally obstructing or interfering with another student’s academic work.
- 5. Falsification of Records and Unofficial Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on a grade report, letter of permission, drop/add form, or any other school-related document.
- 6. Unauthorized Access to Computerized Academic, Administrative, Teacher or Student Management System Files and Documents:** viewing or altering computer records, modifying computer programs or systems, distributing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.
- 7. Aiding or Abetting Academic Dishonesty:** Providing material,

information, or other assistance to another person with knowledge that such assistance could be used in any of the violations stated in numbers 1-6 above; providing false information in connection with any inquiry regarding academic integrity.

Academic dishonesty corrodes the school culture. We must all respond firmly to any infractions.

The entire school community has a responsibility to help students appreciate the importance of personal ethics as an essential part of their preparation for the decisions they will have to face in their adult lives. All members of the school community have a responsibility to actively deter academic dishonesty as well as to report knowledge of any violations.

Academic Integrity Referral forms are available in the Principal's Office, the Attendance Office, the School Counseling Office, and on the Tenafly High School homepage. Staff/Faculty, Teachers, Students, and Parents/Guardians are implored to complete a referral for any incident of academic dishonesty of which they have awareness or suspicion.

Violations of academic ethics sometimes occur because students are uncertain of the requirements regarding collaboration or citation. Responsibility for violations of academic integrity is not diminished by lack of awareness of the expectations and requirements. Therefore, students with any questions are strongly advised to ask about policies regarding collaboration and citations at the beginning of each course-

There are many appropriate steps students can take to enhance their academic success and thereby diminish any temptation to make unethical choices.

- Ask questions - in class, immediately after class, in e-mail or in office hours - about course content or course procedures. If you are confused, you might ask for more clarification, different examples, or specific applications to help you understand. Other students often have the same questions you do so your questions can enhance the overall effectiveness of the course.
- Find out whether the teacher(s) will provide suggestions for preparing for assessments and consider preparing your own review sheet. The process of making a review sheet is actually a good method of improving your understanding of and memory for complex information.
- Refine your note-taking skills. Many students form the habit of transcribing whatever the teacher writes, no more and no less. To facilitate better review and study sessions, ask yourself frequent questions as you engage in a lesson: What is the key new idea here? How can I use this information? Can I anticipate what is coming next?

- Improve your time management, especially during the day and early evening. Procrastination more often leads to ineffective cramming and loss of sleep than to good performance under pressure. If you begin to work well before due dates and assessments, you are much more likely to learn the material, be able to get help if you need it, feel less stressed, perform better, and avoid poor decisions on very late nights.
- Speak with your teachers about their grading and homework policies.
- Make more use of the help that is available to you to master course material and to be efficient in your work:
 - Inquire about teachers' office hours or email accessibility.
 - Supervisor of Library/Media Services can help you become more skilled in research and finding supplemental material.
 - The Content, Skills and Internship (CSI) Center provides walk-in, small group or individual assistance.
 - Teacher and course websites often include announcements and posted material to support students with particular assignments.
 - Form an in-person or on-line study group with peers.
- Recognize the options you have, other than cheating, for dealing with academic pressure:
 - Set priorities and adjust your goals/expectations to reduce the pressure you put on yourself.
 - Talk with one of the many support persons who may be able to offer you good suggestions: your teacher, counselor, administrator, friend, and parents.
 - Consider taking advantage of study skills and stress management technique workshops offered by the school's support team.
- If you feel tempted to cheat or plagiarize, try to identify the underlying reasons (e.g. family pressure, self-expectations, external stresses, fear of failure) and address them by talking with a friend, your parents, a counselor, your class advisor, your teacher, or someone else with whom you feel comfortable discussing the difficulties you are having.

Consequences

Where academic dishonesty is evident, the following procedures and consequences will be invoked per the Principal's/Vice Principal's discretion:

First Offense

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

Second Offense *

1. Mandatory meeting convened with Supervisor of content area, teacher(s) of the course in which the academic dishonesty occurred, the counselor/case manager, the student, and the parent(s)/guardian(s) of the student.
2. The piece of work on which the student demonstrated academic dishonesty is counted into his/her average as a zero.
3. Loss of eligibility for and/or removal from school leadership positions for one school year or amount of time determined by the Principal or designee.
4. Loss of IDT privilege not less than one semester.

Third Offense

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

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

In addition to the consequences stated above for first offense, second offense and third offense, the Principal or designee reserve the right to refer incidents of academic dishonesty to the Superintendent of Schools. Such referrals may result in additional consequences administered by the Superintendent of Schools. Additional consequences may include but are not limited to the convening of a Board of Education Hearing.

The THS Academic Integrity framework is significantly adapted from various resources available from Clemson University's Center for Academic Integrity (<http://www.academicintegrity.org/>). The colleges and universities from which components of the framework are pulled from include: Carnegie Mellon, Duke University, James Madison, Northwestern University, University of Maryland, University of Virginia, and Villanova University. In addition, information was also taken from the Illinois Math and Science Academy High School.