



Dear Students,

Welcome back to the 2026-2027 school year and our Highlander Community. West Milford High School is a school whose culture is a reflection of each and every one of us; it is a community in which you make a positive impact by focusing on our core values. Remember to "Be Here, Be Safe, Be Honest, Be Respectful, Let Go, Move On and Set Goals" every day. During this school year, become actively engaged academically and via athletics, music, and/or clubs. You will find a list of all sports, and clubs on our [WMHS Website](#).

Review your rights & responsibilities shared in the first sections of the Handbook; they are important. As the new school year begins, it is our hope that this will be your best school year yet. As always, should you need assistance, feel free to seek out your counselor or any administrator for support. Wishing you a successful school year!

"Once a Highlander, ALWAYS a Highlander."

~The West Milford High School Administrative Team

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SECTION I: ADMINISTRATION

DAILY SCHEDULES

9 Period Day Bell Schedule			
Hrm. & Per 1	7:15	7:57	42
Per 2	8:01	8:42	41
Per 3	8:46	9:27	41
Per 4	9:31	10:12	41
Per 5	10:16	10:57	41
Per 6	11:01	11:42	41
Per 7	11:46	12:27	41
Per 8	12:31	1:12	41
Per 9	1:16	1:57	41

9 Period Day Bell Schedule 2-Hour Delayed Opening			
Hrm. & Per 1	9:15	9:44	29
Per 2	9:48	10:15	27
Per 3	10:19	10:46	27
Per 4	10:50	11:17	27
Per 5	11:21	11:49	28
Per 6	11:53	12:21	28
Per 7	12:25	12:53	28
Per 8	12:57	1:25	28
Per 9	1:29	1:57	28

9 Period Day Bell Schedule Early Dismissal			
Hrm. & Per 1	7:15	7:45	30
Per 2	7:49	8:19	30
Per 3	8:23	8:53	30
Per 4	8:57	9:27	30
Per 5	9:31	10:01	30
Per 6	10:05	10:35	30

Per 7	10:39	11:09	30
Per 8	11:13	11:43	30
Per 9	11:47	12:17	30

9 Period Day Bell Schedule Double Third			
Hrm. & Per 1	7:15	7:49	34
Per 2	7:53	8:26	33
Per 3A	8:30	9:20	50
Per 3B	9:24	10:14	50
Per 4	10:18	10:51	33
Per 5	10:55	11:28	33
Per 6	11:32	12:05	33
Per 7	12:09	12:42	33
Per 8	12:46	1:19	33
Per 9	1:23	1:57	34

9 Period Day Bell Schedule Pep Rally			
Hrm. & Per 1	7:15	7:48	33
Per 2	7:52	8:25	33
Per 3	8:29	9:02	33
Per 4	9:06	9:39	33
Per 5	9:43	10:16	33
Per 6	10:20	10:53	33
Per 7	10:57	11:30	33
Per 8	11:34	12:07	33
Per 9A	12:11	12:44	33
Rally	12:48	1:48	60
Per 9B	1:48	1:57	9

After School Bus Schedule

Monday – Friday: 6 buses at 3:30 p.m.

*No After School busing on Early Dismissal Days

[DISTRICT CALENDAR 2026-2027](#)

CONTACTING STAFF MEMBERS

[West Milford Staff](#)

DELAYED OPENING AND EMERGENCY CLOSING OF SCHOOLS

On occasion a 2-hour delayed opening (Delayed opening hours 9:15am - 1:57pm) or emergency closing of the West Milford Township Public Schools may occur. When possible, a decision will be made before 6:00 a.m. as to the opening of schools. If a 2-hour delayed opening or a school closing is called, please note the following important information:

- School administration will communicate and inform parents of school delay/cancellation. You are encouraged to register for the Appetegy/Thrillshare messaging service and keep it updated.
- School cancellation information is also available at www.wmtps.org.

EMERGENCY EARLY DISMISSAL OF SCHOOLS

In the event of an emergency once school is in session, the Superintendent will assess the situation and, if necessary, call an emergency early dismissal of schools by 10:30 a.m. In the event of the emergency closing of district schools due to weather conditions, all district programs shall be canceled, with the exception of special approval by the Superintendent of Schools or his designee.

SECTION II: ATTENDANCE GUIDELINES

ATTENDANCE STANDARD

Strong attendance and achievement are closely linked. Both passing grades and appropriate attendance, therefore, are required by the state of New Jersey in order to earn credit towards graduation. All students in grades 9-12 are expected to attend all assigned classes daily.

Absences and tardies are part of the permanent record. There are two types of absences: daily and period. If a student is absent all day, he/she will receive an

absence for all classes that day. If a student misses more than 15 minutes from a class, he/she will receive a cut for that period. In addition, 10-15 minutes out of class is considered "misuse of hall pass." Students should not be out of class for more than 10 minutes without a specific reason, i.e. nurse, guidance, etc.

All student drivers (ages 17 or 18+) MUST have parent permission to leave early.

STUDENT ABSENCES

To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course. A student will not be granted credit toward graduation in a scheduled course after the absences exceed ten percent (10%) or more of the class sessions. ALL absences will be counted, with certain exceptions for absences listed below.

The following exemptions from the attendance policy will be excused when documentation of such is provided.

- IEP (Individualized Education Plan)
- IHP (Individualized Health Plan)
- Participation in school-sponsored activities that take place during the school day (nexus to school)
- Observance of religious holidays recognized by the State of NJ
- Documented college visits- up to 4 per year for 11th & 12th graders
- Documented participation in "Take Our Children to Work Day"
- Death in the Family
- MVC - Motor Vehicle Driving Test
- Court Appearances

The Board of Education permits **16 days of absence for a full-year course** and **8 days of absence for a semester course**. Students exceeding 16/8 days are excessively absent and, therefore, lose credit for that course. Students, who remain in the course, satisfying the state requirement of seat-time, will be provided the opportunity for credit recovery at the parent's expense. Students may also opt to retake the course in the following school year.

This policy applies to all students who absent themselves from class for any combination of the following reasons:

- Illness (not requiring home instruction)
- Medical/dental appointments
- Voluntary signing out during the day
- Family vacations
- Attending competitions NOT directly sponsored by an educational institution

- Cutting/Truancy
- Driving lessons
- Early dismissals for school events such as Junior Prom, Senior Prom, etc, including the following day.

Portal Notification Regarding Excessive Absences

- Full-Year Course: 4th absence, 8th absence, 12th absence, 17th absence = loss of credit (LOC)
- Semester Course: 4th absence, 9th absence = Loss Of Credit

Transfer Students: The maximum number of absences permitted will be proportional to the number of days registered at West Milford High School.

APPEALS AGAINST LOSS OF CREDIT

A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

- The student shall file a [written attendance appeal](#) to the Principal or designee within seven school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
- The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student and teacher(s) may attend the meeting.
- The [Attendance Review Committee](#) shall decide the appeal and inform the student in writing within seven school days of the meeting.
- The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in accordance with [Policy 5710](#), Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710. The committee decision will be communicated to the student following the appeal. The decision may be one of the following:

- Appeal denied
- Appeal granted/credit restored
- Appeal decision deferred pending successful completion of conditions set forth by the committee

ABSENCE PROCEDURES

If a student is absent, a parent/guardian must call the attendance office at 697-1701, ext. 7372, before 9:00 AM or email hs-attendance@wmtps.org with the reason for the absence.

If a student sees a physician, medical notes must be submitted to the school nurse. Other documentation shall be submitted to the attendance secretary. All absence notes must be on file if a student wishes to use the appeal process.

Students returning from an extended illness or surgery must report to the school nurse with medical documentation prior to attending classes. A student returning to school with crutches MUST present a doctor's note stating that the student is allowed in school on crutches, including how long the crutches will be needed, prior to coming back to school. If a student fails to report or leaves school without permission, he/she will be considered truant (see section on disciplinary information).

MAKE-UP WORK, CLASSROOM ASSIGNMENTS AND FIELD TRIPS

At West Milford High School, we believe that the material covered in each class is an integral part of the course. All class assignments are due on the day announced. Late assignments are only accepted at a teacher's discretion and will receive a lower grade. Assignments or assessments missed due to absence are allowed/encouraged to be made-up. An absent student has the responsibility to see his/her teachers the day of return to make arrangements to complete the work missed. A student will have one day for each day of absence to make up the work. Students may make up work for time missed because of actions initiated by the authorities of the school, i.e. suspensions, etc.

Field Trips—it is the student's responsibility to inform his/her teacher in advance of an upcoming field trip in order to make arrangements to make up work that they will miss while on the trip. Assignments due on the day of the field trip must be handed in prior to leaving for the trip.

Students who cut class or are found truant will not receive credit for the work missed and will not be permitted to make up the work.

Exams—if a student is absent for a final exam, he/she must contact the teacher on the day of the exam. Students may take make-up during the scheduled make-up period.

TARDINESS TO SCHOOL

Students who are tardy to school must enter at the main office, scan in, and immediately report to class. Students who are excessively tardy will be subject to disciplinary action as per [School Code of Conduct, Policy 5600](#). In order to participate in any co-curricular, extracurricular or after school activities, a student must be in school for four (4) hours that day.

TARDINESS TO CLASS

Students who are excessively tardy to class will be subject to disciplinary action by the administration. Parents will be notified at each tardy threshold. Tardies reset at the start of each marking period.

3 = Warning

6 = 1 lunch detention

9 = 1 after school detention, suspended driving privileges

12 = HRC full day, suspended driving privileges

LEAVING SCHOOL EARLY/EARLY DISMISSAL

Any student seeking early dismissal from school must have parent permission. Parents may send a note or call the main office to give student drivers permission to leave. Students that are being picked up by a parent will remain in class until the main office calls for dismissal. Parents must go to the main entrance, ring the bell, and present ID to the door attendant. This note must include a telephone number where the parent or guardian may be reached for confirmation.

In order to participate in any cocurricular, extracurricular or after school activities, a student must be in school for four (4) hours that day.

No students are permitted to leave the premises during school hours without permission. Students who are dismissed early must leave school grounds immediately and not return to the building prior to dismissal from school. Students found outside the building or off school grounds without permission will be subject to disciplinary action.

Students who leave school without permission will be assessed by the nurse upon their return to the building.

RETURNING TO SCHOOL AFTER SIGNING OUT

ANY student signing out and returning to school will have to be assessed by the nurse prior to attending class. The student MUST give a MINIMUM of 10 minutes for the assessment. NO LATE PASSES ARE GIVEN.

CUTTING CLASS

A student in attendance at school, but absent from a class without authorization is considered to have "cut." Students caught cutting a class will get a zero for the period and receive a detention. 15+ minutes out of class is considered a "cut." 10-15 minutes is a "Misuse of Pass."

- First and Second Class Cut—the offense shall be certified by the administration, and a letter shall be mailed to the parents advising them of the cut. This notification to the parents will indicate that a fourth cut shall result in loss of credit for the class. The student's counselor will be notified and an Assistant Principal will discuss the cut with the student. Consequences will be per the Code of Conduct.
- Third Class Cut – The offense shall be certified by the administration, and a letter shall be mailed to the parents advising them of the cut. The students and parents will be contacted by the Administration informing the student and the parent that one more cut will result in loss of credit.
- The Fourth Cut - The offense shall be certified by the administration, and a letter shall be mailed to the parents advising them of the cut. The students and parents will be contacted by administration. The student will lose course credit and be subject to consequences as per the Code of Conduct.
- Additional class cuts will result in an administrative review and disciplinary consequences.
- Students withdrawn from class will have the appropriate notation "W/C" (Withdrawn/Cutting) entered in their records.
- Cut appeals must be made in writing within five (5) school days to the Attendance Review Committee. This appeal must be given to the attendance administrator.
- These policies & procedures shall apply to all high school students.

Semester Courses

First Class Cut – The offense shall be certified by the administration, and a letter shall be mailed to the parents advising them of the cut. The students and parents will be contacted by administration, who will inform both the student and the parents that one more cut will result in loss of credit.

Consequences as per the Code of Conduct.

Second Class Cut – The offense shall be certified by the Administration, and a letter shall be mailed to the parents advising them of the cut. The students and parents will be contacted by an Assistant Principal. The student will lose course credit and be subject to consequences as per the Code of Conduct.

Truancy

Truancy is any unexcused, unauthorized, intentional absence from school without parental knowledge. If a student is truant, the student will receive consequences as per Code of Conduct.

Excuses from Class

No student is to be excused from any class unless called by one of the school offices: the Main Office, the Principal's Office, the Assistant Principals' Office, the Guidance Office, the Attendance Office, the Health Office, the Athletic Office, or unless the classroom teacher secures permission from one of these offices. Students are only permitted to leave a class with a pass from their teacher or Securly Pass. For previously scheduled interviews in the Guidance Office and Health Office, Securly Pass will be issued in advance. Except in cases of emergency, students claiming illness or injury may be sent to the Health Office only if the teacher has given the student a proper pass. Teachers will use their own judgment when considering requests to leave the classrooms for health or any other reason. Use of the restroom pass will be monitored. Students out of class with a restroom pass should use the nearest facility and return to class within 10 minutes. No teacher is authorized to request another teacher to release, detain or excuse a student from a class, nor should a teacher excuse any student from his own class. This responsibility must rest solely with administration, and teachers' requests for such excuses must go through the administration.

SECTION III: STUDENT LIFE

AFTER SCHOOL—STUDENTS IN CORRIDORS

Students are permitted in the corridors after school with a legitimate reason. Students who remain after school for the late bus are to get belongings from their lockers immediately after the close of school and be at their after school destination by 2:05pm (locker room, practice field, lower media, cafeteria, etc). Below are some legitimate reasons for remaining after school and to ride the late bus:

- Detention
- Extracurricular Activity

- Extra Help with a Staff Member
- Study in Media Center
- Attend Tutoring/Mentoring Programs (H.E.A.R.)

BUS TRANSPORTATION

Bus transportation is issued to all students through the transportation department. Bus stop passes are available online through the Parent Portal and must be presented to the drivers. Buses leave the high school at 2:02 p.m.

Bus Passes

Student bus pass requests will be honored for work related reasons. The request should be brought to the Assistant Principals' office prior to the start of first period or during a student's lunch. A phone call to a parent/guardian is necessary to confirm each request. Bus pass requests submitted after 7th period will be denied, except for emergencies. Bus passes are NOT permitted for visiting another residency or destination.

Bus Regulations

- The bus driver is the sole authority on the bus.
- Students should be on time at their designated stops and wait until the bus stops before getting on and off.
- Students should keep their head and arms inside the bus at all times.
- Smoking, including e-cigarettes, is not permitted on any school bus.
- Students should not discard papers or trash inside the bus or out the windows. Students are to remain seated while the bus is in motion.
- Students are expected to behave in a respectful manner. The student Code of Conduct and HIB policy are in effect while on the bus.
- Failure to comply with these regulations may result in the withdrawal of school bus privileges.

CAFETERIA

- Students are expected to keep their tables and surrounding areas tidy and clean. All waste should be deposited in the appropriate receptacle.
- Staff directions should be adhered to at all times.

- Students must report to the cafeteria before they exercise their privilege of using the outdoor area during lunch; students will be alerted by staff when they may go outside to the outdoor area with supervision.
- Rough housing and throwing of food will not be tolerated.
- Food trays, plates, and utensils are not to leave the cafeteria at any time.

CELL PHONE POLICY

New Jersey state law now requires districts to adopt bell-to-bell policies restricting non-academic use of cell phones and internet-enabled devices beginning in the 2026–2027 school year. WMHS has adopted a bell-to-bell cell phone policy. Phones and personal electronic devices must remain in the locked cell phone pouch provided to students during the entire school day. This includes all areas of the building.

- Cell phones must be LOCKED in pouches from the time students enter the building until dismissal.
- Cell phone use is no longer permitted during lunches or study periods.
- Phones will be unlocked at the end of 9th period or during dismissal.
- Consequences are outlined in the Section VI: Student Code of Conduct..

CODE OF CONDUCT

West Milford High School is committed to providing a safe, respectful, and supportive learning environment where students are encouraged to make positive choices and accept responsibility for their actions.

Progressive discipline is intended to:

- Promote a positive school climate.
- Teach appropriate behavior and responsible decision-making.
- Encourage accountability and personal growth.
- Restore relationships whenever appropriate.
- Maintain a safe and orderly learning environment.
- Support student success through restorative and educational interventions.

Disciplinary decisions are made by considering:

- The severity of the behavior
- The student's age and developmental level
- Prior disciplinary history
- Frequency of misconduct
- Intent

- Impact on the school community
- Applicable Board Policy and New Jersey Law

 TIER I

Teacher-Managed Behaviors

These behaviors are generally addressed by the classroom teacher through redirection and classroom interventions.

 TIER II

Administrative Behaviors

Repeated Tier I behaviors or behaviors requiring administrative intervention.

 TIER III

Serious Misconduct

Behaviors that significantly disrupt the educational environment or compromise school safety.

 TIER IV

Major Misconduct

Serious violations that threaten the health, safety, or welfare of students or staff.

EXAMPLES OF BEHAVIORS ARE LISTED IN THE CODE OF CONDUCT SECTION BELOW

DRESS CODE

The dress code is implemented in order to create a reasonable and appropriate learning environment. Certain articles of clothing are prohibited in order to reduce distractions that may inhibit learning.

- In specialized areas of instruction such as shops, labs or physical education, where unique health and safety concerns exist, students will be expected to follow guidelines established by each department.
- Appropriate, safe footwear must be worn at all times.
- Clothing must cover undergarments (waistbands and straps excluded).

- Students must wear a top/shirt with bottoms or the equivalent (dress) and shoes (swimwear excluded).
- Fabric covering nipples, sides of chest, genitals and buttocks must be opaque.
- Hats and headwear must allow the face to be visible and not interfere with the line of sight of any student and staff.
- Clothing promoting hate speech, sexual harassment, sexual innuendoes, graphics, racial/religious discrimination, violence, profanity, or smoking/drug/alcohol use is prohibited.

Some specific guidelines are:

Students are expected to cooperate courteously when teachers or administrators enforce these standards. Students are expected to follow these standards as per this regulation and along with the District Code of Conduct.

DRIVING TO SCHOOL

Seniors in good standing are eligible to drive to school. Eligible students, including juniors if spaces permit, wishing to drive to school will be issued a non-refundable parking permit (decal) at the cost of \$100.00 from the Main Office. Students must park in their assigned, numbered space and display their parking decal. Cars parked on school grounds without a valid parking decal will be subjected to ticketing and towing at the owner's expense. Students with unacceptable patterns of behavior or who abuse their parking privilege will lose that privilege (i.e., excessive tardiness, truancy, class cutting, careless driving, leaving school grounds, etc.).

Conditions and Regulations:

- All vehicles must be registered with the Assistant Principals' office and have the parking sticker affixed to the rear driver's side window.
- Parking stickers are not transferable and can only be issued to the student of the parent or guardian who owns the vehicle.
- Any vehicle considered unsafe for any reason will not be permitted on school grounds.
- All students will park their cars within the painted lines of the assigned numbered space.
- All vehicles will be kept locked at all times.
- No student can go to any vehicle during school hours without the permission of an Assistant Principal.

- The legal speed limit on school grounds and access roads is 10 miles per hour. Any display of unsafe driving--peeling out, reckless driving, unsafe entering or exiting--will result in forfeiture of driving privileges.
- Vehicles may be taken to the auto shop area only by written permission of the shop teacher and an Assistant Principal.
- STUDENTS WHO DRIVE TO SCHOOL AND CONTINUE TO ARRIVE LATE WILL HAVE THEIR PRIVILEGES REVOKED.
- ANY STUDENT WHO LEAVES THE SCHOOL GROUNDS WITHOUT PERMISSION WILL HAVE HIS/HER DRIVING PRIVILEGES REVOKED.
- The school is not responsible for any losses or damages to vehicles or its contents.
- The school reserves the right to search vehicles parked on school premises as permitted by law.
- The school reserves the right to use canine animals to conduct sweeps of the school parking lot. The school is not responsible for any damage to the vehicle as a result of these searches.
- The owner of the vehicle is legally responsible for its contents.
- Dismissal – the first priority is the safe exit of school buses from the premises. Students are expected to patiently yield and follow all directions given by staff.

*After administrative review, a limited number of spaces may be available to Juniors on a first come, first served basis. Eligibility criteria are at the discretion of the administration.

EIGHTEEN YEAR OLD STATUS

Every person 18 years of age is an adult (Chapter 81, N.J. State Laws effective January 1, 1973), but regardless of age, students in the public school shall comply with all established rules of the school (Title 18A, N.J. Statutes). Therefore, as far as school goes, special privileges are not given to 18 year olds, but all school regulations apply equally to them.

Eighteen year olds are to be responsible for their actions while in school; eighteen year olds may be requested to have their parents or guardians sign or co-sign attendance notes and permission slips to verify equivocal information. (The law still allows a school to contact parents, regardless of age.) Parents are able to access all school communications (such as attendance reports, report cards, progress reports, etc.) through the Parent Portal. Parents, or those designated by the parent on the emergency card, will be notified by the nurse in the event of an injury or illness even if the student is eighteen.

FIELD TRIPS AND OVERNIGHT TRIPS

Permission slips given out by advisors must be signed, completed by students and parents, and handed in prior to departure. All bags are subject to search. Any student who wishes to attend a field trip MUST have a current, updated Emergency Form on file in the Health Office.

FIRE AND EMERGENCY DRILLS

In cooperation with the West Milford Police Department and the West Milford Fire Marshal, West Milford High School conducts two drills each month: one fire drill and one emergency drill. Safety procedures and timely reactions are most important for the conduct of these drills.

Throughout the school year, students and/or staff are trained in the following procedures:

Fire Drill Evacuation, Lock Down, Active Shooter Drill, Shelter in Place, AED use and Bus Evacuation

Students are expected to follow all directions as given by staff members.

NOTE: During all drills, listen to teacher's/staff member's directions and stay with your class, cellular phone use is prohibited, remain quiet, behave appropriately and be alert to your surroundings.

FOOD AND DRINKS

Students may not bring food from the cafeteria or from outside sources to eat or drink in the halls or classrooms. This does not include water bottles. No energy drinks are permitted in/on school grounds.

FUNDRAISING

No fundraising of any type will be allowed unless it is sponsored by a student activity or sport and prior approval is granted from the Administrative Team. See Board Policy: Code 5830.

IDENTIFICATION CARDS & LANYARDS

All students will be issued an identification card and lanyard which must be worn at all times. The ID card will be used to swipe in and out of all locations in the building. The ID card must be presented to the media specialist when checking out materials. If a student forgets their ID or Lanyard, he or she should use the ID in the Cell Phone Pouch and receive a warning. If lost or continued refusal to comply will result in disciplinary actions. New ID is \$2.00 and a new lanyard is \$3.00 and charges will be applied to Parent Portal on Realtime.

Students are required to show their card to any member of the school staff upon request. Students will be issued a new ID card at the start of each school year.

LAVATORY USE

Restrooms may be used before and after school, between class periods, and with permission during class periods. Please keep them clean. Do not loiter, vape/smoke, write on walls, or damage the facilities in any way. If you are feeling ill, please report to the Nurse's Office. **DO NOT REMAIN IN THE LAVATORY.**

Students who ask to use the lavatory must go directly to the closest open lavatory on the same floor as their assigned class or lunch. Only one student at a time is allowed in a stall.

LOCKERS: HALLS AND PHYSICAL EDUCATION AREA

All students will be assigned a locker to protect their property. Lockers **MUST** be locked at all times and kept in good order. Students may not share lockers with anyone, unless specific consent is given by an Assistant Principal. All lockers are the property of the school, which reserves the right of inspection at any time if a school official has reasonable grounds to believe that a student possesses evidence of illegal activity that would interfere with school discipline and order. Also, the Administration reserves the right to do a random locker search. Lock combinations should be kept confidential to protect personal property. The school is not responsible for lost or stolen articles and **WILL NOT REIMBURSE STUDENTS FOR SUCH LOSSES.** Locks can be changed upon student request, for any good reason, by contacting the Assistant Principals' Office.

Nothing may be written on the inside or outside of lockers at any time. Please see your Assistant Principal for any locker issues.

LOST AND FOUND

The lost and found departments are located in the cafeteria annex and each of the physical education offices. Lost items of significant value (phones, wallets, jewelry) are locked up in the Main Office. Students should check more than once for lost articles. Keeping names on possessions helps to facilitate recovery.

PROM

Junior and Senior Proms are scheduled each year. The West Milford High School Administration reserves the right to deny individuals the privilege of attending the Junior or Senior Prom. Everyone, regardless of age, must complete the required paperwork with parental signature prior to the purchase of a bid. Any non-West Milford High School student attending the Prom must get Administrative approval prior to bid purchase. All students must be in school for a minimum of four hours in order to attend the prom. Following the prom, all students are expected to

return to school by Monday morning at 7:15 a.m. Seniors who do not attend class Monday morning will not be eligible to walk at graduation.

PUPIL GRIEVANCE PROCEDURE

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that students should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard. For additional, specific procedural guidance for Student Grievance, please see Board Policy: Code 5710.

SAFETY

Individual students are responsible to abide by and adhere to all safety rules and regulations within the various departments. Repeated safety violations will result in removal from class.

SURVEILLANCE SYSTEMS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. For more information, please see Board Policy 7441.

West Milford High School has also installed a vape detection system, equipped with hallway cameras, air quality sensors, and alarm notifications to administration and staff.

TECHNOLOGY USE

All parents must complete the Acceptable Use Policy Agreement (on the Parent Portal). The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students to these information sources but reserves the right to limit in school use to materials appropriate for educational purposes.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. The school district's networks, Internet access, and computers are provided for students to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to students who agree to act in a

considerate, appropriate, and responsible manner. The Board retains the right to restrict or terminate student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety. For more information, see Policy and Regulation 2361.

SECTION IV: HEALTH SERVICES

The Health Services/Nurse's Office is located opposite Room 113 and is open from 7:15 a.m. to 2:14 p.m. Students visiting the Nurse MUST obtain permission from their classroom teacher. Upon arrival in the Nurse's Office, students must use their Student I.D. to scan in and out of the office.

NURSE'S OFFICE

- Every student must have a current emergency form on file in the Nurse's Office. Students will not be permitted to leave the building for field trips, etc., unless a current emergency form is on file in the health office.
- Signing out of school from the Nurse's Office is not an excused absence. Only students excluded (communicable illness) from school will be excused.
- A maximum of 10 minutes out of class is permitted, unless otherwise approved based on Nurse's recommendation.
- The Health Office lavatories are for students with illnesses and medical conditions only. All other students must use the hallway lavatories.

MEDICATION POLICIES

- All Medications, both prescription and over the counter, taken during school hours MUST be administered by the School Nurse, with the exception of Emergency Medications (Epi-Pens for allergic reactions, insulin for diabetes and Inhalers for asthmatic conditions). See Self-Administration Policy #5330.
- Medications to be administered by the Nurse must be transported to the Nurse by the parent/guardian or other designated adult.
- The Medications must be (A) In their original container (B) Accompanied by written permission signed by a licensed physician stating: the name of the medication, the reason for the medication, the dose and the time(s) of administration and (C) Accompanied by written permission signed by the parent/guardian, permitting the Nurse to administer the medication.

NOTE: Please obtain the form Physician Request for Dispensing Medication during school hours from the Nurse. This form should be filed in the Health Office for all medication dispensed by the Nurse and MUST BE RENEWED ANNUALLY.

SELF-ADMINISTRATION OF EMERGENCY MEDICATIONS

Students will be allowed to self-administer emergency medication (Epi-Pens for allergic reactions, insulin for diabetes and inhalers for asthma) PROVIDED they obtain WRITTEN PERMISSION from both a licensed physician and a parent/guardian. This should be obtained on a form provided by the school nurse or the physician, MUST BE RENEWED ANNUALLY.

RETURNING TO SCHOOL AFTER AN ILLNESS OR INJURY

- Obtain a note from a physician for any medical absence. This must be presented to the Attendance Office.
- A student returning to school with crutches or any other medical device & MUST obtain WRITTEN PERMISSION from a physician stating that the student is allowed in school on crutches; including HOW LONG the crutches will be needed (or any other medical device). The student must present this to the Nurse UPON ARRIVAL TO SCHOOL on the day of return.

The student will NOT be allowed to attend classes without this permission. The Nurse will issue a pass for the student to LEAVE CLASS EARLY and permission to use the elevator, which will be in effect for the duration of the use of crutches (or any other medical device)..

- For information regarding Physical Education, see GYM EXCUSES

SECTION V: GUIDANCE **DEPARTMENT/ACADEMICS**

ROLE OF THE COUNSELOR

Each student will be assigned a counselor who is responsible for assisting him/her at West Milford Township High School. This counselor will see the student periodically, either individually or in a small-group setting, to discuss academic progress, career goals, and any personal or social concerns the student may have. Students should make appointments during non-academic class periods, except in case of an emergency.

ACADEMIC INTEGRITY (PLAGIARISM/CHEATING)

Academic Integrity is a standard expected of all students. Plagiarism, the unauthorized copying of someone else's thoughts, ideas, information or personal text and presenting them as your own, is never permissible. Academic misrepresentation includes: copying or providing answers on any homework, quiz, test, report, essay or other school assignment and using sources without proper documentation, or obtaining any unauthorized information on an exam prior to the administration. Teachers will follow school procedures when instances of plagiarism occur in homework, class work, tests, term papers, or projects. For every incident, the student will receive a zero on the assignment/test, and a notation will be made in the student's discipline file regarding the incident. The parents/guardians will be notified by the teacher and student may be subject to disciplinary action. Students with a record of a violation of Academic Integrity, including, but not limited to, plagiarism or cheating may not be considered for induction or continued membership in an Honor Society. Active members of any Honor Society will be removed after the first infraction of this standard.

GRADUATION REQUIREMENTS

The Board of Education requires candidates for graduation to successfully complete 125 high school course credits, including the specific course requirements and proficiency levels described below. Requests for early graduation must be made prior to the completion of the sophomore year. Students must satisfy all local and state requirements for graduation and issuance of a West Milford Township High School diploma.

Course Requirements

- English: four years (20 credits)
- Mathematics: minimum of three full-year courses (15 credits) including Algebra I and Geometry or the content equivalent and a third year of mathematics that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers
- World History and Cultures: one year (5 credits)
- History of the United States and Social Studies: two years (10 credits)
- Sciences: three years (15 credits) of lab sciences, which must include biology; a course which includes chemistry, physics, or environmental science, and a third lab science course

- Physical Education and Health: one year for each year of enrollment (Physical Education is required for each year of enrollment in a NJ high school; i.e. if the student is enrolled for three years, the requirement is three years; for the student enrolled for five years, the requirement is five years.)
- Visual & Performing Arts: 5 credits (All courses from Visual & Performing Arts Departments)
- 21st Century Life and Careers, or Career-Technical Education: 5 credits (All courses from Business, Family & Consumer Science, and Industrial Education & Technology Departments)
- World Language: 1 year (5 credits) Note: American Sign Language will meet this graduation requirement, but may not meet all colleges' admission requirements
- Personal Finance: One semester (2.5 credits)
- All students must meet the NJ state assessment requirements

GRADING POLICY

When using numerical grades to arrive at a progress report or marking period grade, the following scale will be used:

97-100 = A+	93-96 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
0-59 = F		

Final grades are based on a numerical average of 4 (or 2) marking periods and a final exam grade.

EXAMS

Final exams account for 1/5 the final grade for a full-year course, 1/3 of the grade in a semester course and are required for all academic subjects. Exams will be administered in regularly assigned classrooms by classroom teachers.

REPORT CARDS

- The school year is divided into four nine-week marking periods.
- Report cards will be issued electronically, via the Parent Portal, to all students at the end of the first three marking periods.
- The fourth report card will include all grades for the year and will be issued electronically, via the Parent Portal.
- Each student should receive a grade in all scheduled subjects. If a grade is missing, see your guidance counselor immediately.
- Grades are updated regularly on an internet-based website. Students and parents are encouraged to monitor academic progress on a regular basis.

GRADE POINT AVERAGE (GPA)

Quality points are used at the end of the junior and senior years to figure student GPA and rank for the purpose of college applications. Bonus points are figured in for honors and advanced placement courses.

CP/C

97-100

A+

5.3

4.8

4.3

93-96

A

5

4.5

4

90-92

A-

87-89

B+

4.7

4.3

4.2

3.7

3.8

3.3

83-86

B

4

3.5

3

80-82

B-

77-79

C+

3.7

3.3

3.2

2.7

2.8

2.3

73-76

C

3

2.5

2

70-72

C-

2.7

2.2

1.7

67-69

D+

2.3

1.8

1.3

63-66

D

2

1.5

1

60-62

D-

1.7

1.2

0.7

Below 60

F

0

0

0

The GPA is calculated by multiplying points by the number of credits for the course, e.g. an A in English would be 4.0 points x 5 credits = 20 quality points. The quality points are then added and the total is divided by the number of credits attempted.

HONOR ROLLS

Students' academic achievement and excellence is recognized each marking period via honor roll designations. Eligibility for the honor rolls is determined solely by grades.

- Honor Roll—Eligibility is based upon earning a 79.5 (B-) or higher marking period grade in all courses. Eligibility is based on a minimum course load of 30 credits.
- High Honor Roll—Eligibility is based upon earning an 89.5 (A-) or higher marking period grade in all courses. Eligibility is based on a minimum course load of 30 credits.

*Courses graded on S/U or P/F scales such as Study Skills and Keyboarding are not considered for Honor Roll eligibility.

NATIONAL HONOR SOCIETY

West Milford Township High School is a participating member of the National Honor Society. As the National Honor Society is an organization based on scholarship, leadership, character, and service, the requirements for membership are completion of two years at West Milford Township High School with a minimum cumulative grade point average of 3.50, with no final grade of "F," no course withdrawals with a failing grade, and good citizenship standards in the school community. Students who meet the academic standards, but whose conduct and attitude do not exemplify honor students, may be denied membership, but only after the students' applications have been reviewed by the Faculty Council, a committee consisting of faculty and administration appointed

by the Principal. The Council will select probationary members based on its analysis of each student's (1) Student Activity Information Form and (2) score on the Faculty Evaluation Survey, which will evaluate the student's character. Students may be denied probationary membership in the National Honor Society if their mean score is below 3.0 (unacceptable 0-poor; 1-fair; 2- good; 3-excellent) on the Faculty Survey, if they have failed to show leadership through involvement in school and/or community activities, or if they have demonstrated serious character lapses (e.g., plagiarism, cheating, fighting, breaking school's athletic contracts). Those students eligible for membership will be notified in writing of their status and asked during their probationary period to complete four essays on the four attributes of National Honor Society membership (scholarship, character, leadership, and service) and how those attributes are a part of their own lives, and to participate fully in Chapter activities. In addition to these essays, students will be required to obtain two letters of recommendation, one of which must address the student's qualities as a leader. A teacher, coach, advisor, or religious, scout or community leaders may write these letters of recommendation. Probationary members will be required to demonstrate service through participation in school and community service projects.

In the spring, probationary members who have satisfactorily completed the membership requirements and maintained a 3.50 grade point average will be inducted as full members of the National Honor Society. Students who transfer to West Milford Township High School from another school where they were members in good standing of National Honor Society are eligible for membership if they meet chapter requirements within one semester of transfer. Students, once inducted as full members, must during their senior year maintain a grade point average of 3.25 with no failing grade and no course withdrawal with a failing grade to continue membership. Once dropped, that person is no longer eligible for membership. Adjustment shall be made for grades in advanced placement and honors courses. The formula for this adjustment is available in the guidance department.

Students may be eligible for other honor societies including, but not limited to: National Art Honor Society, Mu Alpha Theta (Math), Science National Honor Society and National World Language Honor Societies. Teachers will provide students with requirements for induction into these societies.

PHYSICAL EDUCATION POLICIES AND PROCEDURES

Students will take Physical Education for three marking periods and Health or Driver's Education for one marking period per year. Physical Education and Health carries 5.00 credits per academic year. The final grade for Physical Education and Health will be based on an average of all four marking period grades, however in order to earn full credit students will have to pass at least two marking periods of physical education. Students must change from school clothes. NO boots, UGGs, boat shoes, crocs, slippers, slip-ons (with no laces),

cargo shorts, button down shirts, cargo shorts, jeans, etc. Students who do not change and/or refuse to participate in warm-up activities are deemed unprepared. If students are unprepared for class five (5) points will be deducted from their grade. A total of five (5) unprepareds in one marking period will result in automatic failure for that marking period.

Safety Violations: If students are unsafe to self or others, they will be sent to HRC and a discipline referral will be submitted to the assistant principal. If the student accrues three (3) safety violations in one year they will lose credit for physical education. Students should always remember our FULL VALUE LANGUAGE while participating in health and physical education classes.

Be Here ~ Be Safe ~ Be Honest ~ Be Respectful ~ Set Goals ~ Let Go, Move On

LOCKER ROOMS

Locker rooms are fully supervised before and after physical education classes. There is zero tolerance for poor language, cell phone use, reckless/inappropriate behavior, and vandalism. Students are highly recommended to purchase a lock and sign up for a locker with physical education staff for the duration of the school year. The school and physical education department is not responsible for any lost or stolen items in the locker room. Students are not permitted into the locker room during physical education classes.

PHYSICAL EDUCATION EXCUSES

There are THREE types of PHYSICAL EDUCATION EXCUSES issued by the Nurse's Office. Please note: If the student is also an in-season athlete or band member and they have a note excusing them from physical education, he/she will also NOT be able to participate in any after school activity.

Parent's Excuse:

A parent's written excuse is honored for up to three (3) days. If the student's illness or injury persists for more than three days, he/she will be encouraged to seek medical advice. The parent's note must be signed by the student's physical education teacher at the beginning of the physical education period, then presented to the Nurse, who will issue a pass to a designated area for the duration of the excuse. When the excuse has ended, the student must return to Physical Education or present a medical note to extend the excuse.

Medical Excuse:

A medical excuse is a written notice, signed by a licensed physician, stating the reason for the excuse and the date of return to Physical Education. If the excuse is "Until Further Notice," the date of the next doctor's appointment will be requested. Medical excuses are NOT accepted if written by Physical Therapists or Nurses. Excuses written by Chiropractors MUST be for conditions relating to

the NECK or SPINE. Medical excuses must be signed by the student's Physical Education teacher at the beginning of the Physical Education period, then presented to the Nurse, who will issue a pass to the Unprepared/Study Hall/Media Center for the duration of the excuse. The "Until Further Notice," pass will be issued until the date of the next doctor's appointment, at which time a follow-up note will be expected. The student will return to Physical Education at the conclusion of the excuse, or when cleared by written permission from their physician.

Students who are on medical for a week or more will be instructed by their teacher to complete medical assignments listed on the following website:

<https://sites.google.com/wmtps.net/wmhshpe/home>

Limited Physical Education Excuses:

When a student has a physical excuse for an extended period of time, or the excuse is "Until Further Notice," the student may be requested to obtain a LIMITED PHYSICAL EDUCATION EXCUSE from his/her physician. The physician will be required to complete the appropriate forms, provided by the School Nurse, indicating which activities the student may participate, depending on the student's condition. The student may then be able to earn a grade for Physical Education during the current marking period, provided there is an activity which fits into the limited note.

EXTRA HELP RESOURCES

National Honor Society tutors and after-school tutoring provide extra help for students having difficulty in specific subject areas.

- NHS students are available two days a week on a regularly scheduled basis. It is suggested that interested students sign up for an appointment in advance.
- The H.E.A.R. & N.O.W. Club(s) are available two days a week on a regularly scheduled basis. It is suggested that interested students sign up for an appointment in advance.
- Individual classroom teachers provide extra help after school hours at least one day per week. Teachers provide this information to all students at the beginning of the year.

HOME INSTRUCTION

- Students who will be absent for a prolonged period of time, verified by a doctor's note, may be eligible for home instruction. Parents or students requesting home instruction must present a doctor's note with a specific diagnosis and a clearly defined time frame.

- A written request must be made by the student's parents/guardians. This request and a physician's note indicating the need and reason(s) for such instruction are to be forwarded to the guidance coordinator. Copies of these notes will be given to the school nurse.
- The Home Instruction Coordinator arranges for home instruction and requests this work from the student's teachers with appropriate textbooks, course outlines, topics to be covered, and grade up to that time. These materials are collected and forwarded to the home instructor by the coordinator. The coordinator will inform the department supervisor of any missing textbooks and/or assignments.
- A student on home instruction can either take the final exam during the regular exam period in school or take the final exam at home during the make-up exam period.

WORKING PAPERS

Working papers are available online at www.myworkingpapers.nj.gov.

MILITARY ACCESS TO STUDENT RECORDS

Federal Law requires high schools to provide to military recruiters, upon request, access to secondary school students' records and directory information. Both No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect this requirement. This federal requirement is also supported by state regulations at N.J.A. C. 6:3-6:5 Access to Student Records. In accordance with these acts, military recruiters are entitled to receive the name, address, and telephone listings of juniors and seniors in high school. Providing this information is consistent with Family Educational Rights and Privacy Act which protects the privacy of students' education records.

Students' directory information will be used specifically for armed service recruiting purposes unless a parent requests in writing that such information not be provided. If you do not want West Milford High School to disclose directory information from your child's education records, you must notify West Milford High School's guidance department in writing prior to your child's junior year.

The information that follows is aligned with BOE policy as of 7.22.19; it is subject to change. Revised policy supersedes information presented within this handbook. Please visit wmtps.org and look for Policies/Regulations under the Board tab for the most current policy information.

SECTION VI: STUDENT CODE OF CONDUCT

Students at the high school are expected to behave in a manner that exhibits self-control and discipline, which reflects an increasing sense of maturity and responsibility. The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations. A positive attitude and mutual respect between members of the high school community will help to eliminate problems that can occur in a high school setting. Rules for behavior as set forth in the handbook and in the district's Discipline Policy (5600) and Code of Conduct regulations (5600.2) are in alignment. These rules support but do not limit our authority to maintain safety, order, and discipline inside the school.

Students with unacceptable patterns of behavior are subject to disciplinary action. This may vary from personal interaction, to detention, to parent conferences, to super detention, to HRC or out-of-school suspension or to expulsion. (New Jersey Statutes 18-A:37-182). Students' disciplinary records will be reviewed and a decision will be made as to a student's eligibility before he/she is allowed to participate in class trips, proms, or the graduation ceremony. In addition, any student found to have consumed alcohol or drugs on a school sponsored activity may forfeit the right to participate in the graduation ceremony.

Any student who has accumulated a third out-of-school suspension during his/her high school career may be required to meet with a representative of the Superintendent's Office. A fourth instance of out-of-school suspension may require a meeting with the student and a parent or guardian with the Board of Education or representatives of the Board of Education.

Progressive Discipline Matrix / Consequences & Remedial Measures

Student discipline is intended to:

- Promote a safe and orderly learning environment.
- Teach appropriate behaviors and decision-making.
- Encourage accountability and personal responsibility.
- Restore relationships whenever possible.
- Apply consequences progressively while considering age, intent, severity, frequency, and individual circumstances.

INFRACTIONS

1. Cell Phone / Electronic Device Violations

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Teacher or AP confiscates device; student retrieves at dismissal	Parent notification. Review classroom expectations.
2nd	Teacher or AP confiscates device; parent must retrieve after dismissal; 1 lunch detention	Parent notification. Review classroom expectations.
3rd	Teacher or AP confiscates device; parent must retrieve after dismissal; 1 after school detentions	Parent notification. Review classroom expectations. Reflection assignment.
4th	Teacher or AP confiscates device; parent must retrieve after dismissal; 1 full day ISS; parent meeting when retrieving device	Parent conference. Student Contract

Examples Include:

- Unauthorized phone use
- Earbuds/headphones during instruction
- Smart watches used for communication
- Meta Glasses
- Recording others without permission

2. Tardiness (school day and/or classes)

Tardies reset back to zero after each marking period for each class/school.

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
3	Teacher warns student and refers to AP; Parent Notification	Attendance Conversation. Parent Notification.

6	AP Conference with Student; 1 Parent Notification; Lunch detention	Attendance Conversation. Parent Notification. Suspended Driving Privilege
9	AP Conference with Student; Parent Notification; 1 after-school detention	Attendance Contract. Parent Notification. Suspended Driving Privilege
12	AP Conference with Student; Parent Notification; 1 after-school detention; 1 Full-Day ISS	Parent Notification; Attendance Meeting; Attendance Contract Suspended Driving Privilege

3. Misuse of Hall Pass / Unauthorized Areas (Out of Class 10-15 minutes)

Examples:

- Wandering or Out of Area
- Unauthorized restroom visits
- Visiting friends
- False destinations
- Other Hall Pass abuse

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Teacher Warning	Expectations reviewed
2nd	Teacher referral to AP; Lunch Detention	HRC Reflection Form. 1 lunch period. Parent notification
3rd	Teacher referral to AP; After School Detention	Reflection Form in After School Detention. Parent notification AP sets Hall Pass Limits with Student and Parents

4th	Teacher referral to AP; ISS 1-full Day	HRC Reflection Form Parent notification AP sets Hall Pass Limits with Student and Parents
5 or more	ISS-OSS	Behavior Contract with parent/student/staff

4. Cutting Class / Truancy (15+ minutes out-of-classroom)

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	AP Conference with Student; 1 after school detention	Parent contact, HRC Reflection Form completed in detention
2nd	AP Conference with Student; 1 full-day ISS	Parent Contact; Reflection Form completed in HRC Attendance Contract
3rd	AP Conference with Student; 2 full-days ISS	Parent Meeting; Reflection Form completed in HRC Attendance Contract Loss of Credit (semester course)
4 or more	Progressive ISS/OSS	I+RS Intervention Team Referral

5. Classroom Disruption / Poor Behavior

Examples:

- Repeated disruptions
- Defiance
- Horseplay
- Profanity
- Inappropriate language
- Refusal to follow directions

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Teacher Intervention; Teacher Notify Parent(s)	Classroom Reset
2nd	Teacher Referral to AP; 1 Lunch detention	Parent contact. HRC Reflection Form during Lunch
3rd	Teacher Referral to AP; 1 After School Detention	Parent contact. HRC Reflection Form during after school detention
4th	Teacher Referral to AP; 1 day ISS assigned	Parent contact. HRC Reflection Form during ISS
5 or more	ISS-OSS (if warranted)	Behavior assessment

6. Academic Integrity / Plagiarism / Cheating

Examples:

- Copying assignments
- AI misuse
- Sharing answers
- Test cheating
- Plagiarism

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Zero or academic consequence per teacher policy; referral to AP	Academic honesty lesson; AP consults with student and parent;
2nd	Teacher Referral to AP; 1 day HRC	Academic honesty lesson; AP consults with student and parent; Potential removal from any/all after school activities
3rd	Teacher Referral to AP; 2 days ISS	Academic honesty lesson; AP consults with student and parent; Potential removal from any/all after

		school activities; Counselor intervention
Repeated	Additional disciplinary action	All of the above; Administrative Review

7. Vaping / Smoking / Tobacco / Nicotine Products

Includes:

- Vape possession
- Vape use
- Tobacco
- Nicotine pouches
- E-cigarettes

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	ISS (1-day)	Parent meeting; School Nurse evaluation; AP Parent Contact
2nd	ISS (2 days)	All of the Above and an Intervention program
3rd	OSS (1 day)	All of the Above Student Assistance Counselor referral
4th+	OSS (progressive)	Behavioral contract

Distribution or sale may result in extended suspension and law enforcement involvement consistent with district policy.

7. Substance Abuse

Includes:

- Vape possession and/or use with signs of impairment
- Drugs and alcohol
- Drug paraphernalia

**Refer to Board Policy 5530 for consequences and remedial measures.

8. Bus Conduct Violations

Examples:

- Standing while bus moving
- Throwing objects
- Profanity
- Horseplay
- Disrespect
- Eating
- Unsafe behavior

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Warning	Safety Violation Form; AP Parent Notification
2nd	Lunch Detention (1-3 days)	All of the Above and a Student Reflection Form
3rd	After School Detention (1-3 days) and bus suspension (1-5 days)	All of the Above and a Parent conference
4th	ISS (1-3 days) and bus suspension (1-5 days)	Transportation review

Continued disobedience may result in continued loss of bus transportation.

9. Safety Violations

Examples:

- Running in hallways
- Blocking exits
- Horseplay
- Misuse of emergency equipment
- Unauthorized entry
- Unsafe conduct

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
Minor	Teacher Warning	Safety review; Teacher communication with parent
Repeated	Lunch to After School Detention	AP Parent notification
Serious	ISS-OSS	Restorative conference
Severe	OSS	Safety intervention

10. Insubordination / Defiance

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Administrative Conference; Lunch Detention	HRC Reflection Form; Parent contact
2nd	After School Detention	Parent contact
3rd	ISS	Behavior contract
Repeated	ISS/OSS Progressive discipline	Administrative review

11. Inappropriate Technology Use

Examples:

- Gaming
- Unauthorized websites
- Circumventing filters
- Social media misuse
- Chromebook misuse

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Warning	Technology expectations reviewed
2nd	Lunch Detention	Parent notification
3rd	After School Detention	Reflection Technology agreement

	Temporary Technology Restriction	
Repeated	ISS	Technology agreement

12. Dress Code Violations

<u>Offense</u>	<u>Consequence</u>	<u>Remedial Measures</u>
1st	Change clothing	Reminder
2nd	Parent Contact Lunch Detention	Student Conference
Repeated	After School Detention - to - OSS	Parent Conference & Administrative Review

Consequence Option Menu

Consequences should align with district HIB policy and applicable New Jersey law. Possible responses include:

- Administrative Investigation
 - Lunch Detention
 - After School Detention
 - Super Detention
 - Parent Conference
 - Restorative Meeting (when appropriate)
 - HRC/ISS
 - OSS
 - Referral to law enforcement (when required)
-

Remedial Options Menu

Administrators may implement appropriate remedial measures which could include facilitating referrals to student support services when warranted or needed.

- Reflective writing assignment
- Restorative conference

- Conflict resolution meeting
- Community service
- Character education lesson
- Apology (when appropriate)
- Peer mediation
- School beautification
- Lunch with administrator
- Attendance improvement plan
- Academic support sessions
- School counselor referral
- Student Assistance Counselor referral
- Check-in/Check-out mentoring
- Behavioral goal-setting conference
- Digital citizenship training
- Academic integrity workshop
- Vaping prevention/cessation education
- Family conference
- Restitution for damaged property

Administrative Discretion

This Code of Conduct is intended as a guide. Administrators may adjust consequences based on:

- Severity of the offense
- Student age and developmental level
- Prior disciplinary history
- Intent
- Safety concerns
- Impact on others
- Whether the behavior is repeated or escalating
- Individual circumstances, including disability-related considerations and applicable law

Nothing in this matrix limits the district's authority to impose more serious consequences for conduct that threatens the safety, security, or well-being of students, staff, or school operations.

This framework is consistent with progressive discipline principles and can be adapted to align with your district's board policies, student handbook, and New Jersey Department of Education guidance. It is also suitable for integration into a student handbook or administrative discipline manual.

DETENTION

For disciplinary infractions, lunch and/or after school detentions may be assigned as per Code of Conduct.

Lunch Detention: Student(s) MUST report to HRC during his/her lunch period. Lunch services will be provided upon completion of the HRC Reflection Form. During the assigned period, students MUST only work on academics. No sleeping, gaming, social media, etc permitted in HRC.

After School Detention: Student(s) MUST report to HRC by 2:05 p.m. Detention dismisses at 3:35pm and the late bus departs at 3:45pm. Students who are assigned detention by a teacher or administrator are expected to serve that detention on the day assigned. If a student is sick during the day and does not feel well enough to serve detention, the student must report to the Nurse. The Nurse will call the Assistant Principal and indicate whether or not the student is well enough to go to detention. During the assigned period, students MUST only work on academics and MUST complete the HRC Reflection Form. No sleeping, gaming, social media, etc permitted in HRC.

CONFLICT RESOLUTION

Conflict resolution is a mediation program offered to all students to assist them in finding peaceful solutions to conflict. Under the guidance of a conflict advisor, students are encouraged to participate in discussions with trained student mediators to resolve disputes in a non-confrontational manner.

HIGHLANDER REFOCUS CENTER (HRC)

HRC is used for serious infractions of school policy and procedure which do not require immediate removal from school. A student is suspended from his/her regular schedule to attend instruction in a self-contained classroom setting. Students who attend the HRC class are required to complete an in-school suspension assignment. These assignments will have components of character education, safe schools, and dropout prevention. During their time in HRC, students will meet with a guidance counselor, and as deemed appropriate the Student Assistance Counselor (SAC) or a Case Manager to participate in remedial measures based on their individual needs (counseling services, group counseling, strategies for stress and anger, building social skills, character building and leadership).

Note: Students who refuse to attend HRC or who are removed from HRC or leave without permission will be suspended out-of-school.

OUT OF SCHOOL SUSPENSION (OSS)

Out-of-school-suspension will be assigned for major infractions such as fights, assaults, threats, insubordination and for continued misconduct of a minor nature (continued willful disobedience). Depending on the nature of the offense, the West Milford Police Department may be notified. A student assigned OSS may not come to school for any reason during the days of the suspension and may not take part in any school activities, during or after school, until reinstated.

Students returning from OSS will not be admitted to classes without a parent conference. Students are responsible for obtaining and completing assignments. Assignments will be posted online in the student's Google Classroom.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

West Milford High School prohibits acts of Harassment, Intimidation and Bullying (HIB). "Harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication as defined in N.J.S.A. 18A:37-14. Whether it be a single incident or series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in N.J.S.A. 18A:37-15.3;

that

3. 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, that the act(s) 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/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students:

Or

- b. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

We are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school. The district also prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

West Milford High School will implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying. Our school procedures are in alignment and agreement with the district's Board Policy: Code 5512.

DATING VIOLENCE

WMTHS believes that a pupil who is a victim of dating violence suffers academically, as well as emotionally, and the pupil's safety is jeopardized. Acts or incidents of dating violence at school, verbal, sexual, physical, or emotional, will not be tolerated and will be dealt with in accordance with the school's Code of Conduct and the Board of Education Policy: Code 5519 on Dating Violence at School. All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent and are required to report any information regarding acts or incidents of dating violence at school involving a student.

DRUGS & ALCOHOL

Students who are in possession of drugs, electronic cigarettes (vapes) or alcohol or who are under the influence of such substances while in school or who are involved with these substances in any way will be sent for a substance abuse test and/or suspended from school and police authorities will be notified. A referral will also be made to the school district's Substance Abuse Coordinator. Please refer to the West Milford Board of Education Substance Abuse Policy and Regulations, 5530.

INFRACTIONS & CONSEQUENCES - A TIERED SYSTEM

West Milford High School is committed to providing a safe, respectful, and supportive learning environment where students are encouraged to make positive choices and accept responsibility for their actions.

Progressive discipline is intended to:

- Promote a positive school climate.
- Teach appropriate behavior and responsible decision-making.
- Encourage accountability and personal growth.
- Restore relationships whenever appropriate.
- Maintain a safe and orderly learning environment.
- Support student success through restorative and educational interventions.

Disciplinary decisions are made by considering:

- The severity of the behavior
- The student's age and developmental level
- Prior disciplinary history
- Frequency of misconduct
- Intent
- Impact on the school community
- Applicable Board Policy and New Jersey Law

TIER I

Teacher-Managed Behaviors

These behaviors are generally addressed by the classroom teacher through redirection and classroom interventions.

TIER II

Administrative Behaviors

Repeated Tier I behaviors or behaviors requiring administrative intervention.

TIER III

Serious Misconduct

Behaviors that significantly disrupt the educational environment or compromise school safety.

 TIER IV
Major Misconduct

SECTION VII: STUDENT ACTIVITIES

PAY TO PARTICIPATE PROCEDURE

The Pay to Participate Program will require each High School student participating in a school sponsored athletic or co-curricular activity to pay a participation fee. Sports and activities are tiered, so please see the registration page:

This per student annual fee shall be paid to the Athletic Office, by the established due dates, with the activity's permission slip and required paperwork when the student registers/signs-up for his/her first activity of the school year. Payment of the fee would be part of the clearance procedure to participate. If the required paperwork, including the Pay to Participate form and fee are not handed in by the established dates, the student will not be cleared to participate and a \$15.00 late fee will be charged.

EXTRACURRICULAR ACTIVITIES

Student participation in proms, trips, extracurricular activities, and graduation is not a right, but a privilege, and may be revoked for failure to abide by school policies. A list of clubs/activities can be found in the high school virtual backpack at www.wmtps.org.

**THE RULES AND REGULATIONS IN THIS HANDBOOK MAY BE CHANGED AT
ANY TIME AS REQUIRED BY THE ADMINISTRATION OF WEST MILFORD
TOWNSHIP HIGH SCHOOL. FACULTY, STUDENTS, AND PARENTS WHO MAY
HAVE SUGGESTIONS OR QUESTIONS ARE ENCOURAGED TO CONTACT AN
ASSISTANT PRINCIPAL AT THEIR EARLIEST CONVENIENCE.**

ALMA-MATER

"Our highlands masked in shadowy black

Our love reflecting gold

Our Alma Mater dear to us

To thee we sing our praise

Quickly pass our high school days

*We'll go on in other ways
Highlanders true, oh black and gold
We'll 'ere remember you"
--R. Hodde and L. Bevington--*