STUDENT INITIATED PASSES

Name: _______________________________ Grade_____  

HR Teacher: ___________________________ HR: _____

- Teachers have been informed to keep passes to a minimum and to use strong discretion in granting passes.
- No passes are to be issued the first and last 10 minutes of class.
- It is expected that staff will honor passes from Administration, Guidance, CST and Nurse.
- Do not use this page for passes to the library. Students must have a separate written pass for library entry.
- Pass privileges may be revoked at the discretion of the Administration.

<table>
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<tr>
<th>Semester 1</th>
<th>September – January</th>
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<tr>
<td>Date</td>
<td>Teacher</td>
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<tr>
<th>Semester 2</th>
<th>February – June</th>
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<td>Date</td>
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1
In order to gain access to the School WiFi, please follow the steps below:
1. Connect to the network, “FL_BYOD”.
2. Once connected, open a web browser which will prompt you to login to Smoothwall.
3. To login into Smoothwall, you must include your domain name (students/) as well as your student username. Your student username includes your first and last initials, as well as your birth month and year. See example below.

   Student Name: John Smith  Birthdate: 04/25/1998
   Student Username: js0425  Smoothwall username: students\js0425

4. Once you have logged into Smoothwall, you must click the URL (in blue) which will connect you to your desired webpage.

The Smoothwall verification page must not be closed during the duration of your Internet usage.
“Dedicated to Excellence”

FAIR LAWN HIGH SCHOOL

MISSION STATEMENT

Recognizing that the “Leaders of Tomorrow Attend Fair Lawn Schools Today”, it is the mission of Fair Lawn High School to afford each student the opportunity to learn, to achieve success and to become a confident and productive member of a global and technological society prepared to face the challenges of the 21st Century.

We believe that a major purpose of an education is to cultivate in each student a sense of wonder in the life-long process of learning.

We believe that our school provides a learning environment that is student-centered, and supports the interaction of students, parents, professional staff, and the community.

We believe that teachers must be empowered to develop and deliver high quality instruction, nurture students’ special talents and abilities, and respond to the needs of each individual.

We believe that the optimal environment is one in which students feel free to challenge themselves and have opportunities to take initiative, to articulate clearly and imaginatively, to be creative, and to learn from their inquiry and experience.

We believe that an education, which provides for the intellectual, aesthetic, physical, cultural, technological and social development of young people leads to their becoming productive and humane citizens who demonstrate self-discipline, responsibility and respect for others.

We believe that education provides students with opportunities to access knowledge, ensuring competence and confidence in responding to the challenges of the future.

______________________________________  ______________
Parent Signature                              Date
WELCOME
The administration and staff of Fair Lawn High School welcome you. It is our goal to help you feel good about yourself, to challenge you, and to help you grow. The members of the Fair Lawn High School faculty are a well-trained, caring group of professionals who will work to help you achieve your personal goals and our school goals. The faculty and administration will work with you and your parents as partners in the decision-making process, which will lead to excellent instruction, and positive student learning.

This student planner is designed to inform you regarding your rights and responsibilities as a student at Fair Lawn High School. You must have this planner with you at all times while in school and your schedule must be placed in the plastic pockets at the back of the planner. Your school identification card should be displayed at all times. The planner will serve as your hall pass and as a valuable resource. A committee of staff and students has developed the rules indicated. Your compliance will ensure a safe, healthy, and happy school environment for all of us. Join the Fair Lawn High School TEAM (Together Everyone Achieves More)!

NON-DISCRIMINATION STATEMENT
The Fair Lawn School District does not discriminate on the basis of race, color, national origin, sex, disability or age in employment or its educational programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1973 (Title IX); Section 504 of the Rehabilitation Act (Section 504); the Americans with Disabilities Act of 1990 (ADA); or the Age Discrimination Act of 1975 (the Age Discrimination Act), which prohibits discrimination on the basis of race, color, national origin, sex, disability and age, respectively.

If you have questions regarding the district’s responsibilities under these regulations, if you wish to make a complaint, or if you require services related to a disability pursuant to Section 504 and the ADA, please contact the following:

The Vice Principal is the individual designated to coordinate the high school’s efforts to comply with Title IX, (which prohibits discrimination based on disability) and the Age Discrimination Act, (which prohibits discrimination based on age).

Lisa Panagia at 37-01 Fair Lawn Ave., 201-794-5500 ext. 7007, is the District Affirmative Action Officer.

Camille DeFranco at 37-01 Fair Lawn Ave., 201-794-5500 ext. 7033, is the Section 504 Officer.
SEXUAL HARASSMENT
It is the policy of the Fair Lawn Board of Education to maintain a learning and working environment that is free from sexual harassment. Conduct constituting sexual harassment shall be grounds for disciplinary action.

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature carried on by a staff person, a student, or a Board member. The Affirmative Action Officer at the High School should be contacted immediately.

IMPORTANT DATES

<table>
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<tr>
<th>Interim Reports</th>
<th>1st Marking Per.</th>
<th>2nd Marking Per.</th>
<th>3rd Marking Per.</th>
<th>4th Marking Per.</th>
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<tr>
<td>Oct. 3</td>
<td>Dec. 10</td>
<td>March 2</td>
<td>May 7</td>
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| Marking Period Close | Nov. 13 | Jan. 28 | April 13 | June 15 |

| Report Cards       | Nov. 22 | Feb. 7  | April 23 | July    |

PSAT             October 16, 2019
NJSLA Testing    Testing Window April 20-May 29, 2020
                 Specific dates to be announced
AP Exams         May 4 – 15, 2020
NJSLA Science Assessment
                 Testing Window May 4-June 5, 2020
                 Specific dates to be announced
Mid-Term Exams   January 29, 30, 31, February 3, 2020
Final Exams      June 16, 17, 18, 19, 2020
Senior Awards Assembly  June - TBA
Graduation       June 23, 2020

DATES SUBJECT TO CHANGE

School starting time and bell schedule may be changed on these days, please check FLHS.org for day specific schedules.
IMPORTANT PHONE NUMBERS

Police: 201-796-1400
Suicide Hot Line: 262-HELP
FLHS Web Address: www.flhs.org

Central Office: 794-5500
Chief School Administrator .................. Nicholas Norcia .................. ext. 7003
Assistant Superintendent .................. Natalie Lacatena .................. ext. 7014
(Education)
Assistant Superintendent .................. Camille DeFranco .................. ext. 7033
(Special Services)
Business Administrator .................. Brooke Bartley .................. ext. 7002

Main Office: 201-794-5450 FAX: 201-794-8107
Principal ......................................... Paul Gorski .................. ext. 1002
Vice Principal .................................. Matt Cahn .................. ext. 1006
Assistant Principal .......................... Nicole Mattina .................. ext. 1016
Assistant Principal .......................... Frank Guadagnino .................. ext. 1008
Director of Athletics ........................ Cory Robinson .................. ext. 1005
Medical Office .................................. Katie Mahler .................. ext. 1011
 ................................................. Joanne Marotta .................. ext. 1012
Attendance ....................................... Suzana Delmas .................. ext. 1014
 ................................................. Marilyn Moro .................. ext. 1015
Child Study Team ............................ Ruth Ferrara .................. ext. 2019
Guidance ......................................... Michael Bacs .................. ext. 2012
 ................................................. Dena DeSantis .................. ext. 2011
 ................................................. Anthony Guttilla .................. ext. 2005
 ................................................. Mike Maio .................. ext. 2018
 ................................................. Stacy Morales .................. ext. 2006
 ................................................. Kara Popadics .................. ext. 2010
 ................................................. Almida Hernandez .................. ext. 2003
Testing Coordinator ......................... Bryan Hicks .................. ext. 2000
Library ........................................... Jennifer Bauman .................. ext. 2428
 ........................................... ext. 2429
Student Activities ........................... Jeanine Hayek .................. ext. 2032
 ................................................. Marco Infante .................. ext. 2030
Student Assistance Counselor ............... Matt Markman .................. ext. 2009

Supervisors
Language Arts/Literacy ....................... Gary Pankiewicz .................. ext. 6181
Math/Business/Family & Consumer Sci.  ........................................... Lauren Gimon .................. ext. 2211
Physical Education .......................... Cory Robinson .................. ext. 1005
Science/Technology Education ............. Ron Durso .................. ext. 2409
Social Studies/Fine Art ....................... Sue Gons .................. ext. 1010
Special Education .......................... Jonathan Hesney .................. ext. 7039
Special Education .......................... Peter Pitrelli .................. ext. 7061
World Language/ESL/Music ................. Liliana Lopez .................. ext. 4529
REGULAR BELL SCHEDULE
Period 0............7:05 - 7:50 a.m.
Period 1............7:55 - 8:40 a.m.
Homeroom ........8:40 - 8:45 a.m.
Period 2............8:50 - 9:35 a.m.
Period 3............9:40 - 10:25 a.m.
Period 4............10:30 - 11:15 a.m.
Period 5............11:20 - 12:05 p.m. (1st Lunch)
Period 6............12:10 - 12:55 p.m. (2nd Lunch)
Period 7............1:00 - 1:45 p.m.
Period 8............1:50 - 2:35 p.m.

Extra help on Tuesday, Wednesday and Thursday 2:35 - 3:05
All co-curricular activities and athletic practices begin at 3:10.

EARLY DISMISSAL SCHEDULE
Period 5/6............7:55 - 8:25 a.m.
Period 1............8:30- 9:05 a.m. (includes homeroom)
Period 2............9:10 - 9:40 a.m.
Period 3............9:45- 10:15 a.m.
Period 4............10:20 - 10:50 a.m.
Period 7............10:55 - 11:25 a.m.
Period 8............11:30 - 12:00 p.m.
Period 5/6............12:05 - 12:35 p.m.

No lunches will be served
Period 5 and 6 will rotate to start and end the day, this information will be posted on the High School website (FLHS.org).
Students with lunch at the beginning of the day will report at 8:25 a.m.
Students with lunch at the end of the day will leave the building at 12:00 noon.

DELAYED OPENING SCHEDULE
Period 0............does not meet
Homeroom ........9:57 - 10:02 a.m.
Period 1............9:25 - 9:57 a.m. (32 minutes)
Period 2............10:07 - 10:39 a.m. (32 minutes)
Period 3............10:44 - 11:16 a.m. (32 minutes)
Period 5............11:21 - 12:03 p.m. (42 minutes)
Period 6............12:08 - 12:50 p.m. (42 minutes)
Period 4............12:55 - 1:27 p.m. (32 minutes)
Period 7............1:32 - 2:04 p.m. (32 minutes)
Period 8............2:09 - 2:40 p.m. (31 minutes)

Extra help takes place 2:40 – 3:10
Co-curricular activities and practices begin at 3:15
Communication Corridors
A Guide for Parents, Students, and Staff
Fair Lawn High School

Please make use of this contact listing when addressing a particular issue or problem. Begin with #1 in each case and progress through the hierarchy as warranted.

Staff Members Email Format
First Initial/Last Name@fairlawnschools.org
Example: John Smith = jsmith@fairlawnschools.org

Academic Issues:
1. Contact or make appointment to visit Teacher directly involved
2. Contact or make appointment to visit with Department Supervisor
3. Contact or make appointment to visit Guidance Counselor
4. Contact or make appointment to visit with Vice Principal

Attendance Issues:
1. To report an absence or to sign a student in or out, contact or visit the Attendance Office
2. For all other attendance related issues, contact or make appointment to visit Grade Level Administrator (Assistant Principal)

Behavioral Issues:
1. Contact or make appointment to visit with Teacher or staff member directly involved
2. Contact or make appointment to visit with Grade Level Administrator (Assistant Principal)
3. Contact or make appointment to visit with Vice Principal
4. Contact or make appointment to visit with Principal

Curriculum Concerns:
1. Contact or make appointment to visit with Department Supervisor
2. Contact or make appointment to visit with Vice Principal
3. Contact or make appointment to visit with Principal

Class Schedule Issues:
1. Contact or make appointment to visit with Guidance Counselor
2. Contact or make appointment to visit with Department Supervisor
3. Contact or make appointment to visit with Vice-Principal
IEP:
1. Contact or make appointment to visit Child Study Team
2. Contact or make appointment to visit with Guidance Counselor

504:
1. Contact or make appointment to visit with Guidance Counselor
2. Contact or make appointment to visit with School Nurse
3. Contact or make appointment to visit with Vice Principal (504 Officer)

Health Issues:
1. Contact or make appointment to visit with School Nurse
2. Contact or make appointment to visit with Guidance Counselor
3. Contact or make appointment to visit with Grade Level Administrator (Assistant Principal)

Substance Abuse Issues:
1. Contact or make appointment to visit with Student Assistance Counselor (SAC)
2. Contact or make appointment to visit with School Nurse

Sports Related Issues:
1. Contact or make appointment to visit the Coach
2. Contact or make appointment to visit with Athletic Director
3. Contact or make appointment to visit with Principal

Student Activities Related Issues:
1. Contact or make appointment to visit with the Activity Advisor
2. Contact or make appointment to visit with Student Activities Coordinator
3. Contact or make appointment to visit with Vice Principal

Technology & Computers:
1. For general information about school computers (hours of availability, programs, policies) contact the Media Specialist
2. For questions related to Technology-based classes, contact the classroom teacher
3. For questions related to the instructional use of technology, contact the Instructional Technology Coach
4. For questions about the FLHS Website, e-mail or call the Webmaster
5. For disciplinary issues related to technology, call the Grade Level Administrator (Assistant Principal)
ATTENDANCE POLICY

1. Daily attendance is required and expected. Any student, who exceeds fourteen (14) absences (7 days from a semester course), may be denied credit in that course. Required courses must be repeated.

2. An Attendance Review Committee consisting of an administrator, nurse and guidance counselor addresses cases where the number of absences has exceeded fourteen (14). The following procedure is followed:
   A. Upon reaching the fifteenth (15) absence, credit is automatically denied.
   B. A student who is denied credit for any reason by the Attendance Committee may complete an appeal form within five days from the day the official credit denial letter is received.
   C. Upon attendance committee review, an attendance contract may be granted in response to the appeal.
   D. Once a contract is granted, the student is expected to meet the terms of the contract to the best of their ability.
   E. If the student successfully meets the terms of the contract, credit will be reinstated in June. The student will only be notified if they will not receive credit for a course where there was a contract.
   F. The only allowable reasons for absence, that would not be counted as a day in membership for a particular student, as stated in the New Jersey School Register are:
      1. Religious observance (N.J.A.C. 6A:32-8.3(h))
      2. A college visit (up to 3 days per school year, only for students in grades 11 and 12)
      3. “Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
      5. The closure of a busing district that prevents a student from having transportation to the receiving school.
   G. When a student will be out for a religious observance, they must obtain the proper form from the Main Office and submit the completed form to the Attendance Office.

3. Medical/legal documentation is the student’s responsibility to submit to the attendance office within two days of the student’s return to school in order to be considered in the appeal process.

4. Students must notify classroom teachers prior to being excused for field trips, conferences, and other school-related activities and are responsible for all missed work.

5. When it is necessary for a student to be dismissed before the normal end of the school day, the school requires that the parent/guardian provide, in advance, a written request stating the date, time, and reason for dismissal.
6. The parent’s phone number must be included so that the note may be verified by the administration. Additionally, it is required for someone on the student’s emergency contact list to come into the building and sign the student out in the Main Office.

7. **Since it is the teacher’s attendance which is used as a matter of record to determine loss of course credit, it is imperative students check with their classroom teachers to ensure that absences are not negatively affecting course credit.**

**ABSENCE REPORTING PROCEDURES**

1. When a student is absent or tardy from school:
   a. Parents are to call the Attendance Office at 794-5450 ext. 1014 or ext. 1015 or
   b. Parents can report a student’s absence on Genesis. Go to the parent portal and open the tab for notify Attendance.

2. When a student becomes ill during the school day, a parent or guardian must sign the student out in the Attendance Office after consulting with the school nurse. Students will only be released to a parent, guardian, or someone named as their emergency contact in Genesis.

3. Upon returning to school following an illness, students are to submit medical documentation (if a doctor has been consulted). All absences except for the state approved reasons listed on page 10, will count toward the attendance limit.

4. In all other circumstances, an official note must be provided in order for the absence to be considered in course credit denial situations.

5. All notes are to be submitted to the Attendance Office.

6. For long-term illness or exemptions from Physical Education, please contact the school nurse. Physician’s notes excusing students from Physical Education must have a specific date of return. The physician can always extend dates if necessary. If the student is to use crutches or a wheelchair, the physician must include this in the Physical Education excuse note.

7. Unverified absences (no parental contact) will be recorded as class cuts/truancies.
FAIR LAWN BOARD OF EDUCATION CO-CURRICULAR
AND
ATHLETIC ELIGIBILITY POLICIES 2430/2431

1. In compliance with a resolution of the State Department of Education, with respect to eligibility for inter-scholastic athletic activities, it shall be the policy of the Fair Lawn Board of Education that:
   A. To be eligible for team sports competition during the fall and winter sessions, a student must pass 30 credits (6 subjects) at the conclusion of the spring semester (June grades). Students who pass 20-25 credits (4 or 5 subjects) may meet the requirement through satisfactory completion of appropriate summer school study.
   B. To be eligible for the spring session, a student must be passing six subjects at the conclusion of the fall semester (February grades).
   C. If a student is eligible at the start of a sport season, he/she remains eligible for the entire season regardless of his/her grades at the end of an interim marking period.

2. It shall be the policy of the Fair Lawn Board of Education that no student shall be allowed to participate in any non-athletic co-curricular activity that takes place during more than one afternoon per week (i.e., the yearbook, school musical) who does not meet the requirements set forth in Part 1 of this policy statement.

3. Academic eligibility is determined by the mid-year grade, which is comprised of the following grades:
   - MP 1
   - MP 2
   - Mid-Term Exam

The complete NJSIAA policy may be referenced on the NJSIAA website (www.njsiaa.org).

In addition to the eligibility policy in order to participate in athletics:
   1. The student must be examined by a physician and the physician must complete appropriate paperwork. Exams are valid for one year from the date of exam. Students must be re-examined if their physical date expires during the season. Students must submit paperwork each season in order to be cleared to play.
   2. Students and their parents must attend a pre-season meeting with coaches and the Athletic Director.
   3. Students and their parents must sign athletic training rules, sportsmanship policy contract, and a state-mandated drug screening consent form. This can be completed on the Genesis Portal.
DAILY ATTENDANCE REQUIREMENTS FOR ALL CO-CURRICULAR AND
ATHLETIC ACTIVITIES

ALL ATHLETIC AND CO-CURRICULAR ACTIVITIES BEGIN AT
3:10 AFTER EXTRA HELP.

Any student who is absent from school and does not return to school before
10:15 a.m. or leaves school because of illness and does not return to school
before the end of the day is not permitted to participate in any athletic or co-
curricular activity that day or night. At least a four-hour presence is required to be
considered eligible for the day. Only previously excused absences for that day
will be accepted, i.e., doctor appointments, driver’s license, etc. Coaches and
club advisors must check the daily attendance report to ensure compliance with
these rules.

PARTICIPATION IN SCHOOL ACTIVITIES AND ATHLETICS
A student who commits an infraction of school rules, which results in suspension,
may not participate in school sponsored social or athletic activities on the day the
infraction occurs. If the infraction occurs on a Friday, the student is barred from
all school-sponsored activities for the weekend.
If the infraction results in an out-of-school suspension, the student is barred from
school sponsored social or athletic activities until he or she is re-admitted.

AT ALL SCHOOL EVENTS, HOME AND AWAY, THE SCHOOL CODE OF
CONDUCT IS IN EFFECT AND ALL SCHOOL RULES AND CONSEQUENCES
WILL APPLY.

CODE OF BEHAVIOR FOR CO-CURRICULAR OR ATHLETIC EVENTS
A. Enthusiastically encourage your own team.
B. Refrain from negative remarks and booing.
C. Accept the decisions made by officials.
D. Remain in the stands while play is in progress.
E. Don’t throw objects on the playing surface.
F. Follow state regulations that prohibit noisemakers, signs and banners.
G. Applaud outstanding play by either team.
H. Negative behavior will not be tolerated and may lead to ejection from the
event.

Remember that it is a privilege to attend high school athletic contests!

Any athlete ejected from a game will receive double the state penalty
regarding the number of events missed.
BEWARE OF STEROID USE!
By now, most teens are aware of the use of anabolic steroids in bodybuilding, and professional and amateur sports. Steroid use has grown to epidemic proportion in our high schools. Use of anabolic steroids is extremely dangerous.

Any athlete suspected of using steroids or other weight and strength increasing substances will be required to be tested. Anyone testing **POSITIVE** will be barred from participation until a physician’s clearance is presented.

**SAY NO TO ALL DRUGS NOT PRESCRIBED TO YOU!**
(Refer to School Substance Abuse Policy for more information pp. 43-54)

**TRAINER**
The Trainer is on duty every day until all practices and games are complete. Treatments and evaluations may be performed by appointment.

**WEIGHT ROOM**
The Weight Room hours are to be announced.

**SCHOOL RULES**
**FAIR LAWN BOARD OF EDUCATION POLICY #5512.01**
The complete Board of Education policy may be referenced on the district website.

**PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**
A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

**Definition**
“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:
1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or 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;

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
   b. Has the effect of insulting or demeaning any student or group of students; or
   c. 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.

Schools 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 (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

**Expected Student Behavior**
The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.
Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and

**Consequences and Actions**

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student’s disability, if any, and to the extent relevant; the developmental age of the student; and the student’s history of problem behaviors and performance consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.
Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

**Off School Grounds**
This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

**Reporting Incidents**
The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

**Anti-Bullying Specialist and School Climate Team**
The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal’s designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

**Investigation of Incidents**
The Principal and/or designee are responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the Principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The investigation shall be completed and the written findings submitted to the Principal as soon as possible.

**Response to Incidents**
Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or School District levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavior interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Students.
In considering whether a response beyond the individual level is appropriate, the school officials should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to the involvement of law enforcement officers, including school resource officers.

**Whistle Blower Protection**

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

**False Accusation**

Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

**Public Dissemination of Policy**
This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

**School and District Grading Requirements**

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school’s website and the district’s website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district’s website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

**Legal Reference:**

- N.J.A.C. 6A:16-6.2 Reporting of hate and bias crimes to Law Enforcement
- N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
- P.L.103-382, Improving America’s Schools Act of 1994
SCHOOL DISCIPLINE

ALL STUDENTS MUST HAVE THIS PLANNER IN HAND ALONG WITH THE
STUDENT I.D. AND STUDENT SCHEDULE IN ORDER TO BE IN THE
BUILDING DURING SCHOOL TIME. STUDENTS ARE NOT TO REMOVE
PAGES FROM OR DEFACE THE PLANNER.

THE NATURE OF OFFENSES AND CORRECTIVE ACTIONS

Fair Lawn High School is a community of students, faculty, administration, staff, parents and outside resources. We encourage all members of our community to work toward mutual respect. The community members are asked to recognize each other’s rights, feelings, and dignity. Students are further requested to be aware that the staff performs many duties and directs students in various capacities. Students should comply with requests from all staff that may ask student’s name, request student’s identification card, question a behavior, or give a direction. Working together as a community will only enhance the atmosphere in which we all work and learn.

Teachers are in charge of the classroom. It is expected that they will discipline their students in a fair and consistent manner. Teachers are expected to establish and publish classroom rules and regulations and to review them periodically.

1. OPEN DEFIANCE; INSUBORDINATION; WILLFUL AND CONTINUED DISOBEDIENCE

Students shall be barred from school until a meeting with the student, parent, teacher, administrator, and guidance counselor is held. Circumstances will determine punitive action.

2. CLASS CUT

Students absent without reason for any part of a class may be considered cutting. Under no condition may students leave class without written permission from the teacher. Students are required to report to assigned classes before taking it upon themselves to visit another site, i.e. office, Guidance, Library, or another class.

First Offense: Saturday morning or weekday evening detention. Zero averaged into grades/projects/tests in all classes cut. Parents will be called immediately. An absence in that class.
Second Offense: Two - (2) days in-school detention (Saturday morning or weekday evening). Zero averaged into grades/projects/tests in all classes cut. Parent conference. An absence in that class.

Third Offense: Disciplinary action to be determined by administrator. An absence in that class. Potential loss of credit in the course.

3. TRUANCY- More than one consecutive period absent without permission in the same day

First Offense: Same as above plus contact to SRO.

Second Offense: Same as above plus contact to SRO.

Third Offense: Same as above plus contact to SRO.

4. TARDY TO CLASS
Fair Lawn High School will have zero tolerance for students tardy to class. Penalties will be strictly enforced as follows:

- All tardies to class will be recorded by the teacher.
- Detentions assigned for tardies are at the teacher’s discretion.
- Excessive/Chronic tardies, to exceed 6 per marking period, must be reported to Grade Level Administrator. This may result in in-school detention.
- Students arriving to school after Homeroom must sign in at the Attendance Office.

5. FAILURE TO REPORT TO DETENTION
Students who do not report to detention will receive a double detention. Those with plausible excuses must inform the Assistant Principal before the Detention. Continued refusal to report may result in suspension.

Students who do not report to 3 hour, in-school detention will receive a one day suspension and be re-assigned to make up the detention.

6. FALSIFICATION OF SCHOOL DOCUMENTS OR PROVIDING FALSE INFORMATION
Any falsification of school related documents will result in a disciplinary consequence based upon the severity of the offense as determined by administration.
7. LEAVING SCHOOL WITHOUT PERMISSION
Under no circumstances may a student leave school without first meeting with an administrator or the nurse. Failure to sign out will be considered truancy and will result in consequences for truancy.

If a student remains home ill at lunch, parents must contact the Attendance Office (794-5450 ext. 1014 or 1015) **on the same day**. If a student is unable to reach his or her parent, he/she must call the administrator immediately to report the matter. **Failure to contact the school that day will be considered a cut.**

8. IMPROPER TEST CONDUCT OR PLAGIARISM

**Board of Education Policy #5701**

Standardized state and national assessments may carry a more severe consequence than those listed below.

**First Offense:** The student will receive a zero for the measurement. The teacher will inform the Grade Level Administrator. A letter signifying improper test conduct will be sent home.

**Second Offense:** All consequences of first offense plus additional disciplinary consequence.

**Subsequent Offenses:** All consequences of first offense plus suspension.

9. PARKING LOT PRIVILEGES
Use of the parking lot is a senior privilege. Any vehicle on school grounds is subject to search. Parking permits will be distributed on a lottery basis during the first week in September. A new drawing will be held during the first week of each marking period for the remainder of the year. Seniors must register their vehicles with the administration following this procedure.

1. Seniors must submit a completed application to the Student Activities Center.

2. To be eligible a senior must:
   - Live outside the marked area (see separate sheet).
   - Have a valid New Jersey Driver's License, Vehicle Registration and Insurance Card.
   - Have a history of good standing (meet academic, attendance, and co-curricular requirements).
   - Be enrolled full day at the high school.
   - Clear all outstanding obligations.
3. All eligible applications will be collected and spaces will be randomly assigned by a lottery drawing supervised by student government and the administration.

4. Students will be assigned a space based on availability.

5. Seniors will park only in their assigned numbered space.

6. **The following violations will result in the loss of parking privileges:**
   - Untagged vehicles or those with a tag belonging to someone else, and those parked in teacher spaces shall be towed at the owner’s expense.
   - Careless driving of any motor vehicle will result in a municipal summons and loss of parking lot privileges.
   - Parking privileges may be revoked at any time by the administration.
   - Students suspended during junior year, will be ineligible first semester of senior year.
   - Any student suspended will immediately lose his/her parking privilege.
   - Any student who loses credit in any course will be denied parking privileges.

10. **FIGHTING, ASSAULT, INTIMIDATION OR EXTORTION**

**Each Offense:**
Suspension from school. Parent contact will be required. Certain offenses will require police contact, which may result in a complaint being filed.

A hearing with the Chief School Administrator, which could lead to additional consequences.

Students shall also be barred from school-sponsored activities and athletic events for the duration of suspension.

Any student found on school property during an out-of-school suspension, may be charged with trespassing and a police complaint may be filed.

11. **WEAPONS POSSESSION**
The student will be suspended and subjected to further action by the BOE. Refer to Board of Education Policy # 8467 and Policy # 5611.
12. ELECTRONIC EQUIPMENT (Refer to Board of Ed. Policy # 5516)
The Board of Education regulates the possession and/or use of selected
electronic devices by a student in school buildings, on a school bus or at any
school function as indicated in this policy. For the purpose of this policy,
“Electronic communication and recording device” (ECRD) include but are not
limited to CAMERAS, CELL PHONES, BEEPERS, TWO-WAY RADIOS,
IPADS/TABLETS, HEADPHONES, PERSONAL COMPUTERS, ELECTRONIC
READERS and LASERS. For the purpose of this policy, PERSONAL
COMPUTERS are desktop or laptop computers that are not school property.
Where there is a question of the possession or the use of such a device in
obstructing or interfering with school operations or student well-being, the
Principal shall make the final determination that a particular item is an electronic
device of the type deemed prohibited.

The use of ELECTRONIC READERS, RADIOS and IPODS by a student is not
permitted in a classroom or in a school building during the school day. Students
may use these devices with headphones outside a school building or in a school
bus. Headphones may not be worn inside school buildings. Electronic equipment,
including headphones, should not be seen inside school buildings.

The use of a PERSONAL COMPUTER, TABLET, CAMERA OR OTHER
SIMILAR TECHNOLOGICAL EQUIPMENT by a student is not permitted in a
classroom or a school building without the permission of a teacher or the
Principal.

The use of a CELLPHONE is not permitted in a classroom, locker room, or in a
school building during the school day without staff permission.

Lasers are not permitted in school buildings, at school-sponsored activities or on
buses under any circumstances.

**Disciplinary Action**
A student found in violation of this policy will have the subject equipment
confiscated. The confiscated equipment will be held and will be returned only to
the student’s parent or guardian, after a meeting with the school Principal or
designee. Subsequent offenses will result in the item being confiscated and
returned to the parent or guardian after the issuance of a consequence
determined by administration. Further offenses may result in increased
disciplinary action.
Use of a cell phone in a locker room or restroom may result in consequences more stringent than those listed above and may require a parent conference before returning to school.

Confiscated equipment that is not reclaimed through the above return process shall not be held by the school Principal beyond the last day of June of the school year. At that time all unclaimed confiscated equipment may be discarded.

13. INAPPROPRIATE, OBScene, OR DISRUPTIVE LANGUAGE AND BEHAVIOR
Depending on the severity of the case and the circumstances involved, the Assistant Principal will determine the penalty. In any case, inappropriate behavior or language toward a teacher, student, staff member or administrator shall result in a minimum of a one-day suspension and a required parent conference before re-entry.

14. OPEN LUNCH IS A PRIVILEGE NOT A RIGHT
Fair Lawn High School has an open campus lunch. Students in good standing in grades 10 to 12 are permitted to leave campus during their assigned lunch. The parent signature on the planner sign-off form is an acknowledgement of the open lunch policy and that the student will be unsupervised off-campus.

Food and beverages are permitted only inside the cafeterias and the courtyard patios. FOOD DELIVERIES ARE NOT PERMITTED ANYWHERE ON SCHOOL PROPERTY. Failure to comply becomes disobedience (See Number 1). Areas must be kept clean or lunch privileges will be revoked.

Students are responsible for picking up litter and maintaining a litter-free school environment. Students caught littering on school and community grounds may be issued a municipal summons and may have open lunch privileges revoked.

15. ILLEGAL/PROHIBITED SUBSTANCES
Please refer to Board of Education Policy #5530.

16. LOCKER SEARCH POLICY
Lockers are the property of Fair Lawn High School. Each student is assigned a locker upon entering school at the beginning of his/her freshman year. Student will use the locker the entire time they are enrolled and is responsible for keeping it clean. For protection, the locker combination should be kept confidential. Students are strongly suggested to utilize a padlock to secure belongings in the locker room. Lockers are NOT to be shared with others. Fair Lawn High School staff members may conduct a search in accordance with Board of Education Policy # 5770.
17. PULLED FIRE ALARMS, PHONE AND INTERNET THREATS
A pulled fire alarm, phone and Internet threats will result in an out-of-school suspension and a possible hearing before the Chief School Administrator. A municipal complaint may also be filed.

18. DRESS CODE (Policy #5511)
STUDENT DRESS AND GROOMING
The Board of Education recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices negatively affect the educational program of the schools and objectives of the District.

Parents/guardians are requested to assist the District administration in fostering the objectives of pride, high levels of achievement, proper behavior and community citizenship by exercising positive guidance and authority with respect to student dress and grooming. Questions concerning appropriate dress attire should be addressed through the school Principals.

The Board authorizes the Chief School Administrator or designee to develop regulations and procedures prohibiting student and staff dress and grooming practices that:
1. Present a slovenly or unclean appearance.
2. Present a hazard to the health or safety of the student himself/herself or to others in the school.
   a. Metal studs, spikes and chains or other potentially hazardous items are prohibited.
   b. Footwear shall be worn at all times. Sneakers or shoes with untied laces, etc. are not permitted.
3. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
   a. Coats and hats, except in the case of religious observance, may not be worn inside school buildings.
   b. Attire with slogans, words, pictures or symbols that can be considered obscene, profane or derogatory is not permitted. No gang related attire is permitted.
   c. Shirts, blouses, tops, etc., should be of sufficient length to meet the top of pants, skirts, shorts, etc.
      i. Slacks, including pants suits, jeans and shorts of suitable length are permitted.
      ii. NO micro-mini skirts are permitted.
iii. NO undergarments, tank tops, halter tops, muscle shirts, midriff tops, fish or mesh net tops are to be worn by themselves.
iv. NO blouses, undergarments or shirts that are cut off shall be worn.
Attire with holes in inappropriate locations is not permitted.

4. Causes excessive wear and damage to school property.
   a. Footwear with cleats or spikes is not permitted inside a school building, except in athletic locker areas.
   b. No footwear with wheels.

5. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
   a. Excessively tight clothing, such as pants or shorts, may not be worn.
   b. Sunglasses are to be removed upon entering and shall not be worn inside a school building.

**In shop and laboratory areas, the necessary protective clothing, including but not limited to headgear, coveralls, smocks or uniforms, shoes and safety classes must be worn.**

All students whose dress is deemed in violation of the policy or regulations will be required to dress suitably before being permitted to return to class.

Parents/guardians may be contacted, when necessary, to bring appropriate clothing to school so that the student may return to class. Recurring violations or refusal to comply with policy or regulations will result in disciplinary action.

School staff has the responsibility to report violations of this policy and associated regulations. Each school principal shall enforce policy and regulations on student dress and grooming. The final decision in determining the suitability of dress will reside with the administration of the school. A decision is subject to appeal to the Chief School Administrator and ultimately to the Board.

Legal Reference:

<table>
<thead>
<tr>
<th>N.J.S.A. 18A: 11-1</th>
<th>General mandatory powers and duties</th>
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<tbody>
<tr>
<td>N.J.S.A. 18A: 37-1</td>
<td>Submission of pupils to authority</td>
</tr>
<tr>
<td>N.J.S.A. 18A: 37-7</td>
<td>Findings relative to school dress codes</td>
</tr>
</tbody>
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19. **SKATE BOARDS/ROLLER BLADES**

Skate Boards/Roller Blades must be properly stored during the school day.

20. **GAMBLING**

Gambling is an illegal activity and is forbidden. Disciplinary action and a parent conference will result. Possible police involvement may also occur.
21. PHONE
Emergency phone calls should be referred to the Main Office.

22. SECRET ORGANIZATIONS
State law forbids gangs, sets, fraternities, or sororities. (NJ title 18A: 42-5 and Title 18A: 46-6.) Consequences to be determined by the administration.

23. THEFT
Students are not to bring valuable items or large amounts of cash to school. FAIR LAWN HIGH SCHOOL is not responsible for any lost or stolen items. Students who steal are subject to school and municipal penalties.

24. THREATS TO SCHOOL PERSONNEL
A zero tolerance policy regarding threats, spoken or written, toward school personnel is in effect. In all cases, a police complaint may be filed.

25. VANDALISM
The vandalism of public or personal property shall result in financial reparation for removal and cleanup of any damage. Parents will be contacted, disciplinary action will occur and a police complaint may be filed. Financial reparation will become a school obligation.

26. SURVEILLANCE CAMERAS
Surveillance cameras are in use throughout the building for the protection and safety of all members of the school community.

27. ID CARDS
Students will carry their ID cards at all times while in our building. This rule will be actively enforced. Students must present their ID Cards upon request. Failure to present ID will result in administrative action.

28. UNLISTED OFFENSES
Any unlisted offense: action to be determined by the Principal.
SCHOOL ROUTINE

BUILDING EVACUATIONS
During an evacuation, all students must follow their teacher’s directions. Students in halls or restrooms during an evacuation should leave the building by the closest exit and report to a staff member. All students must stay with their classroom teacher until further directions are given. No talking or use of electronic equipment is permitted during an evacuation. Classroom teachers will review the school safety plan with students.

SCHOOL SURVEYS
On occasion, students may be asked to participate in school surveys. The parent’s signature in Genesis as having read the planner signifies permission for your child to participate in standard school surveys. However, per Board of Education policy 9560, special permission must be obtained from parents prior to administering surveys relating to the student’s attitudes regarding substance abuse, sexual behavior, and political issues.

FIELD TRIPS
Subject teachers or activity sponsors supervise field trips of interest. Participants must return parental permission slips to the trip sponsor by the required due date. Students may be denied participation at administration discretion. Students may be barred from field trips because of excessive absences or poor citizenship. The student is responsible for all work missed while participating in a field trip.
All school rules are in effect on all school activities/trips.

EMERGENCY DISMISSAL PROCEDURES
Should it become necessary to execute an emergency, early dismissal, all high school students will be released at the time designated by the Chief School Administrator unless prior directive in writing from the parent or guardian has been filed with the Principal.
OBLIGATIONS

1. All students must return all district property that has been issued for their use. The replacement cost must be paid for any item that is lost or damaged. All debts to clubs or other school organizations must be paid. Every unpaid debt or unreturned item becomes an obligation, which must be cleared before graduation.

2. If any school issued item is not found, report immediately to your teacher, coach or advisor who will report the item missing to Mrs. Campanile and it will be listed in Genesis as an obligation. The staff member can then issue a new item; however, the student is now responsible for returning the lost item (if found) or paying its full replacement cost plus they are responsible for the newly issued replacement item.

3. If your obligations include athletic uniforms or equipment, monies for activity fundraisers, or any other items which you return directly to your coach, advisor, or teacher, it is YOUR (the student’s) responsibility to make sure that the staff member who issued the item emails Mrs. Campanile to confirm the obligation has been cleared.

4. Obligations may be cleared during the summer by contacting the Main Office at 201-794-5450.

5. Seniors with obligations may not receive diplomas.

STOLEN SCHOOL PROPERTY

If a school item has been stolen, you must file a notice with the Grade Level Administrator (for textbooks) or Director of Athletics (for athletic equipment) BEFORE coming to the Library to receive the lost item slip. Bring a copy of the theft report with you to the Library.

POSTERS

Permission must be obtained from the Student Activities Coordinator to post any materials. Posted materials are restricted to the designated areas. Only painter’s tape or non-adhesive tape may be used.

TEXTBOOKS

 Necessary textbooks are issued at the start of the school year. These books are loaned and should be covered and carefully treated. The student must pay for loss or damage to a book beyond reasonable wear.
LIBRARY
The Fair Lawn High School Library offers access to information in print and non-print formats, as well as to the Internet and many other on-line resources. The Library opens each morning at 7:20, and closes at 5:00 Monday through Friday. Additional Library hours to be announced. The Library is also your source for new or replacement student identification cards (also used as library cards) and assistance with research assignments, including the use of documentation in your work.

Most Library materials can be borrowed for 28 days, and can be renewed by the date printed on the receipt given to you at check out. All material should be returned or renewed by the date stamped on your receipt. Anything not returned or renewed on time will be considered overdue, and you will receive notices reminding you of this. If material continues to be overdue, a letter will be sent home to your parents, and your library borrowing privileges will be restricted. At the end of each marking period, the names of students with overdue library material are placed on the schools Obligations List.

Students who come to the Library must have their student ID and a pass from their teacher. All passes should be handed in to the librarian when you arrive. You are required to scan in with your ID and follow all Library rules. Should you leave the Library before the end of the period, please ask the librarian to sign your pass for return to class.

RESEARCH PAPERS
Documentation is done in the MLA style and use of the website easybib.com is encouraged. All information within The MLA style is available online at the High School Library’s website, and further information is available from the librarian.

COMPUTER USE
Computers and their contents are the property of The Fair Lawn Board of Education. The use of computers and Internet access is a privilege, not a right. All students, parent/guardians, and staff members are required to sign a binding agreement that acknowledges that they have read the terms and conditions of acceptable use listed here, and that they understand their inherent responsibilities. Each student and staff member is issued a username and password for individual and personal computer and Internet access. It is not permitted to use another person’s access information or to permit another person to use yours. It must also be understood that the privilege of computer access can and will be revoked if this agreement is violated.

1. Vandalism of any kind will result in termination of computer privileges, and disciplinary action will be taken in accordance with the posted school discipline policy. Vandalism is defined as any attempt to harm or damage computers, computer systems, or networks, or any attempt to infiltrate another computer system. This includes creating and/or uploading computer viruses.
2. Use of school computers is limited to educational purposes.

3. The Fair Lawn High School logo is the property of the Board of Education and may not be used without permission. Misuse or fraudulent use of the logo will result in the loss of school computer use privileges and possible disciplinary action.

**CREATION OF WEBSITES**
1. Students who wish to create websites for class assignments must follow all policies and established guidelines of internet safety and copyright law. These guidelines are available in the Library and through the school website.

2. Clubs, teams, and other recognized activities may create and maintain websites. These websites must follow all policies, which are available in the library and through the school website. Activity websites must be approved and sanctioned by the school website manager before they can be published and advertised.

**PERSONAL SAFETY AND THE INTERNET**
1. Photographs that personally identify individual students may not appear on any school activity or student website without a signed parental/guardian consent on file. This consent is separate from the Computer Use consent form on file for all students.

2. Names of students may appear on school websites in a newsworthy or informative context (such as a listing of officers, or cast members, or award winners.)

3. Fair Lawn High school and Board of Education policies prohibit:
   - Publication of student name accompanied by identifying photo, or of a photo accompanied by the name of the student shown.
   - Publication of any personal information regarding students, including address, phone number or personal, email address.
   - Students should only publish or otherwise distribute email addresses that are obtained in addition to the individual's personal email address, and should not specifically identify the name of the addressee.

*For further information regarding computer use, please refer to the district and school computer use and website policies.*

**SCHOOL IDENTIFICATION CARDS**
Students will receive a new school ID card at no charge each school year. Any student who arrives after the start of the school year should report to the Library in order to obtain in ID card. Replacement cards are available throughout the school year in the library for an $8.00 fee.
STUDENT SERVICES

MEDICAL SERVICES
Two certified school nurses supervise the clinic. Unless it is an emergency, students who need medical attention must present a pass from the current period teacher. Students who are going home must be signed out in the Main Office by a parent or someone listed as their emergency contact. New students are screened for vision, hearing, height, weight, blood pressure and scoliosis. All students are screened for blood pressure and vision yearly. Students in grades 9 and 11 are also screened for scoliosis. In addition, all 11th graders are screened for hearing.

Physical Exams
All new students to Fair Lawn Public Schools must provide a current physical exam and evidence of immunizations. If the student is a transfer from within New Jersey, the immunization data must be provided at the time of registration an approved by the nursing staff before the student is able to attend classes. A current physical must be provided within one month of entry. All new entries from out of state or country must provide evidence of immunization status and a current physical exam within 30 days of entry. Failure to comply will result in the student being banned from school until requirements One physical exam is recommended for current students prior to the end of their junior year.

Mobility Devices
The nurse must be notified in writing by a physician if a student requires the use of crutches, wheelchair, cane or any other type of immobilizer needed during school hours. If the student does not bring in proper documentation from a physician they may not use the device until such documentation is received by the nurse.

PSYCHOLOGICAL SERVICES
Counseling is available to all students. Any personal, social, emotional, family, and/or school problem that a student has may be brought for discussion in an individual, confidential interview. Appointments are usually made in advance. Self-referrals are welcome. For further information, consult your guidance counselor.

INTERVENTION AND REFERRAL SERVICES
The I&RS is a school based team which supports and guides classroom teachers in developing and implementing strategies to assist a student who is having difficulty in school. This group meets with the parent/guardian to review data and to determine a mutually acceptable plan for assisting the student.

DISTRICT 504 OFFICER: Dr. Natalie Lacatena
The rehabilitation Act of 1973, section 504, is a federal civil rights statute that protects the rights of persons with disabilities. School districts have the responsibility to identify and to evaluate a student for appropriate and reasonable educational services.
CORE TEAM
The Fair Lawn High School Core Team is an interdisciplinary committee whose purpose is to help students who are having school related problems because of alcohol or drug use. This committee, in conjunction with the Student Assistance Counselor, seeks to identify, intervene with, refer and support students with substance abuse difficulties as well as those who have a family situation that affects them.

GUIDANCE AND COUNSELING SERVICES
Assessing and providing for the needs of each student to ensure that the social, emotional and academic challenges faced by adolescence are being addressed is the mission of the Fair Lawn High School Guidance Department.

The seven counselors in the Guidance Department work with the students assigned to them throughout their four years in Fair Lawn. The counselor serves as the gatekeeper maintaining a watchful vigil on course selection and social interaction within the school community, and planning and implementing transitional activities for students bound for college, vocational schools, work, or the military.

The Guidance Department provides support and direction through interventions with students, faculty, Child Study Team, administrators, parents and guardians.

Important Information for Parents of Students with a Documented Disability Interested in Applying for Special Testing Accommodations to The College Board and ACT:

If you have a student with a disability who is interested in special testing accommodations for a test sponsored by The College Board, (such as the PSAT, SAT, AP) or ACT, the information below explains the procedure for parents concerning how to apply for such special testing accommodations to The College Board. **Please note that the review process for special testing accommodations by The College Board/ACT takes up to 8 weeks;** if you would like The College Board/ACT to consider your request for special testing accommodations for your child, please be sure to contact The College Board/ACT immediately if you are the parent of a middle school student, (the contact information is below), and Mr. Bryan Hicks at the High School. Mr. Hicks’ contact information is below, as well.

**IMPORTANT NOTE – PARENT RESPONSIBILITY:** If your child is in grade 9-12, please contact Mr. Bryan Hicks, Services for Students with Disabilities Coordinator at Fair Lawn High School, (bhicks@fairlawnschools.org, or 201-794-5450, ext. 2000), to discuss the application process, and any questions that you may have about the application process for special testing accommodations for College Board/ACT sponsored tests for high school students. Please refer to The College Board’s website, www.collegeboard.org or ACT's www.act.org.
If there is a high school student with a documented disability interested in taking a College Board/ACT sponsored test, upon request the Fair Lawn High School Services for Students with Disabilities (SSD) Coordinator will:

1. **Obtain a listing of all students with a 504 plan, and IHP, or an IEP, and review each student’s file to check:**
   a. The nature of the testing accommodation possibly needed for the student from The College Board/ACT, such as if the student requires and has used extended time for test-taking in school.
   b. That the student’s medical documentation is current (documentation on file each school year).

2. **Parent Responsibility; The SSD Coordinator will generate the parental consent form from The College Board’s/ACT’s website, sent to the parent, to which the parent must respond.** The Coordinator should also attach a cover letter to the form, explaining the purpose of the parental request form, and that the parent must sign it and send it back to the Coordinator’s attention at FLHS. The cover letter may also have a customized paragraph, when necessary, if documentation is lacking or not current, to inform the parents that we need updated medical documentation that includes:
   a. The name of the student/patient (This documentation in response to the items below must be provided by the student’s physician)
   b. The testing that was done to arrive at the student’s diagnosis
   c. That the condition persists and how it currently affects the student
   d. Any of the professional’s recommendations for the student in school

The letter, from the SSD Coordinator to the parent, can state that a request for accommodations can be submitted by FLHS to The College Board/ACT, but we need for the parent to sign the permission form and to return it to the attention of the SSD Coordinator. It can also state that medical documentation must be updated, (if necessary), for our files, and if the parents need to provide that to The College Board/ACT if The College Board/ACT requests updated medical documentation to support the request for testing accommodations.

**IMPORTANT NOTE:** Parents should review The College Board’s/ACT’s website to determine which documents are required for particular types of disabilities, and how current these documents need to be. Parents can view this information by consulting The College Board website, at https://www.collegeboard.org/students-with-disabilities/ssd-online

**ACT:** https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html
GRADING SYSTEM
In order to ensure consistency in grading, all teachers will use the following system of marking:

I = Incomplete, two (2) weeks to make up work after the close of the marking period.
S = Satisfactory   W = Withdrawn   X = Excused   P = Pass
F = Fail   WP = Withdrawn Passing   WF = Withdrawn Failing

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Academic/CP</th>
<th>Honors</th>
<th>AP</th>
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<td>F</td>
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HONORS
Honors are earned consistent with the following criteria:

High Honors      All A’s
Honors           Minimum of four A’s and no C’s
Second Honors    All B’s or better (no C’s)

COMPUTING FINAL GRADES
In full-year courses, a student’s final grade is composed of the 4 marking period grades, a midterm exam, and a final exam. Each marking period grade is worth 20% and each exam is worth 10%.

The report card letter grades are used for the final grade calculation, the Academic/CP scale above is used for all courses regardless of the level.

Full-Year Course Calculation

\[ ((MP1 + MP2 + MP3 + MP4) \times 2 + ME + FE) \div 10 = \text{Final Grade} \]

Full-Year Course Calculation – Exempt from Final Exam

\[ ((MP1 + MP2 + MP3 + MP4) \times 2 + ME) \div 9 = \text{Final Grade} \]
In semester courses, a student’s final grade is composed of the 2 marking period grades and a final exam. Each marking period grade is worth 40% and the final exam is worth 20%. There are no final exam exemptions from semester course final exams.

1st Semester Course Calculation
\[((\text{MP1} + \text{MP2}) \times 4 + \text{FE} \times 2) \div 10 = \text{Final Grade}\]

2nd Semester Course Calculation
\[((\text{MP3} + \text{MP4}) \times 4 + \text{FE} \times 2) \div 10 = \text{Final Grade}\]

In calculating the final grade, a student must have 2 passing grades, one passing grade must be a marking period grade. The two grades must total a minimum of 0.8. The final decision on any contested grade will be the responsibility of the building Principal.

SENIOR EXEMPTION POLICY
Senior students may be exempt from final examinations if the student meets all of the following criteria. Note: Students who qualify for the exemption may elect to sit for the exam.

1. The student receives a marking period grade of an A- or higher in at least three marking periods, and a B- or higher in the other marking period; a student cannot receive a B (in any variety), in the fourth marking period.
2. The student receives a B- or higher on the midterm examination.

If the student has met all of the qualifying criteria, the student may be exempt from the final examination. Teacher discretion applies only to whether the teacher chooses to adopt the policy for all senior students enrolled in his or her class. If a teacher chooses to adopt the exemption policy, the criteria for exemptions cannot be altered in any way.

AP STUDENTS EXEMPTION POLICY
Any student enrolled in an AP course who takes the AP exam for that course may be exempt from the course final examination. Teacher discretion applies only to whether the teacher chooses to adopt the policy for all students enrolled in his or her AP class. If a teacher chooses to adopt the exemption policy, the criteria for exemptions cannot be altered in any way. Note: Students who qualify for the exemption may elect to sit for the exam.
MAKE-UP WORK
The responsibility for make-up work rests with the student, but the teacher will make a sincere effort to help the student become aware of what assignments were missed and when they are due. A rule of thumb is that the student will have one day for each day absent to make up work. An incomplete grade for the quarter must be made up within two (2) weeks of the close of the marking period or will become an “F”. All final grades of incomplete must be resolved within 2 weeks following the close of the school year. Students who, with valid documented reason, missed their final exam should take the exam within two weeks of the close of school.

PROGRESS REPORTS
Progress reports for all students are encouraged. Progress reports may be issued at the midpoint of each marking period. Those who are failing, in danger of failing, or who have demonstrated a decline in learning must receive a progress report. Should a student’s academic achievement decline to the point where he/she is failing or in danger of failing at a time beyond the regularly scheduled mailing of progress reports, the teacher must issue a supplemental progress report.

COUNSELING SERVICES
A student is invited to discuss any problem with his/her counselor, whether it concerns scheduling, educational, or vocational plans or personal matters. It is wise to make an appointment in advance at the Guidance Office.

BERGEN COUNTY SATELLITE CENTER
This program provides one-half day of vocational and technical industrial/commercial arts career training, which is coordinated with the student’s high school schedule. All academic classes and co-curricular activities are taken at Fair Lawn High School. Any student who has completed grade 9 may apply through the Guidance Office for admission. Reciprocity regarding discipline exists between the two schools. If a student is suspended from either school, the student is suspended from both schools for the time indicated.

SCHEDULE CHANGES
Schedule changes will not be made outside of the add/drop period which will run during the first full week of school, September 16-18, 2019. Changes within this window will only be considered with regard to the student’s academic programming.
COURSE LEVEL APPEAL PROCESS
Students who wish to take a different course than the one for which they are eligible are able to appeal for permission to take the desired course. Students should contact their guidance counselor for the steps toward completing a course appeal.

EARLY COLLEGE
This program exists between Fair Lawn High School and Bergen Community College and is designed for students to take courses to earn an A.A. beginning junior year. Interested students should inquire with their guidance counselor.

WITHDRAWAL FROM SCHOOL
A parent’s written permission must accompany a request to withdraw. The procedure including an exit conference with Administration is accomplished through the counseling office on the day the withdrawal is affected. A transfer card or transcript will be issued only after a student has met all obligations.

COLLEGE BOARD EXAMINATIONS
These examinations are administered in October, November, December, January, April, May and June. Registration materials may be obtained in the Guidance Office or online. Juniors may take the April, May or June examination: seniors should check the college catalogs for the SAT deadline required by a prospective school. Some colleges require the SAT Subject Tests; check with your counselor. The Preliminary Scholastic Aptitude Test (PSAT) is given each fall to all sophomores and juniors. Freshmen may elect to take the PSAT.

EMPLOYMENT WORKING PAPERS
All students 14 to 18 must have working papers with a new certificate for every change of job. Working Papers are available in the Guidance Office. The student must have the “promise of employment” section filled out by the employer and the medical section completed by the municipal or family doctor. The school record form and a copy of the student’s birth certificate must be returned to the Guidance Office secretary. Working papers are issued after 2:35 p.m. daily.

SCHOLARSHIP APPLICATIONS
A student interested in a scholarship must fill out the appropriate form in the Guidance Office in order to apply for and be eligible for available scholarships. Some scholarships require the school application plus a specialized application particular to the scholarship offered. See your guidance counselor for further details.
DRIVER EDUCATION
While Driver Education is not a requirement for graduation, Fair Lawn High School is concerned about ensuring all our students become safe drivers. The Fair Lawn Community School is charged with the responsibility of providing a Driver Education program. Students should contact the Fair Lawn Community School at (201)794-5450 ext. 2367 for detailed information.

HIGH SCHOOL GRADUATION REQUIREMENTS
The Fair Lawn Board of Education consistently makes every effort to ensure that students who are graduated from Fair Lawn High School have the knowledge and skills necessary to be responsible and productive citizens and to enjoy personal fulfillment. To achieve this goal, the Board has established these minimum requirements for graduation and has provided alternative and remediation programs to assist students in attaining the required proficiencies and levels of academic credit.

The Fair Lawn Board of Education believes it is crucial to the attainment of this goal that students share in the responsibility for their own education. Toward that end, the Board will annually provide copies of this policy to incoming 9th grade students (or otherwise entering students) and their parents/guardians, so they may be aware of and plan to meet the requirements for graduation from Fair Lawn High School.

The Chief School Administrator or designee shall put into effect the procedures necessary to assess each student upon entry into the high school. Transfer students must meet all of the graduation requirements set forth in this policy. It should be noted that high school courses taken prior to 9th grade will not count as high school credits earned towards graduation.

The graduation requirements encompass three areas:
A. High School Graduation Requirements
B. High School Attendance Requirements
C. Statewide Assessment Graduation Requirements

Note: The complete Board of Education policy may be referenced on the district website.

Board Policy #5460
A. HIGH SCHOOL GRADUATION REQUIREMENTS
A graduating student must have earned a minimum of 120 credits in courses designed to meet all of the New Jersey Student Learning Standards including, but not limited to, the following credits:

1. At least twenty (20) credits in Language Arts Literacy taken as English 9, 10, 11, and 12
2. At least fifteen (15) credits in Mathematics in Algebra 1, Geometry, and Algebra 2
3. At least fifteen (15) credits in Social Studies including five (5) credits of World History and five (5) credits each of U.S. History 1 and U.S. History 2
4. At least fifteen (15) credits in laboratory science including five (5) credits each of biology/life science and chemistry, environmental science or physics
5. At least three point seven five (3.75) credits in Health, Safety and Physical Education during each year of enrollment
6. At least five (5) credits in Visual and Performing Arts
7. At least five (5) credits in World Languages
8. At least two point five (2.5) credits in financial, economic, business, and entrepreneurial literacy
9. Technological literacy consistent with the NJ Student Learning Standards integrated throughout the curriculum
10. At least five (5) credits in in 21st century life and careers, or career-technical education
11. Electives as determined by the high school program sufficient to total a minimum of 120 credits

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year, or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities

The yearly program of courses for each student in the high school must be approved and signed by the parent/guardians, except in the case of 18 year-old students.

B. High School Attendance Requirements
Attendance requirements as indicated in Board of Education Policy and Regulation 5200 and detailed on page 10.

C. Statewide Assessment Graduation Requirements
Students must meet the assessment requirements for their graduating class as determined by the New Jersey Department of Education. Current graduation requirements can be found at:
STUDENT SUBSTANCE ABUSE (POLICY 5530)

I. INTRODUCTION
Compliance with the confidentiality requirements established in federal regulations found in 42 CFR Part II will be adhered to. The Board of Education recognizes that substance abuse seriously affects a student’s education and is a threat to the welfare of the entire school community. A policy on substance abuse must establish a balance between compassion for and aid to students suffering from substance abuse, and protection of the academic environment. The Board of Education will take necessary and appropriate steps which are legally sound to protect the school community, prepare the staff, and provide preventive educational programs.

In formulating this policy, the Board has consulted with local health, mental health and law enforcement personnel, including the Bergen County Health Department, the Bergen County Council on Alcoholism and Drug Abuse, the Fair Lawn Police Department and the Fair Lawn Mental Health Center. The Board will continue to support cooperation between the school and the community in dealing with problems relating to substance abuse. The Board will annually review and update this policy and the accompanying administrative regulations in consultation with the community and with local health agencies. This policy and its administrative regulations will be distributed annually to all school staff members, pupils and parents. In addition, all staff will be in-serviced in the beginning of each school year as to district policy, procedures, and legal issues as they pertain to substance abuse.

II. DEFINITIONS
1. Drugs include all controlled dangerous substances (as defined in N.J.S.A., 18A:40A-9) including anabolic steroids and all chemicals that release toxic vapors (as defined in N.J.S.A., 2A:170-25.9 et. seq. and the accompanying sections of the New Jersey Administrative Code), and prescription medications (including but not limited to anabolic steroids) when in the possession of a student other than for whom the medication was prescribed.
2. Drug paraphernalia defined as any items used to package, distribute or use drugs, such as rolling papers, pipes, vaping devices, small zip-lock baggies, capsules, envelopes, etc. N.J.S.A. 24:21-46 and 24:21-47.
3. Substance means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system,
including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

4. **Substance Abuse** means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

5. **Alcohol** is any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals less than 21 years of age.

6. **Screening** is defined as the process by which a student is tested to determine if he/she has used substances. These screens will take place by an approved medical provider. The results will determine whether an assessment is necessary.

7. **Assessment** is defined as an interview conducted by an approved agency and/or individual that specializes in substance abuse in order to determine if a problem exists. If it is determined that a substance problem does exist, the agency makes a recommendation as to the appropriate course of treatment.

8. **Treatment** is a structured, supervised experience designed to help a person change behaviors which are creating serious problems for the person.

9. **Aftercare** is defined as efforts to provide support for students returning to the school community after completing treatment for substance use problems.

10. **Student Assistance Counselor** (SAC) has the responsibility for preventative activities, intervention services, curriculum development, staff training, policy development, parent outreach and the community Municipal Alliance. The SAC, with the District core teams, also coordinate intervention referral to treatment, and aftercare support. The SAC meets regularly with building core teams.

11. **The Core Team** provides the school with a systematic process for helping students who are having school-related difficulties and associated behavioral, psycho-social, and health problems. The Core Team is an interdisciplinary committee whose members receive intensive training to perform these tasks for the high-risk student:

    - Identification of high-risk behavior
    - Data collection for behavior patterns
    - Intervention, which may be formal or informal in nature
    - Referral to appropriate school or community-based services
    - Support for the student before, during and after treatment

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The Core Team includes representatives from the administration, instructional staff, health care, child study team, guidance, and other support personnel as a part of the cross section of the school community. The intent is to coordinate and increase the quantity and effectiveness of student interventions. The Core Team process tracks students over time, resulting in fewer students “falling through the cracks”.

Although the Core Team is crucial to the District’s substance abuse program, it is important to note that the Core Team is only one component of the larger Student Assistance Program. The Core Team is integrated into a comprehensive array of continuous prevention and intervention programs, policies, and services that are coordinated with the school and the Fair Lawn community. An effective program has a broad-brush approach, not only focusing on drug and alcohol issues but all inappropriate behavioral problems.

III. SUPPORT FOR STAFF
This policy shall be implemented in the best interests of the students and of the school community as determined by the Chief School Administrator and the Board. No action, administrative or otherwise, shall be brought against any staff member who in good faith reports his or her suspicion that a student is violating this policy, or who acts to enforce this policy. The Board shall indemnify, hold harmless and defend any staff member subjected to legal action as a result of his or her good faith action in enforcement of this policy.

IV. PROHIBITION AGAINST DRUGS, DRUG PARAPHERNALIA AND ALCOHOL
The Board of Education absolutely prohibits:
1. Use, possession or consumption of drugs or alcoholic beverages
2. Possession of drug paraphernalia
3. Distribution of drugs or alcoholic beverages
   a. on school premises
   b. at any event sponsored by the BOE in which students participate
   c. by any Fair Lawn student representing the school
   d. on any transportation sponsored by the Board

A student, who uses, possesses or distributes vaping products, alcohol, or other drugs or paraphernalia will be subject to discipline in accordance with the district’s code of conduct.

Consequences for policy violation include, but are not limited to, extracurricular, sports/parking privilege loss. Vapes are considered paraphernalia and a student
caught in possession of/or using a vape will be sent out for an immediate medical exam and chemical screening. If a student refuses to go for a test, the refusal is deemed a positive result and a policy violation and treated accordingly. A test that is tampered with is considered a positive result. Substance abuse evaluations are required for all positive results.

When treatment is recommended by an evaluator, compliance with treatment is required.

V. TESTING
When it appears to any educational staff member or other professional that a student may be currently under the influence of alcohol or other drugs on school property or at a school function, and/or in possession of drug paraphernalia such suspicion and/or possession shall be reported as soon as possible to the school nurse or school administrator who will then notify the building principal. In the absence of the principal, his or her designee shall be notified. (See Section VI below for procedures governing co-curricular or athletic events.) The following procedures will take place:

1. The student shall be assessed by the school nurse to determine whether the student is in need of emergency medical treatment, and the parents and Chief School Administrator shall be notified immediately by the school administrator. If, in the professional opinion of the school medical inspector or the school nurse, the student’s condition constitutes a potential medical emergency, the student shall be transported immediately by ambulance to the appropriate facility.

2. If the student is not in need of emergency medical attention, the parent must pick up the student and take him/her for an examination and drug screen by an appropriate physician and laboratory. The test must be carried out within two (2) hours.

3. If the parent or guardian is UNAVAILABLE to have the student tested in the allotted time, the student will be assessed by the school nurse to determine whether the student is in need of immediate medical treatment. If in the professional opinion of the school medical inspector or school nurse, the student’s condition constitutes potential medical emergency, the student shall be transported by ambulance to the appropriate facility. If the student is not in need of medical attention, the student will be considered positive for drugs and alcohol and the following steps will be taken. The student must be cleared by the physician and must take a urine test in order to return to school. As a result of being positive for drugs and alcohol an
assessment from an approved drug and alcohol agency will also be required.

4. If the parent or guardian is UNWILLING to have the student tested in the allotted time, the student will be assessed by the school nurse to determine whether the student is in need of immediate medical treatment. If in the professional opinion of the school medical inspector or school nurse, the student’s condition constitutes potential medical emergency, the student shall be transported by ambulance to the appropriate facility. If the student is not in need of medical attention, the student will be considered positive for drugs and alcohol and the following steps will be taken. The student must be cleared by the physician and must take a urine test in order to return to school. In addition, Division of Child Protection & Permanency will be called. As a result of being positive for drugs and alcohol an assessment from an approved drug and alcohol agency will also be required.

5. The student may be examined and tested by a physician of the parent’s choice, at the parent’s expense, or by the physician/provider contracted by the Fair Lawn School District or a physician at the emergency room of the nearest hospital. When the medical examination is provided by the District’s contracted provider it shall be at the Board of Education’s expense. The medical examination is to include a urine drug screening. A clinical assessment shall be conducted to determine whether the student ingested drugs and/or alcohol, and the possible need for further intervention. Provisions shall be made for the appropriate care of the pupil during the process of the medical evaluation.

6. When the examination is performed by a physician other than a District contracted provider or an emergency room physician, the parent must verify to the District that a medical examination was conducted within the time required by this Policy. Such verification shall include, at a minimum, a document containing the signature, printed name, address and phone number of the examining physician, and including:
   a. Verification that the examination was performed and the date and time of the examination.
   b. A statement indicating that the required written report is pending
   c. The date by which the examination report will be provided. A parent’s refusal or failure to comply with this provision is a violation of this policy and will be handled in accordance with the provisions of paragraph 15 below

7. The screening analysis shall be performed by a laboratory certified by the National Institute on Drug Abuse or other appropriate and recognized
certifying agency or authority. Minimum levels shall comply with the Federal Department of Transportation standards.

<table>
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<th>Substance</th>
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6. A written report of the medical examination shall be furnished to the parents/guardians and the Chief School Administrator within 24 hours by the examining physician. If the written report of the medical examination is not submitted to the School District within 24 hours, the pupil shall not be allowed to return to school until such time as a written report is received. The student may be assigned to an individual learning program for this time period.

9. IN ALL CIRCUMSTANCES, IF A TEST IS NOT ADMINISTERED WITHIN TWO (2) HOURS, AN ASSESSMENT SHALL BE MANDATED. WHEN A STUDENT LEAVES THE SCHOOL PREMISES AND REFUSES TO TAKE A URINE TEST, IT IS CONSIDERED A POSITIVE RESULT, AND THE STUDENT WILL BE REFERRED FOR AN ASSESSMENT.

10. When a student is sent out for drug testing, he/she must return with a signed drug screening report that includes a physical clearance from a physician, verifying that alcohol or other drugs do not interfere with the student’s physical and mental ability to perform in school. The student will not be permitted back into school without this signed form. If the drug test comes back positive, the student will need to be cleared by the district physician in order to determine if the student can resume all normal activities or if any modifications are required to the student’s academic or extracurricular activities. If parent/guardian chooses to obtain this clearance by the district physician, it will be at the district’s expense. If the parent/guardian chooses to obtain this clearance through their own doctor, it will be at the parent/guardian’s expense. The student will also be banned from physical education, co-curricular activities, and athletics until a physician’s clearance is provided certifying that the pupil is able to participate in ALL aspects of the school program.

When a student’s test is found to be positive for substance use, the following procedures will be implemented. The student must be assessed by an approved drug and alcohol agency or provider to determine the students
need for support services or treatment which extend beyond the general school program, in accordance with the provisions of N.J.A.C. 6A:16-4.3 (11). The student and guardian will work with the Student Assistance Counselor to obtain a referral for the drug and alcohol agency or provider that will make the assessment. Student will have fourteen days from the date the positive drug screen report has been received by the school to be assessed, and recommendations from the assessment must be sent to the Student Assistance Counselor. If assessment has not been completed within fourteen days, the student will be placed on bedside/home instruction.

11. If a student or parent/guardian admits, in a non-confidential setting, to substance use, it is considered a positive result and the student will be sent out for assessment. Additionally, the student will submit to a urine test to determine which substances have been used. In addition, the student is required to follow all the procedures stated in the substance abuse policy.

12. Modification of the student’s academic, co-curricular or athletic program may be necessary as a result of a positive drug/alcohol screen and/or assessment.

13. In cases where the parent or guardian is unwilling to have the student tested, a petition shall be filed with the Bergen County Juvenile Family Crisis Unit or other appropriate agency. In accordance with N.J.A.C. 6A:16-4.3, refusal or failure by the parent to comply with the provision of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

14. These testing procedures will be followed by all out of district placement facilities and contracted providers.

VI. ANABOLIC STEROIDS
Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe a student has used or may be using anabolic steroids that person must report the matter as soon as possible to:

1. The Principal (or, in the Principal’s absence, to a person designated by the Principal); and

2. The certified or non-certified school nurse; or

3. The school physician; or

4. The Substance Awareness Coordinator.

The Principal or his/her designee, in response to every report, must immediately:

1. Notify the student’s parent(s) or legal guardian(s);

2. Notify the Chief School Administrator; and
3. Arrange for the immediate examination of the student by a physician selected by the parent(s) or legal guardian(s).
   a. If the physician selected by the parent(s) or legal guardian(s) is not available to perform the examination, the examination will be conducted by the school physician.
   b. The examination conducted, at parental request, by a physician other than the school physician will not be at district expense.
   c. The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
   d. A written report of the examination of the student shall be furnished by the examining physician to the student’s parent(s) or legal guardian(s) and to the Chief School Administrator.

If it is determined that the student has been using anabolic steroids, the student and others, as necessary, shall be interviewed by a Substance Awareness Coordinator or individual who holds a school nurse psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse for the purpose of determining the extent of the student’s involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation, which may include interviews with the student’s teachers and school staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

If it is determined the student’s use of steroids represents a danger to the student’s health and well-being, certificated staff as per N.J.A.C. 6A:16-4.3(b) 4 will initiate a referral for treatment to:
   1. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b); or
   2. Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
   3. Private practitioners certified by appropriate drug and alcohol licensing board.

VII. CO-CURRICULAR ACTIVITIES AND ATHLETICS
Whenever it appears to any staff member, coach, or club advisor at a school function away from or on school property outside of school hours, that a Fair Lawn student may be under the influence of alcohol or other drugs, that staff member must report the matter immediately to the administrator in charge or to his/her designee. The professional in charge will contact the parent. The parent
will be required to pick up the student and comply with the provisions of this policy as stated in Section V. If the parent is unavailable or unwilling to pick up the student, he/she shall be placed in the custody of the police department. The principal and Chief School Administrator shall be notified as soon as possible. The procedures covered by 42CFR will not apply to those cases.

If a suspected student cannot be identified as a Fair Lawn pupil, the local police shall be contacted by the administration.

The Athletic Director and Student Activities Coordinator will develop procedures in compliance with this policy which clearly states the consequences of using substances while participating in athletics or co-curricular activities. However, when a student is referred through Core Team channels, confidentiality will be upheld and the Core Team will monitor the student’s progress and fulfillment of the drug policy.

VIII. IDENTIFICATION OF OFF-CAMPUS USE
It is important to identify and assist students whose substance use is affecting health, safety, school performance or behavior, regardless of when such use occurs. Parents, police and staff members with such concerns about students shall refer them to the Administration who will in turn refer the student to the Core Team for review of appropriate interventions. In cases of immediate need where it is determined that the student’s use of substances may present an immediate danger to the students health and well-being, the Core Team will be promptly convened and the student may, if deemed advisable, be removed from some or all classes until the appropriate course of action is complete. Where appropriate, students may be required to follow the procedures listed under Section V of this policy.

IX. ASSISTANCE
The District may predicate the return of a student pursuant to this policy upon the student’s participation in an appropriate program for assistance or rehabilitation. Upon the student’s return to school following a positive assessment, the student and family will meet with the student assistance counselor to monitor compliance with the recommended treatment program. If student and/or family refuse to follow treatment recommendations, then the administration will be notified and the student will be placed on bedside instruction. Additionally, the PAC/504 team or, where appropriate, the Child Study Team, and the student assistance counselor will help the student’s adjustment upon his/her return to school.

X. PENALTIES
A student who is found to be using drugs or alcoholic beverages may be subject to disciplinary action, as well as such penalties as are provided for by law. Disciplinary penalties may include but are not restricted to Saturday or out of school suspension, restriction from activities, community service or detentions.
A student found to be in possession of drugs, drug paraphernalia or alcoholic beverages shall be subject to a range of disciplinary actions as noted in the paragraph above. Police shall be contacted and suspected contraband shall be turned over to the police immediately. A student found by school authorities to be distributing drugs on school premises shall be subject to such penalties as are provided for by law, as well as disciplinary action, which may include recommendation to the Board for expulsion whether or not the student has been convicted of violating state or federal laws regarding such distribution.

Any suspension or expulsion recommendation made pursuant to this policy shall be handled in accordance with Board Policy No. 5115.

The Board directs the Chief School Administrator to develop and implement a program of substance education in grades K-12. The Chief School Administrator shall also develop a program of in-service training for all teaching staff members involved in the instruction of students. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct students on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

XII. SEARCHES
If a student is suspected of violating this policy, the building principal or his/her designee may, at their discretion, conduct a search of the student’s locker or possessions in accordance with Board Policy No. 5131.3.

XIII. OUTREACH TO PARENTS
The Board will provide a program of outreach to parent(s) or legal guardian(s) of students that includes information on the district’s substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Chief School Administrator is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

XIV. RECORDS
Notations concerning a student’s involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the student or when the student leaves school. Information regarding a student’s involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of

If a secondary student involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the student’s parent(s) or legal guardian(s) or other person residing in the student’s household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with; the student’s written consent, to another person or entity whom the student specifies in writing; pursuant to a court order; to a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary student or another child may be an abused or neglected child.

XV. NONPUBLIC SCHOOL STUDENTS
The Board will lend to students attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such students’ educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

XVI. CIVIL IMMUNITY
No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a student to the Principal, the Principal’s designee, the school physician, or the School Nurse in an attempt to help such student cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

XVII. REPORTING STUDENTS TO LAW ENFORCEMENT AUTHORITIES
The Chief School Administrator, or designee, will report students to law enforcement authorities if the staff member has reason to believe a student is unlawfully possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Chief School Administrator will not report students who have voluntarily sought treatment or counseling for a substance abuse problem.
provided the student is not involved or implicated in a current drug distribution activity.

XVIII. POLICY REVIEW AND ACCESSIBILITY
The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, with community members, as well as consultation with local substance abuse prevention, intervention and treatment agencies licensed by the State Department of Health and Senior Services and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, students, and parent(s) or legal guardian(s). Each newly hired employee and transferred student will be offered this policy and implementing regulations on his/her arrival in the district.
2019-20 CLUBS

- Academic Decathlon
- Animal Rights Club
- Big Brothers/Big Sisters
- Biology League
- Black Student Union
- Boptones Rock Band
- Chemistry League
- Chess Club
- Chinese Honor Society
- Christian Fellowship
- Computer League Jr. Division
- Computer League Sr. Division
- Crimson Crier Newspaper
- Crimson Tide – Yearbook
- Cutter Corner School Store
- Debate Team
- E.R.A.S.E Club
- Engineering Design Club
- Environmental Club
- F.B.L.A.
- FLHS EMT Club
- French National Honor Society
- Freshman Class Council
- Gay-Straight Alliance
- Helping Hands
- Hispanic National Honor Society
- Interact
- J.E.T.S
- Jazz Ensemble
- Jewish Student Union
- Junior Class Council
- Junior Prom Committee
- Marathon
- Masques Drama Club
- Math National Honor Society
- Mathematics League
- Mathematics League, Freshman
- Model UN
- Musical
- National Art Honor Society
- National English Honor Society
- National Honor Society
- Peer Listening
- Peer Mediation
- Peer Mentoring
- Physics League
- Pit Orchestra
- Political Action Club
- Production Club
- Red Cross Club
- Scarlet Letters – Literary Magazine
- Science National Honor Society
- Senior Class Council
- Short Story Club
- Ski Club
- Social Studies Honor Society
- Sophomore Class Council
- Student Movement Against Cancer
- Student Tech Squad
- Tri-M Music Honor Society
- Varsity Law Team

SPORTS

**Fall**
- Boys’ Soccer
- Cheerleading
- Cross Country
- Football
- Girls’ Soccer
- Girls’ Tennis
- Girls’ Volleyball
- Marching Band

**Winter**
- Boys’ Basketball
- Boys’ Bowling
- Fencing
- Girls’ Basketball
- Girls’ Bowling
- Ice Hockey
- Swimming
- Winter Track
- Wrestling
- Varsity Dance Team

**Spring**
- Baseball
- Boys’ Tennis
- Boys’ Volleyball
- Boys’ Lacrosse
- Girls’ Lacrosse
- Girls’ Softball
- Track

A monthly calendar is posted on the website flhs.org, listing upcoming events.
SUCCESS SKILLS  plan for success

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

PLAN FOR SUCCESS

\[\text{1) Organization }\] – Getting organized is the first step to success.
- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Use your datebook to write down your homework, extracurricular activities, community activities, and home responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.

\[\text{2) Time Management }\] – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.
- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities, as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

\[\text{3) Set Priorities }\] – If you have lots to do, it is important to set priorities.
- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

\[\text{4) Set Goals }\] – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:
- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an “A” in Algebra at the beginning of the year. If you usually get a “C-” in math, you may want to begin by setting a short-term goal of “C+” or “B-“. Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.