

Lyndhurst High School



BUILDING SUCCESSFUL FUTURES

We are Lyndhurst

2022-2023 Parent-Student Handbook

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PARENT & STUDENT HANDBOOK OVERVIEW

The parent-student handbook provides important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your child must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information.

HIGH SCHOOL TELEPHONE NUMBERS & EXTENSIONS

Main Office.....	(201) 896-2100 X4000
Attendance / To Report an Absence	4006
Guidance	4010
Athletic Department.....	4043
Nurse's Office.....	4005
Board of Education Office.....	(201) 438-5683

High School address: 400 Weart Avenue, Lyndhurst, NJ 07071

Website: www.lyndhurstschools.net

Twitter: @WeAreLyndhurst

Instagram: Lyndhurst_high_school

2022-2023 Lyndhurst High School Calendar

September						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7 ^{ss}	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 ^{ss}	23	24
25	26	27	28	29	30	

October						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 ^{ss}	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 ^{ss}	24	25	26
27	28	29	30			

December						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 ^{ss}	24
25	26	27	28	29	30	31

January						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 ^{ss}	24	25
26	27	28	29	30	31	

April						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11 ^{ss}	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8 ^{ss}	9	10
11	12	13	14	15	16	17
18	19	20	21 ^{ss}	22 ^{ss}	23 ^{ss}	24
25	26	27	28	29	30	

Period Rotation				
	1	2	3	4
	Day	Day	Day	Day
Block 1	1	2	3	4
Block 2	2	3	4	1
Block 3	3	4	1	2
Lunch	-	-	-	-
Block 4	5	6	7	8
Block 5	6	7	8	5
Block 6	7	8	5	6

Regular Day Bell Schedule	
Block 1	8:05 - 9:04
Block 2	9:07 - 10:02
Block 3	10:05 - 11:00
Lunch	11:03 - 11:51
Block 4	11:54 - 12:49
Block 5	12:52 - 1:47
Block 6	1:50 - 2:45

Single Session Day (ss)	
Block 1	8:05 - 8:45
Block 2	8:49 - 9:25
Block 3	9:29 - 10:05
Block 4	10:09 - 10:45
Block 5	10:49 - 11:25
Block 6	11:29 - 12:05

Delayed Opening	
Block 1	10:05 - 10:42
Block 2	10:45 - 11:22
Block 3	11:25 - 12:02
Lunch	12:05 - 12:45
Block 4	12:48 - 1:25
Block 5	1:28 - 2:05
Block 6	2:08 - 2:45

SCHOOL CLOSING INFORMATION

During the school year, it may be necessary to delay the opening of school, dismiss students early, or close school due to inclement weather or other unforeseen emergencies. Please do not phone the police department for school closing information. For each of these emergency situations, the procedures listed below will be adhered to.

EMERGENCY SCHOOL CLOSING

If inclement weather or other unforeseen emergency situations occur, announcements closing school and delayed openings will be made electronically.

School closings are posted on the district and school websites: **www.lyndhurstschools.net**.

DELAYED SCHOOL OPENING

Students will report to school at 10:10am. Refer to daily schedule for class schedule. Lunch will be incorporated into the school day.

***NOTE:** In the event of a school closing or a delayed opening, visit the website for time schedules and details; please do not call the school.*

EARLY DISMISSAL

If an early dismissal from school is called for due to inclement weather or other unforeseen emergency situations, all high school students will be dismissed from the high school at 12:05pm.

PARENT PORTAL

Lyndhurst High School uses a Parent Portal so parents may view their child's information at any time via the internet. Parents will have their own person portal code, user name, and password to access the portal.

The web address for the portal is <https://www.fridayparentportal.com/lyndhurst>. You can also access your child's information on the High School Website Parent Portal link under the School Shortcuts tab.

First time users will be prompted to set up a user name and password when upon log in to the parent portal. Directions are provided. Each time a parent logs in, prompts will request the user name and password. For questions or further assistance, please call Student Services at 201-896-2100 x4010.

Teachers update their online grade book weekly. It is suggested that parents review the teacher's class policies and expectations to become familiarized with the grading criteria and class assignments. We encourage you to contact the teacher directly if you have any questions regarding your child's grade.

SCHOOL SECURITY

All students must enter and exit the building through the Student Entrance on Weart Avenue. Students are not to enter or exit the building through any other door.

Students must use designated sidewalks and walking lanes when entering or leaving the campus. Students are not to walk in the parking lots or driveways.

No unauthorized vehicles are to enter the campus without written permission from the high school administration.

Students must show their school issued ID badges to security and/or school personnel upon entering the building. Students must have their ID with them at all times while in the school building.

STUDENT IDENTIFICATION (ID) BADGES

Students are required to have their school issued ID badge in their possession throughout the school day and at all extra-curricular activities. The student is required to present their ID badge upon entering the building and at the request of a faculty or staff member throughout the day. Students who fail to produce their ID badge are subject to administrative disciplinary consequences. If a student loses their ID badge, they should see the Dean of Students or an Assistant Principal to get a replacement. If a student needs a third ID badge there will be a replacement cost of \$5.00.

ONE-TO-ONE LEARNING DEVICE

LHS's one-to-one technology initiative provides all students with a school issued learning device and are registered individually to each student. Students are responsible for the security of their learning device at all times. Any loss or theft must be reported to high school administration, IT staff and/or Police immediately.

Students will accept personal responsibility in reporting any misuse of the network to the system administrator. Misuse is commonly viewed as any material sent or received that indicates or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, or violation of other issues.

Parents/Guardians will have the right to their child's login credentials.

Cost for replacement and/or the repair of damages that occur to the learning device while it is assigned are the sole responsibility of the undersigned Parent/Guardian.

All parents/guardians and students are required to sign the Electronic Information Resource Agreement prior to receiving the learning device. Fees and fines are outlined in that agreement.

Note: Fine amount may decrease/increase based on the current market value of the items.

Insurance is available through various vendors for an additional cost, to be paid by the student and/or parent/guardian. Should the insurance not be purchased and the learning device be lost/stolen or

damaged the District has the right to withhold student report cards, transcripts, and transfer papers. Payment for replacement must be made to Lyndhurst High School.

Students are responsible for the charging of their learning device and ensuring that it is available for all their classes.

IMPORTANT SCHOOL REGULATIONS

ATTENDANCE

ATTENDANCE STATEMENT

New Jersey Administrative Code requires students between the ages of 6 and 16 to attend school. For the purpose of carrying out this mandate, the board of Education develops policies governing school attendance.

Regular prompt attendance is a necessary part of helping the student to succeed. Class participation, the submission of completed homework assignments and taking of tests are only successful if they are done on a regular and consistent basis.

A result of the *Every Student Succeeds Act* requires changes to attendance recording. Much of the attention is due to the research that shows just how important daily school attendance is to students' success.

The New Jersey Department of Education (NJDOE) requires students to be in attendance for 90% of the school year. Students who have been absent over 10% are considered chronically absent.

In order to provide students with an incentive to maintain good attendance, we have implemented the following procedure at Lyndhurst High School.

Students who are identified as having chronic absenteeism (more than 10%) will not be excused from class/school to participate in class trips, extra-curricular activities, Inter-Scholastic Athletics, over-night trips or any other activity which requires them to miss instructional time. If the activity has an academic component the student will be given an alternate assignment in school to fulfill that requirement.

Students will be considered chronically absent when they are absent or late more than 10% of the school days to date.

Formula: Number of days absent / Number of school days to date

Example (1): 3 days absent / 28 school days to date = 10.7% - Chronic

Example (2): 3 days absent / 35 school days to date = 8.57% - Not Chronic

Students who have missed school due to medically documented issues or personal/family hardships will be evaluated on a case by case basis.

Regulation 5200 regarding attendance should be read carefully. Any questions regarding any aspect of the policy should be directed to the Principal or Assistant Principal.

Parents will be informed by the automated phone system regarding the attendance of their high school

child(ren). Student attendance is also viewable on the Parent Portal.

LATE ARRIVAL AND EARLY DISMISSAL

Regulation 5230 regarding late arrival and early dismissal should be read carefully. Any questions regarding any aspect of the policy should be directed to the Principal or Assistant Principal.

TARDINESS

Regulation 5240 regarding tardiness should be read carefully. Any question regarding any aspect of the policy should be directed to the Principal or Assistant Principal.

GUIDELINES FOR SPECIAL SCHOOL ACTIVITIES

JUNIOR PROM & SENIOR BANQUET

If a student is planning to attend an event such as the Junior Prom or the Senior Banquet, she/he must be present in school until 11:08 AM on the day of the event.

All students attending the Junior Prom or Senior Banquet will be dismissed at 11:03am on the day of the event.

Failure to be present for the necessary time will preclude a student's participation in either the Junior Prom or Senior Banquet.

Students must be in attendance the first school day following the Prom or Banquet.

Prom Guest Criteria

Lyndhurst High School students in grade 10-12 are eligible to attend the junior prom as a guest of a junior.

Non-Lyndhurst High School students must meet the following criteria:

1. Cannot be over the age of nineteen.
2. Must be currently enrolled in an accredited high school and will be required to have an administrator from that high school sign the LHS prom guest permission form stating they are a student in good standing.
3. A Lyndhurst graduate who meets the age requirement (19 years old) will be allowed to attend if they were a student in good standing while in attendance at Lyndhurst High School.

SCHOOL SHOW, SCHOOL MUSICAL & CONCERTS

Students participating or attending evening activities such as the School Show, School Musical, Holiday and Spring Concerts, etc. must be in attendance on the day(s) of the activity.

Failure to be present on the day of the event will result in denial of admission to these activities. The student must be in school for the start of block two (2) to be considered present.

Students must be in attendance the following day.

STUDENT DISCIPLINE POLICIES

DISCIPLINE CODE STATEMENT

In order to do our utmost to guarantee every student's right to be educated, a climate must exist that is totally conducive to that end. It is our belief that to achieve this aim, teachers, parents/guardians, and especially students must know what is expected of them. Therefore, it is necessary to establish a code of conduct that will communicate to everyone above the expectations, the standards of behavior, and the consequences of failure to meet those requirements.

If students are to learn and teachers are to educate, each must know what is expected of the other.

The following areas form the basis of our disciplinary policy at Lyndhurst High School. However, because this outlined information cannot cover every situation, individual judgments for exceptional circumstances will be made by the school administration.

AREAS OF RESPONSIBILITY

Principal and Assistant Principal

The principal and assistant principal will implement necessary procedures, rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior.

Teachers

Teachers are responsible for the instruction of students. Teachers also play a major role in helping students formulate habits of appropriate conduct and are responsible for the supervision of students. Responsibility and authority of any teacher extends to all students of the district whether or not such students are specifically assigned to that teacher.

Student Services

Guidance Counselors, Child Study Team, and/or Dean of Students will, upon contact by the proper internal authorities, arrange appropriate conferences with parents/guardians, students, and school officials when necessary.

Parents/Guardians

The Board and school administrators view parents/guardians as partners. Parents/guardians are expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians shall be notified by the school and will be held responsible for the misbehavior of their children.

Students

Students shall be instructed in rules and regulations of acceptable behavior. They are, therefore, expected to adhere to the guidelines for acceptable behavior. Any student who fails to comply with the following rules and regulations will be subject to disciplinary action.

GENERAL RULES OF CONDUCT

Every student has the responsibility for maintaining his or her own good conduct. Rules of conduct respect the student's rights but, also require the student to respect the rights of others. In general,

- Students are expected to follow directives of administrators, teachers and staff members.
- Students are expected to be respectful of others (adults and peers).
- Students are expected to display behavior that positively effects the overall atmosphere of the school.
- Students are expected to adhere to guidelines/regulations concerning substance abuse.
- Students are expected to follow the district dress code policy while in the school building.

Student Rights & Responsibilities

The school has an obligation to the larger society to educate young people to assume the responsibilities of adult life. The school is said to act “*in loco parentis*,” that is, in the place of the parent/guardian with respect to the supervision of the student's education and conduct while in school. This authority extends to school sponsored functions as well as functions in other schools and sites involving approved activities.

STUDENT DISCIPLINE REFERRAL PROCEDURES

Students who are having disciplinary problems in the classroom will be handled in the following manner:

- The initial attempt at solving classroom behavioral problems will be made by the teacher. They may attempt to modify behavior through speaking with the student, assigning his or her own detention, contacting the parents, talking with the appropriate administrator for suggestions, or other methods to correct the student’s behavior.
- When the student’s behavioral problems have gone beyond the scope of the teacher, the staff member will refer the student to the appropriate administrator.

DISCIPLINARY SANCTIONS

Schools have the power to enforce rules and regulations by imposing disciplinary sanctions. They are outlined as follows:

Reprimand

A school staff member in authority may admonish or reprimand a student’s unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

Temporary Removal from Classroom

The classroom teacher may direct the student report to the Dean of Students or administrator in charge of student discipline. The teacher will enter the reason for removal in the student discipline log on Realtime. The Dean of Students or administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

General Detention

Students found violating certain school rules or regulations may be placed in General Detention for one or more days. At the end of the regular school day, students must attend an hour-long class with a designee in a designated location.

Meeting with School Administration and Parent

The student’s parent may be required to attend a meeting with the Principal or designee and the student to

discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

Deprivation of Student Privileges

Student privileges may be revoked as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building
- (2) Participation in co-curricular or inter/intrascholastic activities
- (3) Attendance at a school-related social or sports activity
- (4) Participation in a graduation ceremony
- (5) Transportation on a school bus
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600, Student Discipline, Code of Conduct, and N.J.A.C. 6A:16-7.1 et seq.

Saturday School Detention Program

The Saturday School Program runs from 8:30am to 11:30am and the parents/guardians assume total responsibility for their child's transportation and prompt arrival on the assigned date and time. The student is expected to bring all the necessary educational material to the designated area and work for the duration of the detention.

Suspension (in School)

The student will be placed in the in-school suspension room and assigned class work for each of their classes. The student will remain at school during Lunch and will be dismissed at the end of the regular school day.

Suspension (Out of School)

The student will be removed from the school setting for the period of suspension and will not be permitted to attend or participate in any school activities until they have been admitted back in to school. There will be a re-entry meeting held with the parents/guardians and the student prior to returning to school.

Probation

Probation will include, but not be limited to, surveillance by school authorities and may include exclusion from all school social and extracurricular activities until such time as the student has demonstrated themselves worthy of the return of these privileges.

Expulsion

Expulsion is the denial of the student's right to attend public school and may be imposed only by the Board of Education. A student may appeal an expulsion decision of the Board of Education to the Commissioner of Education and State Board of Education as indicated above for suspension.

In the event that law enforcement agencies become involved in the discipline of a student, parents/guardians will be notified of the law enforcement agency's involvement and the student will be entitled to due process.

DUE PROCESS

The Right to a Hearing

The 14th Amendment to the United States Constitution guarantees that no person may be deprived of life,

liberty or property without due process of law.

School personnel are employees of the government. Therefore, the school cannot impose serious disciplinary sanctions such as suspensions or expulsions on a student without first giving the student an opportunity to present his or her side of the story. The extent of formality required in permitting the student the opportunity to be heard varies with the circumstances and severity of sanctions that may be imposed.

Any sanction imposed on a student for a disciplinary violation must be reasonable. The punishment must be in proportion to the violation that was committed and should be consistent with the purposes for which student disciplinary rules were established; i.e., to maintain safety and order in the school so that the primary goal of the school, to educate its students, can be accomplished.

Appeals

A student has a right to appeal a school-imposed suspension. The first level of appeal is to the Superintendent of Schools, then to the Board of Education, then to the State Commissioner of Education, and finally to the State Board of Education within thirty (30) days after the Commissioner has made his decision. Thereafter, a student may appeal to the state court system.

Disciplinary Sanctions

The school district recognizes that, inherent in the implementation of the following student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy.

Below is a listing of behaviors that are subject to progressive discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Disobedience/Defiance of School Authority, Excessive Absences/Tardiness, False Fire Alarm or Bomb Threat, Fighting, Gambling, Harassment, Intimidation or Bullying, Hazing, Inappropriate Affectionate Behavior, Inappropriate Language, Profanity, Obscene Materials Possession, Sale or Use of Firearms, Weapons or Dangerous Instruments, Possession, Sale or Use of Fireworks, Smoking or Use of Tobacco or E-cigarette Products on School Premises, Terroristic Threats, Theft/Extortion, Unauthorized use of Portable Electronic Devices, Vandalism

ATHLETIC & EXTRA CURRICULAR ACTIVITY POLICIES

For the purposes of this section, extracurricular activities will be defined as any activity that takes place outside of the classroom.

The Lyndhurst Board of Education is a member of N.J.S.I.A.A. and follows all N.J.S.I.A.A. policies, rules, and regulations. The Lyndhurst Board of Education, at its own discretion, can and may make any changes in these regulations.

ATHLETIC TRAINING

The Lyndhurst Board of Education understands that training is an important aspect of athletics. Training rules and regulations encourage fitness, self-respect, sportsmanship and self-discipline. The administrator in charge or his or her designee shall set training rules for each sport, outline what constitutes violations of these rules, and set uniform procedure for rule violations.

RULES & REGULATIONS

Athletic & Extracurricular Activity Violations

For the purposes of this policy/regulation, the following shall be considered violations of participation rules:

- Smoking, vaping or juuling of any type and use of other related tobacco products
- Possession, sale and/or use of drugs/alcohol
- Suspension from school
- Extreme and/or excessive inappropriate behavior
- Fighting

DISCIPLINARY PROCEDURES

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Extracurricular activities include all interscholastic athletic teams, all cheerleading squads, student clubs, activities, organizations, or any group not directly associated with classroom curriculum that would require volunteer time beyond a regular school day.

Suspension/Saturday School (Discipline)

First Offense

Any student/athlete guilty of violating participation rules during the current fall, winter or spring sport season will be automatically be suspended from the sport for a period of time.

The period of time will be no less than 20% of the scheduled games for the sports team the student participates on (Freshmen, JV or Varsity). The 20% calculation will be based on the total number of scheduled games at the start of the season.

A student who does not participate in a sport will be suspended from extracurricular activities for a period of 30 days.

Administration is strongly advised to pursue other redemptive measures (i.e. smoking cessation, community service, etc.) for all steps in the process. Coaches and advisors will collaborate with administration during this process.

Second Offense

Any student/athlete guilty of violating participation rules during the current sport season in which that athlete is participating will be automatically suspended from the sport for the remainder of the season.

A student who does not participate in a sport who is guilty of violating a participation rule within 30 days of reinstatement will automatically be suspended from the extracurricular activity.

Training Rules Time-Frame (Within Season)

It is expected that all student/athletes will follow student participation rules and regulations during authorized school activities and/or in proximate vicinity of school.

Athletes Fighting During Games

Student athletes engaging in physical misconduct during any interscholastic event are subject to N.J.S.I.A.A. procedures and regulations pertaining to disqualification and any other disciplinary sanctions deemed appropriate by the high school administration.

PARTICIPATION IN PRACTICE, CONTESTS & PHYSICAL EDUCATION FOR ATHLETES

Attendance rules and regulations will be in force for student participation in athletic practice or contests.

Rules & Regulations

A full day of school must be recorded for student participation for athletics, clubs, and other after school activities (4 hours minimum). A student may not practice or compete in an interscholastic event if absent from school that day, except if specifically excused by the administrator in charge or his or her designee.

Note: A morning or afternoon absence is equivalent to absence for the entire school day. A student must be in school both sessions in order to be eligible to participate.

Any student who fails to participate in Physical Education scheduled on that day is ineligible to participate unless excused by a doctor, school nurse, or the physical education teacher.

If a student is absent on the day preceding an interscholastic contest held on a non-school day, that student must receive special permission from the administrator in charge or his or her designee before being allowed to participate.

Disciplinary Consequences

The Lyndhurst Board of Education recognizes the importance of discipline to the functioning of a school district. Likewise, it recognizes the importance of self-discipline to students. Disciplinary procedures are therefore set in place for student-athletes and members of extracurricular activities who are suspended from school.

ATHLETIC BUS TRIPS

The basic procedure utilized by the LHS Athletic Department in identifying student athletes' attendance on any given bus trip is as follows: coaching staff, managers/statisticians, and roster team members. In the event that there is an extenuating circumstance (a request for a non-affiliated team member to attend an "away" athletic event) the following is enforced:

- Coach presents request to Athletic Director
- Administrative approval is needed
- Parent consent is needed

In the event that there is an extenuating circumstance (a request from a parent or student to transport himself/herself to an athletic event), the following process must be followed:

- Alternate Transportation Form must be submitted, approved and presented to the head coach at least 24 hours before the event.
- The Head Coach must submit request to Athletic Director.
- Administrative approval is needed.

ATTENDANCE AT SUMMER SPORTS CAMPS

The Lyndhurst Board of Education recognizes that students, as well as their parents, have individual rights with respect to selecting and participating in sport camps conducted by third parties which are not affiliated with the Lyndhurst School District. The Lyndhurst Board of Education will not interfere with the individual rights of parents/guardians and students to decide whether or not a student will participate in or attend a sport camp and will not attempt to impose upon students and/or their parents/guardians any views the Lyndhurst Board of Education may maintain on the subject.

However, the Lyndhurst Board of Education would like to point out the following concerns related to overnight camps:

- Supervision
- Insurance coverage provided to participants
- The appropriateness of multi-aged children residing together at overnight camp facilities

The Lyndhurst Board of Education, Administration, and the Athletic Department will not:

- Require or pressure students to attend or recommend any sport camp.
- Base a student's participation or selection to a particular athletic team on his or her summer camp involvement.
- Require or recommend that any coach employed by the Lyndhurst Board of Education participate in any sport camp.

ATTENDANCE AT "ON-SITE" SPORT CAMPS

The Lyndhurst Board of Education will accept applications from staff members for "on site" day sport camps run by Lyndhurst Board of Education staff and paid for by parents (subject to applicable facilities use policies). Applications will be available through the Business Administrator's office and will require, among other things, a detailed description of the sports camps, including, but not limited to, descriptions of the following:

- Insurance
- Supervision
- Schedule
- Cost to parents
- Facilities and equipment needed
- Number of students able to participate
- Nature of instruction to be given

The Lyndhurst Board of Education will approve applications which the Lyndhurst Board of Education deem to be acceptable and in the best interests of the District.

STUDENT SUBSTANCE ABUSE, STEROID AND SMOKING POLICIES

Regulation 5530 regarding Substance Abuse should be read carefully. Any questions regarding any aspect of the policy or regulation should be directed to the Principal or Assistant Principal.

DRESS AND GROOMING

Policy 551 regarding Dress and Grooming should be read carefully. Any questions regarding any aspect of the policy or regulation should be directed to the Principal or Assistant Principal.

Inappropriate Attire

1. Sunglasses may not be worn indoors unless their use is prescribed by a doctor;
2. No outerwear clothing is permitted to be worn in school (coats or jackets). Hooded sweatshirts are allowed;
3. No bare midriffs, halters, swim suits, muscle shirts, net shirts or tank tops will be permitted in the school;
4. Students are not permitted to wear “cut off” clothing;
5. Any T-shirt that is alcohol, drug or sexual related, or has inappropriate designs or provocative sayings is also not acceptable;
6. Hats, hoods, or any other head coverings are not permitted indoors;
7. Shoes, sandals or sneakers must provide a firm walking surface and good balance, and be securely attached to the entire foot. Metal cleats, spike heels and footwear intended for at-home use only may not be worn;
8. Clothing which is designed as an undergarment is not to be worn as outerwear;
9. Clothing which is ripped, torn, or have holes is not permitted;
10. Students are not permitted to wear clothing inside out;
11. Clothing which restricts the range of motion or causes a safety hazard will not be permitted;
12. Heavy chains and studded jewelry are not to be worn;
13. Hair must not present a safety or sanitary hazard;
14. Skirts and skorts must be no shorter than 2" above the knee;
15. The building administration has the right to restrict attire which is dangerous or so inappropriate with Superintendent and Board approval;
16. Writing horizontally across the back of sweatpants or shorts is not acceptable, unless a part of the approved Lyndhurst School District sportswear;
17. Clothing with studs or chains is not permitted;
18. Students are not permitted to wear pajamas.

Students will not be permitted to continue through the school day once a dress code violation has been identified. Upon report, the student is sent to the main office and arrangements for the student to change are made. These may include changing into appropriate clothing that he/she has in his/her locker, receiving clothes that are brought to the school by a family member/friend, or being sent home to change. In addition to the requirement to change, the following is the proposed sequence of consequence for dress code:

1. First Offense: Warning (electronic notification)
2. Second Offense: 1st letter home to the parent/caregiver
 - a. The letter notifies the parent that the student was in violation
 - b. General Detention issued
 - c. Electronic phone call
3. Third Offense: 2nd letter home to the parent/caregiver
 - a. The letter notifies the parent that their child will be assigned a Dress Code Violation Saturday School Detention on their next violation of the dress code

- policy
 - b. Two General Detentions are issued
 - c. Phone call from Vice Principal or Dean of Students
- 4. Fourth Offense
 - a. Student will be assigned Saturday School Detention
 - b. Phone call from Vice Principal.
- 5. Fifth Offense
 - a. Parent will be required to come in for a meeting
 - b. Student will be assigned Saturday School Detention.
- 6. Subsequent Offenses

Student will be ineligible from all extracurricular activities for one week (sports, clubs, plays, band, prom banquet, class trips, etc.).

STUDENT SERVICES INFORMATION & PROCEDURES

Each student is assigned a school counselor to assist in the transition to the high school and in the development of a class schedule for the school year.

At the high school, counselors meet with students in large and small groups to discuss testing procedures, interpretation of score reports, the college application process, career opportunities and scheduling. Students meet with their counselors individually to discuss their academic program and post-secondary plans. Students are encouraged to schedule appointments with their counselors to review their academic progress and concerns throughout the year and at designated times during the summer.

Counselors assist parents in scheduling, conferences with teachers, interpreting standardized test reports and reviewing the academic program of their child.

THE SCHEDULING PROCESS

Each year students meet with their counselors to develop educational and career goals. In class, teachers will help students choose the next course in a sequence. Parents are encouraged to contact their child's counselor to review course selections and program choices.

Students should carefully review the Lyndhurst High School Program of Studies.

SCHEDULE CHANGES

Students who do not select electives on the student portal during the registration period will be assigned elective courses. As is clearly outlined in the registration documents, such students will remain enrolled in the electives they have been assigned without an option for change.

Course requirements for graduation take priority in the scheduling process over elective courses. Elective courses have been scheduled around the necessary coursework and the number of electives taken will vary based on the needs of the student.

Elective courses have limits on the number of students who may be accommodated; one elective cannot

be changed for another that might be running at the same time. Please know that every effort has been made to accommodate student elective choices.

Students cannot make changes to elective courses, except in the following circumstances:

- None of the electives the student requested could be scheduled. In these situations, our counselors have selected what he/she thought was best for the student and will discuss and offer alternative electives available during this specific block.
- Within the first ten days of school, a student taking an Advanced Placement (AP) or Honors Level course would like to be placed in a general education course and the parent/caregiver supports this decision.

GRADUATION REQUIREMENTS

Minimum requirements for graduation include both state and local standards.

- Students must meet the attendance standards established by the Lyndhurst Board of Education.
- Students must meet the minimum proficiencies established for each course at Lyndhurst High School.
- Students must earn a minimum of 130 graduation credits.
- Students must meet any other local standards and/or requirements.
- Students exiting high school must meet the New Jersey High School state testing requirement.

Lyndhurst High School graduation requirements are as follows: 130 credits	Credits	Years
English Language Arts	20	4
Mathematics Algebra I, Geometry, Algebra II or its equivalent or any class that builds upon Algebra I or Geometry	15	3
Lab Science Biology, Chemistry, Physics	15	3
Social Studies 5 credits in World History required 10 credits integrating civics, economics, geography and global content in all course offerings, and including satisfaction of a course of study in the history of the United States N.J.S.A. 18A:35-1 and 18A:35-2	15	3
Physical Education and Safety 3.75 credits for every year of enrollment	15	4
Health and Safety 3 marking periods Health – 1.25 credits each in Health 9, 11, and 12	3.75	4
World Languages Three years recommended	10	2
Visual and/or Performing Arts	5	1
21st Century Life and Careers As per the NJDOE, this can be fulfilled with courses in business, career and technical education, cooperative education, family and consumer sciences, Junior Reserve Officers' Training (JROTC), Structured Learning Experiences, Cooperative Learning Experiences, Technology Education/Industrial Arts.	5	1
Personal Financial Literacy	2.5	1/2
Public Speaking	2.5	1/2
Electives	21.25 additional credits from elective courses	
Technology	Integrated throughout all courses	

Please refer to Lyndhurst Board of Education Policy 5460 (High School Graduation)

SUMMER SCHOOL

Students who fail a course for the year are able to attend summer school. Requirements are the following:

- Students MUST continue to attend and participate in failing classes for the entire year in order to be eligible for summer school.
- In English classes: Students MUST hand in a term paper in order to be eligible for summer school.
- Students are responsible for summer school payment.
- Both grades appear on student's transcript.

Students who wish to accelerate are encouraged to seek additional courses or prerequisites via summer enrichment programs.

Graduation credits may be earned in high school courses at approved schools if approval is granted first by the high school administration.

SUMMER RESPONSIBILITIES

Summer assignments appropriate to various academic disciplines may be required. Summer reading requirements for students in Advanced Placement and Honors programs include additional selections as directed by respective department policy.

DOUBLING UP STATEMENT

Students may not "double up" on any course at Lyndhurst High School due to failing.

Students who wish to accelerate are encouraged to seek additional courses or prerequisites via summer enrichment programs.

A student must pass a prerequisite course to be eligible to continue in the academic sequence. For example, a 10th grade student may not enroll in English I and English II if he/she failed English I in the ninth grade.

GRADING

It is our expectation that every student earns the highest grade that he/she is capable of achieving. Students must assume personal responsibility to make their best effort to do so.

Grades are based on the following criteria:

- Demonstration of subject matter knowledge
- Level of course proficiency mastery
- Willingness to cooperate in educational activity
- Prompt and regular attendance

HONOR ROLL

Lyndhurst High School maintains a system whereby students are recognized for their academic achievements each marking period.

Distinguished Honors: Awarded to students who have earned a 4.0 grade point average in all subjects.

High Honors: Awarded to students who have earned a 3.7-3.99 grade point average.

Honor Roll: Awarded to students who have earned a 3.3-3.69 grade point average. To be on the honor roll, students must achieve the grade point average with no grades lower than a “C.” The grade point average is based on earned quality points divided by the sum of the number of course credits.

CLASS RANK

Weighted value by class level

Weighting Chart	4.0-Standard	4.5-Honors	5.0-AP
	<i>Phase 1 Standard</i>	<i>Phase 2 Honors</i>	<i>Phase 3 AP</i>
93 – 100 = A	4.0	4.5	5.0
90 – 92 = A-	3.7	4.2	4.7
87 – 89 = B+	3.3	3.8	4.3
83 – 86 = B	3.0	3.5	4.0
80 – 82 = B-	2.7	3.2	3.7
77 – 79 = C+	2.3	2.8	3.3
73 – 76 = C	2.0	2.5	3.0
70 – 72 = C-	1.7	2.2	2.7
68 - 69 = D+	1.3	1.8	2.3
66 – 67 = D	1.0	1.5	2.0
65 = D -	0.7	1.2	1.7
64 and below = F	0.0	0.0	0.0

P	Pass	Satisfies course requirements for students involved in ESL program (1st year)
I	Incomplete	No grade assigned until course requirements are completed within specified time
WF	Withdrawn Failing	Course dropped with failing average
WP	Withdrawn Passing	Course dropped with passing average
Z	Credit Denied	Attendance violation

Furthermore, the criteria should be fair, equitable and obtainable to receive credit. Students must have three passing grades and a numerical average of 65 or above, for each yearly subject in which they are enrolled.

Physical Education meets three marking periods per year; therefore, students must pass two of the three marking periods to earn credit. Health and Driver Education courses are graded separately and each must be passed to earn full credit.

QUARTERLY EXAMS

All students will be required to take quarterly assessments in their courses. Quarterly assessments are scheduled at the end of each marking period. The administration of the quarterly assessments is scheduled for a class period during the regular school day. Each quarterly assessment will count toward 20% of the

marking period grade for each respective class. The final grade for the course will be the average of all of the 4 marking period grades.

Students who are unable to complete the quarterly assessments during the scheduled time must arrange for a makeup with their class teacher. If a makeup is not completed, a grade of 0 will be recorded and used in calculating the final grade for that marking period.

HONORS PLACEMENT

Honors placement is based upon teacher recommendation, test scores, grades and supervisor approval.

ADVANCED PLACEMENT, DUAL ENROLLMENT & MIDDLE COLLEGE PROGRAMS

Lyndhurst High School students may be involved in Advanced Placement, Middle College Program, and Bergen Community College Dual Enrollment. Credit may be awarded through the College Board Advanced Placement Program, Fairleigh Dickinson University, or Bergen Community College for participation in these programs.

- The AP exam is a requirement in all Advanced Placement courses. AP course weighting will only be awarded if students take the associated AP exam. If the exam has to be rescheduled for any reason, students are responsible for all late fees. Placement for this course is based on teacher evaluation and recommendation and/or placement exam. There is a fee for an AP exam.
- Students are responsible to enroll in the Dual-Enrollment program at Bergen Community College or the Middle College Program at Fairleigh Dickinson University, and pay all associated fees for enrollment and tuition for the course(s) in order to earn college credit. Rates vary from year to year. Students enrolled in the free and reduced lunch program should speak to their counselor regarding tuition.

STUDENT ACADEMIC ELIGIBILITY

Athletics includes all interscholastic athletic teams and all cheerleading squads. Extracurricular activities include any club or activity not directly associated with classroom curriculum that would require volunteer time beyond a regular school day.

To be eligible for athletics and extracurricular activities during the fall season, a 10th, 11th, or 12th grade student must pass courses totaling at least 30 credits (six 5-credit courses or the equivalent) at the conclusion of the previous school year. Eligibility is reviewed at the beginning of the school year and February 1st.

All 9th grade students are academically eligible for fall athletics and extracurricular activities during the first marking period.

Additionally, the following credit provisions, which are consistent with the high school grade promotion standard, will be instituted:

Grade	Cumulative of Credit Standard
10	Minimum of 30 graduation credits
11	Minimum of 60 graduation credits
12	Minimum of 90 graduation credits

Credits for courses successfully completed in summer school will be counted toward the 30-credit minimum and cumulative credit standard.

Passing or failing a course will be determined by the grade average, which will include the 1st and 2nd marking period grades.

A student must be academically eligible at the start of each season in order to participate in any part of the season.

SHARED TIME PROGRAMS

Lyndhurst High School has a shared timed partnership and students who are accepted to one of these programs will attend Lyndhurst High School part-time and the shared-time program part time. See the Program of Studies for further information regarding the specifics each program.

SENIOR CREDIT LOAD

All seniors must take a minimum of thirty (30) credits to be in compliance with Board of Education policy regarding extracurricular eligibility. This policy states that each and every student must pass at least thirty (30) credits to be eligible for any extracurricular and athletic participation.

MISCELLANEOUS INFORMATION

ACCIDENTS

All accidents must be reported to the teacher in charge, coach, club or activity advisor, or nurse immediately. The nurse will check that all written documentation has been submitted.

AUTOMOBILES

Many students of driving age have the privilege of driving their cars to school. We want to impress on our students and their parents/guardians the need for caution and safety at all times when operating any motor vehicle.

Students who are observed driving in what is perceived as a potentially dangerous manner will be referred to the police.

Parents/guardians and students may not enter the Forest Avenue or Fern Avenue parking lots to drop off or pick up students. These are reserved faculty parking lots. All students must enter the Student Entrance on Weart Avenue.

STUDENT PARKING

Students may not use school grounds for parking at any time. Student cars parked on school grounds are subject to search by the school administration and the police. Cars are to be parked on the street in the manner prescribed by law. Failure to comply may lead to a summons and/or the car being towed away at the owner's expense.

CAFETERIA RULES

- All students using the cafeteria must comply with the general rules of good conduct and housekeeping.
- Each student is responsible for the cleanliness of their area.
- All trash must be removed from the tables and floor and placed in receptacles.
- Students may use designated classrooms to eat lunch as determined by the building administration.
- Any student who habitually violates the regulations will be denied cafeteria privileges.

DISCIPLINARY RECORDS

Under the state law and rules, each school district must transfer all information in a student's record related to disciplinary actions taken against the student by the district to any public or private school that the student may transfer to from high school. These records include, but are not limited to, disciplinary infractions including suspension(s) and expulsion(s).

FINES

The high school reserves the right to withhold student schedules, report cards, high school and college transcripts, diplomas, caps and gowns, and tickets to graduation exercises for unpaid school fines.

DRILLS

During drills, students must follow the outlined procedures according to the school's crisis management plan. Direction signs for building evacuations are posted on the bulletin boards of the classrooms.

FUND-RAISING

Fund-raising activities are sponsored by various sports, clubs, classes, and associations within the high school with administrative approval. Money raised by fund-raising activities is used to raise money for various not-for-profit organizations, defray the cost of the Junior Prom, Project Graduation, school trips, athletic awards, scholarships, etc. Student participation in all fund-raising activity is strictly voluntary. Board of Education policy strictly prohibits door-to-door sales by students.

LIBRARY/MEDIA CENTER

The high school library/media center is open during school hours on all days that school is open. Students may use the library/media center facilities at the discretion of their teachers when they have reference assignments or required reading. Internet and data base retrieval capabilities are available to all students who have submitted a current internet use contract. No food or drink is allowed in the library/media center.

LOCKER & PERSONAL BELONGING SEARCHES

All students are assigned an individual locker at the beginning of the school year in order to store books, coats, etc.

It is the student's responsibility to make sure that the locker is locked after each use. It must be

emphasized that no student should give another student his or her locker combination since that compromises the security of the locker.

Students are responsible for the items placed in their lockers. If an item is stolen, such as a book, it is the student's obligation to pay for it.

In Physical Education, lockers are assigned by the instructors. School locks are required and are supplied by the school.

All lockers are considered school property and school officials have the right to enter them as such. A locker may be searched if the principal has a reasonable suspicion to believe that a student is concealing material, the possession of which is prohibited by federal, state or local law, or which violates school policy.

The school also reserves the right to search personal belongings (such as carry-on luggage, bags, backpacks, etc.) carried by students to any school sponsored event or trip.

LOST ARTICLES

All articles found in and about the school are to be turned in to the Main Office. Articles may be claimed by their owner upon presentation of sufficient identification and proof of ownership.

MEDICATION

All students who are advised by their doctor to take medication during school time must bring in a doctor's certificate and the medication to the nurse. All student medicines must be taken only in the presence of the school nurse.

NETWORK/INTERNET ACCESS

All students must acknowledge Network/Internet Policy/Contract in order to gain access to high school computers.

Students are prohibited from using the high school computers to access inappropriate Websites, send or receive inappropriate messages, or violate privacy/copyright laws. Failure to adhere to the Network/Internet Policy/Contract may result in the loss of computer privileges and removal from computer class(es).

OVERNIGHT & CLASS TRIPS

Students must be eligible, both academically, disciplinary, and attendance, in order to participate in overnight or class trips. The school will not reimburse trip monies lost due to infractions, less than 90% attendance, or parental withdrawal from an overnight trip.

PHOTOGRAPHING & VIDEOTAPING OF STUDENTS

Some high school activities will be photographed and/or video taped throughout the school year. These events may be published in school and local newspapers, broadcast on regular or cable TV, posted on bulletin boards, distributed on video and on school media sites (website, Twitter, Instagram etc.). Any parent/guardian who takes exception to their child(ren) being in the newspaper, media, on TV or

displayed in school must respond accordingly after reading the online forms on the Parent Portal.

PORTABLE COMMUNICATION DEVICES

Students may possess portable communication devices on school property and at school activities. It is the student's responsibility to ensure the device is turned off and out of sight during times of unauthorized use. Students may not turn on/use the device on high school grounds or on commercially chartered buses used for school-sponsored activities during the official instructional day without authorization from a school authority figure.

STUDENT EMPLOYMENT

A student who plans to work on a part-time basis must understand that their school responsibilities come first. In cases where a conflict exists between school and work obligations, the school's position is clear, the students should notify the employer in advance about the academic and disciplinary obligations to the school and arrange to meet the work obligations at another time.

All full-time students are advised to notify their employers that the regular school day ends at 2:45 PM and are to plan the beginning of their out of school work at some time later than that hour. Students should allow the time after school for school responsibilities when planning any part-time work.

STUDENT ILLNESS DURING THE SCHOOL DAY

Students who become ill during the day must obtain a pass from their classroom teacher and report directly to the school Nurse. If the Nurse's Office is not open, they must report directly to the Main Office.

STUDENT EMERGENCY INFORMATION

Parents/guardians are responsible for providing the high school with updated student information on the Parent Portal regarding address changes, new home or work telephone numbers, and/or new emergency contact information.

TEXTBOOKS

Textbooks are valuable tools which the school provides to facilitate learning. The school lends textbooks to students and the students are responsible for the issued books. It is necessary that all books be covered immediately upon receipt and kept covered until returned. The condition and number of each book will be recorded by the teacher to make sure the student returns the book issued to him in reasonable condition, less normal wear through use.

If you lose a textbook or think you have, you are to report the loss to your teacher immediately. If the book is not found within two (2) days you must pay for the book and will be issued another. In the event your book is found after you have paid for a second one, your money will be refunded. When you return a textbook, if it is damaged or shows evidence of more than normal wear, you will be assessed an amount of money to compensate for the damages.

VALUABLES

Under no circumstances should valuables be left in lockers, locker room, backpacks, etc. during the

school day. All students should place their valuables in the safe in the Main Office or under the care of their physical education teacher during gym classes.

WEAPONS & DANGEROUS INSTRUMENTS

School policy prohibits the possession and/or use of firearms, other weapons, or dangerous instruments which can be used as weapons from school property, at any school function, or while in route to or from school or any school function.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, weapons, or dangerous instruments.

The Zero Tolerance for Guns Act (Chapters 127 and 128 of 1995) will be facilitated by the Lyndhurst Board of Education. This Act allows the school to expel students from the regular education program who possess firearms or who commit violent acts with weapons other than firearms for a period of time of not less than one (1) year. The chief school administrator may modify a student's removal on a case-by-case basis.

WORKING PAPERS

Students may obtain working papers in the Main Office.

STUDENT CLUBS AND ACTIVITIES

Student organizations sponsored by the school have an important place in the educational program because, when properly organized and operated, they:

- Extend and reinforce the instructional program
- Give students practice in democratic self-government
- Build student morale and a spirit of positive support for the school
- Honor outstanding student achievement
- Provide wholesome social and recreational activities. As the needs and interests of the student body demand, the number and variety of clubs may change from year to year

School clubs and activities will be recognized as authorized school organizations if they are organized by the school, sponsored by school personnel, composed completely of current student body members, hold monthly meetings at school, have a democratic plan for the selection of members, establish aims which are educational, of school interest or community interest and meet all those conditions set forth in this policy for recognized school sponsored organizations. School sponsored organizations shall be directed by a faculty advisor appointed by the principal.

Secret Societies: Membership in secret fraternities, sororities, and clubs is prohibited throughout the school district. Disciplinary action will be taken for violation of this policy.

Non-School Clubs: All clubs not specifically authorized and organized by the school are considered to be non-school clubs and beyond the jurisdiction and responsibility of school authorities. However, if these groups (non-school clubs) conduct activities on school property, at school sponsored activities, or

as a carry over into the school day or reflect on the reputation of the school, disciplinary action to be taken.

Activities which are contrary to the best interests of the school and reflect on the reputation of the school are forbidden, including:

- Initiation and hazing in any form or in any student activity.
- Indulging in group functions that violate city laws or county ordinances.
- Non-school clubs may become recognized school sponsored clubs by conforming to the criteria for school clubs and societies stated earlier.

SERVICE POINTS

Service points are points accumulated by each student through participation in the various extracurricular activities offered at LHS or by service to the school. As seniors, students may receive “L” service pins or certificates indicating the extent of their school service in the following categories:

Red “L”	25-39 service points
Blue “L”	40-54 service points
Gold “L”.....	55-74 service points
Pearl “L”	75+ service points

Students may receive 1 to 6 service points depending on the nature of the activity and amount of student involvement in that activity.

AFFIRMATIVE ACTION

It is the policy of the Lyndhurst Public School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, English proficiency, social or economic status or handicap in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and Title 6 of the NJ Administrative Code.

SPECIAL DISABILITIES

If you or a family member has a disability which may prevent participation in or attendance to a high school activity or program, please contact the Main Office at (201) 896-2100 at least thirty (30) days prior to the event to arrange for the appropriate services and/or accommodations.

ADDITIONAL POLICIES

Additional policies of the Lyndhurst Board of Education regulating the following areas are available for public scrutiny at the Board of Education Office at 420 Fern Avenue, Lyndhurst, NJ 07071.

- Affirmative Action
- Drug, Alcohol & Tobacco
- Equal Educational Opportunity

- High School Graduation Requirements
- Married/Pregnant Students
- Needless Labeling of Students
- Physical Education and Health
- Student Records
- Sexual Harassment & Student-to-Student Sexual Harassment

DISCLAIMER STATEMENTS

If you have any questions which are not answered in this handbook, please consult with the high school administration at your convenience. It is the responsibility of the student to request explanations to all posted or written notices within the school or on school grounds.

***NOTE:** For a complete copy of all policies, please visit the Policy Tab of the District Website at www.lyndhurstschools.net*