

CRESSKILL MIDDLE SCHOOL/HIGH SCHOOL STUDENT HANDBOOK 2025-2026

Our mission is to foster a culture of EXCELLENCE for ALL

We strive to empower our students to become leaders, critical thinkers, and people of integrity, while promoting individual development, curiosity and life-long learning.

We value the importance of mental health and social and emotional intelligence. We prioritize creating a community, grounded in inclusivity, that supports and inspires one another.

Through our commitment to these values, we aim to prepare our students to become responsible and engaged citizens who contribute to the betterment of the world.

ADMINISTRATION

Dr. Peter Hughes, Superintendent of Schools
Dawn Delasandro, School Business Administrator
Barbara Costa, Board of Education President
Suzanne Joshi, Board of Education Vice President
Sarah Barrs, BOE Trustee
Sally Cummings, BOE Trustee
Amy Cusick, BOE Trustee
Michael DePalo, BOE Trustee
Heiddy Martin, BOE Trustee
Daniel Nemet-Nejat, BOE Trustee
Daniel Riccardo, BOE Trustee

John Massaro, Cresskill Middle/High School Principal
Lori Di Stasi, Secretary to the Principal
Lauren Bucco, Assistant Principal
Roseann Collins, Middle School Secretary
Erik Roth, Director of Curriculum & Instruction
Dr. Janelle Amato, Director of Special Education
Veronica Mullen, Athletic Director/Supervisor of Health/Physical Education
Dan Apice, Assistant Principal of Student Support Services
Grace Chun, Supervisor of Curriculum & Instruction
Nadine McGrath, Supervisor of Curriculum & Instruction
Alexis Peck, Supervisor of Curriculum & Instruction

TABLE OF CONTENTS

Section 1: Facility Use

- Student Arrival Procedures
- Student IDs
- Security
- Visitors
- Building Use After Hours
- Student Item Drop Offs During the School Day
- Cafeteria
- Food & Beverage
- High School Lunch Procedures
- Middle School Lunch Procedures
- Courtyard
- Student Center
- Classrooms
- Bathrooms

Section 2: The Right Place Policy

- Lockers
- Lost and Found
- Weapons and Dangerous Instruments
- Smoking and Vaping
- Substance Abuse Policy
- Vandalism Policy

Section 3: Technology

- Cell Phones & Other Electronic Devices
- Technology Use in the Classroom
- Student Email
- Gaggle
- Student 1:1 Chromebooks

Section 4: Miscellaneous

- Valuables/Money
- Sales for Profit
- Personal Transportation
- Distribution of Non-School Sponsored Material

Section 5: Student Rights and Expectations

- Student Rights
- Student Expectations
- Expected Behavior
- Consequences and Remedial Actions
- Factors for Determining Consequences
- Examples of Consequences

Section 6: Conduct

- Detention
- Suspension and Exclusion
- Academic Integrity Policy
- Use of AI Programs in Learning
- Guidelines for AI Use
- Prohibited AI Use

Section 7: Academic Misconduct

- Procedure
- Consequences
- Appeals Process

Section 8: Harassment, Intimidation, and Bullying

- Definition
- Cyberbullying

Section 9: Dress Code

- Definition
- Specific Requirements
- Physical Education Clothing Requirements

Section 10: Earned Privileges for Students

- Open Campus
- Study Halls
- Parking

Section 11: Student Attendance Procedures

- New Jersey Statute
- Absences
- Limit on Absences on the Secondary Level
- Notification Procedures
- Appeals Procedures
- Cutting Class
- Tardiness
- Truancy
- Early Dismissal
- Vacations

Section 12: Student Procedures & Expectations during Emergency Drills & Events

- Evacuation/Fire
- Lockdown
- Shelter-In-Place

Section 13: Athletics

Section 14: Student Clubs

Section 15: Guidance Program Services

- Add/Drop Policy
- Assignment Requests
- Summer Course Procedures for Advancement
- Moving
- Report Cards
- Textbooks
- Working Papers
- Recommendation Letters
- Transfer Procedure
- Early Graduation
- Option 2 Physical Education

Section 16: Academics

- Middle School Homework Expectations
- Criteria for Placement in Honors Courses
- Honor Roll
- Course Failure Procedures
- Weekly Assessment Schedule
- Final Exams for High School Level Courses
- Homework Holidays
- Amy Clemens National Honor Society

Section 17: Child Study Team Services

Section 18: Health Services

- Accidents in School
- Care for Ill or Injured Students
- Health Screenings
- Illness
- Medication

Section 19: Affirmative Action

- Sexual Harassment Policy

Section 20: Notification Rights

- The Family Education Rights and Privacy Act
- The Protection of Pupil Rights Amendment

SECTION 1: FACILITY USE

Student Arrival Procedures - Students will check-in digitally at the attendance stations located outside the main office using their school issued ID. High school students can enter the building each school day starting at 7:10am. Middle school students can enter the building starting at 7:50am and must report to the supervised cafeteria.

Student IDs - Students are required to wear their ID lanyard with them at all times for school security purposes. This will also expedite use of the attendance stations. Students are expected to only use their own ID for attendance purposes; use of another student's ID in any way is a violation of the Code of Conduct. Any lost or damaged IDs must be reported immediately to the main office and a \$5 charge will be assigned to print a new card.

Security - For the safety of our students and staff, all school doors remain locked during the day. All students will enter through the main entrance only. Students exercising their open campus privileges must exit and re-enter the building through the main entrance. At the end of the school day, students may exit from other exterior doors but are not permitted re-entry unless through the main entrance. Students are not permitted to open any door to allow entry to others at any time, and will face disciplinary consequences for doing so. A building-wide video surveillance system is active for the protection of students and staff.

Visitors - All visitors must report to the main office before going to any part of the school. Student visitors are not permitted to visit during school hours.

Building use after hours - Students must not remain in the school building after 3:20 pm except under the supervision of a teacher, advisor, or coach. When students are using the school building evenings or afternoons or for rehearsals, practices or games, the teacher responsible for each particular group rehearsing or practicing will be in constant charge while the pupils are in the building. The teacher will be the last to leave.

Student Item Drop-offs During the School Day - No lunch deliveries or drop-offs are allowed. Students are permitted to bring a brown-bag lunch with them each morning or purchase lunch from the cafeteria. Occasional emergency drop-off of essential items may be accommodated by the main office staff. Excessive use of the emergency drop-off procedures will be addressed by administration, if necessary.

Cafeteria - The cafeteria is open before school hours and during the lunch periods for all students. Students are expected to clean their own tables after use and report any accidental spill or mess to staff immediately. Students are able to use cash or a Payschools account (ID card) to pay for cafeteria items. If a student is found to be using another student's Payschools account fraudulently, this will be treated as theft and appropriate disciplinary action will be taken as outlined in the Student Code of Conduct. CMS/CHS operates independently from Pomptonian Food Services. CMS/CHS does not profit from cafeteria sales and the school administration does not oversee their internal operations. Specific questions about your cafeteria Payschools account should be addressed directly with Heather Constantino, CMS/CHS Pomptonian Cafeteria Manager. Students found liable for making false claims of account misuse will face disciplinary actions as outlined in the Code of Conduct.

Food & Beverage - All food and beverages are to be kept in the cafeteria. No food or drinks are permitted in the halls or classrooms. Students are not allowed to possess glass bottles or containers. No food may be ordered and delivered. All deliveries will be refused by the office staff.

High School Lunch procedures - Students must report to the cafeteria and cannot stay in hallways or bathrooms throughout the lunch period. Students are to use restrooms in the A wing and C wing only and

must not disrupt any middle school classes in session. All students leaving the building must scan out at the attendance stations before exiting the building and scan in again when returning at the attendance stations. Students are expected to show respect for the building by maintaining reasonable cleanliness of their food and belongings in the cafeteria.

Middle School Lunch procedures - Students must report to the cafeteria and recess at the designated grade level times. Students must not disrupt any high school classes in session. Students are to use restrooms in the A wing. Students are expected to show respect for the building by maintaining reasonable cleanliness of their food and belongings in the cafeteria.

Courtyard - Weather permitting, students may access the courtyard when transitioning between classes and during lunch. Students are expected to show respect for this space by maintaining reasonable cleanliness of their food and belongings.

Student Center – The student center is designated for study hall periods only and is closed during the high school lunch period. Spaces within the student center will be utilized for various other school purposes during the school year.

Classrooms - Students are allowed to leave classrooms with teacher permission. Only one student at a time may leave the room using the teacher's hall pass to go directly to his/her intended destination.

Bathrooms - Students should report any facility concerns in the bathroom immediately to a staff member. The B wing bathrooms are for middle school student use only.

SECTION 2: THE RIGHT PLACE POLICY

The Right Place Policy (Conditional Privacy)

1. Facilities of the school are places where only school-related materials can be placed.
2. Facilities of the school are not places of absolute privacy but rather places of conditional privacy that may be searched at any time selectively or in mass.
3. Facilities of the school can only be secured and locked with devices that the school also has a way of unlocking.
4. Personal belongings such as backpacks, purses, and jackets are subject to search with reasonable suspicion.

Lockers - Lockers are the property of the Cresskill Board of Education. Students are to use only the lockers assigned to them. Lockers are subject to search. (See the Right Place Policy.) Locker use is a privilege, not a right. Periodic inspections and cleanouts will be scheduled. Any problems with a locker should be reported to the main office. Each student is responsible for the security and cleanliness of his/her locker. To ensure safety of property, students should keep their lockers locked, use only their assigned locker and not give their combination to anyone. The school will provide one lock. If the student loses the lock, a lock must be purchased from the school. Only school issued locks are allowed to be used. All other locks will be removed.

Lost and Found - Cresskill schools are not responsible for lost or stolen items. All lost and found items are turned into the main office.

Weapons and Dangerous Instruments: Possession, transmission, handling, or use of a weapon or dangerous instrument on school property or while attending a school sponsored activity on or off school property is prohibited. Any object that is generally considered a weapon or which could be used to injure another person will be considered a weapon. A student found to be in possession of such an article is subject to administrative and/or legal action. Any weapons confiscated will be turned over to the police department.

Smoking/Vaping: Smoking and tobacco use including smokeless tobacco is prohibited in the building and on the school grounds at all times. Electronic smoking devices are considered to be potential drug paraphernalia and possession is treated as such according to the Substance Abuse policy. All smoking paraphernalia is prohibited on school grounds. Smoking devices will be confiscated and released to parents. Students who are found smoking tobacco and/or other substances in the building or on school property or while representing the school are subject to the state-mandated fine in addition to assigned suspension.

5530 - SUBSTANCE ABUSE POLICY

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

VANDALISM POLICY: NJ Statute Annotated- Title 18A:37-3. Liability of parents of pupils for damage to property

"The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of the suit."

The following actions will take place when an incident of vandalism occurs:

1. A conference with the parent, student and administration.
2. The cost of repairing the damage will be assessed and student(s) involved will be required to make restitution.
3. Students involved in vandalism are subject to loss of school-related activities for a semester (teams, clubs or trips).

SECTION 3: TECHNOLOGY

5516 - USE OF ELECTRONIC COMMUNICATION DEVICES

2361 - ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

Cell Phones & Other Electronic Devices - As part of our continued efforts to create a focused, connected, and positive learning environment, Cresskill Middle/High School has implemented a cell phone/personal electronic device policy which requires all cell phones and personal electronic devices to be out of sight from 7:50 AM until 2:44 PM. The goal is to encourage more in-person social interactions among students and reduce distractions during the school day. Consequences for using cell phones/personal electronic devices are listed below.

- **First Offense:** Warning documented & phone held in the office for the day; phone retrieval immediately after school at the main office.
- **Second Offense:** Loss of open campus privileges and/or detention for one day. Phone retrieval immediately after school at the main office.
- **Third Offense:** One day of in-school suspension. Phone retrieval immediately after school at the main office.

Students may not take photos, videos, and/or audio recordings of others without their knowledge and consent, and doing so is a violation of the Student Code of Conduct. Please see the section “Student Procedures & Expectations during Emergency Drills and Events” for further information regarding phone communication during such situations.

Technology use in the classroom - Student use of the school technology devices and network is a privilege, not a right. Students will receive disciplinary consequences for improper use of the school network and/or school issued devices, including but not limited to temporary confiscation of device/s, parent contact, and/or detention. For grades 11-12 only, any personal technology devices being used at school are expected to solely utilize the school WiFi network; circumventing the school WiFi network is prohibited. Further details can be located in the policies linked below.

Student email - All students in grades 6–12 are provided with a school-issued email address. Students are expected to check their email daily, as it serves as a primary form of communication. High School email accounts can send and receive messages both within and outside the Cresskill School District. Email activity is monitored through Gaggle, and any inappropriate or concerning messages should be reported immediately to the Dean of Students or the Assistant Principal.

Gaggle - Gaggle is a 24/7 monitoring system that helps ensure student safety by identifying inappropriate or concerning content in school-issued Google accounts, including Gmail, Google Drive, and Chrome activity. It is essential that all students use their school Google accounts responsibly and in accordance with our district’s acceptable use policies. Gaggle alerts school administrators when concerning content is detected, requiring us to follow up as needed. This system is in place to protect our students and ensure that our digital learning environment remains safe and appropriate for all.

Student 1:1 Chromebooks - Cresskill Middle/High School’s 1:1 Chromebook program supports personalized, student-centered learning through daily integration of technology across all subjects. All students are expected to bring a charged device to school each day, and usage agreements and modest fees apply for school-issued Chromebooks. For full details, including policies, distribution plans, and FAQs, please visit our school website page for [1:1 Chromebooks](#).

SECTION 4: MISCELLANEOUS

Valuables/Money - It is not advisable to keep cash, credit/debit cards, and other valuables in lockers. These items should remain in the student's possession. Excessive amounts of cash should not be brought to school.

Sales for Profit - The sale of any products on school grounds for personal profit is prohibited.

Personal Transportation - Students arriving to school on bicycle, scooter, or any other personal transportation device must store them at the bicycle racks located near the flagpole area only. Students are expected to operate their such devices safely and appropriately, and abide by traffic and pedestrian rules.

Distribution of non-school sponsored material - Students have the right to distribute non-school sponsored material on school property, but they must follow the procedure listed below:

- The school administration must be informed of the distribution one day prior to distribution.
- Students distributing material will be held liable and responsible for all information contained in the material.
- Distribution shall only be done at the close of the school day from 3:00 p.m. to 3:20 p.m.
- Distribution shall be done at the main entrance to the school adjacent to the school parking lot.
- Area used shall be clean of all material after distribution has taken place.

- Distribution shall be handled in an orderly, law-abiding manner. Distributors shall be held responsible for orderly conduct.

SECTION 5: STUDENT RIGHTS AND EXPECTATIONS

Student Rights

All students of Cresskill Middle School/High School have the right to an education, a safe learning environment, respect and compassion, free expression of their feelings, opinions, and identities in a supportive environment, and use of school facilities with proper supervision. All students have the right to enjoy these rights without their infringement by other students.

Student Expectations

Students will display exemplary behavior at all times; they are to meet the following expectations regarding their actions in the classroom, the school building, and during school-related activities:

- Students will show respect for all school staff (including but not limited to faculty, classroom aides, substitute teachers, secretaries, custodial staff, administration, volunteers, visitors) and the learning process of themselves and other students, regardless of circumstances.
- Students will show respect for the school building, all school facilities, all school equipment, any personal or professional belongings of students and staff, and all neighboring and community property at all times.
- Students, as representatives of Cresskill Middle/High School, will exemplify appropriate, respectful behavior at all extracurricular and school-related activities whether on- or off-campus.
- Students will arrive on time for school and for all assigned classes and meetings with all required materials.
- Students will use passing time, lunch, or study halls to retrieve materials from lockers or use the restrooms. Chronic requests to leave during class time may result in referral to the administration and/or school nurse.
- Students will use both personal and school technology responsibly and respectfully. Students will ensure that their personal electronic devices do not disrupt teaching and learning in accordance with the Acceptable Use Policy.

Expected Behavior

The Cresskill Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment with the Code of Pupil Conduct.

Pupils are expected to behave in a way that creates a supportive learning environment. The Cresskill Board of Education believes that the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Consequences and Appropriate Remedial Actions

The following factors, at a minimum, shall be given full consideration by school administrators for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

Factors for Determining Consequences

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.

The consequences and remedial measures may include, but not limited to, the examples listed below:

Examples of Consequences:

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. Assigned study (class period(s) specific office detention);
7. Suspension Alternative Program;
8. In-School suspension during the school week or the weekend;
9. After-school programs;
10. Out-of-school suspension (short term or long term);
11. Reports to law enforcement or other legal action;
12. Expulsion
13. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

SECTION 6: CONDUCT

NJ Statute Annotated

Title 18A:37-1. Submission of pupil's authority.

"Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and authors in authority over them."

DETENTION

Detention allows students to meet obligations that they may have incurred for such reasons as tardiness or disciplinary action. Students are required to attend detention the day it is assigned. Students may be assigned either **Teacher Detentions** or **Central Detentions**.

- **Teacher Detentions** are assigned by the teacher and will be served in accordance with teacher availability and discretion.
- **Central Detentions** are assigned after a referral to the Dean of Students, Assistant Principal, or other administrative designee. Students will serve Central Detentions during one of the following times, as assigned by the administration:

- **Morning Detentions** for high school students are served from 7:10 AM to 7:40 AM. Students should report to the cafeteria. Middle school morning detention is from 8:00 AM to 8:30 AM.
- **Lunch Detentions** are served during the student's lunch period, as indicated on their schedule. Students should report to the designated classroom directly from their previous class and will eat lunch during the detention period. If needed, students will have the opportunity to purchase lunch from the cafeteria during that time.
- **Afternoon Detentions** are served from 2:50 PM to 3:20 PM. Students should report to the designated classroom directly from their Period 9 class.

Make-up work, teacher appointments, or athletic events are not legitimate excuses. Failure to report to an assigned detention may result in an additional detention. If a student continues to fail to report to an assigned detention, parents will be notified and a suspension may be assigned. Students must report to detention on time and follow the established rules for detention. Failure to do so may result in an additional detention(s).

SUSPENSION AND EXCLUSION

NJ Statute Annotated

Title 18A:37-2. Causes for suspension or expulsion of pupils.

"Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority, or of the habitual use of profanity or obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Reasons for suspension or expulsion of pupils listed in NJSA18A:32-2 **include but are not limited to:**

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over him;
- C. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault on another pupil;
- E. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to a property;
- G. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
- H. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- I. Incitement which is intended to and does result in truancy by other pupils; and
- J. Knowing possession or knowing consumption of alcoholic beverages or controlled dangerous substances on the school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises."

There are two forms of disciplinary actions which may be instituted against students whose behavior constitutes a serious infraction of school regulations. They are as follows:

1. **Out-of-School Suspension** - This action involves a suspension for a duration of time. Students have the responsibility to complete all work missed. At the conclusion of the suspension, a parent conference will be arranged with the Principal or Assistant Principal prior to the student being reinstated in school.
2. **In-School Suspension** - This action involves a suspension for duration of time in school at a designated area under the supervision of school staff. The student will not attend regularly assigned classes but will be assigned relevant subject matter in conjunction with the courses being taken. Students

will be required to complete all class assignments with credit. At the conclusion of the suspension a parent conference will be arranged with the Principal or Assistant Principal prior to the student being reinstated in class.

Field Trips: Any field trip sponsored by the school is an official school activity. All school rules and regulations apply. Students are expected to follow school rules as if in the school building. Attending a field trip is a privilege. Students may be excluded from a field trip due to poor attendance, academic performance concern, or a recent suspension/discipline problem.

ACADEMIC INTEGRITY POLICY

The students of the Cresskill School District are expected to be honest in all aspects of their lives in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to develop students who are life-long learners; dishonesty undermines and inhibits that process.

Cheating is defined as any intentional personal or academic misrepresentation of one's self or one's academic work. No form of cheating is acceptable, whether a student is cheating alone or helping another person to cheat. The administration and teaching staff will take the appropriate measures to ensure that students are monitored in the appropriate manner during testing. Students found cheating will not be eligible for Honor Roll status for the marking period.

Personal misrepresentation includes changing grades or attendance records, creating false claims (theft, lost items), presenting falsified notes, passes, names, and IDs, and any other deliberate misrepresentation to school authorities.

Academic misrepresentation includes stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism).

To "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

Policy 5705: Use of Artificial Intelligence Programs in Learning

The Board of Education recognizes the potential of artificial intelligence programs (AI), such as large language models (LLMs) and AI Generative Art programs (AI Art) as valuable tools for enhancing K-12 education through critical thinking and augmenting the learning experience. However, it is also important to educate students about the misuse of these tools for plagiarism and perpetuating misinformation or inaccuracy. This policy establishes guidelines for the acceptable use of AI in the district to ensure their responsible and ethical integration into the teaching and learning process. The district is committed to leveraging these tools to support educational goals, while safeguarding student privacy, promoting equity, and fostering critical thinking skills.

Guidelines for AI Use:

1. Supplemental Aid - AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be the student's own.

2. Reference and Citation - Similar to the use of primary sources, prompts from AI should be quoted and cited as being AI generated. Additionally, students should provide the prompt/chat input to generate the insights, phrases, or product to demonstrate their thought process in the use of AI.

3. Clarification, Not Substitution - Use AI for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.

4. Learning, Not Completing - Students should use AI as a tool for learning, not just for task completion. A student's primary goal should be understanding and skill development, which requires independent work and productive struggle, not simply completing an assignment.

5. Tutoring, Not Completing - A student should use AI to clarify understanding.

6. To Extend Perspective - AI can be used to generate alternative ideas and learning for students to investigate and study further, expanding their perspective and knowledge.

Prohibited AI Uses:

Unattributed Use - Copying significant portions of AI generated content without appropriate citation is considered plagiarism.

Over-reliance - Relying on AI to do critical thinking or creative aspects of assignments when that work has been assigned to the student is not acceptable.

Substitution - Using AI to bypass necessary steps in assignments, such as reading or analysis.

Use as a sole source - Using AI as a sole source of an argument or evidence in a writing piece is not allowed. Supporting sources and citations are needed to ensure that the statements in writing are true.

SECTION 7: ACADEMIC MISCONDUCT

PROCEDURE:

The classroom teacher or administrator must determine whether a student has been involved in an incident of cheating. If it is determined by a teacher that an incident of cheating occurred, the teacher shall notify the Principal or Assistant Principal, in addition to guidance counselor and subject supervisor, who may do any of the following in his or her discretion:

1. Discuss the incident with the student and review the consequences of cheating outlined below.
2. Contact the student's parent or guardian.
3. Arrange a conference (via telephone or in-person) including student, teacher, guidance counselor and parent or guardian, to discuss the incident and determine how best to help the student. Since students have the right of due process, this may be regarded as an appeals meeting if there is a disagreement with regard to the reported incident.

CONSEQUENCES:

Consequences will be determined on an individual basis by the nature of the offense. Any one or more of the following will be applicable:

1. Assess a zero for that assignment with an opportunity to make up the assignment for partial credit. The makeup will be averaged in with a zero. Violations will be reported to and tracked by

the administration. Subsequent violations will be assessed a zero for that assignment with no opportunity for make-up. This applies for all four years of high school and three years of middle school. A student can have one chance at a retake during middle school and once chance in high school.

2. Any violation of this policy may result in suspension or detention(s).
3. Notification to summer programs, colleges, or prospective employers.
4. Any student leader (e.g. captain, officer, editor, class representative) who violates these standards may be removed from that position and may not hold any position of leadership or trust for the equivalent of one calendar year from the time of the infraction.
5. Depending on the circumstances, additional consequences may be imposed at the discretion of the teacher and/or administrator.
6. If a student has been found to be cheating on a final exam, the student will earn a zero on the exam without any opportunity given for a makeup.

Appeals Process

If any student receives a penalty which the student feels is unjust or unwarranted, the following appeals procedure may be followed to resolve the situation:

- The teacher who originally assigned the penalty (in athletics, the coach, then the director of athletics).
- The Principal
- The Superintendent of Schools
- The Board of Education

SECTION 8: HARRASSMENT, INTIMIDATION, & BULLYING

POLICY: 5512.01 - Harassment, Intimidation, and Bullying (HIB)

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

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, whether it is 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 their person or damage to their 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.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents or patterns of harassing or intimidating behavior.

POLICY: 5512.02 CYBERBULLYING

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

SECTION 9: DRESS CODE

POLICY 5511: DRESS CODE

The Cresskill School District recognizes each student's mode of dress and grooming is a manifestation of a student's personal style and individual preference. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The school reserves the right to make the decision whether or not student dress is in accordance with the requirements outlined below. In the event that a student is in violation of the dress code, discussion of the concern will be conducted discretely and respectfully. Students will be directed to alter or change clothing appropriately. If needed, parents/guardians may be contacted to assist with this procedure. The school may provide temporary alternative clothing in order to address the violation in a timely manner. Initial concern/violation will be considered and addressed as an individual learning experience. However, repeated disregard of the dress code will be considered insubordination and addressed as such.

Specific Requirements:

1. Footwear must be worn at all times
2. Hats, hoods and other headwear will not be worn in the school.
3. Discriminatory and/or disrespectful dress is prohibited.
4. Clothing, apparel, or accessories associated with known criminal gangs are prohibited.
5. Clothing with alcohol, drug, or other inappropriate messages/advertisements are prohibited
6. Length of shorts/skirts and style/length of shirts should not reveal inappropriate and excessive skin.
7. No clothing will be allowed that exposes student midriff or torso.

PHYSICAL EDUCATION CLOTHING REQUIREMENTS

Appropriate athletic attire is required for safe and functional participation in physical education. Clothing must meet the following requirements:

- Closed-toed sneakers with non-marking soles and shoe laces
- Short or long sleeved T-shirt
- Athletic shorts
- Sweatshirt/sweatpants

Students may participate in physical education class in the clothes worn to school as long as they meet the requirements for appropriate dress and activity. Students are provided access to the physical education locker rooms in order to change into appropriate attire for class, and are assigned individual lockers for personal storage of clothing and other belongings during class. **All belongings must be removed at the end of the school year.** Any items left in lockers will be donated to the local community donation organization.

SECTION 10: EARNED PRIVILEGES FOR STUDENTS

OPEN CAMPUS: The privilege to leave campus during lunch and study hall is contingent upon responsible behavior. High school students may leave the campus during their lunch. Seniors may also leave campus only during assigned study hall periods. All students leaving the building must sign out before exiting the building and sign back in when returning at the attendance stations.

If a student returns late from lunch or fails to return without parental notification to the office, the student will be disciplined for cutting class and these privileges will be suspended. If a student accrues ten unexcused absences for any class in a semester, the privilege to leave for lunch and/or study hall will be suspended for one month. The student must report to the cafeteria area during lunch if privileges have been suspended. If an assembly or class meeting takes place during a senior study hall, all seniors are expected to attend. The senior privilege will be reviewed each marking period by the administration to ensure that students are following established guidelines. **Parents must notify the main office if their child is not returning to school after lunch/study hall before the end of the lunch/study hall period.** Without such prior notification, the student's absence will be considered as cutting class and leaving the building without proper permission. The student will serve a suspension as a discipline consequence.

STUDY HALLS: Study halls are places to work and study. Students are expected to report to the student center for study halls. Students are to be on time and remain in the study hall for the entire period. Seniors who have had their open campus privilege suspended must stay in the study hall for the entire period.

PARKING: Senior student parking on school property is a privilege. The following parking regulations are distributed to those seniors who request parking spaces. These regulations are to be signed by both the student and parent before a parking permit is issued. Violation of these rules could result in the loss of parking/senior privileges for the remainder of the year.

1. Student parking permits are non-transferable.
2. The CHS parking permit must be placed on the rearview mirror or be clearly visible. If there is a change of car, or a new permit is needed, see the administration.
3. Students are prohibited from going to their car except to leave for lunch/study hall or with permission from the administration.

4. The seniors will be allowed to park in a designated zone to be determined by the administration. Parking in any other area is prohibited.
5. Students are expected to follow all state and local driving laws. Reckless driving and/or excessive speeding will result in loss of parking privileges and appropriate school discipline.

A parking fine of \$30.00 may be issued to students parking in non-student parking areas. Repeat offenders will have their cars towed, "booted" or be considered trespassing subject to the laws regarding trespassing.

SECTION 11: STUDENT ATTENDANCE PROCEDURES

NJ Statute Annotated

Title 18A:38-25. Attendance required of children between 6 and 16

"Every parent guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child to regularly attend the public schools of the district..."

NJ Statute Annotated

Title 18A:38.26. Days when attendance is required.

"Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such to prevent his attendance at school..."

A. Responsibilities

- Students have a responsibility to make up all work missed regardless of the reason for absence.
- Teachers have an obligation to assist pupils in making up class work missed for credit EXCEPT when the absence is unexcused or due to truancy or cutting.

B. Attendance Requirements

- A student must be present in school for 4 hours to be considered present for the school day. Any student admitted after 10:00 AM is absent for the day. Students who are dismissed from school prior to 12:30 PM are considered absent for the day.
- A student who is absent for the school day or leaves school before dismissal is not permitted to participate in any after-school activities.
- Absence or early dismissal on Friday makes a student ineligible for participation in all weekend school activities.
- Underclassmen are not to leave the school grounds from 7:50 am to 2:44 pm unless they have secured permission from the main office (open campus lunch excluded).

II. Absences

Attendance is a key piece in a student's academic success. A drop in a student's attendance can be an important signal to our staff that a student might be struggling academically, socially, or emotionally. Student attendance and lateness is monitored closely, and letters are generated to notify families of excessive absences. The New Jersey Department of Education mandates that no absence be classified as "excused." In essence, if you are not in school for any reason, you are considered "absent." All absences must be accompanied with an explanation note for school internal records within one week of returning to school. Absences due to medical, legal, college visitations, state-approved religious holidays, and driver license testing may not count towards a student's accumulated absences that could affect earning course credit. The required college visitation form is available in the guidance office.

*We ask when the student is absent from school that a *parent please call (201)-227-7791 ext. 1517 before 8:00 AM.*

III. Limit on Absences on the Secondary Level

If more than nine (9) unexcused absences per class are accumulated during a semester, a student will not receive credit in those classes (For marking period courses the limit is five (5) absences). Prior to the loss of credit, the student may discuss this action through the appeal procedure as described in Section V. All absences will be counted toward the established limit. Therefore, if there is an anticipated need for a student to be out of school, this should be planned accordingly so as not to jeopardize the earning of course credit.

A. Extended Absences during the School Year

If a student is considering an activity which would remove the student from school for a period of time, the Principal or designee should be notified ten days in advance. In order for the absence to be excused, it must have some type of educational component. It will be necessary to provide specific information about the activity for approval consideration.

B. Individual Class Absences

Absences for part of the day resulting from an early dismissal or late arrival will count toward the total absences for each class missed. In order to be considered in attendance, a student must be present for at least fifty percent of the period.

IV. Notification Procedures

The guidance department will notify parents of attendance concerns.

- A. All students and parents will be notified annually at the beginning of the school year of the attendance policy. All students and parents will be urged to comply with the intent of this policy.
- B. Parents will be notified periodically whenever a student is in danger of losing credit.
 - i. Attendance letters are generated when a student accrues 4, 8, and 10 class absences
- C. Parents will receive a final notice by letter when **ten absences** have been accumulated (Four absences for a marking period course).
- D. If ten unexcused absences are accumulated in a class during a semester (Five for a marking period course), the student will earn no credit for that class. He/she may be removed from the class and assigned to a supervised study hall. If a student is removed from a course which is required for graduation, he/she will be expected to recover the course credits some time before graduation. Failure to do so will jeopardize graduation status. Guidance will inform the student/family of all available options to recover credit.
- E. Students with excessive absences from school may be referred to the Intervention & Referral Services (I&RS) for development of individualized strategies for school attendance.

V. Appeals Procedures

- A. Any party involved with credit removal may request a conference to discuss particular absences. Conferences will include the Principal, guidance counselor, and the student. The focus will be to determine the causes of the absences.
- B. After a student has been informed that he/she will not receive credit, an appeal may be made to the Review Committee, consisting of the Principal, director of guidance who will hear the appeal.
- C. A student or parent may appeal the Review Committee's decision to the Principal, who will make the final decision.

VI. Cutting Class

A class "cut" is defined as an absence based upon a deliberate decision by a student not to attend a class without prior approval. Students who "cut" any assigned class will receive a zero for the day in that class. In addition, any missed work cannot be made up. Assigned classes include lunch periods and study halls. Parents will be informed of student cuts and appropriate disciplinary action taken. A student who cuts classes is subject to suspension. **A student leaving the building instead of reporting to class will serve suspension as a discipline consequence.**

VII. Tardiness

All high school students must be in their first class by 7:50 a.m. High school students who arrive after 8:10 a.m. are considered absent from Period 1.

Tardiness to class/school

All high school students coming after 8:00 am must report directly to the main office. This includes seniors with study hall during Period 1, and those students that missed the first period of school. A student who fails to report to the main office when tardy to school may receive an office detention.

If a student is tardy to class, they may receive a detention from their classroom teacher. On the **fifth tardy to class**, the student will be referred to the administration. Continual tardiness to class may result in office detentions, a parent conference, and/or suspension. It is the responsibility of the teacher to inform an administrator of lateness to class so appropriate and timely action can be taken.

If a student is more than twenty minutes late to a class without a note from another teacher or the front office, the student will be considered absent for the class period. These absences will be counted toward cumulative class absences.

High school students will receive consequences for excessive tardies to school as outlined in the following chart:

5 lates to school	2 morning detentions (7:10-7:40 am in cafeteria)
10	4 morning detentions (7:10-7:40 am in cafeteria)
15	Loss of lunch open campus privileges for semester

Middle school students will receive consequences for excessive tardies to school as outlined in the following chart:

10 lates to school	2 recess detentions
15	4 morning detentions (8:00-8:30 am in cafeteria)
20+	Loss of Privileges Detention

VIII. Truancy

Truancy is defined as an absence from school for an entire day, or a substantial part of the day, when the parent is unaware of the student's absence. Parents will be notified of any truancy. Any absence through truancy will result in a zero for classes missed. Make-up work will not be permitted. Additional reprimands are at the discretion of the Principal or his designee.

IX. Early Dismissal

If a student needs to be excused early, a parent must call and leave a message on the early release line before the start of the school day notifying the main office of the time the student is to be dismissed. A verification phone call may be made to the parent. This is not an excused absence.

Absences from a class due to an early dismissal follow the same regulations as with other absences. Early dismissals should be limited to activities which cannot be attended to outside of school hours. Whenever possible, students should return to school. All students must check in at the main office when leaving for an early dismissal and when arriving back at school. A student may not leave the building until they are given permission to do so by administration/main office personnel. Leaving the building without this prior permission, will be considered a cut and the student will automatically be suspended.

If a high school student leaves the school for lunch and does not return, the parent is responsible for notifying the school before the end of the lunch period. The student may face disciplinary action if parental notification is not received.

X. Vacations

Vacations do not constitute a legal absence from school. If plans or unusual circumstances will remove a student from school, the Principal or designee must be notified ten days in advance. Attention must be paid to other absences a student may already have.

SECTION 12: STUDENT PROCEDURES & EXPECTATIONS **DURING EMERGENCY DRILLS & EVENTS**

These are general guidelines to be followed during drills and in actual emergency events. Every individual situation is unique and is managed by the law enforcement response team in conjunction with school administration.

Evacuation/Fire

Purpose- To get everyone out of the building safely, quickly, and efficiently

Procedures

- Stay calm and focused on teacher directions
- Evacuate the building with class according to the posted evacuation route; leave personal belongings in the building, such as bags and books.
- Gather outside the building with class at location designated by teacher and supervisory staff
- If in the hallways or other location at the time of an alarm, exit with the nearest teacher and report your currently scheduled class location and teacher
- During class transition or lunch- Students use nearest exit door to exit building and gather with teachers to follow organization instruction
- In the event of early school closure for any reason, instructions will be provided for safe and orderly dismissal.

Lockdown

Purpose- To protect and organize everyone in the building during threatening activity on campus or in the building

Procedures

- Stay calm and focused on teacher directions
- Move to a safe area of your classroom out view of windows and remain silent
- Do not open the door for anyone for any reason
- If in the hallways or other locations in the building at the time of the lockdown announcement, quickly enter the nearest teacher-monitored classroom or bathroom.
- If in the cafeteria during lunch, gather with supervising staff to follow instructions

Shelter-In-Place

Purpose- To protect and organize everyone in the building during situations requiring emergency personnel function. Examples could include wildlife in the building or a chemical spill in the neighborhood. Shelter-in-place will also be used during a [Code Blue](#) announcement requiring emergency medical service response to the school building or property.

Procedures

- Stay calm and focused on teacher directions
- Remain in classrooms/designated areas
- If in the hallway or other location at the time of an announcement, immediately return to your scheduled class.
- The campus is closed and students may not exit the building.

During emergency events, law enforcement agencies ask you to avoid direct communication requests with the school district and police department. These resources must be available for prioritized emergency communication. All school Code of Conduct expectations must be maintained by students during drills and emergency events for the safety and well-being of everyone involved. Student use of personal devices will be managed by the supervising staff member. School disciplinary consequences and/or legal consequences will apply to anyone who violates school and public safety expectations.

SECTION 13: ATHLETICS

Our programs aim to foster a culture of excellence for all students, helping student-athletes develop sport-specific skills while also growing as a leader, teammate, and individual. We are committed to empowering student-athletes and participants to develop leadership, resilience, and integrity, fostering teamwork, discipline, and perseverance. We prioritize mental health, well-being, and emotional intelligence, supporting students in achieving their fullest potential both on and off the field. Please use the following links to our website to access the [Student-Athlete Handbook](#) and [Parent Athletic Handbook](#).

SECTION 14: STUDENT CLUBS

Cresskill Middle/High School prides itself on providing students with multiple enrichment opportunities through participation in extracurricular clubs and activities. Students can submit a request to create a new club using the form linked on the [high school](#) and [middle school](#) club websites. Students must obtain a teacher/staff member as an adviser prior to submitting a club request form. School administration will review club requests to determine if they appropriately provide students with a new, enriching, and beneficial opportunity for our school community. The annual district student activity fee applies to many student clubs; please reference the [FAQ Student Activity Fees](#) for more information.

SECTION 15: SCHOOL COUNSELING & GUIDANCE PROGRAM SERVICES

The School Counseling Services provided to students is connected to a model which focuses on the needs of the students in three areas of development: academic, career, and social/emotional. With a comprehensive developmental counseling program, students receive accurate information, concrete experiences, and successful planning to take the steps necessary to become productive and contributing members of society. Together, counselors, parents, school staff, and the community can provide the most effective support for our students.

Please visit the Guidance website for further information using this [link](#).

Add/Drop Policy - High School students are permitted to change schedules during the summer via appointment with guidance. Students will have an opportunity for a Fall Drop/Add period and requests need approval by content area supervisor, guidance counselor, and teacher. In limited cases, teacher recommendation of a schedule change will be considered for a student after this Fall Drop/Add Deadline. Students carry earned grades 'as is' with them when they change course sections and/or when they move from one academic level to another. Please review the [scheduling information](#) page on the guidance website for more details.

Assignment Requests - Students who are out of school for three or more consecutive days should check Google classroom and contact the teacher for assistance in collecting missed work, if necessary.

Summer Course Procedures for Advancement - In order to register for a summer course for advancement, a student must have an A average in their current course. Students who qualify must complete application and obtain supervisor approval prior to enrolling in the course; applications are available online under the [HS Guidance Website](#). The minimum grade in the summer course needed to receive credit is a B. Students are allowed to advance only once for each core content area throughout all four years of high school. Due to NJDOE regulations, students taking Geometry or Algebra II summer courses are required to take the NJSLA exam course completion. Algebra I is not allowed for summer advancement.

Moving - If there is a change of address or phone number, notify the guidance office immediately. Students moving out of Cresskill must follow the Transfer Procedure.

Report Cards - Report cards are viewed through the Genesis Parent Portal at the end of each quarter. The student Gradebook is viewable at all times in the parent portal for reviewing student progress.

Textbooks - It is the responsibility of each student to cover textbooks and return them in good condition. Students will be charged for any textbook that is damaged or not returned.

Working Papers – Minor workers, their caregivers, and employers all must fill out their respective parts of the New Jersey Department of Labor online application. Please click [here](#) to download a handout explaining this process.

Recommendation Letters - High school students require teacher recommendations as part of their college application process. The Cresskill School District appreciates the efforts made by teachers to support and promote our students in this regard. Students should politely request a recommendation in person. Teachers should focus on the specific experience with the student in class, demonstrating their academic strengths and areas of improvement. The guidance department writes their own recommendation that incorporates a student's broader experiences and personal traits. Recommendations will be uploaded by the teacher in the Naviance system.

The Cresskill School District does not support traditional multi-paragraph letters of recommendation for middle school students who are applying to other schools. Checklist and short answer feedback forms are acceptable and can be completed by middle school teachers. Students are expected to provide at least one week's notice for approved recommendation requests.

Transfer Procedure - Students leaving Cresskill Schools must notify the guidance office at least ten school days prior to their transfer to another school. Students must obtain the following forms from the guidance office:

- [Transfer Form](#) to be signed by parent or guardian authorizing Cresskill Schools to release the records. This form is obtained by visiting the guidance office.

- Sign Out Form which the student must take to each teacher for verification that books have been returned and all debts paid. Records cannot be sent to the new school until the Release Form and Sign-Out Form have been completed.
- The State of New Jersey requires all schools to report the forwarding address and the name of the school to which the student is transferring. Official records will be mailed to the student's new school after verification of registration there is received. This information is part of the release form. It is the responsibility of the student to provide the forwarding address in addition to the name and address of the new school to the Guidance Office upon notification of intent to leave.
- Official copies of records (signed and carrying the school seal) are not given to students or parents. Unofficial copies can be provided.

Early Graduation - Students who are interested in graduating early (in less than four years) should notify their guidance counselor as early as possible (no later than May 1st one year prior to the ended graduation date) so that appropriate schedules can be created to ensure the student earns all necessary credits for graduation. These students will be considered juniors during their third and final year. While early graduates will be permitted to participate in the graduation ceremony, they will not be eligible for certain privileges typically reserved for seniors, such as Study Hall open campus, athletic banners/awards, senior scholarships, and parking. The early graduation application can be found on [this webpage](#).

Option 2 Physical Education - Students participating in school-sponsored sports or marching band can apply for Option Two for Physical Education (PE). Students granted permission will be enrolled in study hall in lieu of PE class for one marking period during in-season participation for grades 9-12 if they are not previously enrolled in a study hall. Students will have the opportunity to register with their Physical Education teachers for Option II at the start of each sports season.

SECTION 16: ACADEMICS

Middle School Homework Expectations

Purpose:

- To extend, apply, reflect and/or reinforce skills taught in class
- To monitor student learning
- To develop student's sense of responsibility, time management, and self-awareness
- To foster communication among teachers, students, and parents

Grading Component and Course:

Homework represents a small percentage of the marking period grade. When homework is assigned, it is graded based upon completion. Therefore, partially completed assignments will receive partial credit. It should be noted that some at-home assignments (to include projects) will not be counted as a homework assignment, but rather as a project or quiz grade. The teacher will make the students aware of the type and value of each assignment.

Assignments that are completed at home may include:

- Homework (Practicing skills to check for understanding)
- Completion of classwork
- Completion of short-term and long-term assignments, projects, etc.

Expectations from Teacher:

- Explains expectations regarding assignment due dates and late policies
- Communicates assignment in class and posts on the website
- Communicates with parent/guardian when there is a pattern of missing homework
- Posts grades on Genesis in a timely manner

Expectations from Student:

- Records class assignments in agenda
- Asks questions during class to clarify assignments
- Brings home the necessary resources to complete homework
- Comes to class prepared with assignments
- Attempts to complete every part of the homework assignment even if having difficulty with a concept/skill
- Submits homework directly to teacher after returning from an absence

Expectations from Parent(s)/Guardian(s):

- Communicate(s) with teacher if child is having difficulty
- Stay(s) well-informed via Genesis Parent Portal
- Check(s) the websites for homework, as necessary

Summer Assignments- Summer assignments will be posted on the district website prior to the end of the school year.

Criteria for Placement in Honors Courses

Honors/AP to the next level of Honors/AP

minimum grade of “B”

Honors to AP Class

minimum grade of “B+” in Honors Class

College Prep to Honors

minimum grade of “A”

College Prep to AP

minimum grade of “A” in CP class, A- on final exam

Students can appeal this placement by submitting an application to their guidance counselor.

Other criteria are used for middle school placement, including a rubric format of multiple measures of assessment.

Grading - Letters and Equivalents

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69
A 93-97	B 83-87	C 73-77	D 65-67
A- 90-92	B- 80-82	C- 70-72	D- 65

F = 64 or lower

Honor Roll - The honor roll recognition is one that rewards academic excellence and achievement. All subjects are included in the computation of honors.

Highest Honors - Unweighted Grade Point Average of 3.95 or higher

High Honors - Unweighted Grade Point Average of 3.75-3.94

Honors - Unweighted Grade Point Average 3.45-3.74

Course Failure, Promotion, & Retention Procedures

If a Middle School student fails a core subject course for the year, the student must successfully complete an approved program to demonstrate competency for advancement. Students may complete a maximum of two courses during the summer for course credit recovery. If a Middle School student fails two or more core subject courses for the year, a parent meeting is required with the guidance counselor, director of guidance, and Principal. This meeting will evaluate the student’s academic progress and needs, including consideration for retention.

If a High School student fails a required course, the student must successfully complete an approved program to earn course credit and remain on track for graduation. Students may complete a maximum of

two courses during the summer for credit recovery. If a High School student fails multiple required courses in a given year, a parent meeting is required with the guidance counselor, director of guidance, and Principal. This meeting will evaluate the student's academic progress, graduation requirements, and available options, which may include credit recovery, course repetition, or consideration of alternative academic pathways.

A student must successfully pass all required courses for their grade level to be promoted. If a student fails a core course, they must demonstrate competency by successfully completing an approved credit recovery program. This may include summer school, an online course, or another school-sanctioned program. Students are limited to recovering a maximum of two failed courses per summer for credit.

If a student fails two or more core courses in a school year, a meeting with the parent/guardian, student, school counselor, and a school administrator is required. The purpose of this meeting is to review the student's academic standing, evaluate their needs, and determine the best course of action. This may include repeating the grade to ensure a strong foundation for future academic success.

Weekly Assessment Schedule- The following chart indicates designated days of the week for full period tests and long term assignments requiring substantial preparation by students. This schedule does not apply to quizzes and other shorter assessments that generally require less than half the class period to complete. In-class essays and other types of performance tasks that do not require advanced preparation are also not included in this schedule. This schedule applies to in-class scheduling; individual student absence for any reason will require timely make-up of missed assignments independent of this subject-specific schedule. The spirit of this format is to promote reasonable balance of assignment scheduling for students, and we thank our faculty for their professionalism and adaptability to optimize the learning experience in Cresskill. Teachers will communicate how these expectations specifically apply to the expectations in their specific courses.

Monday	Tuesday	Wednesday	Thursday	Friday
Health/physical education/ Business/Art/ Music/other electives	Language Arts & ESL	Health/physical education/ Business/Art/ Music/other electives	Mathematics	Language Arts & ESL
Mathematics	World Language	Science	World Language	Science
Social Studies		Social Studies		

Final Examinations for High School Level Courses

There will be four exam days; each day the first exam period will be from 8:00 AM to 10:00 AM and the second exam period will be from 10:15 AM to 12:15 PM. If a student has been found to be cheating on a final exam, the student will earn a zero on the exam without any opportunity given for a makeup.

School Closing During Exams- If school must be closed during exams due to emergency or inclement weather, upon the return to school, the exam schedule will remain in the same order; EXAMS SCHEDULED ON THE DAY OF CLOSING WILL BE HELD ON THE DAY OF RETURN.

Delayed Opening During Exams- If there is a delayed opening during exams due to emergency or inclement weather, exams scheduled for that day will begin two hours later.

Example: First exam time slot – 10:00 AM to 12:00 PM

Second time slot – 12:15 PM to 2:15 PM

Senior Student Final Exam Exemption- All seniors are exempt from final exams if they are in good academic standing. Students who are in danger of failing a course and/or in danger of losing credit due to excessive absences are required to complete the final exam for the course/s.

Homework Holidays - The [attached list](#) of cultural days of interest will be acknowledged as “Homework Holidays” for students. Assignments will not be due and/or assessments will not be administered on the school day immediately following each day of interest. Students and families observing other cultural days of interest should communicate with their teachers and guidance counselor to address possible requests for accommodations.

Cresskill High School Amy Clemens National Honor Society Selection Procedures

The following is a summary of the information used after the *first semester of junior year* by the faculty council to assist with the consideration of NHS candidates during the selection process. Please know that *only activities related to grades 9-12* are considered. *No middle school activities* are acceptable. Base your activities off the September in which you began your 9th grade year. Activities may only be counted once; a leadership role cannot also be used to fulfill community service hours, and vice versa.

- Leadership Roles- You will be required to document *at least two* elected or appointed leadership positions or other positions of responsibility held in school, community, or work activities. **Only those positions in which you were responsible for directing or motivating others should be included** (e.g., elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader). The adult responsible for supervising each of your leadership positions will be required to complete a leadership evaluation form.
- CHS Student Activities- You will be required to list other school activities (not noted above) in which you participated. You will be asked to include clubs, teams, musical groups, etc., and accomplishments; however, unlike above, these activities need *NOT* be those for which you served as a leader.
- Service Activities- You will be required to list *at least 25-30 hours* of service activities in which you have participated. These can be individual or group service projects done **either in or out of school**. Generally, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or otherwise) has been given. You will need to submit proof of your volunteering hours for verification.
- Other Community Activities- You will be required to list other community activities in which you have participated and note any major accomplishment in each. These should be any activities **outside of school** in which you participated for the betterment of your community (e.g., religious groups, clubs sponsored *outside* the school, Boy or Girl Scouts, community art endeavors, etc.). You will be asked to include *the name of the adult supervisor* of each activity. *If this supervising adult is not a high school faculty member, you will be required to include a phone number* where he/she can be reached.
- Work Experience, Recognition, and Awards- *Though not a specific criterion for membership*, you will be asked, if you have them, to list any job experiences, honors, or recognition that you have received that support your candidacy for membership in the Honor Society. Work experience may be paid or volunteer. For the supervising adult, please *include a phone number* where he/she can be reached.

- GPA Requirement- To be considered academically eligible for NHS, you must, by the end of the first semester of your junior year, have earned *a cumulative GPA of 3.9 or better*.
- Character Requirement- Additional information will be requested from the entire teaching staff to assist in this important selection process. In short, if teachers display serious concerns/issues concerning your character as a student and person during grades 9-11, this may compromise your eligibility.

SECTION 17: CHILD STUDY TEAM SERVICES

The Child Study Team consists of the school psychologists, the learning consultants, the school social worker, and the speech and language specialists. The Child Study Team is available for consultation and assistance to all students, teachers and parents.

Central to the Child Study Team functioning, is the evaluation and classification of students with educational disabilities. The team also designs individual educational programs for such students.

Please visit the [Child Study Team website](#) for additional information.

SECTION 18: HEALTH SERVICES

Accidents in School - All accidents in school must be reported immediately to the nurse's office and/or the Principal's office. Accidents, as a result of participating in sports, whether practice or a regular game, must be reported to the school nurse at the next school session. Any delay in this matter may eliminate the insurance coverage and place the student at risk.

Care for ill or injured students - The nurse renders first aid and emergency care only to those students who have an accident or become ill in school. The nurse will contact parents in case of serious illness or injury. The parent will arrange for transportation if needed. Should the parent not be home, the designated person on the emergency card will be called. If medical attention is necessary and the parent cannot be contacted, the school will call the child's family physician.

Health Screenings -

1. All sports candidates are given an annual physical examination prior to participating in sports. The school physician is responsible for the final decision for medical eligibility.
2. Dental survey for seventh and eighth grades
3. Scoliosis screening - grade 7
4. Vision and hearing screenings for grade 7
5. Screenings at student, parent, or teacher requests

Illness - Students who become ill during the school day should report to the nurse. In the event the nurse is not available, students should report to the main office. Only the nurse or the main office can excuse a child for illness. Students should not call parents directly to seek dismissal from school.

Medication - The nurse is not permitted to give any type of medication. Should it become necessary for your child to take medication in school, the nurse must be notified. Have your family physician make out a written request which states: diagnosis, drug, dosage and time. This should be given with the medication directly to the nurse.

SECTION 19: AFFIRMATIVE ACTION

Each year, the board of education appoints a staff member to serve as Affirmative Action Officer. Mrs. Nadine McGrath serves in this capacity. It is the role of the affirmative action officer to deal with any problems or complaints relating to the affirmative action policy established by the Cresskill Board of Education.

The affirmative action policy has been developed to protect both students and staff members from discrimination or harassment of any kind and to provide a comfortable working and learning environment for everyone. The policy is as follows:

It is the affirmative action policy of the Cresskill Public Schools that "No pupil enrolled in the Cresskill School System shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, social or economic condition, sexual orientation, English proficiency or non-applicable handicap or disability." The district has adopted a specific sexual harassment policy and an accompanying grievance procedure.

Students are guaranteed confidentiality and freedom from recrimination or retaliatory action.

Sexual Harassment Policy

It shall be the policy of the board to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the Cresskill Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by a student to a member of the school staff, when made by any member of the school staff to another staff member or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the policy, "Student/Employee Grievance Procedure - Discrimination," 6121.1 (JBA), 4111.3 (GBA) or may complain directly to the affirmative action officer, his or her immediate supervisor, or building Principal. Students are guaranteed confidentiality and freedom from recrimination or retaliatory action.

SECTION 20: NOTIFICATION RIGHTS

FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The parent or student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

PPRA

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. ' 1231h, requires the Cresskill School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations. or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

The Cresskill School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this

notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)