CELL PHONE POLICY

(Updated September 2012)

Due to the large number of students who bring cell phones to school, we have had to adopt the following policy regarding their usage at HBW:

* Students are permitted to bring cell phones to school.
* **Students may not use cell phones at any time for any purpose during the instructional day.** At HBW the instructional day begins when the students enter the building in the morning and ends at 3:30 PM.
* Students are responsible to ensure that their phones are **turned off and out of sight** before they walk into school in the morning and they should not turn them back on again until they leave the building for the day.
* Students may carry cell phones on field trips provided that they are concealed in a backpack, pocketbook or other container. The use, activation, or display of a cell phone on a field trip bus is prohibited. HBW students on field trips are not permitted to use cell phones without the express permission of the staff member in charge. Violation of this rule could result in losing the privilege of participating in future field trips.
* Students who are participating in after school clubs or activities, or who are receiving extra help from a teacher at HBW may use their cell phones after school only after obtaining permission from the teacher in charge. Otherwise, students are responsible to ensure that their cell phones are **turned off and out of sight.**
* **Students found using their phones to take/post pictures or video of the school, staff or students will be subject to level 3 consequences (administrative detentions/suspensions).**
* Students who are seen displaying or using a cell phone at any time without permission and the appropriate supervision will have their cell phones confiscated by the school representative and turned over to the building principal or assistant principal. **The cell phone will not be returned to the student under any circumstances. A parent or guardian must come to school to retrieve that cell phone.** Students may also face further disciplinary action if deemed appropriate.
* Using a cell phone at any time during an emergency evacuation of the building is strictly prohibited.

***\*Parents, please do not call or text your children during the school day.  If you need to get them a message, please call our main office at 973-571-6751***

Henry B. Whitehorne Middle School

Dress Code Regulations

Effective September 2007

HBW believes that freedom of expression applies to student’s school attire.  We balance this freedom against a desire to maintain a school environment that is safe and conducive to learning.

The attire chosen by a student is the responsibility of that individual and his/her parents or guardians.  Students are expected to attend school dressed in a manner which is not distracting to the teachers, staff, or other students and which is not detrimental to the educational process of the school.

Guidelines for dress promote the objectives of Affirmative Action.  ***When a student’s appearance creates a disturbance or distraction from the learning process, the student will be referred to the office and will be given the opportunity to change into appropriate clothing if they have a change of clothes in school; otherwise, a student will be given a t-shirt, pair of sweatpants, shorts, etc. from the office supply***.  **HBW wants to cut down on the amount of time a student is out of the classroom (and the number of trips a parent needs to make to HB!), so we will not contact a parent unless nothing is available for a child to change into**.

1. ***General Guidelines:***
	* Appropriate attire will be required at all school-sponsored events.
	* Students may not wear items that advertise drugs, alcohol, tobacco, sex, nudity.
	* No attire indicating gang relationships will be tolerated.
	* No attire that presents a safety hazard is allowed (e.g. long spikes, chains, etc.)
	* Footwear is required at all times.  Flip-flops are permissible.
	* The dress code applies to all students, male and female.
2. ***Pants, Skirts, Shorts, and Dresses:***
* **All dresses, skirts, shorts, and skorts must be no shorter than 4 inches from the bend of the knee.**
* **Leggings may be worn under skirts, but skirts must still fall into the above category. Yoga pants are considered leggings.**
* Large holes in clothing will not be allowed.
* Undergarments must not be visible.
* Pants should sit high enough on the waist so that they do not expose underwear when a student is sitting, walking, or bending down.

**HBW DRESS CODE REGULATIONS PAGE 2**

1. ***Shirts, Tops, and Dresses:***
* **The following are NOT allowed:**
	+ - Tank tops
		- Halter tops
		- Tops that are off-the-shoulders
		- Bare back tops
		- See-through tops
		- Additionally, none of the above should be worn in combination with the other (e.g. off-the-shoulder top with a tank top).
* The midriff must be covered at all times.  A shirt must be able to be tucked in completely when arms are raised.
* No undergarments (male or female) can be worn as outer garments.
* Tops that allow undergarments to be seen are not allowed.
* Necklines will be measured by placing the palm of the students hand across the bottom of their own collar bone.  The neckline cannot fall below the bottom of the student’s hand.  Any shirt or blouse that exposes cleavage is unacceptable at the middle school.
1. ***Other***
* Hats and caps must be removed when entering the building.
* Advisors and teachers who chaperone field trips will advise students of proper and appropriate dress for the trip or activity.
* Special announcements will be made concerning “new styles” and/or situations not covered in the above regulations.

If a staff member identifies a student with a dress code violation the following steps will be taken:

* 1. The staff member will handle the situation or refer it to the office.
	2. In either case, a student will be asked if they have appropriate clothes to change into.
	3. If a student does not have appropriate attire to change into, they will be given a t-shirt, pair of sweats, shorts, to change into.
	4. A student will return the borrowed clothes to the office at the end of the day.
	5. If no clothes are available for the student, a phone call will be made home.
	6. If a student consistently violates the dress code, a parent conference will be scheduled.

**\*\*\* In order to minimize the amount of time that a student is out of class and to cut down on the times a parent is called to the school, HBW will make every effort to address the violation in a matter of minutes.  Although a student may prefer to call home for his/her own clothes, they will not be permitted to do so unless absolutely necessary.**