



A Recognized School of Excellence

WATCHUNG HILLS REGIONAL HIGH SCHOOL
108 Stirling Road • Warren • New Jersey 07059
(908) 647-4800

2008 - 2009

Board of Education

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PHILOSOPHY

Watchung Hills Regional High School is a comprehensive secondary school that strives for educational excellence. The focal point of the educational program is the student. Students are taught to think logically and critically and to achieve their fullest academic potential. The school encourages individual self-realization along with social and civic responsibility. The educational program strives to create an awareness of and a tolerance for other cultures and an understanding of moral and aesthetic values.

MISSION STATEMENT

We will strive for educational excellence by:

- Seeking to maximize each student's social, intellectual, and emotional development
- Guiding students to become effective and productive citizens

- Remaining responsive to the needs and values of our community

We will achieve educational excellence by providing:

- A safe environment
- Strong guidance
- Effective curriculum and instruction for all students
- Appropriate technology used as a learning tool
- A facility that supports and enhances the total program

GOALS

- Recruit outstanding faculty and support them in ways that will enable them to grow professionally and remain with the district
- Enhance the guidance program, including formal Guidance Department services and informal guidance available to students through curricular and co-curricular experiences
- Enhance articulation with the K-8 Districts with regard to curriculum, professional development, guidance, and co-curricular experiences
- Evaluate and enhance the Co-curricular Program (e.g., athletics, clubs, and activities)
- Develop and implement a formal process for evaluating core curriculum content areas and ancillary services
- Effect the seamless integration of Information Technologies into teaching and learning as well as into administrative and management information services
- Complete successfully (e.g., “on time and under budget”) the referendum construction, renovation and rehabilitation project

NAME _____ GRADE _____

Watchung Hills Regional High School

Administration

Superintendent	Dr. Frances C. Stromsland
Business Administrator/Board Secretary	Mr. Timothy Stys, CPA
Principal	Dr. Thomas F. DiGanci
Vice Principal	Mr. Terrence MacConnell
Vice Principal	Mr. Steven Searfoss
Vice Principal	Mr. Michael John Waluk
Vice Principal/Director of Athletics & Co-Curricular Activities	Mr. Nicholas Serritella
Director of Guidance	Mrs. Cathy Angelcastro
Director of Curriculum & Instruction	Mrs. Beverly DiGeronimo
Director of Science & Technology	Dr. Jeffrey Charney
Director of Special Services	Mrs. Beth Scheiderman

SCHOOL CALENDAR

2008-2009

September 2 & 3 (2)	Staff Reports – Staff Development Day
September 4	First Day of Classes – Half Day 12:10 P.M. Dismissal
September 25	Back to School Night
September 26	Half Day 12:10 P. M. Dismissal
September 30	Rosh Hashanah – School Closed
October 9	Yom Kippur
October 13	Columbus Day – School Closed – (Staff Development Day)
November 6 & 7	NJEA Convention - School Closed
November 26	Thanksgiving Recess – Half Day 12:10 P.M. Dismissal
November 27 & 28	Thanksgiving Recess – School Closed
December 23	Half Day 12:10 Dismissal
Dec. 24-Jan. 2	Winter Recess – School Closed
January 19	Martin Luther King Jr. Day – School Closed for Students
February 12	School Closed – Staff Development Day
February 13 & 16	President’s Day – School Closed
April 3	Staff Development (if necessary)
April 6-13	Spring Recess – School Closed
May 25	Memorial Day - School Closed
June 24	Graduation (Tentative Date) – Half Day 12:10 P. M. Dismissal
June 25	Last Day of School – Half Day 12:10 P.M. Dismissal

Dates are tentative; school closings may alter the calendar.

IMPORTANT DATES

Interim Progress Reports

Week of:

October 6

December 8

March 13

May 11

Marking Period Closings

November 12

January 28

April 21

June 18

First Semester Exams

January 29-Periods 1 & 2

January 30-Periods 3 & 4

February 2-Periods 5 & 6

February 3-Periods 7 & 8

End of Year Exams

June 15-Senior Exams Begin

June 19-Underclass Exams Begin

EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSALS

School closings and delayed openings are announced between 6:30-7:30 AM on the following radio stations:

WMTR 1250 AM	Morristown	WOR	710 AM
WCTC 1450 AM	New Brunswick	WMGQ	98.3 FM
WKMB 1070 AM	Stirling	WKXW	101.5 FM
WDHA	105.5 FM		

Watchung Hills Regional High School is a separate district from Warren, Watchung, Long Hill and Green Brook schools. The closings may not be uniform. Do **not** call the local police; instead, please access our web site at <http://www.wrhhs.org>.

IF A DELAYED OPENING IS ANNOUNCED, THE SCHOOL SCHEDULE AND MORNING BUS SCHEDULE WILL BE **ADJUSTED ONE HOUR AND THIRTY MINUTES LATER. SCHOOL WILL BEGIN AT 9:05 A.M.**

BELL SCHEDULE

Daily Schedule

Time Slot 1	7:30 – 8:28
Time Slot 2	8:33 – 9:29
Time Slot 3	9:34 – 10:30

LUNCH 10:30 – 11:14

Time Slot 4	11:17 – 12:13
Time Slot 5	12:18 – 1:14
Time Slot 6	1:19 – 2:15

Half Day Schedule

Period 1	7:30 – 8:05
Period 2	8:10 – 8:40
Period 3	8:45 – 9:15
Period 4	9:20 – 9:50
Period 5	9:55 – 10:25
Period 6	10:30 – 11:00
Period 7	11:05 – 11:35
Period 8	11:40 – 12:05

Homeroom Schedule

Homeroom	7:30 – 7:40
Time Slot 1	7:45 – 8:37
Time Slot 2	8:42 – 9:34
Time Slot 3	9:39 – 10:30

LUNCH 10:30 – 11:14

Time Slot 4	11:17 – 12:13
Time Slot 5	12:18 – 1:14
Time Slot 6	1:19 – 2:15

Delayed Opening Schedule

Time Slot 1	9:05 – 9:45
Time Slot 2	9:50 – 10:30
Time Slot 3	10:35 – 11:15
LUNCH	11:16 – 12:00
Time Slot 4	12:05 – 12:45
Time Slot 5	12:50 – 1:30
Time Slot 6	1:35 – 2:15
Bus Departure Time	2:25 PM
Activity Bus Departure	4:15 PM

Asbestos Removal

The Watchung Hills Regional High School District Board of Education has an approved Asbestos Management Plan filed with the New Jersey Department of Health. A copy of this plan may be read in the Board of Education office during normal business hours. During 1989, asbestos was removed from the South Building boiler room in preparation for the boiler replacement project. In subsequent years, removal of asbestos containing material such as pipe elbows and ceiling surfacing materials was removed from both buildings.

Attendance Policy (Bd. Policy 5200)

Compulsory attendance is a long standing state law and district policy, and has been upheld by the courts of New Jersey and the United States Supreme Court as a matter of public concern and legislative regulation. The Board of Education has an obligation to require that pupils of this district be present in school to be educated. This policy exists for the benefit of the pupils, their parents, and the community at large. Strong emphasis is placed on achievement in all subject areas. Pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in order to achieve maximum benefit of a thorough educational program. This is not a permissive policy establishing or licensing a limit of days that may be missed with

no harm. Rather, it assumes absences will occur for personal illness, religious holidays, and other emergencies.

Absenteeism

Absence Verification

In the event of non-attendance, it is the parent's/guardian's responsibility to notify the attendance office on the morning of the child's absence. Unless legitimate prior notice has been given, the attendance office will contact a student's parent/guardian to verify the absence. Upon the student's return to school, the parent/guardian **must** supply a note indicating the date(s) and reason(s) for absence. This is an excused absence, but will count toward the attendance policy. If a student is absent for more than 4 days for legitimate medical reasons, he/she will be provided home instruction. All unexcused absences will be addressed accordingly following the disciplinary code. If a student is absent 4 or more consecutive days without parent notification to the school, the school nurse and/or administration will visit the home. As a result, the Division of youth and Family Services may also be contacted. Any student who returns to school with a medical note following an illness/injury must report to the attendance office who, in turn, will direct the student to the health office.

Planned Absences

Parents are discouraged from removing children from school for vacation purposes.

1. A planned absence of more than **3** days requires that the student pick up a "planned absence" form from the attendance office.
2. This form must be initialed by the student's teachers, signed by the parent/guardian, and returned to the attendance office at least three days in advance.
3. The student will be responsible for all material missed.
4. The responsibility of the school shall be limited to giving assignments of work covered in absentia. Teachers shall not be asked to give additional time to explain work covered during time of absence.
5. All end of the year requests must be made before June.

Planned Absences During Exams

Students will be allowed to reschedule mid-term and/or final exams only under the following conditions: permission must be granted through administrative channels for purposes that are unique and extenuating and a written request must be submitted for consideration to the attendance office at least one month prior to the scheduled examination. Students and parents/guardians should be aware that exams may need to be completed after the exam cycle has ended.

Loss of Course Credit

1. Students missing over 14 meetings of a full year or over 7 meetings for a semester course (excused or unexcused) will not qualify to receive the assigned credit for the course. Also, students missing over 11 meetings of their physical education class or over 4 meetings for their health course will not qualify to receive the assigned credit for the course. (See “Tardiness to School” and “Cutting”)
2. If a student contracts a serious illness, has an accident, has other unique circumstances, the administration will have the right to determine loss of credit. Any student who arrives to school **after** 7:35 a.m. will be considered tardy. **Every 3 tardies will be considered one absence from a student’s first class of the day.**
3. **Exceptions** to the attendance requirement:
 - School sponsored activities (field trips, meetings, testing)
 - Religious holidays (as defined by NJ Dept. of Education)
 - Suspensions
 - Home instruction
 - Death in Family
4. Any student who has lost credit for a course because of excessive absences will have the following option:
 - Option A:** Student remains in the class to audit all class-work, but will receive no credit towards graduation for this course. The student will, however, be eligible to attend summer school.
 - Option B:** Student will be removed from the class and placed into a restricted study for that period of the school day. The student, however, will not be eligible to attend

summer school, and will be placed in the appropriate level course the following year.

5. Appeals

- a. The Board is cognizant of possible unforeseen factors, which may create hardships relating to the execution of the attendance policy.
- b. Written petition for an appeal hearing must be presented to the administration by the parent/guardian no later than 5 school days after the receipt of no credit status notification. The administration will select a committee to hear the appeal.
- c. Appeals to the principal relating to decisions of the attendance committee must be made in writing no later than 7 school days after the receipt of no credit status notification.
- d. Appeals to the superintendent relating to the decision of the principal must be made in writing no later than 10 school days after receipt of the principal's decision.
- e. Appeals to the Board of Education relating to the decision of the superintendent must be made in writing within 10 school days after receipt of the superintendent's decision.
- f. The Board of Education's decision may be appealed to the Commissioner of Education.

Incomplete School Day

Tardiness hinders the learning process and imposes a distraction leading to a loss of instruction time for students properly in attendance. *Excessive tardiness to school can result in loss of credit in a particular course.* In addition, it is the school's obligation to teach and to emphasize to students that promptness will be expected of them in the working environment when they have completed their education.

Tardiness to School

Students are required to be in their first time slot class by 7:30 a.m.

1. If students arrive between 7:30-7:35, they must report immediately to the Time Slot 1 class. The student will still be considered late and disciplined accordingly.
2. Any student who arrives after 7:55 a.m. will be considered absent from their first class of the day.
3. If students arrive between 7:35 and 8:20 a.m., they must report to the designated sign-in table located in either the North Building or West Wing Main Lobby.
4. After 8:20 a.m., students must report to the Attendance Office to sign into school.

Failure to sign into school will result in points being assigned from the Personal Assessment System.

1. ***Excused tardies:*** Tardiness due to personal illness, religious observance, medical appointments, and other compelling reasons approved by the administration will be considered excused if a parental/medical note is provided. **All other tardies will be considered unexcused, including automotive problems.**
2. ***Unexcused tardies:*** For unexcused tardies to school (students arriving 7:30 – 8:00), the student will be assigned one detention upon the 3rd, 6th, and 9th tardy. Upon the 12th tardy, the student will be assigned a Saturday detention. For every additional three tardies accumulated, additional extended detentions will be assigned.
3. ***Excessive tardiness to class:*** This is handled through the point system.
4. Any student who is assigned a parking space on campus is responsible for maintaining a commendable attendance record. After 15 tardies, **whether excused or unexcused, he/she will lose the parking space for the remainder of the school year.**

Early Dismissals

Any student who wishes to be excused from school before 2:15 PM must present a written note from the parent/guardian to the attendance office **one day in advance**. The note must include a

verification telephone number and reason for the early dismissal. This includes students who drive.

Cutting

Students are required to attend all assigned activities including classes, study hall, homeroom, and detention. Unless a student is legitimately absent from school or has the prior approval of a teacher or administrator to be out of an assigned area, a student who is not in attendance will be marked as cutting. **A student who is more than 10 minutes late to a class without a pass (other than the first class of the day), will be assigned a cut to that class.** Administrators will assign the student 7 points with the appropriate penalty for each offense. **Cuts are considered serious violations. Students who lose credit due to cutting class will not be afforded the opportunity to participate in the appeals process.**

Cutting Physical Education/Health

In P.E., the student loses credit upon the third (3rd) cut; in Health, the student loses credit upon the second (2nd) cut.

Cutting same class (semester)

1. **1st and 2nd cut:** Administrator assigns the student 7 points for each infraction with the appropriate penalty. Parent/Guardian will be notified by letter.
2. **3rd cut:** 7 points assigned. Student conference with the administrator to determine the status of the student. Loss of all credit for that course with no option to audit. Notice to parent/guardian.

Cutting same class (year course)

1. **1st and 2nd cut:** Administrator assigns the student 7 points for each infraction with the appropriate penalty. Parents/Guardians will be notified by letter.
2. **3rd cut:** Administrator will assign the student 7 points. Penalties from the Personal Assessment System will be applied. The student is placed on academic probation for the class.
3. **4th cut:** Student conference with administrator to determine status of student. 7 points assigned and student will lose credit for the course with the option to audit. Notification will be sent to parents/guardians.

Truancy

Truancy is defined as an unauthorized absence taken by the student without parental/guardian permission. A pupil who is truant will receive an “F” for any graded work in class. Twenty-eight (28) points from the Personal Assessment System will be assigned, and the parent/ guardian will be notified. Twenty-eight (28) points will be assigned for each additional incident of truancy, and the appropriate disciplinary action for the particular level of points reached will be dispensed.

Academic Probation

Academic probation means that the student has jeopardized status in a particular class because of poor attendance (excused and/or unexcused). If a student continues the same pattern while on academic probation, the student will lose all credit for the course. The student will, however, have the opportunity to audit the class and be eligible to attend summer school.

Bulletin Boards

Students who wish to post announcements on bulletin boards must receive permission from the ASC advisor.

Bus Regulations

All students are assigned bus routes. Each student will be notified of this route. Bus drivers are in charge of the bus and are responsible for student behavior. They are required by law to report all infractions of school regulations to an administrator. Any misbehavior on the bus will result in disciplinary action. Intentional and repeated infractions can result in loss of the privilege to ride the bus. The following rules should be observed at all times:

1. arrive at the bus stop on time
2. wait on the side for the bus or within the designated confines of the loading zone
3. because many stops are adjacent to private homes and businesses, respect the property of others
4. remain seated while the bus is in motion and keep arms inside the bus at all times
5. do not distract the driver or ask to make unscheduled stops
6. do not litter the bus or the road, and do not throw objects from the bus
7. do not smoke on the bus

8. do not use improper language on the bus
9. immediately report any damage on the bus to the driver
10. cooperate during the mandated emergency drill

Students must ride the bus to which they have been assigned. They are not permitted, under any circumstance, to ride on another bus.

If a bus becomes disabled, students must remain in the designated waiting area until another bus arrives to take them to their destination.

Cafeteria Guidelines

1. Students are expected to arrive on time and remain for the entire period. At the end of the period, students may not leave the cafeteria with food or drinks.
2. Every effort must be made to keep the school reasonably clean. Students are responsible for returning trays and disposing of their garbage. The throwing of any item will not be tolerated. Violators will be subject to suspension.
3. Any student caught stealing will be subject to suspension.

During passing time, students are not permitted to purchase food or drinks to take to a classroom, nor are they permitted to leave a class to purchase food or drinks.

Cheating/ Plagiarism Statement

Cheating is an intolerable act and as such is condemned in virtually all social, legal, and academic circles.

First Reported Occurrence: The teacher will determine and document the cheating incident. The teacher will assign a grade of zero to the student's work. The teacher will provide copies of the documentation to the department supervisor, to the guidance counselor, and to administration. The parent/guardian will be contacted to schedule a formal conference so that the student may be heard with the teacher, department supervisor, counselor, and parent/guardian present. After this conference, additional appropriate action may be warranted.

Additional Reported Occurrences: The teacher will determine and document the cheating incident and assign a grade of zero. The teacher will provide copies of the documentation to the department supervisor, to the guidance counselor, and to

administration. The guidance counselor will contact the parent for a formal conference. The administration will determine the appropriate course of action.

Co-curricular Activities

Purpose

The Board of Education believes that student participation in co-curricular activities is an invaluable aspect of the educational process. Participation must be in concert with acceptable overall academic achievement and standards of appropriate responsibility to set an example for others by the compliance with the rules and regulations of the school as well as with the academic requirements.

Philosophy

The faculty and administration are responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in co-curricular activities. The Board of Education, the administration, and faculty want students to participate in as many co-curricular activities as possible. High school is a time to experiment. Although specialization in one sport or activity may have advantages for a few students, studies have shown that for the majority of students, specialization can cause psychological and physiological burnout. Consequently, whenever possible, multi-sport/activity participation is encouraged.

The Board of Education recognizes that participation in co-curricular activities carries with it certain responsibilities. Student participants represent the school and community and must project positive images of both. They should maintain satisfactory academic achievement and standards of conduct. Both players and spectators have responsibilities:

The Responsibilities of Sportsmanship – The Player

- Treats opponents with respect.
- Plays hard, but plays within the rules.
- Exercises self-control, setting an example for others.
- Respects officials and accepts their decisions without gesture or comment.

- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the school and community.

The Spectator

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders.
- Shows compassion for an injured player and acts in an appropriate way.
- Respects the judgment of the coach and performance of other players.
- Respects the property of others and the authority of those who administer the competition.
- Censures those whose behavior is unbecoming.

Eligibility for Athletics

1. Academic

a. A student will be considered academically eligible for the first semester (September 1- January 31) if the student has passed twenty-seven and one-half (27.5) credits required by the State of New Jersey for graduation, for the preceding school year as evidenced by the final report card in June. Successful completion of summer school courses will also satisfy this requirement.

b. A student will be considered academically eligible for the second semester (February - last day of school) if the student has passed thirteen and three quarters (13.75) of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31), as evidenced by the second marking period report card. Full-year courses shall be equated as one-half of the total credits to be gained for the full year in order to determine credits passed during the immediately preceding semester. **A student who is eligible for a co-curricular activity at the beginning of the winter season shall be allowed to finish that season.**

2. ***Attendance***

Students must be in attendance for four hours (excluding the lunch period) under the New Jersey Department of Education regulations in order to be marked “present” in the attendance register. If a student has not signed in before 9:45 AM, the student is considered “absent” and, therefore, is not eligible to participate or practice in co-curricular events that day. Extenuating circumstances will be addressed by VP/AD on a case by case basis.

3. ***Drugs/Substance Involvement***

A student found to be in possession of, in control of, or under the influence of any controlled dangerous substance (drugs, alcohol) shall immediately forfeit his/her eligibility for a period of thirty days. **In addition, all students/athletes will follow the same policy outlined on page 19 under Drug and/or Alcohol.**

4. ***Parents or Guardian/Physician Permission***

In order to participate in interscholastic athletics (player or manager) and cheerleading, a student must complete **all** athletic forms. This includes a parent questionnaire and physical form. *Further information about the procedure can be obtained by picking up forms in to the athletic office or going to the school website.*

5. ***Appeals Process***

Students and/or their parents/guardians have the right to appeal the decision of the administration regarding eligibility except when a student is in direct violation of the minimum academic requirements established by the NJSIAA.

- a. Appeals must be submitted in writing to the principal within five (5) school days after receipt of the notice of ineligibility.
- b. The appeals committee will be composed of the vice-principal, athletic director, supervisor of the related activity, and two faculty members.
- c. The appeals committee will be charged with the responsibility of rendering decisions related to all appeals in a timely manner.

The successive order of appeal is as follows:

- Appeals Committee
- Principal
- Superintendent

- Board of Education

Media Center

The Media Center will be open daily from 2:15 - 4:00 PM for student after-school use.

Daily Announcements

Announcements are read over the loud speaker during the first time slot, posted in each office, emailed to all staff, and posted on the website for the community on the message board. The announcements contain information students must know for their interest and welfare.

Statement of Non-Discrimination

Watchung Hills recognizes the contributions of all people to our society. We find the practice of discrimination abhorrent to the proper conduct of a public school, and therefore will not tolerate discriminatory practices. Persons perpetrating an act of bias will be subject to suspension as well as possible criminal prosecution. The Watchung Hills Regional High School District complies with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title XI”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (the “ADA”), and the Age Discrimination Act of 1975 (the “Age Discrimination Act”), and their respective implementing regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability, age, marital status, affectional or sexual orientation, atypical hereditary cellular or blood traits. The district provides equal access and opportunity in employment and enrollment in all its programs and activities, regardless of race, color, national origin, sex, disability, age, marital status, affectional or sexual orientation, atypical hereditary cellular or blood traits. Student questions or complaints of discrimination should be directed to Mr. Steven Searfoss, Vice Principal and Affirmative Action Officer, at (908) 647-4800. Persons who believe that they are the subjects of discrimination may seek redress through the following procedure:

1. Present a written complaint to the affirmative action officer within 30 calendar days. The AAO shall investigate and try to resolve the complaint on an informal basis.

2. If the grievant or AAO is not satisfied with the disposition, then a written complaint is filed with the principal. The principal shall communicate a decision in writing within 10 days school days.
3. If the grievant or AAO is not satisfied with the principal's disposition, then a written complaint should be made within 15 days to the superintendent. The superintendent shall communicate a decision in writing within 10 school days.
4. If the grievant or AAO is not satisfied with the superintendent's disposition, then a written complaint should be made within 15 days to the board to request a review. The board will have 10 days to respond to said request.
5. In addition, inquiries or complaints concerning the application of Title VI, Title IX, Section 504, the ADA, or the Age Discrimination Act may also be directed to the U. S. Department of Education, Office for Civil Rights, 26 Federal Plaza, Room 33-130, New York, New York 10278, (212) 264-4633.

Appropriate Student Dress

The personal appearance of every student is an important component of establishing a safe environment for optimal learning. Although dress is reflective of personal style, taste, and expression, students are expected to dress in an appropriate style and manner while on our school campus. They are expected to be neat and clean and to present an appropriate appearance that will be a credit to the student, parent, and school. Appropriate personal appearance shall be such that it does not disrupt schoolwork or school order, distract others, negatively affect the educational setting, and/ or violate health and safety rules. Therefore, certain types of clothing which may be acceptable for recreational wear may not be suitable for school.

The following are the general guidelines regarding items of clothing that are prohibited:

- Clothing, which in the opinion of school personnel is excessively tight, revealing or immodest including very short dresses /skirts/ shorts/skorts, halter-type tops, tube tops, backless/off the shoulder garments, single strap tops and attire revealing bare midriffs;
- Clothing which reveals undergarments and/or anatomy;
- Clothing which violates acceptable safety standards;

- Clothing which bears words or symbols deemed offensive by teachers or administration;
- Clothing which promotes/endorse/advertises alcohol, drugs, and/or tobacco products;
- Clothing which displays biased, prejudicial, and/or profane language;
- Sunglasses (unless by medical order to be worn indoors);
- Sleeveless tee-shirts/undershirts (for male students); and
- All clothing that is see through.
- Shoes must be worn at all times. Footwear considered unsafe will not be permitted.
- No chains hanging from pants.

The administration has the sole authority to determine when personal appearance and dress style do not meet school expectations. In these instances, administrators may request parents/guardians to bring appropriate clothing to school so that the student may change or the student may be sent home with parent/guardian to change into appropriate attire. Students who fail to comply will receive points under the Personal Assessment System. These guidelines are in effect from the first day of school through the last day including weeks of mid-term and final examinations and for all school related activities including off campus events and field trips.

Drugs and/or Alcohol (Bd. Policy 5530)

Any student suspected of being under the influence of alcohol and/or drugs is dismissed in the custody of parents/guardians through the health office by an administrator *and must submit to a drug and/or alcohol screening with in a two-hour time period.* If the student tests positive, he/she is suspended for a minimum of not less than 3 days or a maximum of no more than 10. *Refusal to comply with this request will be a presumed positive test result which will result in a 5 to 10 day suspension. In either case, the student is **not** allowed to return to school until a written report by a physician is received by the administrator certifying that the student is physically and mentally able to return to school. In addition, the student must also go through a drug and/or alcohol assessment before returning to school.* If a student is in possession of or suspected of dealing drugs, the police will be notified.

Electronic Devices: Cell Phones

The use of cellular phones on campus during school hours (7:30 AM to 2:15 PM) is prohibited. ***Phones must be shut off.*** Students are not allowed to have phones out for any reason (check time, check text messages or voicemails, etc.). Any phone call to or from a parent or guardian must go through the Main Office. In addition, the use of cell phone cameras is strictly prohibited and subject to a disciplinary action. *Criminal use of cell phone cameras will be referred to local law enforcement.* Students who violate this policy will have their phones confiscated; the phones will be returned to their parents **after 2:30 p.m.** If a student refuses to hand over his/her phone when violating this policy, the student will be considered insubordinate and be suspended from school.

Electronic Devices: iPods

iPods are not permitted to be used in the classroom. Failure to adhere to this policy will result in disciplinary action ranging from points to suspension.

Electronic Devices: Pagers

According to law, electronic paging devices (“beepers”) are not permitted in schools. Student possession of a beeper will result in confiscation of the item and a report to the local police who will be given the confiscated item. ***State law prohibits student possession of beepers on school property. Violation is a disorderly person’s offense.***

Parents/Guardians/Students are strongly cautioned against bringing such items into the school setting during school hours due to the possibility of loss or theft.

Field Trips

Although field trips are an important part of the educational process and serve to enhance classroom lessons, students are not automatically entitled to participate in these trips. Only those students who have demonstrated good academic and disciplinary behavior will be permitted to attend. If students are not permitted to participate in a field trip, they are expected to be in school and attend all of their classes.

Fire Drills

New Jersey State Law requires at least two fire drills per month. During a drill, students are to move quickly and quietly out of the building. Fire exits and directions are posted in each classroom. Students should familiarize themselves with these directions in each classroom.

Firecrackers/Fireworks/Weapons/Facsimile Weapons

It is illegal to possess and/or use firecrackers/ fireworks, and any item viewed to be a weapon or facsimile weapon. Possession and/or use of these items on school grounds at any time will result in suspension from school as well as police notification. If there is a report of a weapon or facsimile weapon, including mace, the police will be called immediately to investigate the matter. (N.J.A.C. 6A: 16-7.8)

Grades

90-99 = A Superior	AUD = Audit
80-89 = B Above average	WN = Withdrawn no credit
70-79 = C Average	NC = Failure P.E. (Year)
60-69 = D Below average	F = Marking Period Failure P.E.
MED = Medical Excuse	P = Pass
WF = Withdrew Failing	WP = Withdrew Passing
HON = Honors	
*INC = Incomplete	

*Incomplete – All work must be completed within two weeks of the end of the marking period. Extensions with administrative approval for unique and extenuating circumstances will be considered.

Graduation and Promotion Requirements

1. Graduation

Requirements for graduation at Watchung Hills include the following:

Total Credits: 131 Credits consisting of

- four years (20 credits) of English

- three years (15 credits) of history; world cultures, US History 1 and 2
- three years (15 credits) of math
- three years (15 credits) of science
- two years (10 credits) of world language
- two years (10 credits) of fine, practical or performing arts [15 credits for Class of 2008 and beyond, 5 credits of which must be in performing or visual arts]
- health and physical education each year (4 credits)
- one year (5 credits) of career exploration activities

2. Promotion

Students are promoted to 10th grade if they have earned 33 credits at the end of the freshman year; to 11th grade if they have earned 66 credits at the end of the sophomore year; to the 12th grade if they have earned 98 credits at the end of the junior year.

Students will be accorded appropriate grade level status based upon the accumulation of credit as noted above.

Guidance Office

Counselors can assist students not only in choosing courses and helping with future plans but also with other concerns. Students can see a counselor before first period, after school, or by making an appointment.

Students may not visit guidance counselors during a regular class period without prior permission of the teacher and a signed pass from guidance.

Harassment, Intimidation, and Bullying (Bd. Policy 5512.01.02)

The Watchung Hills Regional High School Board of Education prohibits acts of harassment, intimidation and/or bullying, including cyber-bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Like other disruptive or violent behaviors, harassment, intimidation or bullying including but not limited to voicemails, text messages, IM (instant messages), emails, etc. frames conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be expected to demonstrate

appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Students found to be in violation will be subject to discipline in accordance with the Student Personal Assessment System.

Hazing (Bd. Policy 5512.01)

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization by the Board of Education. Watchung Hills Regional High School will promptly investigate any and all complaints of hazing and will administer appropriate discipline to any individual and/or group who may be involved in hazing.

Health Services

The Health Office is open daily from 7:30 – 2:30 for problems related to health or health records and emergencies. Injured or ill students are admitted with a pass from their assigned teacher. If the nurse determines that a student's condition warrants leaving school, it is necessary to contact a parent/guardian/ designated adult. **Such students will not be allowed to drive home without parent permission.**

Emergency cards are collected in September and kept on file in the health office. It is extremely important to have updated home/work/cell numbers annually, and throughout the year as changes occur. Parents/ guardians are urged to provide updated information regarding contacts in the event of an emergency. Failure to submit emergency cards in a timely fashion will result in the assignment of points.

Immunization requirements are mandated by state law. All students must provide written, documented evidence of having been immunized against diphtheria, hepatitis B, pertussis, tetanus, polio, measles and rubella. The only exceptions are a religious exemption or a medical contradiction, which must be submitted in writing. **Noncompliance with immunization requirements will result in exclusion from school.**

Any request for immunization records must be submitted at least one week in advance of the date needed.

All students who require medication during school hours on a permanent or temporary basis must keep medicine locked in the health office to be administered by the nurse and have an “Administration of Medication in School Form” completed and signed by the parent/guardian on file in the health office. Those students with significant medical conditions (i.e. diabetes, severe allergies, asthma, heart condition etc.) must complete an individual “Health Plan Form” at the beginning of the school year and submit it to the Health Office. Any student who returns to school with a medical note following an illness/injury must report to the attendance office who, in turn, will direct the student to the health office.

Home Instruction

Whenever a parent/guardian becomes aware that a student will be confined at home or in a hospital for *more than 4 days* because of illness or injury, the parent/guardian should obtain a note from the physician indicating the nature of the illness or injury and the expected period of absence. The school can request its own physician to review the medical documentation and, at times, request our physician to see the student. The note should be sent to the attendance office and the guidance office should be contacted at extension 4860 at this time. .

Homeroom

Homeroom has been eliminated. Every student must be present in *time slot one* where attendance will be taken. Also, the Pledge of Allegiance will be recited and morning announcements read at the end of *time slot one*. As noted on schedules, students are assigned a homeroom for reportage on special occasions.

Homework

All requests for homework due to illness or other reasons must be made through the guidance office. Twenty-four hours notice is required in order to process the request.

Honor Roll

Each marking period, the names of students achieving honor roll status are recorded and published. A student who achieves a 90 or better in all courses and a P or H in physical education qualifies for the high honor roll. A student who achieves an 80

or better in all courses and a P or H in physical education qualifies for the honor roll.

Insurance

In September, each student is given the option of purchasing insurance against accidents for the school year, beginning with the date that the insurance premium is paid. This insurance covers accidents that occur in school, in physical education classes, on school grounds, or in intramural sports and activities. The Board of Education provides insurance for accidents occurring in interscholastic sports. This insurance covers all varsity, junior varsity, and freshman athletes.

Intervention and Referral Team

The Intervention and Referral Team (IRT) provides assistance to staff and parents/guardians for pupils who demonstrate learning, behavior and/or health problems. A collaborative problem solving approach is used to collect information and to develop action plans. To initiate services for at-risk students, a “Request for Assistance Form” should be submitted to the Student Assistance Program mailbox in the office. Forms can be obtained in the main office.

Library/Media Center Services

The Media Center is open daily from 7:30 a.m. to 4:00 p.m. All students must have a pass to enter the Media Center from 7:30 a.m. to 2:15 p.m. Passes are not required after school. Students who want to use the Library/Media Center during study hall, gym/health study, senior lounge, or lunch must obtain a valid pass from one of their current subject area or study hall teachers. Students must present their ID card to borrow materials.

Lockers

Lockers are assigned to students. Students must use the locker assigned to them and should report any malfunction to the designated administrator. **Lockers must be locked at all times.** Lockers are the property of the Board of Education and, as such, may be inspected based on reasonable grounds that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely

upon an anonymous tip and/or rumor. The extent or scope of the search shall be reasonably related to the objectives of the search and the nature of the infraction. **Valuables should not be brought to school and kept in lockers! Students may not share lockers! The school assumes no responsibility for lost or stolen articles.**

Lost and Found/Vandalized Personal Property

If a student believes that personal property has been vandalized or is missing, the designated administrator's office should be notified immediately. The student should fill out the proper form detailing the missing or vandalized property. The administrator will interview the student, investigate the matter, and make every effort to help the student recover the item. The filed report will be included in a monthly report to the principal. The student should periodically check the lost and found.

Students should **not** bring valuables and large sums of money to school. All physical education lockers should be locked and items should not be left on the benches. **The school assumes no responsibility for lost or stolen articles.**

Return of Books, Equipment, and Other School Materials

Students are responsible for all books, equipment, and/or materials issued to them by the school each year. If books, equipment, and/or materials are not returned as required, students will be charged the replacement costs for the items provided them by the school. Students who owe money to the school for lost and/or damaged items will **not** be eligible to enter the lottery system for parking spaces until any and all obligations are settled and verified. Other actions as determined by administration to be appropriate may also be imposed upon students who do not comply with these procedures.

Lunch Program

The school cafeteria serves nutritious lunches daily at reasonable prices. Students whose family income is within the pre-set income scale determined by the state are eligible for the free lunches or for reduced-price lunches. To apply for free or reduced price lunches, students must complete an application form available through the main office. Once the application is

completed, returned, and processed, the family will be notified of their eligibility for free or reduced price lunch.

Lunch Debit Card

Parents are encouraged to have their child/children participate in the Lunch Debit Program, allowing students to quickly move through the lunch lines. Checks payable to WHRHS may be sent to the attention of Dr. Thomas F. DiGanci, c/o WHRHS, 108 Stirling Road, Warren, NJ 07059 to be placed in the student's cafeteria account.

National Honor Society

The National Honor Society (NHS) is an organization that recognizes juniors and seniors who have "demonstrated outstanding performance in the areas of scholarship, community service, leadership and character." Students who have a cumulative grade point average of 3.8 (on a 4.0 scale) are eligible. In addition, these students must have 12 or more level J, H and/or AP classes to be eligible as a junior and 16 or more level J, H and/or AP classes to be eligible as a senior. Students meeting these requirements will receive an application, which once completed, will be reviewed by a faculty council. Selected students will receive an acceptance letter and an invitation to participate in the evening induction ceremony. NHS members are required to provide peer tutoring.

Parking Eligibility

Seniors having more than 27 points and/or more than 2 suspensions by the end of his/her junior year will **NOT** be considered for the Senior Parking Lottery.

Parking Regulations

PARKING IS A SENIOR PRIVILEGE ONLY.

1. All cars must be registered through the designated administrator's office.
2. Parking tags must be affixed to the rear view mirror. A parking tag and designated space will be issued to seniors. Students may not share tags or spaces. Doing so is just cause for immediate revocation of campus driving/parking privileges. *Any underclassman who is found to be using a*

senior's assigned parking tag will automatically forfeit his/her own senior parking privilege.

3. Cars **MUST** be parked only in the assigned parking lots and can not be moved for any reason during the school day.
4. There are parking places reserved for the handicapped in both the north and south lots.
5. Visitor parking is provided in both the north and south lots. Students are prohibited from occupying these spaces.
6. The Warren Township Police Department will issue a parking summons to cars parked in the wrong area or to cars not displaying the correct tag. ***A Warren Township Municipal court appearance may be required upon the first offense.***
7. Any willful violation of the campus driving/ parking contract is just cause for immediate revocation of the student's driving/parking privileges for the remainder of the school year.
8. Students amassing 15 tardies (excused or unexcused during the first time slot) and/or 28 points, September through June (inclusive), will have their campus driving/parking privileges revoked **immediately**.
9. Any student, regardless of grade designation, who leaves campus without permission, forfeits his/her senior parking a consistent and predictable privilege.

Personal Assessment System

This program is designed to provide response to violations of school rules or behavior that disrupt the educational opportunities of other students. The basis for the system is the assignment of a maximum number of points which may be assessed for violations of unacceptable student behavior and defining specific actions which will be taken when a specific cumulative total is reached. **However, administrative discretion applies in all circumstances.**

Some of the important foundations of the system are:

1. Points will be assessed in accordance with the following guide:
Possession/use of electronic devices:
1st Offense 5
2nd & subsequent offenses 10

Misconduct in halls/cafeteria/class	10
Accumulation of 3/6/9/+ tardies to class (periods 2-11)	5+
Unauthorized presence in halls/café	5
Failure to report to call down	5
Violation of dress code	5-10+
Defacing school property	5-10+
Use of profanity/obscenity	5-10+
Failure to report to teacher detention	7
Failure to sign in when tardy	7
Class cut	7
Failure to provide accurate information to staff upon request	7
Class disruption	10
Leaving class without permission	10
Failure to follow school procedure	10
School bus disruption	10
Forging passes and notes	10
Failure to report to administrative regular detention	10
Unauthorized presence in parking lot	10-20
Insubordination	10-20
Smoking	14
Leaving school grounds w/o permission	14
Parking without a permission	14+
Failure to report to extended detention	15
Truancy	28
Violence/Vandalism	10-28+
Bullying/Harassment	10-28+

2. Ten points will be subtracted from the total accumulation of points if a student does not accumulate any points over a one-month period.
3. Teachers will assign individual detentions for infractions, which primarily affect the student and the teacher only. Students will be given at least 24 hours notice before serving the detention.
4. In addition to the assignment of assessment points, students may be assigned clean-up responsibilities in those cases that involve damage to school property or littering.

5. The yearly schedule for cumulative points and penalties will be:

7 points – 1 detention; parent notification

14 points – 2 detentions; parent notification

21 points – 3 detentions; parent notification; parents of seniors notified of potential loss of driving privileges

28 points – 4 detentions; parent notification; parents of seniors notified of loss of driving privileges; optional parent conference with vice-principal; parents of juniors notified of student placement on deferred driving list for senior year

35 points – 5 detention; 1 extended detention; parent notification; parents of juniors notified of student loss of driving privileges for senior year

42 points– 5 detentions; 2 extended detentions; parent notification; optional parent conference with vice-principal

50 points – 7 detentions; 2 extended detentions; parent notification

65 points – 10 detentions; 4 extended detentions; parent notification; parent conference with vice-principal

80 points – 10 detentions; 5 Saturday detentions; parent notification

80+ points - administrative judgment which may include suspension; parent notification; parent conference with principal.

Detention

Consideration will be extended to parents when detentions will be assigned. Students must choose their dates of detention carefully. After-school employment is not an excuse to miss detention. Detentions will be assigned in a timely manner. If they interfere with after-school obligations, it is the student's responsibility to make arrangements with employers.

Consequences for Missing Detention/Removal from Detention

1 st Offense	2 detentions
2 nd Offense	10 points
3 rd & subsequent offenses	10 points and one day suspension for each incident

Consequences for Missing Extended Detention/ Removal from Detention

1 st Offense	2 detentions
2 nd Offense	15 points
3 rd & subsequent offenses	15 points and 2 day suspension for each incident

Consequences for Missing Saturday Detention/ Removal from Detention

1 st Offense	2 Saturday detentions
2 nd Offense	1 day suspension
3 rd & subsequent	3 day suspension

Suspension

The high school administrator may suspend a pupil from school when it is deemed necessary in the interest of student discipline and the well being of the educational program. Suspension does not vacate the assignment of points nor does it mitigate the ancillary discipline. Returning to classes following a suspension shall require a parent conference. The following might result in suspension from school:

- a. Accumulation of more than 80 points
- b. Fighting
- c. Gambling
- d. Willful destruction of school property
- e. Insubordination or disrespect
- f. Possession of drugs/alcohol
- g. Possession of fireworks/explosives/weapons or facsimiles
- h. Reckless driving
- i. Theft
- j. Intimidation/threats/bullying/harassment
- k. Disorderly conduct
- l. Involvement in a food fight
- m. Trespassing while suspended
- n. Conduct of such character as to constitute a danger to the physical well-being of others
- o. Unsportsmanlike behavior at a public event
- p. Leaving school without permission

The above-cited infractions are also subject to assignment of points based upon administrative discretion.

There is a reciprocal agreement between Watchung Hills and Somerset County Vocational School which stipulates that a suspension in one school will be in effect in the other. A re-entry conference will take place in the school where the suspension originated.

Pledge of Allegiance

In accordance with New Jersey State Law 18A: 36-3, the Pledge of Allegiance will be recited each morning during first period. Students must respect this morning exercise.

Problems/Concerns

Parents/Guardians may wish to question the practices/procedures at the school concerning their child's classroom activities, attendance, discipline, or participation in clubs/ activities/ athletics. Parents are urged to bring these concerns to the attention of the person immediately overseeing the child: teacher/ counselor/coach/advisor. If the issue is still not resolved, then contact: department supervisor; vice-principal or principal, Board of Education.

Program Changes

The scheduling process at WHRHS is a very careful and important matter which requires the input of students, teachers, counselors, and parents. Students are making a commitment which determines the master schedule and staffing needs for the coming school year. Outlined below are acceptable reasons for course changes once the schedules are finalized before the start of the school year:

- to address a failure which prohibits progress to the next sequential course
- to take into account successful summer school attendance which allows progress to the next sequential course
- to correct a data processing error
- to permit seniors to fulfill graduation requirements
- to honor a level change supported by a teacher's recommendation and a supervisor's approval
- to honor, where possible, the student's original course selection

In addition, students who request to drop a course once school has begun must follow the deadlines as described below:

1. prior to 22 school days for a semester course and prior to the end of the first marking period for a year-long course
 - Result: the course will not be reported on the report card or transcript
2. after 22 school days for a semester course and after the end of the first marking period for a year-long course:
 - Result: A grade of WP or WF will be issued.
3. after the first marking period for a semester course or after the second marking period for a year-long course
 - Result: A student must remain in the class until it is completed.

Rank in Class

Both weighted and unweighted ranks are computed but not published or disseminated.

Saturday Morning Detention

Saturday detention is a discipline program that will be used to enforce the school discipline code. The program will run **from 8:00 AM to 12:00 PM**. The students will spend four hours in a quiet study. With permission of their parents/guardians, students may also be asked to help clean school grounds. Students not in compliance will be addressed through the Personal Assessment System. The following are the rules and regulations regarding Saturday Detention:

- students must report by 8:00 A. M. **sharp!** Students will be dismissed at 12:00 noon
- students must turn off all cell phones, iPods and electronic devices
- students are not allowed to talk to other students or sleep
- students must remain in assigned seats
- students must bring their school/homework or something to read
- failure to adhere to these rules will result in students being asked to leave. *If a student is removed, they face further discipline that could result in additional Saturday detentions and/or suspension*

School Store

The school store is maintained to offer a variety of school supplies. In addition to pencils, paper, and notebooks, the store sells various clothing items, locks, and newspapers. Prices are established at the minimum possible to provide a maximum service to students. The store is open before the first time slot and during designated times throughout the day. A schedule is posted outside the store.

Skateboarding/Rollerblading

Skateboarding/Rollerblading is forbidden on all school property. Skateboards/Rollerblades will be confiscated.

Smoking Policy (Bd. Policy 5533)

It is the policy of Watchung Hills Regional High School to prohibit students from using, carrying, or distributing tobacco products on school premises, at any school function, or on school buses.

Smoking

Smoking by students will not be permitted on school buses, school grounds, or in school buildings or at school events. Penalties for students found smoking are cumulative over the four years of their high school career and are based on the following:

***First Offense:** 14 points (aligned discipline) and a one-day suspension*

***Second Offense and Subsequent Offenses:** 14 points (aligned discipline) and a two-day suspension. *A Warren Township Municipal Court complaint will be filed against the student. Penalties may include fines and/or community service hours. Complaint filed with the local Board of Health and/or additional discipline including multiple Saturday detentions.**

Failure to follow through on the ruling of the court can result in a student returning to court and a possible referral to a smoking cessation program.

Possession, Carrying, or Other Use of Tobacco Products

Students found to have been possessing, carrying, or using (other than smoking) tobacco products (including chewing tobacco) on school premises, at any school function, or on school buses will be subject to the following penalties:

First Offense: One extended detention.

Second Offense: 10 points (aligned discipline) and two extended detentions.

Third and Subsequent Offenses: 10 points (aligned discipline) and three extended detentions for each offense. At the administrator's discretion, additional discipline may be assigned to those students who habitually violate school rules.

Smoking Policy Implementation Procedures

Restrooms will be carefully monitored by teachers and administrators.

1. School grounds will also be carefully monitored by teachers and administrators.
2. School buses will be carefully monitored by bus drivers.
3. Students are required to sign-in and sign-out of classrooms when using restrooms.
4. Students who are suspected of possessing tobacco products will be referred to an administrator who will require that the student demonstrate that he/she is not in possession of the same. No random or arbitrary accusations of tobacco possession will be made. Just cause will prevail.

Student Assistance Program

The Student Assistance Program at WHRHS is an extension of the services offered by the Special Services and Guidance Departments.

The program provides crisis intervention, counseling, substance abuse education, and referral services for students who are struggling with issues related to substance abuse, interpersonal problems, and school difficulties. There are two designated student assistance counselors; one is assigned to students alphabetically by last names in grades 9-12 (A-L) and the other to students alphabetically by last names in grades 9-12 (M-Z).

The Student Assistance Program addresses a variety of issues/problems encountered by students. These include alcohol and other drug use, suicidal ideation/assessment, depression, school difficulties, peer problems, conflicts with parents, parental substance abuse, divorce, child abuse, pregnancy, eating disorders, low self-esteem, school phobia, and death or chronic illness of a family member.

Counseling is private and confidential. Students must give their permission to inform or involve their parents/guardians in the counseling process. Parents/Guardians are always notified in a life-threatening situation. Prior to engaging in counseling, students are informed of their rights pertaining to confidentiality. The confidentiality of alcohol and drug counseling self-referrals is protected by federal regulation; this information can only be released with the student's written permission.

Students Records

Parents/Guardians and adult pupils have the right to review the pupil's entire record or any part(s) of it within 10 days of their request to do so, to have copies made, to challenge the contents of the record, and to insert any comments. Parents/guardians and adult pupils must give their written permission, or in other situations, receive prior notice before the school discloses student record information to an organization, agency, or person outside the district, unless the school has been instructed by law or court to do otherwise.

Student directory information, which may be released without permission, consists of the following: name, address, phone number, date/place of birth, participation in recognized activities/sports, height/weight (if a member of athletics), awards received, and previous schools attended.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local schools receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military

recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents/guardians have advised the district that they do not want their child’s information disclosed without written consent.

Summer School

If a student has lost credit in a course due to failure or violation of the school attendance policy, the student must audit the course to be eligible for summer school.

Student I.D. Cards

Students will be issued identification cards in early fall and are expected to have this card with them at all times. Noncompliance in this regard may result in loss of privileges and/or disciplinary action.

Study Hall Guidelines

The following guidelines apply:

1. Study halls are considered as a regular class for attendance and discipline purposes.
2. Students who have a guidance appointment or who wish to visit the career center must have a pass pre-signed by their counselor, and attendance will be verified by the study hall teacher.
3. Students who wish to go to a teacher’s room must have a pre-signed pass by the content area teacher, and attendance will be verified by the study hall teacher.
4. Students who wish to go to the nurse due to illness, to the lavatory, or to leave for any reason, must sign out with the teacher. The teacher for that class will verify the student’s arrival and departure with the school nurse.

Telephone Messages

Only emergency or extremely important messages can be relayed to students. **At no time should a parent call or text message a student’s cell phone during school hours since students are not allowed to have their phones on during the hours of 7:30 a.m. – 2:15 p.m.** All such messages must be directed to the main office, not to the student through a cell phone or other electronic device. Please do not call or fax the office for non-essential messages that tie up the phone lines, consume staff time, and disturb classes.

Textbooks

Classroom teachers issue textbooks. Each student must handle the books with care. The user is responsible for the condition of the book. The student completes a book receipt upon receiving the book, and the receipt is destroyed upon the book's return. If books are not returned, fines are carried over until graduation. Students are not issued transcripts or diplomas until all obligations are met.

Vehicle Regulations

The following will be enforced:

1. Speed limit on campus in 20 m.p.h.
2. Observe all one-way roads.
3. Students are not allowed in their cars or the parking lots during the school day. 1st offense - 10 points. 2nd offense - 20 points and loss of driving privileges. Loss of driving privileges means that the student is prohibited from driving and/or operating any vehicle on school grounds.

Visitors/Visitors for the Day/Returning Graduates Procedures

All visitors to the school **MUST** register by signing in to the main office in order to receive a visitor's pass. Upon entry, visitors may be required to show some form of identification, such as a driver's license. Visitors must return their visitors' pass and sign out before leaving the building.

Students may visit the school for the following reasons only:

- Eighth graders from the four sending districts may shadow a high school student for one day from February 1st through May 30th. A signed permission slip from the parents of the visitor must be submitted and approved by Mr. MacConnell, vice principal, prior to the visit. Final arrangements must be made through Mr. MacConnell's office at extension 6964.
- Students planning to move into the district must make prior arrangements with Mr. MacConnell, vice principal at extension 6964.

- Any student who is visiting the school without prior permission will remain in the Main Office until a parent or guardian comes to pick up the student.

Returning graduates of Watchung Hills who wish to visit former teachers, may do so by calling the main office receptionist at (908) 647-4800 ext. 0, to make appropriate arrangements. Although former students are welcome to visit, visits will be honored only after 2:15 PM, so that the instructional program is not disrupted.

Withdrawal from School

Students wishing to withdraw from school for any reason must adhere to the following procedures:

1. consult the counselor
2. obtain a Student Withdrawal Form from the Guidance Department
3. return all book, uniforms, and other school property to appropriate personnel
4. satisfy all library and or textbook obligations
5. clear out hall and gym lockers
6. return the completed form to the Guidance Department.
School transcripts will not be sent until all obligations have been met

Working Papers

The State of New Jersey requires any worker under age 18 to obtain working papers. Forms can be picked up in the main office.

Display of Public Images

The Watchung Hill Regional High School Board of Education often strives to include staff and students in a number of meaningful media-based activities. “Personally identifiable” information about a student may not be placed on the district’s website without prior written consent from the student’s parent/guardian. “Personally identifiable information” means student names, student photos, student addresses, student e-mail addresses, student phone numbers, locations, and time of class trips. A consent form will be sent home for parent/guardian approval.

However, it is possible that photographic images of our students may find their way into newspapers, television, etc. These

images will be “public” images; that is, photographs or images taken when in public places at school. Unless students or their parents/guardians have objections to photographic images being displayed in such media, the images will be displayed as appropriate by the district. If students or their parents/guardians have any objections to the potential display of such images in the media, kindly contact the high school main office for referral to the designated administrator.

Section 504/ADA

Annual Publication of Notice to Parents/Guardians Policy of Nondiscrimination on the Basis of Disability in Programs and Activities

Children who have substantial limitations of one or more life functions may be entitled to special services in school under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and various state and city laws. These laws protect the rights of students with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications. *Contact Ms. Linda Gannon, Director of Guidance/504 Coordinator.*

Notice of Child Find Activity Pursuant to Individual with Disabilities Education Act

The Watchung Hills Regional High School (WHRHS) has a duty to locate, identify and evaluate all resident children with exceptional educational needs, regardless of the severity of their disability. Therefore, the school district has a special outreach program to locate all children with suspected disabilities who are residents of the district.

Upon request, the school district will provide information to determine whether a special educational referral is appropriate. Such a request may be made by contacting Mrs. Beth Scheiderman, Director of Special Services, 108 Stirling Road, Warren, NJ 07059, or by calling her at (908) 647-4800. Many educational opportunities are available in the community for children with disabilities.

WHRHS provides special education and/or related services for children ages 14-21.

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students **over 18** years of age (“eligible students”) certain rights with respect to the students’ education records. These rights 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, Dr. Thomas DiGanci 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 the school principal, Dr. Thomas DiGanci, 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 unit 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 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. The name and address of the Office that administers FERPA are:

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

**Notification of Rights Under the Protection of Pupil
Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole

or in part by a program of the U.S. Department of Education (ED)—

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.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Watchung Hills Regional High School will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Watchung Hills Regional High School will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. Watchung Hills Regional High School will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by Education Department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ~ 1232h, requires Watchung Hills Regional High School 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 (“protected

information surveys”):

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 (“marketing surveys”), and certain physical exams and screenings. Please note that this notice and consent/opt transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Policy on Computer Usage

It is the policy of Watchung Hills Regional High School to:

- (a) prevent user access/transmission over its computer network of inappropriate material via internet, electronic mail, or other forms of direct electronic communications
- (b) prevent unauthorized access and other unlawful online activity
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].