

**HACKETTSTOWN HIGH SCHOOL**

Hackettstown, New Jersey

**PHONE NUMBERS - DIRECT LINES**

**HACKETTSTOWN PUBLIC SCHOOL DISTRICT**

Mr. Robert Gratz, Superintendent

Ms. Diane Pittenger, Director of Curriculum

**HACKETTSTOWN HIGH SCHOOL ADMINISTRATION**

852-8150

Dr. Brian Purzak, Principal

Mr. Roy Huchel, Vice-Principal

Mrs. Cynthia Dalton, Dean of Students

Mr. Christopher Conklin, Director of Special Services

Mr. Robert Grauso, Director of Athletics

Mr. Chris Halloran, Supervisor

Mr. Guy Jorstad, Director of Pupil Personnel Services

Mrs. Gwendolyn Miller, Supervisor

Ms. Jacqueline Turner, Supervisor

**GUIDANCE DEPARTMENT**

850-6508

**SPECIAL SERVICES**

850-6541

**ATHLETIC DEPARTMENT**

850-6518

**HEALTH OFFICE**

850-6507

**MEDIA CENTER**

850-6515

**STUDENT ABSENTEE**

Before 8:00 a.m.

852-3559

After 8:00 a.m.

850-6536

**WEBSITE**

[www.hackettstown.org](http://www.hackettstown.org)

## **ALMA MATER**

All hail to thee: Our H.H.S., the fairest school in all the land. Our filial love to thee confess, an ardent, youthful, faithful band. Our hearts beat firm and strong for thee. Our voices sing thy praise. Thy sons and daughters pledge to thee devotion all their days.

O, Country dear, thy name we love. Thy stars and stripes we will defend. Our sons of H.H.S. go forth, a patriotic band. No foreign foe shall enter here. No tyrant rule our land. In freeman's heart there is no fear, when homes our lives demand.

Our fathers God! We praise thee for; the men who gave us school and state. Grant that their work may long endure, young patriots to make. May Virtue, Truth, and Right prevail. May freedom be our pride. Our nation's strength shall never fail, for thou art still our guide.

## **WELCOME TO HACKETTSTOWN HIGH SCHOOL**

*"Qui audet, vincit"*

Hackettstown High School serves the communities of Hackettstown, Allamuchy, Independence, and Liberty. Students in grades nine through twelve enjoy a comprehensive program of academics and co-curricular activities. A wide variety of courses are offered ranging from the Creative and Practical Arts to Advanced Mathematics and Science.

As a member of the Skyland Conference, The Hackettstown Tigers compete in football, soccer, cross country, basketball, wrestling, fencing, baseball, softball, and track. In addition to athletics, students may participate in an outstanding music program, literary publications, student government, service organizations, and many other activities.

## **FACULTY MEMBERS BY DEPARTMENT**

### **Art**

Mr. Derek Cameron  
Ms. Betty Ann Sheruda  
Ms. Julie Wane  
Mrs. Paige Wolters

Mrs. Jackie Natisin

Ms. Heather Stem

### **Library**

Mrs. Sarah Domick

### **Business**

Ms. Cynthia Del Tufo  
Mrs. Donna DeGraw

### **Math**

Mrs. Donna Cohen  
Ms. Mary Huizenga  
Mr. Michael Martino  
Mrs. Bea May  
Ms. Debra Palahnak  
Mr. Frank Rodgers  
Mrs. Sue Sloan  
Ms. Evelyn Treuil

### **Language Arts**

Mr. Eric Freedman  
Mr. Douglass Gillespie  
Mr. Daniel Hemberger  
Ms. Judy Joyce  
Ms. Kathleen Matlack

**Music**

Mr. Kris Ferranti  
Ms. Heather Lockart

**Physical Education**

Mrs. Debbie Kling  
Mr. James Morrison  
Miss Tara Repher  
Mr. Gary Thomas  
Miss Stentzee Woepple

**Pupil Personnel Services**

Mrs. Stacy Heller  
Mrs. Michelle Russack  
Ms. Katherine Schuma  
Miss Christina Ritchie  
In-School Suspension  
Mrs. Linda Palmer

**Science**

Mrs. Barbara Barbour  
Mr. Phillip Cassidy  
Mrs. Deirdre Kurtis  
Mr. Patrick McInerney  
Ms. Katherine McKee  
Mrs. Patricia Miller  
Mrs. Lisa Wichtendahl

**Social Studies**

Mr. Thomas Ender  
Mrs. Rebecca Lucas  
Ms. Beth Steinen  
Mr. Russell Stout  
Mr. Lawrence Varhaul  
Mr. Anthony Villante

**Special Service**

Mr. Greg Amundsen  
Ms. Dorothy Buel  
Miss Holly Clark  
Ms. Karyn Clegg  
Dr. Matt Dailey  
Ms. Pat Gallo  
Mrs. Lydia Ghachem  
Ms. Linda Gray  
Ms. Corinne Isak  
Mrs. Hanna Lees  
Ms. Kathleen Mackie  
Mrs. Victoria Regis  
Mr. Ryan Scheifler

**Technology**

Mr. Christian Sloan  
Miss Erin Tomasini  
Mr. Jeff Wachelka

**World Language**

Ms. Deborah Ambrose  
Mrs. Joan deRuiter  
Miss Kim Levin  
Ms. Erin Takacs

**Supervisors**

Mr. Christopher Conklin, Director of Special Services  
Mrs. Cynthia Dalton, Supervisor of Art  
Mr. Robert Grauso, Director of Athletics, Physical Education and Health  
Mr. Chris Halloran, Supervisor of Technology, Business  
Mr. Roy Huchel, Supervisor of Music  
Dr. Purzak, Supervisor of World Language  
Mr. Guy Jorstad, Director of Pupil Personnel  
Mrs. Gwen Miller, Supervisor of Math, Science  
Ms. Jacqueline Turner, Supervisor of Humanities, Library

## CO-CURRICULAR ACTIVITIES AND ATHLETICS

### **Art Club –**

**Athletic Director** - Mr. Grauso

**Athletic Trainer** - Mr. Kaiser

**Bakers' Dozen** – Ms. Lockart

**Band Front** - Mrs. Wichtendahl

**Baseball** - Mr. Poyer,

Mr. McIntyre, Mr. Broking

**Basketball (Boys)** – Mr. Grauso,

Mr. Tomlinson, Mr. McIntyre

**Basketball (Girls)** - Mr. Toth,

Mr. Poyer, Ms. Licatase

**Cheerleading** - Ms. Schoonover,

Ms. Levan

**Chorus** – Ms. Lockart

### **Class Advisors:**

Senior - Ms. Levin, Mrs. Lucas

Junior/Prom –

Ms. Mackie, Mrs. Huizenga

Sophomore –

Mrs. Wichtendahl, Ms. Gallo

Freshman –

Mrs. Palmer, Mrs. Clegg

**Cross Country** - Mr. Morrison

**Drama** – Fall

Spring Musical-Ms. Ritchie, Ms.

Lockart

**E.R.A.S.E.**-Mr. Freedman

**Fencing** - Mrs. Pratschler,

Mr. Pratschler

**Field Hockey** - Mrs. DiMaio

**Football** - Mr. Villante, Mr.

Rodgers, Mr. McIntyre, Mr. Kane

**French Honor Society** –

Mrs. deRuiter

**Freshman Transition** – Mr.

Stout, Mrs. Russack, Mrs. May,

Miss Woepple, Mr. Morrison

**F. F. A.** - Ms. McKee

**Golf** – Mr. Conklin

**HOPE Club** – Ms. Kurtis

**Ice Hockey** - Mr. Finnegan,

Mr. DeMartini

**Key Club** – Ms. Palahnuk

**Lyric** - Mr. Hemberger,

Mr. Freedman

**Marching Band**-Mr. Ferranti

### **Math Honor Society** –

Mrs. Sloan, Mr. Martino

**Math League** - Mrs. Sloan

**Musical Choral Advisor** –

Ms. Lockart

**Musical Instrumental Advisor**-

Mr. Ferranti

**National Honor Society** –

Mr. Stout, Ms. Gray

**National Honor Society**

**Advisory Council** – Mrs. Joyce,

Mr. McInerney, Mr. Rodgers,

Mrs. Sloan, Miss Levin

**PTO Liaison** - Mrs. DeGraw

**Philosophy Club**-Mr. Cassidy

**Quill & Scroll** – Mrs. Miller,

Ms. Stem, Mr. Hemberger

**REBEL**-Ms. Steinen

**Ski Club** - Mr. Cassidy,

Mrs. Schuma, Miss Repsher

**Soccer (Boys)** - Mr. Thomas

**Soccer (Girls)** –Miss Repsher,

Ms. Willson, Mr. DeMartini

**Softball** - Miss Woepple,

Ms. Licatase

**Spanish Honor Society** –

Ms. Takacs

**Stage Crafters**-Mr. Sloan

**Student Ambassadors** –

Mrs. Russack

**Student Government** –

Ms. Matlack

**Tech Students Association** –

Mr. Sloan

**Tiger Times** – Mrs. P. Miller

**Track (Boys)**- Ms. Willson, Mr.

Rodgers, Ms. Repsher

**Track (Girls)** – Mr. Ginex,

Mr. DiMartini

**TREND** - Mrs. deRuiter

**TriM** – Ms. Lockart

**Volleyball** – Mr. Ginex

**WHAM** - Mr. P. McInerney

**Wrestling** - Mr. Rodgers

**Yearbook** - Ms. Stem

**Hackettstown Public Schools  
Hackettstown, New Jersey  
District Calendar 2006-2007**

September 4 – First Day for Staff  
 September 5– First Day for Students  
 October 8 - County-In-Service-Schools Closed for Students  
 November 8, 9 - NJEA Convention-School Closed  
 November 21 - Early Dismissal  
 November 22, 23 – Thanksgiving-School Closed  
 December 21 - Early Dismissal  
 December 24-January 1 - Winter Recess  
 January 2 - School Reopens  
 January 21 - Martin Luther King Day-School Closed  
 January 29 - Teacher In-Service-Schools Closed for Students  
 February 18 - Presidents' Holiday-School Closed  
 March 20 – Early Dismissal  
 March 21 – Good Friday-School Closed  
 March 24 – Easter Monday-School Closed  
 April 21-25 - Spring Break  
 May 22, 23, 26 - Memorial Day Weekend-School Closed  
 June 16 – Teacher In-service, Early Dismissal  
 June 17 – Teacher In-service, Early Dismissal  
 June 18 – Teacher In-service, Early Dismissal  
 June 19 - Teacher Workday Closed for Students  
 June 20 - Last Day of School Early Dismissal

**NUMBER OF STUDENT ATTENDANCE DAYS PER MONTH**

September	18	February	20
October	22	March	19
November	18	April	17
December	15	May	19
January	20	June	14
		<b>TOTAL</b>	<b>182</b>

Three snow days are built into the calendar: #1-5/22, #2-3/24, #3-5/23

If a 4<sup>th</sup> snow make-up day is needed: June 19 will be ½ day for students, full day for staff.

**GRADE REPORTING**

**SEMESTER 1**

Academic Report - October 5  
 Mid-terms - November 6 & 7  
 Academic Report - December 14  
 Finals - January 25 & 28

**SEMESTER 2**

Academic Report – February 29  
 Mid-terms – April 4 & 7  
 Academic Report - May 15  
 Finals - June 17 & 18

Reports Cards will be mailed home 10 working days following the close of each semester. Students will receive an unofficial report from their teachers on the last day of school.

## **SCHOOL DAY**

### **BELL SCHEDULE**

#### **NORMAL**

First Bell 7:58  
Warning Bell 8:03  
Block I - 8:05- 9:25  
Block II - 9:30-10:52  
Unit Lunch- 10:52-11:39  
Block III- 11:44- 1:04  
Block IV - 1:09- 2:29

#### **DELAYED OPENING**

First Bell 9:28  
Warning Bell 9:33  
Block I -9:35-10:35  
Block II - 10:39-11:40  
Unit Lunch - 11:40-12:20  
Block III - 12:25-1:25  
Block IV - 1:29-2:29

#### **HALF DAY**

First Bell - 7:58  
Block I - 8:05- 9:05  
Block II - 9:08-10:08  
Block III- 10:11-11:11  
Block IV - 11:14-12:14

#### **EXAM SCHEDULE**

Block I or III - 8:05-10:05  
Block II or IV - 10:15-12:15

### **EMERGENCY DISMISSAL (SNOW)**

Block I - 8:05- 9:27  
Block II - 9:32-10:58  
Block III - 11:04-11:42  
Block IV - 11:48-12:26

### **ACTIVITIES SCHEDULES**

#### **AM**

First Bell - 7:58  
Block I - 8:05- 9:10  
Block II - 9:15-10:22  
Activity Block - 10:27-11:27  
Unit Lunch - 11:27-12:13  
Block III - 12:18- 1:22  
Block IV - 1:27- 2:29

#### **PM**

First Bell - 7:58  
Block I - 8:05- 9:10  
Block II - 9:15-10:22  
Block III - 10:27-11:32  
Unit Lunch - 11:32-12:18  
Block IV - 12:23-1:23  
Activity Block - 1:28-2:29

## **GENERAL INFORMATION**

### **STUDENT INFORMATION/CHANGE OF ADDRESS**

If there is a change in the student's last name, street address, or telephone number at any time during the school year, please immediately notify the Attendance Office and the Guidance Department. This is very important in keeping records up to date and in being able to contact a parent or guardian in the case of an emergency.

### **DUE PROCESS**

Students and parents are entitled to due process as stipulated herein and in accordance with board policy.

### **DRESS CODE**

Students are expected to dress in clothing conducive to learning, and appropriate for the season. Inappropriate dress that causes a disruption in the instructional program is not allowed. This includes garments that exhibit a lack of cleanliness/hygiene or garments or jewelry that represent a safety hazard. Classes such as physical education, shops, and science laboratories have specific dress code requirements that are expected to be met. Any clothing deemed gang-related, including the way the clothing/accessory is worn, is not permitted.

Parents are asked to encourage good taste and responsibility in their teenagers.

The following are inappropriate for school: excessively torn/shredded jeans, pants worn below the waist, chains, spiked jewelry or jewelry that represents a hazard to the wearer or fellow student, and clothing imprinted with nudity, vulgarity, obscenity, profanity, double entendre pictures or slogans (including those related to alcohol, drugs and tobacco), or portraying racial, ethnic, or religious stereotyping. All overcoats, such as raincoats, winter parkas, etc., and backpacks must be removed and placed in lockers upon arrival. **Hats, scarves, hoods, sweat bands, visors, baseball, fishing caps or head covering of any type and sunglasses are not permitted to be worn inside the building.** No undergarments may be worn as exterior clothing or be visible. See-through or mesh apparel is inappropriate. Sleeveless tops that have excessively large arm openings exposing the midriff area are not permitted. Shorts and skirts must have a minimum of a 6-inch in-seam 2" past the finger tips. Traditional sleepwear is unacceptable. Footwear must be worn at all times. Slippers are not permitted.

Young ladies are reminded that low cut blouses or exposure of any cleavage is not permissible. Tube tops, one-shoulder tops, bare midriffs, see-through clothing and backless garments that are below the shoulder blades are not appropriate school attire. Bra straps must not be visible. Tops with spaghetti straps are permissible provided they meet all criteria.

The administration reserves the right to interpret the dress code as deemed appropriate for a public high school. Students who violate the dress code are subject to:

- First offense - one unit lunch detention
- Second offense - five unit lunch detentions
- Third offense - in school suspension
- Fourth offense - out of school suspension

ANY MISSED CLASS TIME RESULTING FROM A DRESS CODE VIOLATION WILL COUNT TOWARDS THE SCHOOL'S ATTENDANCE POLICY.

#### **JEWELRY POLICY**

For student safety ALL JEWELRY must be removed prior to entering the gymnasium for the class. Covering jewelry with band-aids is not permissible. This includes earrings, stud earrings, all body and face piercing, watches, necklaces, bracelets and anything else that the physical education teacher feels could be considered a potential safety hazard.

A STUDENT **WILL NOT** BE EXCUSED FROM PARTICIPATING IN PHYSICAL EDUCATION BY A NOTE FROM HOME OR A PHYSICIAN REGARDING A JEWELRY ISSUE.

#### **STUDENT RECORDS**

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observation or knowledge of the certified school personnel who originated the record. N.J.A.C. 6:3-6.2(h) states that all anecdotal information and assessment reports collected on a pupil shall be dated and signed by the individual who originates the data.

Under NJAC 6:3-6.2(d) parents have the right to inspect, review and challenge all records in compliance with state law and board of education policy. Copies of applicable state and federal laws and local policies made available upon request.

The No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you do not want Hackettstown school district to disclose this information, you must fill out a form that may be obtained through the main office.

#### **NONDISCRIMINATION/AFFIRMATIVE ACTION**

No pupil enrolled in the district schools 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, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or non-applicable disability. The

affirmative action officer(s) shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices. The affirmative action officer for the district is Ms. Diane Pittenger.

Hackettstown High School is in compliance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations 34C.F.R. part 106 which prohibits discrimination on the basis of sex in education programs or activities.

The district Title IX coordinator is Mr. Robert Grauso

#### **STUDENT ID**

Students will be issued ID cards at the beginning of the school year. ID's must be **displayed** on a lanyard or clip at all times. They are necessary for admittance to school activities such as dances. There will be a replacement charge for lost ID's. Failure to display an ID will result in the following consequences:

1<sup>st</sup> offense – one day lunch detention

2<sup>nd</sup> offense – one week of lunch detention

3<sup>rd</sup> offense – in school suspension

#### **BEEPERS/PAGING DEVICES/LASER POINTERS**

The possession of remotely activated paging devices, beepers and laser pointers on school property is strictly forbidden. The state law (2C:33-19) considers a person that brings or possesses a beeper on school grounds at anytime (without having received written permission from the principal) to be guilty of a disorderly person's offense. Students who violate this regulation will face disciplinary action by the administration and may be reported to the local authorities

#### **CELL PHONES**

Students who bring cell phones to school will only be permitted to use them before and after school and during unit lunch. **AT ALL OTHER TIMES, CELL PHONES ARE TO BE TURNED OFF AND STORED IN LOCKERS. CELL PHONES ARE NOT PERMITTED IN CLASSROOMS.** Consequences for violation are as follows:

1<sup>st</sup> offense: two days lunch detention

Cell phone confiscated and returned at the end of the day.

2<sup>nd</sup> offense: one day in school suspension

Cell phone confiscated and returned to parent/guardian only

3<sup>rd</sup> offense: three days in school suspension (willful disobedience)

Cell phone confiscated and returned to parent/guardian only

#### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of the school building equipment. This includes all books, supplies, athletic equipment and furniture provided for their use by the Hackettstown Board of Education. In addition to any disciplinary action which may be taken by the administration, state law

(18A:37-3) states individuals who disfigure or destroy property, or in any manner damage or steal equipment belonging to the district or to other individuals, will be required to make suitable restitution. This includes damage done to a school bus.

#### **WALKMAN/IPOD/MP3/ELECTRONIC DEVICE**

The use of portable audio devices such as walkman, radios, and cd players are not permitted during the regular school day. Walkmans cannot be worn around a student's neck or brought into a classroom. Students are permitted to use walkmans, radios and CD players during unit lunch. At all other times walkmans must be stored in lockers. Unauthorized use of audio and video devices will result in their confiscation.

#### **LIBRARY MEDIA CENTER**

The Library Media Center at HHS has a collection that addresses the educational needs and recreational interests of its students. Students have access to 27 computers in the library. Each machine has Internet, Microsoft Office including Word, Excel and PowerPoint and the library's online book catalog. In addition, a scanner is available for students use.

**Hours:** The library is open every school day from 7:45 a.m. until 2:45 p.m. Students are invited to use the library during unit lunch. Beginning in the Fall, the library will remain open until 4:15 p.m. Monday through Thursday for tutoring. A schedule of teachers and subjects is posted in the library and appears in the Eye of the Tiger.

**Fines:** A fine of 5 cents per day per book is charged to all books that are overdue. Students are responsible for the items they checkout and will be billed if a book is lost or damaged. Not returning books or paying fines may result in loss of borrowing privileges, withholding of report card and student schedules, and exclusion of all extra-curricular participation.

**Research:** The library subscribes to 10 online databases. Students are strongly encouraged to use the databases for research instead of Google or another search engine. All databases can be accessed from home or school. For a complete list of databases, visit the library or go to <http://www.hackettstown.org/hhs/dept/lib.htm>.

#### **LOST AND FOUND**

The Lost and Found Department is located in the main office. In the event of a loss, please see the secretary.

#### **LOCKER PROCEDURES**

**Lockers and all storage facilities are the property of the Hackettstown Board of Education and may be searched at any time at the discretion of the principal or other designated officials.** Locker assignments will be made prior to each school year and will appear on the student's class schedule. Students will be assigned a single locker for four years. Lockers will be inspected each summer and charges made for damage.

Students may only use the lockers assigned to them and are **EXPECTED TO SECURE ITS CONTENTS WITH A LOCK**. All articles of outerwear clothing (hats, coats, hooded sweatshirts, and backpacks etc.) are to be kept in a locker in that these are not appropriate during school hours. No locker changes are permitted without permission of the administration. Any student changing his/her locker without permission is subject to Central Office Detention or In School Suspension.

Students are responsible for cleaning out their lockers at the conclusion of the regular school year, i.e. following the last scheduled class. When a lock is removed by school personnel, the lock and the contents of the locker will be placed in containers and returned to the school office. All unclaimed articles will be discarded after five work days.

Coaches will assign lockers to athletes for the time period during which the sport is in session: Fall(August 15-December 1); Winter(November 15-March 1); Spring(March 1-June 15).

#### **MEDICATION POLICY**

The school nurse must dispense all medication. Medication cannot be dispensed at school unless it is in the original container and is accompanied with a note from the parent. Inhalers and epi-pens may be in the possession of the student provided the student has submitted a note from the doctor and the parent.

#### **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES.**

#### **EARLY DISMISSAL**

Whenever a class is missed, there is a loss in the educational program. Early dismissals should be kept to a minimum and only for those appointments that cannot be scheduled after school or on weekends. Signed parental notes should be forwarded to the school (24) hours prior to the early dismissal. Notes on the same day may result in a verification phone call. Classes that are missed partially or in their entirety as a result of an early dismissal are subject to the board approved attendance policy.

#### **LEAVING THE BUILDING**

All students leaving the building without permission will be considered truant. In the event that it becomes necessary for a student to leave the building during school hours, permission must be obtained from an administrator. The student must sign out in the main office. The office requires either a note from parents, guardian, or a phone call placed by office personnel to parent or guardian before a student is dismissed during school time.

### **OFF CAMPUS LUNCH PRIVILEGES**

Only seniors will be allowed to leave for Unit Lunch. All seniors leaving for Unit Lunch must have school ID in their possession and have a signed permission slip from his/her parent in the main office prior to being allowed to leave. This is a privilege for seniors and may be revoked by the administration. Any senior transporting underclassmen off campus during unit lunch will lose parking privileges and be assigned unit lunch detention for the remainder of the school year.

### **SENIOR ACTIVITIES**

Seniors who are determined to be ineligible for graduation will be permitted to participate in end-of-year activities AT THE DISCRETION OF THE SENIOR CLASS ADVISOR AND THE HIGH SCHOOL ADMINISTRATION.

Senior selecting January graduation will be permitted to participate in the end-of-year activities provided they are a student in good standing at the time they leave.

### **ATHLETIC ELIGIBILITY**

To be eligible for the first semester (Fall & Winter Teams) a student must have received 30 credits or more from the previous school year.

To be eligible for the second semester (February 1-June 30 Spring Teams) a student must have received 15 credits or more from the previous semester (September 1-February 1)

### **DRIVING/PARKING**

Parents driving students to school are required to unload passengers at the B-Hall entrance on the side of the building near the chorus room. Unloading in front of the building creates a serious safety hazard. Drivers are to observe the major rule that all cars are to drive around the center island according to the established driving pattern. Do not cross the double yellow line near the Municipal Pool. This is a crosswalk area for elementary and secondary students.

Students may only park in the student parking lot. Parking on school property is a privilege granted to seniors and juniors as space permits and who agree to be placed in the Random Drug Testing pool. Any abuse of the parking rules and regulations or the discipline policy may result in immediate revocation of the student's driving and parking privileges. Juniors will be allowed to park at the discretion of the principal. This includes violation of local police and motor vehicle ordinances. Juniors and seniors must fill out the parking application and abide by the rules set therein.

### **STUDENT PARKING REGULATIONS**

The lower parking lot is provided for senior parking. In order for seniors to qualify for a driving and parking permit on school grounds, they must comply with the following regulations:

1. Must be a senior in good academic and discipline standing.
2. Submit a completed parking application.

3. When parked on school property, a parking tag issued by the administration, must be hung on the rear view mirror. Failure to do so may result in the loss of parking privilege for one week.

**Any illegally parked car will be towed/ticketed at the owner's expense.**

Students with parking permits may drive their vehicle to school and park in their assigned area in the student lot. **Students are to enter the building upon arrival to school. There is to be no loitering in the parking lot.** Students are not permitted in the parking lot during the school day, without permission from an administrator.

Vehicles blocking emergency access lanes or parking in designated no parking zones may receive warning summonses/tickets from the Hackettstown Police Department and be towed at the owner's expense. Drivers must follow the traffic pattern and exit the lot as indicated. Failure to do so may result in the following:

- 1<sup>st</sup> offense – loss of parking for one week
- 2<sup>nd</sup> offense – in school suspension
- 3<sup>rd</sup> offense – loss of parking privilege

Students who are clocked speeding are subject to the same consequences as outlined above. Driving infractions that occur off school property may result in school related consequences or summons issued from a police officer.

Student parking is a privilege granted by the administration and Board of Education. Students must arrive on time and obey all parking regulations. Students who are habitually late to school, violate parking regulations or are in violation of the school's discipline policy risk loss of their parking privileges.

**BUS RULES**

When a student rides the bus, he/she should realize that this is a privilege. The privilege imposes certain responsibilities on the part of the student. The following expectations are devised for the safety of all who ride the bus:

**STUDENTS ARE TO RIDE THE BUS TO WHICH THEY ARE ASSIGNED.** Students are not permitted to take a different bus because it goes to a friend's house, a job, the dentist, etc. Consideration for a change of a bus route must go directly through the sending district that is responsible for their transportation.

1. Students are expected to conduct themselves in an orderly manner. Courtesy towards others and respect for the law and property are expected. **SMOKING/CHEWING TOBACCO IS FORBIDDEN.**
2. Students will keep arms, heads and legs inside the bus windows.
3. New Jersey State law requires that all students wear seat belts on buses when they are provided. Failure to comply will result in disciplinary action.
4. Bus drivers have designated stops. Please do not ask the bus driver to make any special stops.
5. Distracting the bus driver endangers the lives of all students on the bus. There should be no shouting, singing, loud noises, or foul and

abusive language.

6. The school forbids students to haze, bully or intimidate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus without being bothered or harassed.
7. Students must understand that they are under the authority of the school while riding the school bus.
8. Disregard for bus regulations may result in the suspension of a student's bus privileges, in addition to appropriate consequences under the school's discipline code.
9. All bus complaints should be referred to the vice principal's office.
10. Students must be on time to their bus stop. Those who miss the bus are required to provide their own means of transportation to school.

### **VISITORS**

1. Parents are **always** welcome at Hackettstown High School. We ask that an appointment be made to see a teacher or to visit a classroom.
2. The school policy is to **accept** only those visitors who have legitimate business at the school.
3. **All visitors must report to the main office to receive a visitor's badge.**
4. Small children should not be brought to school.
5. Visitors will not be issued a pass unless they are known to one of the administrators.
6. Students who wish to bring other students to class may do so only under the following conditions:
  - a. Prior permission must be obtained from an administrator and the teachers whose classes the visitors will attend.
  - b. A pass must be obtained from the office.
7. Visitor passes will not be issued during examinations, and any other times during which an administrator deems inappropriate to issue a pass. **An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.**
8. Any person found on the school ground without permission is trespassing and is subject to arrest by the police.

### **ATTENDANCE POLICY**

#### **LATENESS**

All students are expected to attend classes during established school hours. Students arriving to school must sign in at the lobby desk. Lateness exceeding 20 minutes to any class will be considered a full absence for that class in accordance with the attendance policy. This 20 minute window does not apply to seniors with late arrival. Every three tardies to class results in one cumulative absence. Students are expected to keep track of their tardies. **Upon the fifth tardy to school, seniors with late arrival will lose the late arrival privilege.** Students who are late to class after unit lunch will be assigned a lunch detention the following day.

#### **ABSENCES AND EXCUSES**

In order for the school to fulfill its responsibility for providing a thorough and efficient education, the complete cooperation of parents/guardians and students

is required to maintain a high level of school attendance.

The frequent absence of students from school disrupts the continuity of the instructional process and limits the ability of students to successfully complete the prescribed curriculum requirements. It is also reinforces a habit that will handicap the individual in future education and employment. Students are granted one day for each day they are absent for the purpose of making up missed work.

Clear communication between parent/guardian and the school is vital. The following guidelines are established and should be reviewed by each student and parent/guardian.

1. **Students enrolled from the beginning of a semester will lose credit after ten absences from class.** Any student enrolling after the beginning of the semester will have his/her absences pro rated using the following calculation: 2 days per month of school enrollment. School related functions, religious holidays and college visitations are excused absences. **Students are permitted 3 college visitations during each of their junior and senior years.** These visits must be documented with the attendance office. Students suffering chronic illnesses verified by a physician will be dealt with on a case-by-case basis. The administration reserves the right to verify all physician notes.
2. **Any 3 cuts or trancies or a combination in any class will result in a loss of credit for that class.** A student who has cut or is truant, is not entitled to make up work or tests. Assignments/tests will receive zeros. Loss of credit as a result of cuts/truancies may not be appealed.
3. When a student is out of school for ten days the main office will send a loss of credit notification. Parents will be contacted by mail after five days of absences.
4. Home instruction will begin after 5 consecutive absences with proper medical notification.
5. Phone messages from the front office relating to attendance will include the number of days the student was absent. Students absent from class for two consecutive days will be called by the teacher.
6. Study groups consisting of 3 to 4 students will be set up in each class. It becomes the responsibility of the student who has missed class to contact members of the group for assignments.
7. January graduates, who are scheduled to begin college before the end of semester one, must adhere to the attendance policy. (10 absences or less).
8. Staff may be contacted via email: teacher's first initial last name@hackettstown.org.

#### **ATTENDANCE APPEALS**

Requests for appeals must be made in writing to the Attendance Review Committee within five days of notification. The Attendance Review Committee consists of teachers, counselors, nurse (as needed) the Dean of

Students and Vice Principal. Failure to request an appeal finalizes credit loss.

The appeals process consists of the following procedure:

1. The student will meet with the Dean of Students to review his/her attendance record and present any information relative to the absences. The student may request the presence of a guidance counselor.
2. The Attendance Review Committee will convene, review information, and render a decision. In recommending the granting of a waiver of the attendance requirements, the committee will consider the nature and causes of all absences rather than only those in excess of the allowable limit. Documentation of the nature and causes of these absences are the responsibility of the student and parent/guardian.
3. The student will be notified as to the outcome of the appeal and may appeal the decision of the Attendance Review Committee to the Principal.

### **CODE OF BEHAVIOR**

#### **PHILOSOPHY**

The short-term goal of the discipline policy is to create and maintain an orderly environment by providing students with a clear understanding of expectations and consequences for their behavior. The long-term goal is to help students mature into responsible citizens who make responsible choices and take ownership of their decisions. Order and discipline are essential to an effective environment. Every member of the school community plays a role in contributing to an orderly environment. To be effective, a code must:

1. Be preventative in nature.
2. Promote self-discipline.
3. Concern itself with the welfare of the individual as well as that of the school community.
4. Promote a close-working relationship among parents, students, and the school staff.
5. Provide disciplinary responses that are appropriate to the behavior.
6. Be administered in a fair, firm, reasonable and consistent manner.
7. Provide for procedures for due process.
8. Comply with the provisions of federal, state, and local law, as well as, with the guidelines and directives of the New Jersey Department of Education.

#### **STUDENT RESPONSIBILITIES**

In order to provide an educational environment in which a student can develop to his/her fullest potential, students are expected to:

- \*Fulfill the behavioral expectations of the school, and community.
- \*Prepare themselves mentally and physically for the process of learning.
- \*Demonstrate respect for people, property, and their environment.
- \*Take responsibility for their own behavior, learning, and decisions.
- \*Share responsibilities when working as a member of a group.
- \*Meet the unique responsibilities of each class.
- \*Monitor their own progress toward objectives.
- \*Communicate with parents and school personnel about school related matters.

**SPECIFICALLY, STUDENTS SHALL:**

1. Have the right to learn in a disruptive free environment.
2. Attend all classes on all days that school is in session.
3. Behave in an orderly manner.
4. Arrive at school and all assigned areas on time.
5. Stay in all assigned areas until properly signed out or dismissed.
6. Avoid loitering.
7. Abstain from the possession or use of alcohol, tobacco, and drugs.
8. Refrain from any activity that could injure persons or property; including but not restricted to: fighting, throwing, vandalism, and careless or dangerous activities.
9. Obey and treat with respect all persons in authority, including but not restricted to, employees of the district.
10. Refrain from using language that is crude, obscene, or vulgar.
11. Comply with public laws including but not restricted to, those dealing with assault, drugs, false alarms, gambling, stealing, and weapons offenses.
12. Follow the school expectations on the bus (see Bus Rules). The safety of all riders must never be compromised.
13. Represent themselves honestly in all school activities, including but not limited to, assignments, oral responses notes, and passes.

#### **PRINCIPLES OF DISCIPLINE**

To be effective, that is to make the greatest impact on students and to modify behavior, discipline should include the following:

1. Consequences should occur as quickly as possible after the infraction.
2. Detention and community service are seen as valid forms of consequences for a student as they involve personal time.
3. Family/school conferences are necessary tools in developing a cooperative effort between the school and home.
4. Consequences are assigned by infraction. **Each infraction is listed as a type of offense that will carry with it a set of consequences ranging from teacher intervention, community service, in-school suspension, suspension, and/or expulsion. The degree of the consequence is at the discretion of the administrator and will be based on the severity and frequency of the infraction.** A three strike rule is in place for chronic offenders who create a classroom disruption that results in them being removed from the class:
  - Strike 1 – lunch detention, conference with student
  - Strike 2 – In school suspension, call to parent
  - Strike 3 – Removal from scheduled class, W/F, reassignment to In School Suspension setting
5. Detention - students are responsible for notifying their parents of detention assignments. Jobs or appointments are not excuses for missing detention. Any misconduct in detention will result in a reassignment of detention and additional consequences.
6. When the law is broken at school or during school activities, law enforcement officials may be contacted.
7. Long term suspensions may be imposed for chronic offenders or for those students who have committed a serious infraction as determined by the

Administration.

### **WEAPONS**

The Board of Education, administration, and professional staff of the Hackettstown School District stand united in their expression of intolerance for the presence of weapons in school. Schools must be safe and free from the danger that the presence of a weapon creates.

In accordance with Board of Education Policy #5131.7, students who are found guilty of possessing a weapon in school, on school grounds, or on school buses will be subject to expulsion from school. To expel means to be permanently removed from the school. In addition, criminal charges will be filed with the Hackettstown Police Department/Warren County Prosecutor's Office.

### **STUDENT HAZING**

By definition, HAZING is exacting humiliating performances from or playing rough practical jokes on another individual. Any form of HAZING or such harassment of any kind between students shall be dealt with in the severest fashion to include, but not limited to, SUSPENSION, REMOVAL FROM TEAM OR CLUB, PRINCIPAL'S OR SUPERINTENDENT'S HEARING. Hazing in any form, is absolutely forbidden and will be assessed as the greatest form of interpersonal disrespect.

### **BULLYING**

Bullying manifests itself in many different ways. A bully is anyone who treats another in a cruel or abusive manner. Bullying is NOT a joke and people suffer damages from it that affect them for the remainder of their lives. There is verbal bullying, physical bullying and non-verbal bullying. Any and all types of bullying are unacceptable and appropriate disciplinary measures will be swift and decisive. All information regarding bullying behavior will be kept strictly confidential.

### **FIELD TRIPS/EXCURSIONS**

Participation in field trips will be based on student behavior and staff recommendation. All rules and regulations including the substance abuse policy are in effect during all field trips/excursions.

### **HIGH SCHOOL DISCIPLINE CODE**

Violations of school discipline policy will carry consequences that may include any or all of the following:

1. Student conference
2. Parent conference
3. Teacher detention
4. Administration detention
5. In school suspension/Community service
6. Out of school suspension (not to exceed 10 days)/Community service
7. Civil/Criminal complaint filed with the police/prosecutor's office
8. Recommendation of long term suspension and/or out of district placement

<b>Level One Infractions</b>	Tardy to class	1 <sup>st</sup> offense - warning 2 <sup>nd</sup> offense - warning 3 <sup>rd</sup> offense - parent contact 4 <sup>th</sup> offense - Admin. contact detention 5 <sup>th</sup> offense - In school suspension/community service
	Cuts (reminder a total of 3 cuts/truancies results in a loss of credit)	1 <sup>st</sup> offense - Admin. detention 2 <sup>nd</sup> offense and repeated offenses - In school suspension/community service
	Truancies	In school suspension/community service
<b>Level Two Infractions</b>	-Dress code -Minor disturbances -Profanity -Insubordination -Possession of tobacco products -Inappropriate use of Internet	Consequences #1-7 (as listed above) to be determined at the discretion of the high school administration
<b>Level Three Infractions</b>	-Dangerous/threatening conduct -Profanity directed at a staff member -Fighting -Theft -Vandalism -Substance abuse -Harassment/Bullying	Consequences #5-8 (as listed above) to be determined at the discretion of the high school administration
<b>Level Four Infractions</b>	-Chronic offender -Repeated Level 3 infractions -Substance abuse (uncooperative) -Sale and/or distribution of drugs -Possession of a weapon	Consequences #7-8 (as listed above) to be determined at the discretion of the high school administration

NOTE: Smoking...Any form of tobacco on school property will be confiscated. Students who smoke and/or burn or chew tobacco in the building or on school property are subject to prosecution in municipal court. First time offenders will be given the option to enroll in the adolescent smoke ends program held at Hackettstown High School in lieu of a court appearance. This program will be at the cost to the student. Upon a second incident, the student will face a municipal charge and be required to appear in court.

Students who fail to meet disciplinary obligations including but not limited to detentions, and community service will have their initial consequence doubled. Continued insubordination will result in students being deemed a chronic offender and as such, liable to level four infractions determined by the high school administration.

#### **DETENTION**

Teachers or administration may assign detention for inappropriate classroom, lunchroom, or hall behavior deemed to be inconsistent with proper school behavior. Students will be given twenty-four hour notice of detention. It is the students responsibility to notify his/her parents of detention assignments. Students who do not report to an assigned detention will have the detention assignment doubled. Failure to report a second time will result in In-school suspension and reassignment of detentions.

#### **SUSPENSION: IN-SCHOOL AND OUT-OF-SCHOOL**

In-school and out-of-school suspension will be imposed on students in accordance with (NJS-18A:37) and (Board Policy 5114) for students who fail to comply with school expectations, fail to attend classes, fail to submit to the authority of a teacher or are chronic offenders of the discipline policy. Every action on the part of the administration and faculty will be directed in order to promote an environment conducive to learning. When certain individuals are unable to exercise their responsibility to behave appropriately, they will be removed from the mainstream of the school. Students who are suspended are excluded from all activities, including co-curricular programs on the days they are assigned in or out of school suspension. Parents will be notified by phone, if possible, and in writing of the cause of the suspension and the length of time involved and the following procedures. **All students are responsible to collect and make up work missed during the suspension.** Students may email teachers relative to class work and projects that they will miss during this time. (email: teacher's first initial last [name@hackettstown.org](mailto:name@hackettstown.org)). **Students are granted one day for each day they are suspended for the purpose of making up missed work.** Immediate suspension and community service will be imposed for:

- \*Continued and willful disobedience
- \*Refusal to attend in-school suspension
- \*Disorderly conduct(fighting)
- \*Open defiance of the authority of a teacher or staff member
- \*Smoking
- \*Commission of a crime or act of delinquency
- \*Vandalizing school property

\*Habitual use of profanity or abusive language

\*Use, sale, transfer or possession of controlled, dangerous substances(including drugs, alcohol, and weapons)

Each student will be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. **Any student who is suspended on (3) occasions during the year will be considered a chronic offender and as such may be considered for out-of-district placement or long term suspension.** Students that are considered chronic offenders will be required to meet with his/her parents and the principal. If incidents of disruptive behavior continues these students will be referred to the superintendent for further action.

### **EXPULSION**

Expulsion is the most severe form of disciplinary action a school may enforce. The action bars a student from further attendance at the school. Expulsion requires formal action of the Superintendent of Schools and the Board of Education. Probable recommendation for expulsion will result for students who sell drugs on campus, carry a weapon on campus, assault a school staff member are responsible for a bomb threat, or are chronic offenders of the school discipline policy.

### **COMMUNITY SERVICE**

Community service is a component of the discipline policy that requires students to perform a service for the school or for the community as a consequence of their behavior. Parents will be notified of the community service to be performed.

### **DISCIPLINE APPEALS**

Disciplinary actions and short term suspensions ( up to 10 days) may be appealed in the following order:

<b>Action taken by</b>	<b>Appeal to</b>
Dean of Students/Vice-Principal	Principal

Long term suspensions, over 10 days, may be appealed in the following order:

<b>Action taken by</b>	<b>Appeal to</b>
Dean of Students/Vice-Principal	Principal
Principal	Superintendent
Superintendent	Board of Education

### **SUSPENSION FROM CO-CURRICULAR ACTIVITIES**

When a student is found to be under the influence of illegal drugs and/or alcohol, or in possession of illegal drugs and/or alcohol, or found to be selling illegal drugs and/or alcohol at any district school property/premises or any district school function, or found guilty by the court of criminal violence while

on any district school property/premises or at any district school function, he/she will forfeit all co-curricular activities for a period of **25 school days**.

If a student were found guilty of a second offense as listed above, the penalty will be doubled to **50 school days**.

## **GUIDANCE SERVICES**

### **GUIDANCE INFORMATION**

The guidance department is the focal point of the school community, serving students, parents, teachers and administration. Students may access services in the guidance office by making appointments with counselors assigned to them.

Counselors are available to assist and advise students about personal problems, academic problems, career choices, course selections, college choices and scholarship applications. The guidance department also assists in student orientation information services and standardized testing. The guidance office is open during regular school hours and throughout the summer. Any request for a change of guidance counselor will be made at the discretion of the high school administration.

### **STUDENT SCHEDULING**

Planning the annual academic schedule is one of the most important activities the Guidance Department undertakes each year. Graduation requirements are 120 credits. In order to organize staff assignments, order materials and develop a master plan the administration and counseling staff will operate with the following guidelines:

1. Individual student schedule requests will be taken during February and March.
2. The administration will develop a master schedule based on student needs/requests.
3. Students/parents can make course selection adjustments during the process based on revised educational goals, academic grades or other valid concerns.
4. Balancing class numbers, which are based on student schedules requests, will be completed in July. Schedules will be distributed in late August. New students will be scheduled in August.
5. All policies for schedule changes can be found in the course catalog.
6. Course Failures: refer to the course catalog.

### **GRADE REPORTING**

1. Any numerical grade below 70 is a failing grade. Hackettstown High School does not report rank. A weighted GPA is determined as follows: AP courses are weighted by 1.08, Honors courses are weighted by 1.06, all other courses are 1.0.
2. Every student will receive an interim academic report after 25 and again after 70 days in each semester. A comment and a status report without a numerical grade will be included. On the 45<sup>th</sup> day (mid terms) and the 90<sup>th</sup> day (final exams), report cards will be issued.

3. The mid-semester report card will indicate the student's average to date and the mid-term exam grade. The end of the semester report card will include the student's average for the second half of the semester, the final exam grade, the final average and credits earned. Grades are not reported for courses that are audited. A course taken for pass/fail will not be included in determining the GPA.
4. Any student who does not sit for a mid-term and/or final exam will receive a 0.
5. Incompletes must be made up within 10 calendar days.
6. Students will be retained in their current grade level if they do not achieve the minimal number of credits necessary to be promoted. The credit requirement for the sophomore year is 25 credits, junior year is 50 credits, and the senior year is 80 credits. This does not apply to co-curricular eligibility.
7. Final average is determined by 40% for each half of the semester, and 20% for a combination of the mid-term and final exam.

**Any grade appeals must be made within 30 calendar days after receiving the report card. All grades are final after that date.**

#### **HONOR ROLL**

High Honors .... Minimum grade of 93 in all courses

Honors ... Minimum grade of 86 in all courses

\*Students must carry a minimum of 3 courses

\*\*No Incomplete or Unsatisfactory grades

#### **EXAM POLICY**

Mid-term and final exams are scheduled during two (2) half days for students with two (2) exams given each morning. Each exam is conducted during a two hour period. Teachers are in attendance all afternoon to correct exams, administer make-up exams, and compute grades.

Mid-term and final exams become 1/5 of the yearly course average (10% for each exam). Students who fail to take a required exam will receive a grade of "0". Except for courses in which skills are cumulative, it is expected that the mid-term would cover subject matter covered in the first half of the course and finals would address material taught in the second half. Any senior who has achieved a minimum grade point average of a 93 or better (exclusive of mid-term exam grade) may be exempted from taking the final exam in that course. All students including seniors, enrolled in a dual credit course must take the final exam. In the event that a senior is exempt from taking a final, the midterm exam grade will be doubled in the calculation of the final grade.

\*No co-curricular activities are to be scheduled during this exam week.

\*No field trips are to be scheduled during this testing period.

#### **PLAGIARISM**

The Hackettstown School District regards academic honesty as a cornerstone of its educational philosophy. Plagiarism, a serious academic offense, is defined as follows: to steal and pass off the ideas or words of another as one's

own. Students are expected to be honest when completing all assignments. This means that they will not engage in any of the following:

- Cheating on exams, the use of crib sheets, copying from other students' papers, exchanging information from other students orally, in writing or through signals, text messaging or obtaining copies of an examination illegally.
- Plagiarism is not permitted when completing term papers, essays, reports or any other academic assignments.
- Falsifications, including forging signatures, altering responses after grading, the insertion of information after the fact, the erasure of a grader's markings that allow for falsely earned credit.

A student found guilty of plagiarism/cheating will lose credit for all of the work that is plagiarized. The Board believes that students should be able to defend their work as original without a teacher's need to conduct extensive research. If warranted, the teacher may make a referral to the main office for further discipline, which could result in in-school suspension, out of school suspension or expulsion. Related legal references: NJSA 18A:37-1 Submission of Students to Authority and NJSA 18A:37-2 Causes for Suspension or Expulsion

#### **STUDENT ASSISTANCE PROGRAM(SAP)**

The Student Assistance Program is an intervention program set up within our school. Its purpose is to intervene as early as possible in situations where student problems have been recognized. If the difficulty is drug and/or alcohol related, specially trained members of the Professional Staff will take appropriate action to assist the student and his/her family. It is a "helping" mechanism to work in conjunction with the school's disciplinary code. The Student Assistance Counselor also provides faculty in-service, student support groups, and an opportunity for parent involvement.

The Student Assistance Program is not a treatment resource. Schools do not have the expertise nor the responsibility to treat. Our expertise lies in our ability to observe the behavior and performance of students. Using our knowledge in this regard, we are able to identify early stages of crisis in the life of a young person and facilitate efficient and appropriate treatment outside the school. Recognizing that no student or family is immune to problems, and that these problems have an impact on the school setting, Student Assistance Programs are designed to attend to all students.

#### **USE OF TOBACCO PRODUCTS**

The possession and/or use of tobacco products is prohibited on the school property during school hours (student's day begins upon his/her arrival at school and ends with his/her departure). Tobacco products will be confiscated.

All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses, in the student parking lot, athletic fields, and during the practice of, or participation in, co-curricular activities.

Consequences for violation of this policy shall be according to the Discipline Policy.

Please familiarize yourself with this policy. The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, and snuff.

**HACKETTSTOWN PUBLIC SCHOOLS  
SUMMARY OF DRUG/ALCOHOL  
ADMINISTRATIVE GUIDELINES**

**I. When a student volunteers information about personal drug/alcohol usage and asks for help:** The student is informed of the services available and that a referral will be made to the SAP CORE TEAM. The student is also informed that no punitive action will be taken. The CORE TEAM will provide appropriate interventions. Unless there is clear and present danger to the student **notification of parents** will be with the consent of the student

**II. When a student volunteers information about personal drug/alcohol usage of another student:** This information will be kept confidential. The referred student is counseled by the SAC and informed of available services. **No punitive action will be taken as a result of this referral. Notification of parents** (see Article I.)

**III. When a staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc., of a student:** If the staff member determines the appropriateness of a CORE TEAM referral. Upon receipt of a referral, the CORE TEAM will investigate, provide intervention, or refer the matter to the Pupil Assistance Committee (PAC). Upon completion of the investigation step, **notification of parents** becomes the responsibility of the CORE TEAM.

**IV. Whenever it appears to any professional staff member or other educational personnel that a student may be under the influence** of a substance as defined in Section 2 (18A:40A-9), all standard health, first aid, and medical procedures will be followed as well as procedures outlined in Board Policy and State Statue 18A:40A-12. **The matter must be reported immediately to the school nurse or SAC and to the principal. The parent will be immediately contacted** and the situation described. **The principal shall** inform the superintendent and then arrange for an immediate examination of the pupil in accordance with the district's contracted health services or by a doctor of the parent's choice. If a doctor or medical inspector is not immediately available, the student shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. This examination may include, but not be limited to, blood alcohol content and urinalysis. The student will be accompanied by the SAC or other member of the staff designated by the principal and the parent/guardian if available. **A**

**written report of that examination** shall be furnished to the principal within 24 hours from the physician. **If the report is not available, the student shall be allowed to return to school pending the results of the test with a release from a doctor.** If there is a positive diagnosis that the student is under the influence the student shall be returned to the care of the parent. The student will receive a five day suspension during which all SAC recommended activities must be completed. Additionally, the Board of Education's policy will be enforced which includes a 45 day suspension from all extracurricular activities including but not limited to athletics and all school functions whether or not they take place on school campus. For seniors, this would encompass all end of the year senior activities including participation in graduation ceremonies. A second offense will result in a 90 day suspension of same. Failure to comply will result in a continuation of the suspension. **Any drugs and/or paraphernalia confiscated must be given to the police.**

**V. When there is probable cause to suggest drug/alcohol possession, or the student is found in the possession of drugs/alcohol:** The school personnel will escort the student to the principal's office, or summon the principal. The student shall not be left alone. **Search and seizure** policy is followed. The police will be notified. Procedures are specified in the "Search on School Premises" section of the Enforcement of Drug Free Zones Administrative Regulations. **Parent notification is immediate** with an opportunity to be present when the police are involved. **All substances are to be turned over to the police.**

#### **PUPIL RANDOM DRUG AND ALCOHOL TESTING**

It is the responsibility of the board of education to safeguard the health, character, citizenship, and personality development of the pupils in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The board recognizes that the misuse of drugs, alcohol or steroids threatens the positive development of pupils and the welfare of the entire school community. The board of education is committed to the prevention of drug, alcohol and steroid abuse and the rehabilitation of identified abusers.

The board of education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The district's commitment to maintaining athletics, extra-curricular programs and parking in a safe, healthy and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use by pupils involved in athletics and extra-curricular activities.

Participation in athletics, extra-curricular activities and parking on campus is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these extra-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics, extra-

curricular activities and parking.

Consistent with the U.S. Supreme Court Ruling, *Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al.*, 536 U.S. 822 (2002) and the New Jersey Supreme Court Ruling in *Joye v. Hunterdon Central Regional High School Board of Education*, 176 N.J. 568 (2003), it is the policy of the Board of Education to direct the Chief School Administrator to implement and conduct a program of random drug testing of pupils in athletics, extra-curricular activities, school clubs, pupils granted parking permits for on campus parking, pupils who have violated the district substance abuse policy, and pupils who elect to participate in the program with parental consent. Eligibility shall apply to the entire calendar year according to board regulations 5131.7A. The principal or his/her designee shall oversee the Policy and Procedure.

Primary emphasis in administering this program should be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Consequences for a pupil who tests positive for illegal drugs or their metabolites will be followed according to board regulation. This policy is NOT intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to loss of instructional time. No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Random Drug Testing Program.

This policy and its implementing regulations will supplement our existing comprehensive program of drug, alcohol and steroid education, prevention and intervention. This program will expand our existing programs aimed at the identification and remediation of pupils involved with drugs, alcohol and steroid. This program will be therapeutic in nature allowing for the opportunity to refer identified users of drugs, alcohol or steroids to an appropriate substance abuse program as recommended by the department of health.

This policy will comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. The policy and procedures set forth will comply with the provisions of N.J.S.A. 18A: 40A-12 addressing reporting pupils suspected of being under the influence in school.

This policy and its implementing regulations will apply to all pupils in the Hackettstown High School who participate in any athletics, extra-curricular activities, or school clubs, pupils granted parking permits for on campus parking, pupils who have violated the district substance abuse policy and pupils who elect to participate in the program with parental consent.

This policy and its implementing regulations will be made available to all staff, pupils, and parents/guardians on an annual basis. This policy shall be in each building, and notification of its availability shall appear annually in the pupils' handbook.

Definitions:

**Drug:** For the purpose of this policy “drug” shall include all controlled dangerous substances set forth in N.J.S.A 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A 2A:170-25.9 et seq. and all medications taken not pursuant to a legal prescription.

**Alcohol:** For the purpose of this policy “alcohol” includes beer, wine, distilled liquors and any other liquid containing alcohol.

**Extra-curricular Activity:** For the purpose of this policy “extra-curricular activity” shall be those activities which are sponsored or approved by the board but are not offered for credit toward graduation.

**Non-punitive:** no loss of instructional time as established in New Jersey and United States Supreme Court decisions.

**Testing Coordinator**

- The Principal or designee will coordinate and supervise the Pupil Random Drug and Alcohol Testing Program.

**Eligibility for Testing:**

- All pupils in the Hackettstown High School who participate in any athletics, extra-curricular activities, or school clubs, have been granted parking permits for on campus parking, have violated the district substance abuse policy and pupils who elect to participate in the Random Drug and Alcohol Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).
- Pupils become eligible once they complete a “Random Drug and Alcohol Testing Program: Pupil Consent to Test Form” (Consent to Test Form).
- The Consent to Test Form must be submitted to the appropriate coach, advisor or dean of pupils for parking permits and volunteers.
- Pupil athletes must submit Consent to Test Form on or before the first day they participate in practice. Failure to do so will result in ineligibility for participation in the athletic endeavor until the form is submitted and at the discretion of the Director of Athletics.
- Pupils involved in extra-curricular activities or school clubs must submit the Consent to Test Form by no later than their attendance at a second meeting. Failure to do so will result in ineligibility for participation in the activity or club.
- Pupils who are granted a parking permit for on campus parking must submit the Consent to Test Form prior to the first day of parking. Failure to do so will result in ineligibility for parking on campus.
- Pupils who have violated the district Under the Influence in School Policy will be required to submit a Consent to Test Form prior to

their return to school following suspension. Failure to do so will result in the pupil being deemed in violation of the district substance abuse policy # 5131.6.

- Pupil volunteers for the Program shall be allowed to enter the Testing Pool at any time once they submit a Consent to Test Form.
- Pupils remain eligible for random drug testing from the date the Consent to Test Form is turned in until an Activity Drop Form is completed, whether or not they have been previously tested or are currently participating in athletics or extra-curricular activities at the time they might be randomly selected for a drug test. In the event that a pupil eligible for random alcohol and drug testing ceases to participate or withdraws from all athletics, extra-curricular activities or school clubs, or pupil parking, he or she has the opportunity to submit to the Principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built in fifteen (15) day grace period for reconsideration. In order for a pupil's withdrawal to be effective and thereby remove him or her from the Testing Pool, the pupil's Activity Drop Form must be signed by both the pupil and a parent/guardian.
- The district will test no less than 10% of the total number of pupils in the Testing Pool annually.

**Testing Procedure:**

- A confidential testing schedule will be created by the administration prior to the initiation of the Program to ensure that the testing of eligible pupils is conducted in a manner that is random.
- Testing will only occur on pupil contact days during the academic year.
- Selection of eligible pupils for testing will be conducted in a purely and entirely random basis, which will be carried out as follows:
  - The pupils eligible for testing will be identified by their pupil ID number, not their name, in order to maintain confidentiality and to maintain the integrity of the randomness of this program.
  - Periodically, the testing coordinator will receive, from an independent consultant, pupil ID number(s) to be tested.
  - The testing coordinator or designee will notify the individuals selected for testing (pupil) and escort the pupil to the nurse's office (Testing Site).
  - The Testing Site will have a secured bathroom which will maximize the privacy of the pupil.
  - Alternate pupil selection will be made in the event of pupil absence.
  - The names and/or any other personally identifiable information of the pupil will remain confidential.

### Collection of Samples:

- All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all the personal and/or privacy rights of the pupil to the maximum extent possible. The Policy treats a pupil's test results as a confidential health record pursuant to both federal and state regulations. 42 C.F.R. 2.1 and 2.2; N.J.A.C. 6A:16-1.5. As such, any information obtained by the Program which would identify the pupil as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42 C.F.R.-Part II. No testing record of any pupil will be used to initiate or substantiate any criminal charges against a pupil or to conduct any investigation of him or her, and the district will not share pupils' individual test results with law enforcement authorities.
- Any information transmitted to an approved outside agency for testing or processing will not contain any personally identifiable information of the pupil. The approved outside agency will consult with and guide the school nurse in the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.
- In administering the Program, the district will test for the presence of certain substances that may include, but are not limited to, the following substances or their metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic antidepressants and/or any other substance defined as a "controlled substance" by either New Jersey or Federal law.
- The pupil shall submit a urine screen according to the Consent to Test Form.
- The school nurse will collect specimens from the selected pupil and conduct an initial on-site test on the specimen. If the specimen produced is determined to be a "non negative" the specimen will be forwarded to a licensed laboratory for confirmatory testing. Any information transmitted to a licensed laboratory for testing or processing will not contain any personally identifiable information of the pupil.
- The pupil shall complete a specimen control form which bears an assigned identification number. This identification number shall be the means for identifying the specimen by all laboratory personnel. Only the designated school personnel shall know the assigned number for each pupil.
- Specimens will be kept by the testing facility for at least ninety (90) days pending a request for retesting of a specimen, if an appeal occurs.
- Any pupil unable to produce an adequate specimen during the collection process will be recalled for testing later that day.

- Any attempt by a pupil to tamper with the specimen collection process will deem and constitute the specimen as positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of pupils. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

#### **Notification of Testing and Testing Results**

- All pupils in the Hackettstown High School who participate in any athletics, extra-curricular activities, or school clubs, have been granted parking permits for on campus parking, pupils who have violated the district substance abuse policy and pupils who elect to participate in the Random Drug and Alcohol Testing Program (Program) with parental consent will be required to completed a Consent to Test Form.
- An attempt will be made to contact the parent(s) or guardian(s) of pupils selected for testing prior to the testing procedure.
- The parent(s) or guardian(s) of pupils selected for testing will receive a phone call or message following pupil's completion of Testing Process with information concerning the preliminary results.
- Where a pupil's test is confirmed positive, the pupil's parent(s) or guardian(s) will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.
- Results of the pupil's test confirmed by the MRO will be provided to the designated personnel within twenty-four (24) hours of the MRO's consultation with the pupil and his or her parent(s) or guardian(s).
- Pupils' test results will be kept in confidential files separate and apart from his or her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the Program or the consequences for violating the policy. Pupil drug testing information resulting from the Program will not be turned over to any law enforcement authorities except under circumstances in which the district is legally compelled to surrender or disclose such test results. N.J.A.C. 6A:16-3.2.
- The district respects the privacy of its pupils and shall maintain confidentiality regarding any alcohol and drug testing for this Program. The results will only be released to parents of the pupil and the SAC (Substance Awareness Coordinator). All records and subsequent actions shall be kept in a file separate from the pupil's regular file. The district personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the pupil and/or his/her parent/guardian without written authorization

from the pupil and/or his/her parent/guardian. In accordance with 42 C.F.R.-Part II.

**Consequences:**

- Consequences will result from the following:
  - A confirmed positive alcohol or drug test;
  - Refusal to participate in testing when selected; and/or
  - Tampering with the specimen collection process.
- Pupils will be ineligible for participation in any athletics, extra-curricular activities, or school clubs, or parking on campus unless they complete the Random Drug and Alcohol Testing Program: Pupil Consent to Test Form.

**Consequences of a Confirmed Positive:**

- The Principal or designee will contact the parent(s) or guardian(s) to remove the pupil from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A 18A:40A-12. and N.J.A.C. 6A:16-4.3.
- The pupil will be removed from the any athletics, extra-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of one (1) week.
- The pupil shall have a minimum of six (6) visits with the Pupil Assistance Counselor (SAC) two of which must occur within the week immediately following the confirmed positive test.
- The pupil shall attend an Early Intervention Program, if one is not available in school the pupil shall attend the program at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The pupil must enter into an approved program within one (1) week of the receipt of the confirmed positive result.
- The parent(s) is/are responsible for the cost of the rehabilitation program.
- In accordance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, the pupil must be evaluated by a physician before returning to school and a written report must be furnished to the district certifying that substance use no longer interferes with the pupil's mental or physical ability to participate in school.
- The pupil must submit a negative drug test prior to returning to any athletics, extra-curricular activities, or school clubs as well as before having his/her parking permit reinstated.
- If the pupil submits a confirmed positive drug test a second time the pupil will forfeit the privilege of participation in any athletics, extra-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of thirty (30) consecutive school days.
- A pupil who submits a confirmed positive drug test a second time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be

performed by a substance abuse professional approved by the Department of Health and Senior Services as an appropriate substance abuse treatment provider.

- A pupil who submits a confirmed positive drug test a third time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services as an appropriate substance abuse treatment provider. pupil will forfeit the privilege of participation in any athletics, extra-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of one calendar year.
- Failure to follow through on procedures as set forth will result in pupil being deemed ineligible for any athletics, extra-curricular activities or school clubs, or parking on campus.

**Appeal Procedure:**

- A pupil or his or her parent(s) or guardian(s) may request a retest of his/her specimen at his/her own expense at a laboratory approved by the District and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

**504 Services**

The Board of Education of the Hackettstown School District recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), if he or she:

- has physical or mental impairment that substantially limits one or more of such person's major life activities;
- has a record of such an impairment, or
- is regarded as having such an impairment.

Each building's Intervention and Referral Services Team will evaluate students who have been identified or are in need of a referral, and make a determination of eligibility for accommodations of the student's program. Additional information on Section 504 services may be obtained by contacting the Board of Education office at (908) 850-6500.

504 Coordinator is Mr. Guy Jorstad

Intervention and Referral Services Team Coordinator is Mr. Guy Jorstad

