

# 2018-2019 Academic Year



## HACKETTSTOWN HIGH SCHOOL

599 Warren Street  
Hackettstown, New Jersey  
908-852-8150

## STUDENT/PARENT HANDBOOK 2018 - 2019

**PLEASE NOTE: Contents are subject to change as Board Policies are revised and/or updated.**

### 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.

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# WELCOME TO HACKETTSTOWN HIGH SCHOOL



## HACKETTSTOWN PUBLIC SCHOOL DISTRICT

Mr. David Mango, Superintendent  
Mrs. Debra Grigoletti, Director of Curriculum and Instruction  
Mrs. Kathleen Gesumaria, Director of Special Services

## HACKETTSTOWN HIGH SCHOOL ADMINISTRATION

Mr. Kyle Sosnovik, Principal  
Mr. Kevin O'Leary, Assistant Principal  
Mrs. Lauren Thomas, Assistant Principal  
Mr. Guy Jorstad, Director of Pupil Personnel Services  
Mr. Robert Grauso, Director of Athletics

## MAIN OFFICE PHONE NUMBER –908-852-8150

<b>STUDENT ABSENTEE</b>	908-852-8150 dial 1
<b>HEALTH OFFICE</b>	908-852-8150 dial 3
<b>GUIDANCE DEPARTMENT</b>	908-852-8150 dial 4
<b>SPECIAL SERVICES</b>	908-852-8150 dial 5
<b>ATHLETIC DEPARTMENT</b>	908-852-8150 dial 6

## WEBSITE

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

## **CO-CURRICULAR ACTIVITIES & ATHLETICS**

Art Honor Society	Golf	Softball
Band Front	G.S.A.	Spanish Honor Society
Baseball	Key Club	Student Government
Board Gaming Club	Lacrosse	Swimming (Boys)
Book Club	Marching Band	Swimming (Girls)
Basketball (Boys)	Math Honor Society	Tech Students Association
Basketball (Girls)	Math League	Tiger Times
Cheerleading	National Honor Society	Track (Girls)
Chorus	Peer Ambassadors	Track (Boys)
Cross Country (Boys)	Political Club	Tri-M
Cross Country (Girls)	Quill & Scroll	Volleyball
Drama	Science Honor Society	Winter Guard
Fencing	S.H.I.N.E.	Wrestling
Field Hockey	Ski/Snowboard Club	Yearbook
FIRST Robotics	Soccer (Boys)	
Football	Soccer (Girls)	

# Hackettstown Public School | 2018-2019 CALENDAR

- 3 Labor Day/School Closed
- 4 Staff Reports/PD Day
- 5 Staff PD Day
- 6-7 Student's Report/Early Dismissal/PD Days

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 Early Dismissal/PD Day

- 8 Columbus Day/School Closed/PD Day

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 18 Early Dismissal
- 19-26 Spring Break/School Closed
- 29 District Re-opens

- 5-7 Early Dismissal/Parent Conferences
- 8-9 Teacher Convention/School Closed
- 21 Early Dismissal
- 22 Thanksgiving Day
- 23 School Closed

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 17 Early dismissal/PD Day
- 27 Memorial's Day/School Closed

- 7 Early Dismissal/PD Day
- 21 Early Dismissal
- 24-31 Winter Break/School Closed

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 24-26 Early Dismissal
- 26 Last Day Students
- 27 Last Day Staff

- 1 New Year's Day/School Closed
- 2 District Reopens
- 21 M.L. King Day/School Closed/PD Day

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 15-18 President's Weekend/School Closed



FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

TEACHER PROFESSIONAL DEVELOPMENT		
Full Day	Early Dismissal for 1/2 Day PD	
9/4/18	9/6/18	3/8/19
9/5/18	9/7/18	5/17/19
10/8/18	12/7/18	
1/21/19		
<b>ATTENDANCE DAYS</b>		
	<u>Students</u>	<u>Staff</u>
September	17	19
October	22	23
November	18	18
December	15	15
January	21	22
February	18	18
March	21	21
April	16	16
May	22	22
June	18	19
	188	193

Six inclement weather days are built into this calendar, and if not used, will be given back on days to be determined. If more than 6 inclement weather days are necessary, they will be made up during the spring holiday break in April beginning with April 26, April 25, and so on. If more than (2) inclement weather days are used prior to the December break, the make-up day will be Feb. 15<sup>th</sup>. Please be advised if school is in session during Spring Recess, absences resulting from preplanned trips or vacations will not be excused.

# Hackettstown High School Bell Schedule

## Six Period Day ~ Four Day Rotation

DAY 1	DAY 4	DAY 3	DAY 2			
1	4	3	2		<b>7:50 - 8:51</b> 61 min.	
2	1	4	3		<b>8:56 - 9:53</b> 57 min.	
3	2	1	4		<b>9:58 - 10:55</b> 57 min.	
Lunch 5A 10:55-11:25 Class 5A 11:30-12:27 Class 5B 11:00-11:57 Lunch 5B 11:57-12:27	Lunch 8A 10:55-11:25 Class 8A 11:30-12:27 Class 8B 11:00-11:57 Lunch 8B 11:57-12:27	Lunch 7A 10:55-11:25 Class 7A 11:30-12:27 Class 7B 11:00-11:57 Lunch 7B 11:57-12:27	Lunch 6A 10:55-11:25 Class 6A 11:30-12:27 Class 6B 11:00-11:57 Lunch 6B 11:57-12:27			<b>10:55 - 12:27</b> 30 min. Lunch 57 min. Period 5 min. Passing 92 min.
6	5	8	7			<b>12:32 - 1:29</b> 57 min.
7	6	5	8			<b>1:34 - 2:33</b> 59 min.



**DELAYED OPENING**  
43 minute classes

1	9:20 - 10:03	
2	10:08 - 10:51	
3	10:56 - 11:39	
4A	Lunch 11:39- 12:09	Class 12:14-12:57
4B	Class 11:44-12:27	Lunch 12:27- 12:57
5	1:02 - 1:45	
6	1:50 - 2:33	

**EARLY DISMISSAL**  
40 minute classes

1	7:50 - 8:30
2	8:35 - 9:15
3	9:20 - 10:00
4	10:05 - 10:45
5	10:50 - 11:30
6	11:35 - 12:15



## **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 and counselors are available during regular school hours. The guidance office is also open throughout the summer, however counselors are only available immediately after the school year ends and immediately prior to the beginning of the next school year.

### **STUDENT SCHEDULING**

Planning the annual academic schedule is an important function of the Guidance Department. 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 the spring.
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. Schedules will be distributed in late August.

### **COURSE PLACEMENT**

Requirements for course placement can be found in the Hackettstown High School course catalog. A digital copy can be found on the guidance website: [www.hackettstown.org](http://www.hackettstown.org)

**No waivers will be granted for remaining or moving levels.**

### **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 update the Parent Portal. 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.

### **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 & federal laws & 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.

## GRADE REPORTING

There are four marking periods (quarters) over the duration of the academic year.

- For 5.00 credit courses each marking period = 20% of the final average. The midterm and final are each 10%
- For 3.75 credit courses each marking period = 1/3 of the final average.
- For 2.50 credit courses each marking period = 50% of the final average.
- For 1.25 credit courses each marking period = 100% of the final average.

## GRADING SCALE

All grades are reported numerically out of 100. A numerical grade below 65 will be considered failing.

90-100 = A

80-89 = B

70-79 = C

65-69 = D

Below 65 = F

## HONOR ROLL

High Honors ... Minimum grade of 90 in all courses

Honors ... Minimum grade of 80 in all courses

\*Students must carry a minimum of 3 courses

\*\*No Incomplete or Unsatisfactory grades

## GRADING LEGEND

**P** = Passing grade. Credits are awarded for this course but the grade does not count towards GPA calculations.

**W** = Withdraw. No credit is awarded for this class nor will the grade count towards GPA calculation.

**WF** = Withdraw failing. No credit is awarded for this class and the grade (50) will count towards GPA calculations.

**NCA** = No credit due to lack of attendance. The grade (50) will count towards GPA calculations.

**WP** = Withdraw passing. No credit is awarded for this class nor will the grade count towards GPA calculation.

**AUD** = Audit. No credit is awarded for this course nor will the grade count towards GPA calculation.



## **PLAGIARISM/CHEATING**

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 including homework. This means that they will not engage in any of the following:

- Cheating on assignments or 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. Repeated offenses may result in removal from the course with no credit awarded. The Board believes that students should be able to defend their work as original without a teacher's need to conduct extensive research. Any student caught cheating or plagiarizing that is a member of National Honor Society will be immediately placed on probation and may face removal pending a hearing by the school faculty council. In addition, the student is required to meet with their guidance counselor and their parents will be contacted. If warranted, the administration may deem that further discipline is needed, which could result in Saturday detention, 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.

## **GRADE LEVEL PROMOTION REQUIREMENTS**

Grade level promotion is based on: (1) credits earned, and (2) the number of years of high school enrollment. Students must satisfy both requirements to be promoted to the next grade level.

10th Grade: 30 Credits and 1 year of prior high school enrollment

11th Grade: 60 Credits and 2 years of prior high school enrollment

12th Grade: 80 Credits and 3 years of prior high school enrollment

Additionally, student athletes must meet NJSIAA requirements (summarized below) to be eligible to play sports. Being promoted to a particular grade does not guarantee athletic eligibility.

## **GRADUATION REQUIREMENTS**

The attainment of proficiency in basic skills is an integral part of the school's responsibility to provide a thorough and efficient education to students in the State of New Jersey. Students share in the responsibility for their own education. Thus, these graduation requirements are distributed to all students and to their parents so that they are aware of the conditions for graduation from Hackettstown High School with a state-endorsed diploma. Additionally, requirements for successfully mastering the standards of any particular course required for graduation will be distributed to students and parents at the start of the course.

The following criteria will be used to determine student promotion and high school graduation. Failure to meet curriculum proficiencies and/or failure to comply with the district attendance policy in any course will result in a failure. This may impact eligibility for graduation as stated in Board policies #5113, #5127 and #6146.

## ATTENDANCE

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 complete the prescribed curriculum requirements successfully. Failure to comply with the district attendance policy will result in both loss of credit and a failure in any course.

The following details how the attendance policy is applied to classes of varying duration:

1.25 Credit Courses. Students are permitted 4 unexcused absences and will lose credit for the class on the 5<sup>th</sup> unexcused absence.

2.5 Credit Courses. Students are permitted 8 unexcused absences and will lose credit for the class on the 9<sup>th</sup> unexcused absence.

3.75 Credit Courses. Students are permitted 11 unexcused absences and will lose credit for the class on the 12<sup>th</sup> unexcused absence.

5 Credit Courses. Students are permitted 15 unexcused absences and will lose credit for the class on the 16<sup>th</sup> unexcused absence.

## CREDIT HOURS

The minimum requirements for earning a state-endorsed Hackettstown High School diploma shall consist of receiving a proficient or advanced proficient score on the New Jersey High School Proficiency Assessment (or any other state mandated assessment), successfully completing required course work, and acquiring a minimum of 120 credits.

### DISTRIBUTION OF CREDITS (Credits Required for Graduation):

English 1, 2, 3 & 4	20
Mathematics (Algebra 1, Geometry and one additional year of math that builds on Algebra & Geometry skills)	15
Science (Biology and two of the following additional courses: Chemistry, Physics or Environmental Science)	15
US 1, US 2 & World History	15
Personal Finance	2.5
Health, Safety & Physical Education	*
Visual and Performing Arts	5
World Language	5
21st Century Life and Careers	5
Technology Education	5

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Graduation Credit Requirements 120 \*\*

\* PE & Health (Grade 9) will be a 3 quarter-long class worth 3.75 credits;

Careers (Grade 9) quarter-long class worth 1.25 credits;

PE & Drivers Education (Grade 10) 3 quarter-long class worth 3.75 credits;

Careers (Grade 10) will remain a quarter-long class worth 1.25 credits;

Careers (Grade 11) will be a half-year class worth 2.5 credits;

Personal Finance (Grade 11) will be a half-year class worth 2.5 credits;

PE & Health (Grade 11) will now be a full-year class worth 5 credits;

PE & Health (Grade 12) will now be a full-year class worth 5 credits.

\*\* The 120 credit total is greater than the sum of the individual requirements above, to allow for student electives.

## **EXAMS**

All students will take midterm and final exams. The midterm and final will be displayed separately on the report card. Each of the four marking periods will count as 20% of the overall grade while the midterm and final each count as 10%. The midterm will represent the material covered within the first two marking periods while the final exam will represent the material covered within the second two marking periods. Depending on the subject some content may appear on both exams. The score for each is a valuable tool for assessing a student's overall mastery of a particular discipline.

**All courses are required to give a midterm and final exam; however, the requirements for the exam may be different in each course. Criteria for the exams will be addressed by the classroom teacher. A senior is exempt from his/her exam in any course if the senior has an overall average of 90% or above at the time of the final exam. Exceptions to this rule do occur and will be addressed on a class by class basis. Teachers may request to give an exam regardless of grade level or GPA. Any decision for senior to partake in final exams will be at the discretion of the administrative team.**

**All students are expected to attend school during their scheduled exam sessions. Any absence during a scheduled exam should be reported to the office and a doctor's note should be given to the main office upon return. Failure to report, or bring in documentation of an absence, may result in a student not being allowed to take an exam, therefore receiving a zero as an exam grade. Administration should be made aware of any extenuating circumstance as soon as possible.**

**A student's exam schedule will dictate their attendance during exam week. All students are permitted to come in late or leave early if they do not have an exam scheduled. Exams are given on half days, therefore bus services will be running on a half day schedule. Students that ride the bus are permitted to come into school or remain in school if they do not have a scheduled exam, and will be housed in the auditorium. If a parent would like to grant permission for their child to leave the building under their own cognizance, they must complete the Parent Question – Midterm and Final Exam Early Release on the Parent Portal. Students who do have guardian consent via the parent portal, must be picked up by their guardian if they wish to leave early.**

## **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 Mrs. Debra Grigoletti.

## **DUE PROCESS**

Students and parents are entitled to due process as stipulated herein and in accordance with board policy. For more information please visit the district website and select board policies. Once selected search "Due Process".

**VIRTUAL HIGH SCHOOL (VHS):** Imagine being in a classroom without walls, where you as the student are able to attend your class 24 hours a day, seven days a week from any place you can get an Internet connection. Imagine working cooperatively with your teachers and classmates from various ethnicities, backgrounds, and geographic regions online.

What you are visioning is a reality for Hackettstown High School students through The VHS Collaborative. VHS offers content rich, credit-bearing high school courses to HHS students. VHS might be a good fit for you if:

- You need to fit an extra class into an already full schedule
- You want to take a course that is not available here at HHS

- The class you desire does not fit into your schedule
- You enjoy using technology and want the challenge and flexibility of an online class

Interested in seizing the opportunity and delving into a VHS course? Prospective students should talk with Mrs. Domick, VHS Site Coordinator, visit HHS's VHS website (<http://www.hackettstown.org/Domani/472>) for more information and The VHS Collaborative website (<http://thevhscollaborative.org/catalog>) to peruse the online catalog for the possible courses of study.

### **LIBRARY MEDIA CENTER**

HHS Library Media Center's collection strives to support all the educational needs and recreational interests of its students and faculty. Students have access to 16,000 print books, 13,000 e-Books, Kindle eBook readers, 34 magazine subscriptions and 27 computers in the library. Each computer has Internet, Microsoft Office including Word, Excel and PowerPoint and the library's online book catalog. In addition, a scanner, presentation equipment, audio and video tools are 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 before first period, during lunch and afterschool on tutoring days. Beginning in October, the library will remain open until 3:45 p.m. for tutoring. The tutoring schedule of teachers and subjects will be posted in the library.

**Fines:** A fine of 5¢ per day per book is charged for 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 from extra-curricular participation.

**Research:** The library is the place for all your research needs. Students will find LibGuides (subject specific research guides), database links, works cited citation assistance and information on avoiding plagiarism on the library's website (<http://www.hackettstown.org/domain/493>). The library subscribes to 19 online research 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 and their passwords, visit the library and pick up a *Hunt It! Guide*.

### **LOST & FOUND**

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

### **MEDICATION POLICY**

The school nurse must dispense all medications. Prescription medication must be in the original container and accompanied by a prescription stating medication name and time of administration. All prescriptions must be signed by doctor and parent.

Over the counter medications will only be administered with appropriate medical documentation, including a **doctor's signature** and parent permission. Epi-pen and inhalers may be carried by student provided appropriate paperwork is on file.

### **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 must be dropped off at the main office before the start of the school day. Some notes 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. Students are responsible for all worked missed.

### **SIGNING OUT A STUDENT**

Any student being signed out of the building must have written permission from a parent or guardian. All student notes should be brought to the main office before the beginning of school day, or faxed. All students without a valid parking permit must be signed out by a parent or guardian. Unless, written consent is given, students will only be released to those who are listed in the Realtime database. Students that have a valid parking permit are permitted to leave once written notification is received by the main office. Written notification must state that the guardian is giving permission for their child to leave school on their own. Students must report to the main office before exiting the building.

The only exception to this policy occurs during exam weeks. Please see Exams on page 10 for more information. If there is an emergency and it becomes necessary for a student to leave the building during school hours, permission must be obtained from an administrator. The office requires a phone call from a parent or guardian before a student (including those students who are over 18) is dismissed in this circumstance, with a written note upon return.

### **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 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.

### **PEER AMBASSADOR PROGRAM**

The Peer Ambassadors are trained upperclassmen that utilize their skills to help freshmen make a smooth, healthy transition into the high school. Once Ambassadors have successfully transitioned the freshman class, the focus turns to cross age teaching throughout the district and positive mentoring within the remainder of our high school population. The goal is to empower teens by giving them a set of experiences that promote respect for one another, responsible decision making, and attainment of personal goals.

We are proud to have Peer Ambassadors at our school because we recognize that teens can be very influential with one another. Ambassadors have the opportunity to:

- Receive initial training in group facilitation
- Provide ongoing support to students entering our high school
- Provide cross age teaching experiences to lower school students
- Develop & facilitate empowerment programs within the school district

## **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

## **INTERVENTION AND REFERRAL SERVICES (I&RS)**

Each building's **I&RS** 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) 852-2800. 504 Coordinator for the high school is Mrs. Jennifer Spuckes.

## **WHAT TO EXPECT WHEN ENTERING THE BUILDING**

### **DRIVING/PARKING**

Parents driving students to school are required to drop off passengers in the designated areas. Drop off in the front of the building creates a serious safety hazard and is prohibited. Drivers are to observe the 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 lots. 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. 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.

### **PARENT/VISITOR PROCEDURES**

Parents are always welcome at Hackettstown High School. Prior to your visit, we ask that notification be made to the main office and that an appointment be made in advance to see a member of the staff. Our school policy is to admit only those visitors who have legitimate business at the school.

All visitors must report to the main entrance of the building and will be required to identify themselves and state their business prior to access being granted to the main lobby area. All visitors will be required to present a driver's license or state issued photo identification before being issued a visitor's badge. Visitors will not be issued a visitor's badge unless they provide valid photo identification and are cleared by the security guard or staff member using the school's computerized security system. Once cleared, visitors will be asked to report to the main office before traveling to any other part of the building. The visitor's badge must be worn in plain view at all times and returned to the security guard or staff member at the front entrance before exiting the building.

Visitors will not be issued a visitor's badge during school wide examinations, or any other time during which an administrator or security staff member deem it to be unsafe or inappropriate to grant access to the building. An administrator or security staff member may refuse to issue a visitor's badge anytime he or she feels it is in the best interest of the school not to do so. Any person found on school property without permission is trespassing and is subject to immediate removal and/or arrest by the police.

## **WHAT TO EXPECT WHEN LEAVING THE BUILDING**

Parents and visitors leaving the building are expected to exit through the main entrance lobby. Badges should be returned to the security staff member before departure.

## **EMERGENCY PROCEDURES**

### **FIRE/SECURITY DRILLS**

One fire drill and one security drill will be held each month within the school hours, including summer months which the school is open for instructional programs.

During a fire drill or evacuation, all people must leave the building. Students must move directly to the fire exits. No one is to stop at his/her locker.

One security drill will be practiced every month. The high school by law will hold a minimum of two of each of the following security drills: evacuation (non-fire), shelter-in-place, and lock down.

Teachers will review procedures for fire drills and security drills the first full day of school and periodically throughout the school year with students.

Alternate route drills may be conducted from time to time. An alternate route drill is the blocking of a fire exit to simulate a fire.

The procedures below should be followed in the event of either a regular or alternate route fire drill:

1. The teacher will be the first person out of the classroom and lead the class out of the building.
2. Once outside, students will be led to a distance far enough from the building and school property to allow classes behind to line up and to allow emergency personnel and/or vehicles access to entrances and to driveways.
3. Student conduct should be orderly in the event that directions must be given.
4. Attendance will be taken outside by individual classroom teachers.

### **LOCKDOWN & EMERGENCY EVACUATION**

Lockdown and Emergency evacuation procedures are practiced at least once a month.

## PRINCIPLES OF DISCIPLINE

The administration of Hackettstown High School believes that in order for discipline to be effective and have the greatest impact on students, consequences should occur as quickly as possible after the infraction. 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, administrative detention, 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.**

### 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. Administrative detentions after school
5. Saturday Detentions
6. In-School Suspension/Community service
7. Out of school suspension (not to exceed 10 days)/Community service
8. When the law is broken at school or during school activities, law enforcement officials may be contacted and civil/criminal complaints may be filed with the police/prosecutor's office
9. Long term suspensions, home instruction or alternative school may be imposed for chronic offenders or for those students who have committed a serious infraction as determined by the Administration.

### CONFERENCES

Family/school conferences are necessary tools in developing a cooperative effort between the school and home.

### DETENTION

Teachers and administrators may assign detention for inappropriate classroom, lunchroom, or hall behavior deemed to be inconsistent with proper school behavior. School related activities (which includes athletics and co-curricular activities), jobs or appointments are not excuses for missing detention.

- **Teacher Detention** - The duration of the detention is determined by the teacher. Failure to attend a teacher's detention or act inappropriately while in detention will result in a reassignment of the detention and/or possible administrative disciplinary action. It is the student's responsibility to notify his/her parents when he/she has been assigned a teacher's detention.
- **Administrative Detention** - When assigned an Administrative Detention other than lunch detention students will be given at least a twenty-four hour notice. Students who fail to attend or act inappropriately while in detention will face progressive consequences. The following are possible Administrative Detentions:
  - a. **Lunch Detention (L.D.)**– held in the ISS room during student's lunch period. It is the student's responsibility to notify the parents if and when they receive a Lunch Detention
  - b. **After School Central Detention (C.D.)** - held in the ISS room from 2:30pm to 3:30pm. A notification slip informing the parent/guardian of the detention will be sent home for the parent's record. Please note, this notification may occur after the detention was served.
  - c. **Saturday Detention (S.D.)** – held from 8:00am to 11:00am. A notification slip informing the parent/guardian of the detention will be sent home for the parent's record. In addition, a phone call will be placed by an administrator.



## **IN-SCHOOL SUSPENSION (ISS) & OUT-OF-SCHOOL SUSPENSION (OSS)**

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.

In-school suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension. It holds students accountable for infractions of school policies that do not require an out of school suspension. (Please refer to the Discipline Code in the student handbook.) Students have access to required coursework as prescribed by their classroom teacher and have the assistance of the ISS Coordinator to ensure completion of tasks. Tests and quizzes are also administered in this setting. Students must arrive to campus on time and report to room A-4. They are required to bring all textbooks, notebooks and reference materials that may be necessary to complete assignments. Passes are not issued from the ISS setting. There are NO electronics permitted. ISS students are dismissed at 2:29.

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). **All work is expected to be completed upon the student's return to school.**

Immediate suspension will be imposed for:

- Continued and willful disobedience with regards to building & district policy
- Refusal to attend in-school suspension
- Disorderly conduct (fighting)
- Open defiance of the authority of a teacher or staff member
- Smoking or having in one's possession cigarettes, e-cigarettes, or vaporizers
- 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 with administration 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 continue, referrals may be made to the superintendent for further action.

## **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**. Depending on the time of years suspension days carry over from year to year.

## **SATURDAY DETENTION PROGRAM (SDP)**

Saturday Detention will be given at the discretion of the administration. SDP consists of two components: a Character Education portion and an academic portion. Students are expected to bring at least an hour and half worth of academic work to be completed. Sleeping, cell phone usage, or talking are prohibited.

Students are permitted to use the bathroom or eat a snack during detention. Snacks must be brought from home; students will not be allowed to use the school vending machines.

Transportation to and from the SDP is the responsibility of the student and his/her guardian. Students are to enter the building at the main entrance. Doors will open at 7:50am and will close at 8:05am. Students that arrive after 8:05am will not be admitted and are subject to additional administrative discipline.

## **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.

## **HARASSMENT, INTIMIDATION OR BULLYING (HIB)**

[CLICK HERE FOR FULL H.I.B. POLICY](#)

The board of education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying. The board prohibits acts of harassment, intimidation or bullying against any pupil.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010,c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. “Harassment, intimidation, or bullying” means any gesture, any written, verbal, physical act, or any electronic communication, whether it be a **single incident** or a series of incidents that

**AND**

- B. Takes place on or off school property that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that a **reasonable person** should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil.

**AND**

- C. That is **reasonably perceived** as being **motivated** either **by** any actual or **perceived characteristic**, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic.

“Electronic communication” means a communication that is transmitted by means of and electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

#### **Consequences and Remedial Measures for Acts of H.I.B.**

Consequences and remedial measures for a pupil who commits and act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences and appropriate remedial actions for a student or staff member who commits on or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion or students, as set for by the approved board approved code of student conduct and N.J.A.C. 6A:16-7.1 Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

#### **WEAPONS POLICY**

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.

#### **POSSESSION OF TOBACCO PRODUCTS/VAPING/SMOKING POLICY**

The possession and/or use of tobacco products are 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. The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, e-cigarettes, vaporizers and snuff. Students that are found to possess any of the above during the school day will receive a central detention. Students who smoke and/or burn or chew tobacco are subject to prosecution in municipal court. In addition, first time offenders will be given a Saturday detention. Upon a second incident and every offense thereafter, the student will receive progressive consequences from the school and will face a municipal charge. The student will also be required to appear in court. Cases in which a vaporizer is used, students will be sent to be drug tested. The consequences will depending upon the outcome of the test - a positive drug test will result in the student being held to the consequences of a student who is under the influence of a controlled substance, as well as being in possession of a controlled substance and paraphernalia; students who test negative will be held to the consequences of a student who is in possession or smoking on school grounds.

#### **SUMMARY OF DRUG/ALCOHOL ADMINISTRATIVE GUIDELINES**

In keeping with our commitment to provide a safe and secure environment for staff and students, and to further discourage student substance use and the bringing of substances into our school, the High School has partnered with the Warren County Prosecutor’s Office and the Hackettstown Police Department to have trained narcotic detection dogs conduct a sweep in order to determine the possible existence of any substances. These searches will be conducted randomly and without any prior notice to parents/guardians

or students. The Warren County Prosecutor's Office will be involved to approve any of the sweeps beforehand, as well as any to approve and coordinate any follow-up action that may be warranted based on the results of the sweep.

These trained narcotic detection dogs will be under the direction and control of the Hackettstown Police Department, and will not sniff or have any direct contact with our students during the sweep. When a sweep occurs, the building and grounds, including the parking lot and any vehicles on school property, will be placed in lockdown and students will have to remain in their assigned classroom until the sweep is completed. In addition, students in randomly selected classes may be asked to leave the room and leave their jackets, backpacks, or handbags/purses behind for inspection.

It is our hope that the use of these trained narcotic detection dogs, along with some of our efforts (such as random locker inspections and our random substance testing) will discourage and minimize any illegal and dangerous use of substances by our students.

**WHEN A STUDENT VOLUNTEERS INFORMATION ABOUT PERSONAL DRUG/ALCOHOL USAGE AND ASKS FOR HELP:** The student is informed of the Student Assistance Services available and a referral will be made to the Student Assistance Counselor (SAC). The student is also informed that no punitive action will be taken and unless there is clear and present danger to the student **notification of parents will only be made with the consent of the student.** The SAC will provide appropriate interventions and will make a referral to the I&RS Team when appropriate.

#### **STUDENTS SUSPECTED OF CONSUMING, POSSESSING, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED DANGEROUS SUBSTANCE OR POSSESSING ANY RELATED PARAPHERNALIA OR COUNTERFEIT CONTROLLED SUBSTANCE**

##### **REPORTING, NOTIFICATION & EXAMINATION PROCEDURES**

The following procedures are established for the handling of students who are suspected of possessing, using, or distributing alcohol, any controlled dangerous substance, or related paraphernalia. However, the Board allows the Principal discretion in administering all aspects of this policy. All action taken by the administration and staff shall be within the law. A student's discipline record under the Drug and Alcohol portion of this policy will be carried from year to year; i.e. an offense occurring in the sophomore year following an offense in the freshman year places a student at the second offense stage for that offense. Similarly, suspensions under this policy will be carried into subsequent years, i.e., a 25 or 50 day activity suspension occurring in June will be complete in the next school year. Any student who tests positive for a chemical screening or who refuses to comply will be subject to the substance abuse policy.

**Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 of this act, other than anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a student assistance coordinator, and to the principal or, in his absence, to his designee.**

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the principal and either the certified school nurse, the noncertified nurse, the school physician or the substance awareness coordinator, pursuant to N.J.S.A. 18A:40A-12.

In the absence of the principal, his or her designee shall be notified.

In instances where the principal and either the certified school nurse, the noncertified nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

The staff member who suspects the student of being under the influence **MUST** contact the principal and/or his designee. Staff members are trained twice yearly to recognize the signs and symptoms of substance abuse. Policy and procedures are reviewed at those times. Any referral shall be based on observable behaviors consistent with training.

The student shall be escorted down to the nurse's office. The nurse will measure and document student's vital signs and determine if any other tests are necessary to rule out a medical emergency. The nurse will complete a "Chemical Substance Screening Report" to include: history, general appearance, physical assessment, blood pressure, pulse, pupil reaction, visual acuity, mental status and assessment outcome.

The student will be supervised at all times throughout this process.

**The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he is available.**

In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, the principal or his or her designee shall:

Immediately notify the parent and the chief school administrator or his or her designee; and arrange for an immediate medical examination of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.

The principal, or designee, shall immediately contact the parents and arrange for the student to have a medical assessment to include a urine screen to determine if the student is under the influence.

The parents have the right to go to their own physician, at their expense or to the district approved medical facilities, at the district's expense. When the medical examination is performed by a physician other than the school physician or a physician at the emergency room of the nearest hospital, the school district shall require the parent to verify within 24 hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with 18A:40A-12 and 6A:16-4.3. The verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician, the date and time of the medical examination and the date by which the report required by 18A:40A-12 and 6A:16-4.3 will be provided. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

If the parent chooses to utilize the school physician, the nurse will arrange for an examination appointment within the hour, administer the initial urine screen and send the urine screen results to the school physician. Additionally, an initial screen that results in a "non-negative" will be sent to a board of education approved lab for confirmation testing. Adulterated tests will be considered a violation of this policy.

In the event that the school physician and / or the parent's physician are not immediately available, the student will be referred to the nearest emergency room at the district's expense.

If the school physician is not available, the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination.

In accordance with district policy and protocol and aligned with court rulings: T.L.O., State v. Moore, and State v. Best a search is initiated upon circumstances of reasonable suspicion. The search is conducted in pairs by administration. In the event paraphernalia or controlled dangerous substance found a referral is made to the local police department for processing.

The chief school administrator or designee may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

The chief school administrator shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

The student shall be supervised at all times; until released to the care of the parent.

**The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act.**

The parent will secure a medical exam, to include a drug screen, and return the results to the administration.

A written report of the medical examination shall be furnished to the parent of the student, the principal and the chief school administrator by the examining physician within 24 hours of the referral of the student for suspected alcohol or other drug use.

The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish the minimum requirements for the medical report.

The findings of the report shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

If the student has admitted to being under the influence, he/she must have a doctor's note stating "he or she is physically and mentally able to return to school".

If they have not admitted to being under the influence or have not been in possession of drugs/alcohol or paraphernalia, they are allowed to return to school with a completed "Chemical Substance Screening Report" stating they are medically able to return to school until the results of the urine screen is finalized.

If the results of the medical examination combined with the chemical urine screen are negative, the student is allowed to resume school as usual.

If the results of either the medical examination or the chemical urine screen are positive, the student will adhere to the consequences set forth in the district policy. The student will not be allowed to return to school without a note from their physician stating they are physically and mentally able to return to school. Securing this note to return to school will be at the parent's expense.

The school nurse and/or administrators in each building have packets containing the necessary forms required to complete the Under Suspicion Process. They include: Guarantor Form, Chemical Substance Screening Report, and copies of the Law governing suspicion of under the influence in schools 18A:40A-12.

When a parent or student refuses to comply with mandated procedures, he/she will be considered in violation of the statute and board policy.

Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and this section shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and this section shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

A student will be considered to have been under the influence in school if there is a positive diagnosis from the physician's examination diagnosing chemical use, or the results of the chemical screen are positive, or if the pupil admits to drug or alcohol use that would place him under the influence at the time of administrative contact, or the pupil was found using, or in possession of drugs/alcohol and/or drug paraphernalia.

When a student is found to be under the influence in school he/she is subject to the discipline outlined in board policy:

- Minimum of 4 days out of school suspension and
- 25 school days no co-curricular activities first offense (this includes all Junior and Senior Privileges); 50 school days no co-curricular activities second offense

**In addition, the pupil shall be interviewed by a student assistance coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health and Senior Services.**

When a student is found to be under the influence in school the following intervention requirements must be met:

- The student **MUST** have a note from their physician in order to return to school following their suspension.
- The student **MUST** have an appointment for a substance abuse evaluation secured prior to their return from suspension. The parent/guardian is provided a resource list of local treatment agencies that perform substance abuse evaluations. The evaluation and subsequent treatment will be at the expense of the parent/guardian.
- The student **MUST** follow the recommendations of the evaluator in order to stay in school following the policy violation. The Student Assistance Counselor will monitor the student's compliance with the policy and will provide support for the student. A release of information form will be secured in order to maintain compliance with confidentiality regulations.
- The student and his/her parents have the option of utilizing any of the agencies/therapists on the resource list or an agency/therapist of their choice. The substance abuse evaluation must be conducted by a certified addiction specialist.

While the student is at home because of the medical examination or after his or her return to school, the principal or chief school administrator may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary.

The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement or an individual who holds either a school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

The district board of education may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

**When a staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc., of a student:** The concerned staff member will make a referral to the I&RS Team. Upon receipt of a referral, the I&RS Team will investigate, provide intervention, or refer the matter to the SAC. Upon completion of the investigation step, **notification of parents becomes the responsibility of the I&RS Team.**

**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.
- 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 complete a Consent to Test Form.
- 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.
- Pupils will be ineligible from participating and/or attending any extra-curricular activities or school club meeting for a minimum period of one (1) week.
- When applicable, a pupils parking permit will be revoked for a minimum period of one (1) week.
- When applicable, a pupils senior privileges will be revoked for a minimum period of one (1) week. This includes the ability to sign out during lunch and/or any assigned study hall.
- Pupils participating in athletics will be ineligible from competing in any athletic competition for a minimum period of one (1) week. This includes practices, scrimmages and official games. Although, the pupil is allowed to attend scrimmages and/or official games to positively encourage teammates as long as the pupil is dressed in normal street attire.
- The pupil shall have a minimum of six (6) visits with the Student 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.

**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.**

**DISCIPLINE APPEALS**

Disciplinary actions and short/long term suspensions may be appealed in the following order:

<b>Action taken by</b>	<b>Appeal to</b>
Assistant Principal	Principal
Principal (Long Term only)	Superintendent (Long Term only)
Superintendent (Long Term only)	Board of Education (Long Term only)

**STUDENT CODE OF CONDUCT**

**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. By adhering to this Code of Conduct students are able to foster a safe and disciplined environment that is conducive to learning, where individuals treat on another with civility and respect. 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.

## **STUDENT RESPONSIBILITIES**

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

1. Fulfill the behavioral expectations of the school, and community.
2. Treat all individuals, staff and students, with dignity and respect.
3. Report incidents of Harassment, Intimidation and Bullying (HIB) to one of the following: Building Principal, Vice Principal, Teaching Staff Member, Guidance Counselor, or Student's Assistance Counselor.
4. Not become a passive bystander of HIB by:
  - i. Walking away from acts of HIB when they see them
  - ii. Constructively attempt to stop acts of HIB
  - iii. Provided support to students who have been subjected to HIB
  - iv. Report acts of HIB to designated school staff.
5. Prepare themselves mentally and physically for the process of learning.
6. Demonstrate respect for people, property, and their environment.
7. Take responsibility for their own behavior, learning, and decisions.
8. Share responsibilities when working as a member of a group.
9. Meet the unique responsibilities of each class.
10. Monitor their own progress toward objectives.
11. 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. Behave in a way that creates a supportive learning environment.
3. Avoid making false claims against another as a means of harassment, intimidation or bullying.
4. Attend all classes on all days that school is in session.
5. Behave in an orderly manner in the hallways and classroom.
6. Adhere to classroom expectations set by the teacher.
7. Arrive at school and all assigned areas on time.
8. Stay in all assigned areas until parents properly signed out or dismissed.
9. Avoid loitering.
10. Abstain from the possession or use of alcohol, tobacco, and drugs.
11. Refrain from any activity that could injure persons or property; including but not restricted to: fighting, throwing, vandalism, and careless or dangerous activities.
12. Obey and treat with respect all persons in authority, including but not restricted to, employees of the district.
13. Refrain from using language that is crude, obscene, or vulgar.
14. Comply with public laws including but not restricted to, those dealing with assault, drugs, false alarms, gambling, stealing, and weapons offenses.
15. Follow the school expectations on the bus (see Bus Rules). The safety of all riders must never be comprised.
16. Represent themselves honestly in all school activities, including but not limited to, assignments, oral responses notes, and passes.

### STUDENT HANDBOOK CHART OF INFRACTIONS

Below is a list of possible infractions and potential consequences that may follow. Please understand that this is a guide to help students and parents understand potential consequences. Due to the nature of an offense it may or may not be listed below. If it is not listed the infraction shall fall under the first category: *Any other act deemed inappropriate by administration.*

Types of Infractions	1st Offense	2nd Offense	3rd Offense
<b>Any other act deemed inappropriate by administration</b>	To be determined at the discretion of the high school administration		
<b>Arson</b>	OSS, parent contact, police notification, possible expulsion hearing		
<b>Defacing school property/vandalism (Cost of repair plus)</b>	To be determined at the discretion of the high school administration based on severity of offense		
<b>Defiant trespass</b>	Administrative Conference & discipline to be determined		
<b>Disrespectful to Staff or other Students</b>	up to 2 C.D., 1 S.D., or ISS	S.D and/or ISS	Administrative Discretion
<b>Disruption in Cafeteria</b>	L.D. or C.D.	2 C.D. or S.D.	ISS
<b>Disruption in Class</b>	up to 2 C.D	S.D.	ISS
<b>Disruption in hall, bus, after school, etc</b>	Up to 2 days C.D. and/or Loss of privileges (1 week)	S.D. and/or Loss of privileges (2 week)	ISS and/or Loss of privileges (1 month)
<b>Inappropriate use of Electronic Device other than Cell Phone (For Cell Phone policy please check under personal belongings)</b>	Device Confiscated, returned to student at end of day, 1 C.D. (Potential loss of privilege)	Device Confiscated, parent pick up, 2 days C.D. (Potential loss of privilege)	Device Confiscated, parent pick up, S.D. (Potential loss of privilege)
<b>Endangering the welfare of others</b>	To be determined at the discretion of the high school administration		
<b>Failure to attend Central Detention</b>	Original day plus an additional day	Original day plus an additional day and S.D.	ISS plus S.D.
<b>Failure to attend or arrive late to Saturday Detention</b>	ISS will be assigned for the following Monday		
<b>Failure to report to Teacher Detention</b>	1 C.D.	2 C.D.	ISS or S.D.
<b>Failure to return School Equipment</b>	Restitution	No release of Student Report Card, Restitution	Withhold Diploma, Restitution
<b>Fighting</b>	S.D./ISS or OSS, parent contact, police may be notified, possible expulsion hearing		
<b>Forgery</b>	S.D.	ISS	OSS
<b>Gambling</b>	S.D.	1-3 OSS	Administrative Discretion
<b>H.I.B. Violation - Confirmed</b>	To be determined at the discretion of the high school administration		
<b>Inappropriate Language</b>	To be determined at the discretion of the high school administration		
<b>Insubordination</b>	To be determined at the discretion of the high school administration		
<b>Misuse of Computers/Network</b>	Up to 2 C.D. Loss of Privilege 1 wk	Loss of Privilege 1 month plus S.D.	Privilege lost for year plus 3 days ISS

<b>Motor vehicle violation (<i>Students with parking permit</i>)</b>	Loss of Parking Privilege (length will be determined by administration). Repeated offenses may result in loss for the year and disciplinary action		
<b>Physical assault of a staff member</b>	S.D./ISS and/or OSS, parent contact, police may be notified, possible expulsion hearing		
<b>Possession of a weapon</b>	S.D./ISS and/or OSS, parent contact, police may be notified, possible expulsion hearing		
<b>Possession of controlled dangerous substances or paraphernalia</b>	OSS 4-10 days, parent contact, police contact, and referral to SAC, possible expulsion hearing		
<b>Possession of tobacco products (including Vapes etc)</b>	1 C.D., parent contact, court appearance, referral to SAC	S.D., parent contact, court appearance, referral to SAC	OSS, parent contact, court appearance, referral to SAC
<b>Profanity directed at staff member</b>	3 days OSS	5 days OSS	10 days OSS
<b>Refusal to attend In-School Suspension</b>	OSS- length to be determined	5 days OSS	10 days OSS
<b>Removal from Central Detention</b>	S.D.	ISS	OSS
<b>Removal from ISS</b>	OSS-length to be determined by administration		
<b>Removes and/or makes a mess using food from cafeteria</b>	1 C.D.	2 C.D.	S.D.
<b>Sale or Distribution of controlled substances</b>	OSS 10 days, parent contact, police notification, possible expulsion hearing		
<b>Sexual assault/indecent exposure</b>	OSS (up to 10 days), parent contact, police notification, possible expulsion hearing		
<b>Smoking/Vaping/ chewing of tobacco products – on school property or at school related event</b>	S.D., parent contact, court appearance, referral to SAC	2 days ISS, parent contact, court appearance, referral to SAC	OSS, parent contact, court appearance, referral to SAC
<b>Stealing from school, other students, or cafeteria</b>	C.D. or S.D, possible police notification	S.D. and/or ISS, police notification	OSS, police notification
<b>Student assault</b>	To be determined at the discretion of the high school administration		
<b>Taking pictures in School without permission</b>	Pictures are not permitted without the permission of a staff member. Consequences will be determined at the discretion of the high school administration based on severity of offense.		
<b>Terroristic threat</b>	OSS (up to 10 days), parent contact, police notification, possible expulsion hearing		
<b>Threat directed at staff member</b>	OSS (up to 10 days), parent contact, police notification, possible expulsion hearing		
<b>Throwing objects in class or lunch</b>	Teacher Detention, L.D., or C.D.	S.D.	ISS
<b>Truancy</b>	S.D. or ISS and possible court referral and loss of credit		
<b>Under the influence of a controlled substance</b>	Minimum of 4 days out of school suspension and 25 school days no co-curricular activities first offense; 50 school days no co-curricular activities second offense		
<b>Use of racial or ethnic slur</b>	To be determined at the discretion of the high school administration		
<b>Wrongful Entry/Exit</b>	up to 2 C.D., possible police notification	S.D., possible police notification	ISS, possible police notification

Please note, students that have been written up multiple times regardless of the infraction, may have additional consequences imposed upon them at the discretion of the administration.



## STUDENT ID

All students must have their Hackettstown High School issued ID in their possession **and** visible **AT ALL TIMES** when in the building or on school premises. The ID must be worn around the neck. A student that loses or damages their ID will be sent to A-4. The student will be issued a temporary ID until a new ID is printed. Any ID (student or temporary) that is lost or damaged must be replaced at the expense of the student for \$2.00. If a student breaks or loses a school issued lanyard the student can purchase a new lanyard in A4 for \$3.00. All lanyards must be breakaway for safety purposes. No exceptions.

Students who forget or lose their ID, **MUST** report to A4 prior to the start of first period to receive a Temporary or New ID. Students who follow this procedures will be given 3 warnings before a consequence is given. Students who fails to report to A4 prior to the start of period 1 will receive a Central Detention. Repeat offenders are subject to progressive consequences.

Reasons why a student will be given a consequence include:

- Wearing another students ID
- Not having an ID in your possession
- Not having a current school ID
- Allowing someone else to use your ID
- Failure to display ID around the neck

Periodically, administration will conduct ID Sweeps. Consequences for any student caught not wearing a valid ID during an ID Sweep will be determined based upon the period in which the sweep is conducted.

## LOCKER EXPECTATIONS

All students are issued a school lock free of charge. This lock is the property of Hackettstown Board of Education and must be returned at the end of the student's senior year. This lock must remain on the locker and is to be used for no other purpose. Only school issued locks may be used. If a replacement lock is needed, it must be purchased from the high school at a replacement cost of five dollars (\$5.00).

Students may only use the lockers assigned to them and **MUST SECURE ITS CONTENTS WITH A SCHOOL ISSUED LOCK**. Failure to do so will result in consequences to be determined by administration. 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 detention or Saturday detention. **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. Underclassman must clean out their lockers before the last day of each school year. Seniors who do not return the assigned lock prior to graduation will be charged a replacement cost. This will be posted as a senior obligation and must be fulfilled in order to graduate. All required textbooks must be returned to teachers and all garbage must be thrown away. All personal belongings left in a locker after the last school day will be discarded. After the last day of school all unclaimed articles will be discarded after five work days. Lockers will be inspected each summer and charges made for damage.

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).

## **CLASSROOM BEHAVIOR**

As stated in the student responsibility section of this student handbook it is expected that each student behaves in an orderly manner in the classroom, as well as in hallways and the cafeteria. It is also expected that each student adhere to classroom expectations set by the teacher. If a student fails to adhere to classroom expectations and is removed from class the following consequences will follow:

**1<sup>st</sup> Offense:** ISS for remainder of the period, student will complete behavior improvement form

**2<sup>nd</sup> & 3<sup>rd</sup> Offenses:** ISS for remainder of the period plus 1 central detention, student will complete behavior improvement form, & parents will be contacted

**Every offense after:** ISS for the remainder of the period plus additional days of ISS or Saturday detention, student will complete behavior improvement form, & parents will be contacted

These consequences apply to all classes. For example, if a student is removed from Algebra on September 23<sup>rd</sup> and English November 15<sup>th</sup> the student will receive the consequence for a second offense. Although, if the behavior becomes chronic in just one class (exceeding 3 times) additional consequences may be used. Additional consequences can range from suspension to permanent removal from the scheduled class. If the latter occurs the student will lose credit for the course, be placed in a supervised study and receive a WF on their report card. A student that receives a WF on the report card is ineligible for summer school.

## **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 or to a locker.

## **HALL PASSES / BATHROOM USE**

Hall passes will be issued by the classroom teacher. Students will be required to adhere to the sign out procedures set up in each classroom. While in the hallway students will be required to carry a hallway pass. Teachers will be given two laminated hall passes per marking period to use. Teachers may also provide students with their own classroom hallway pass. Laminated passes must be returned when a student re-enters the classroom. If a student does not return the laminated pass they are subject to consequences.

## **BUS SCHEDULE & RULES**

Buses depart from HHS parking lot at 2:39pm. Starting on the second Monday of each new school year there will be a "Late Bus" for students. This bus will arrive at HHS at 4:00pm and depart at 4:10pm. It will drop students off in two locations: Great Meadows Middle School and Liberty Elementary School. When entering the building all students must enter through the main entrance.

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. NJ 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 assistant 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.

### **FIELD TRIPS/EXCURSIONS**

Participation in field trips will be based on student behavior, academic performance, attendance and staff recommendation. All rules and regulations including the substance abuse policy are in effect during all field trips/excursions. In order to participate in a school sponsored event, a student must be in good standing relative to discipline, academics, and absences (not in a loss of credit).

### **STUDENT PARKING REGULATIONS**

Student parking is a privilege, not a right, and may be revoked at the discretion of the administration. Student parking is granted by the administration and the Board of Education. 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. Students parking on campus must also be in good academic and discipline standing.

Two parking lots are provided for student drivers. In order for students to qualify for a driving & parking permit on school grounds, the following steps must be taken:

1. Submit a completed parking application. Applications can be printed off the school website under *HHS Quick Links* or they can also be picked up in room A-4.
2. The Assistant Principal's Secretary (Mrs. Suyker) will start accepting applications in August of every new school year
3. A submitted application must include: copy of driver's license, registration card, a random drug and alcohol pupil consent to test form, a program completion card provided by the *Share the Keys* presenter (A parent or guardian MUST accompany the child to the program), and a check for \$25.00 (made payable to H.H.S.). Incomplete applications will be returned.
4. Students will be notified via the automated phone messaging system when permits are available for pickup prior to the beginning of school year.
5. Once an application is accepted a student can pick up their hang tag in room A-4. The numbered hang tag will correspond to the same number parking space. While on campus, the hang tag must be displayed on the rear view mirror. Each student may only park in their assigned space. Failure to do so may result in the loss of parking privilege.
6. A hang tag that is lost must be replaced at the expense of the student. Replacement cost is \$5.00.

**Any illegally parked car may be towed/ticketed at the owner's expense. Students who park on school property without a permit will receive a warning. Second offense may result in a ticket. 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 except for seniors that have an open block privilege.

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 a loss of privilege.

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

Seniors who take underclassmen off campus will lose their parking privilege and be subject to additional consequences at the discretion of the administration.

## **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 present a safety hazard. Classes such as physical education, shops, and science laboratories have specific dress code requirements that must 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 or accessories that resemble weapons, knives or ammunition, spiked jewelry or any 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. Backpacks are not permitted in the classroom or cafeteria unless authorized by administration or the classroom teacher but are permitted during the last block of the day to help student get to the bus. **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 during class or hallway passing.** Although, baseball caps are allowed to be worn before school, during lunch, and after school. No undergarments may be worn as exterior clothing or be visible. See-through or mesh apparel is inappropriate. Sleeveless tops and tank tops that have excessively large arm openings exposing the midriff or undergarments are not permitted. Shorts and skirts must be of appropriate length. In an effort to accommodate all students, shorts should have at least a 2.5 inch in-seam and extend passed your top knuckle when arm is relaxed and extended at your side. Skirts should be at least fingertip length. Upon referral by staff members, administrators will determine if any clothing is excessively tight-fitting. If the answer is yes, the student will be asked to change. Sleepwear is unacceptable. Footwear must be worn at all times. **Open back sandals, such as flip-flops are acceptable to be worn except where safety may be an issue: Physical Education, Wood Shop, and Chemistry classes. The decision is at the discretion of the classroom teacher.** Slippers are not permitted.

Students are reminded that low cut blouses, off the shoulder tops, or exposure of any cleavage is not permissible. Tube tops, one-shoulder tops, halter 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 and are thick enough to cover any bra strap. Leggings must be opaque. Sheer leggings are not permissible. Consequences for violation are as follows:

**Offense 1:** ISS until change of clothes. All students will be offered clean Hackettstown apparel to wear while in school. Clothing must be returned by the end of the day or cost of apparel will be added to student fine obligations. Junior and senior students with parking privileges will be allowed to leave the building and return as long as the office receives verbal guardian permission.

**Offenses 2-5:** ISS until change of clothes plus 1 central detention

**Every offense After:** ISS until change of clothes plus 1 Saturday detention

## **PERSONAL BELONGINGS**

### **JEWELRY**

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.

### **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 any time (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**

Cell phones are permitted on school grounds and should be on silent. When in a classroom **CELL PHONES ARE TO BE TURNED OFF, NOT ON VIBRATE, AND OUT OF VISIBLE SIGHT OF SCHOOL PERSONNEL**, unless permission is given by the classroom teacher. If a student's cell phone is visible or goes off in class any staff member may ask the student to surrender their phone per administrative request. Consequences for violation are as follows:

**1<sup>st</sup> offense:** Cell phone is confiscated, student is issued a warning and phone is returned at the end of the day in A-4.

**2<sup>nd</sup>- 4<sup>th</sup> offense:** Cell phone is confiscated, student is issued 1 central detentions, & cell phone is only returned to parent/guardian in A-4.

**Every offense After:** Cell phone is confiscated, student is issued 1 Saturday detention, and cell phone is only returned to parent/guardian in A-4. Student may also be required to hand phone in at the beginning of each day for a given amount of time.

### **IPOD/MP3/SPEAKER/ELECTRONIC DEVICES**

The use of portable audio devices such as IPODs, radios, and cd players are permitted at the discretion of the staff and administration during the regular school day. Unauthorized use of audio and video devices will be confiscation and other disciplinary measures may apply. External speakers are NOT permitted.

**BRING YOUR OWN DEVICE POLICY  
GOOGLE LOGIN INFORMATION**

The Hackettstown Board of Education is now offering filtered Wi-Fi at all of our schools. At the high school students are permitted to sign up for filtered Wi-Fi. Helping students become responsible digital citizens will enhance not only what is done in the classroom, but also give students skills and experiences that will prepare them for college and career.

All students ARE REQUIRED to complete and return the following forms before being permitted to gain access to the Hackettstown High School Guest Wi-Fi:

1. Hackettstown Public Schools BYOD Permission Form
2. Acceptable Use Policy Form for Students

Parents also have the availability to acknowledge these forms through the Parent Portal.

All students will be assigned a school related Google for Education Account that includes a school email address. Information pertaining to this program will be made available to all parent and students prior to the start of the school year.

**ATTENDANCE POLICY**

**TYPES OF ATTENDANCE**

Due to the six period day schedule at Hackettstown High School there are two types of attendance taken - Daily and Period.

Daily Attendance is directly linked to Period 1 attendance. Whatever is recorded for Period 1 attendance will also be recorded for the student’s Daily Attendance. Daily Attendance is also used for state reporting and for determining whether or not a phone call is warranted due to an undocumented absence or tardy. Reports are automatically ran to alert administration of repeat offenders.

Period Attendance is taken every period and is used to determine whether a student loses credit in a specific course due to poor attendance. Every six tardies to class results in one cumulative absence from that class. Lateness exceeding 11 minutes to any class will be considered a full absence for that class in accordance with the attendance policy. Teachers are responsible for reporting excessive tardiness to administration.

**LATENESS**

Students arriving to school must scan in at the lobby desk. This scan will automatically mark a student’s Daily Attendance as being Late to School – Unexcused. If the tardy is excused, documentation must be presented to the Main Office after the student scans in. Students who arrive late to class will be marked Tardy-Unexcused, unless they have a valid pass from a school staff member. Every six tardies to class results in one cumulative absence.

Consequences for chronic tardiness to class or to school are:

Number of Unexcused Tardies	...to CLASS	...to School
1-5	Handled by teacher	Warning given as student scans in.
6	After School Detention	After School Detention
7-11	Handled by teacher	Warning given as student scans in.
12	2 After School Detentions	2 After School Detentions
13-17	Handled by teacher	Warning given as student scans in.
18	Saturday Detention	Saturday Detention
More than 18	Conference with administration	Conference with administration

Please note with any Unexcused Absence administration may revoke privileges.

**LEVEL ONE** (1-5 tardies in any one class or to school) – Teachers will handle all Level One tardies by notifying guardian via email/phone of the tardy and any teacher issued discipline; and upon the 6th tardy teachers will notify administration.

**LEVEL TWO** (6 tardies in any one class or to school)- All Level Two tardies will be handle by administration. Students will receive one C.D.

**LEVEL THREE** (12 tardies in any one class or to school) Students will receive two C.D.’s

**LEVEL FOUR** (18 tardies in any one class or to school) Students will receive 1 Saturday Detention, plus loss of privileges

Any student who reaches Level Two in two or more classes will be considered a chronic offender and will be assigned a S.D.

Throughout the year, administration may conduct “Attendance Sweeps”. Any student in the halls during an Attendance Sweep will be addressed by administration. Consequences will be determined at the discretion of the administration.

### **ABSENCES & 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 consistent, timely 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 also reinforces a habit that will handicap the individual in future education and employment. Students with an excused absence 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 September will lose credit after fifteen unexcused absence from class.** Any student enrolling after the beginning of the year will have his/her absences pro-rated using the following calculation: 1.5 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 truancies (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 more than fifteen days (full year course), eleven days (three quarter year course) eight days (half year course) 4 days (quarter course) the main office will send an attendance notification letter.
4. Home instruction will begin after 5 consecutive absences with proper medical notification.
5. It is the responsibility of the student who has missed class to contact the teacher for missed work.
6. Staff may be contacted via email: teacher’s first initial, last name@hackettstown.org.

The Board of Education requires that pupils enrolled in our school district attend school regularly in accordance with the laws of the state. The following guidelines should be reviewed by each student and their parent/guardian:

Absences fall into two categories: **Excused** and **Unexcused**

**Excused Absences:**

- Home Instruction
- Religious holidays prescribed by the department of education (verified by a parent note)
- Death in the immediate family (verified by copy of obituary or Mass card)
- Administrative reasons: ISS, OSS, school sponsored field trips
- Legal obligations (as documented by judicial verification)
- One day for driver's license acquisition (as evidenced by presenting license to attendance officer)
- College visitations – limited to 3 during junior and 3 during senior year (documentation must be presented to attendance officer)
- Military interviews
- Professional note from a doctor, dentist, etc. The administration reserves the right to verify the validity of these notes.
- Chronic illness (as verified by a physician)
- Written parental note documenting and illness (limit of 2 days). Please not a parental note does not automatically excuse an absence.
- “Bring Your Child to Work Day” (verified by company letterhead)
- Surgery or hospitalization (documented by physician)

Written documentation **must** be presented to the main office to verify all excused absences and **must** be submitted **within 48** hours of the absence.

**Unexcused Absences:**

**Students enrolled from the beginning of September who accumulate more than 15 unexcused absences from a class will NOT be granted credit for the class.** Absences for any reason not listed above are considered **unexcused**.

**ATTENDANCE SWEEPS**

An Attendance Sweep can occur at any time during a school day. When an attendance sweep is called all teachers are asked to close their doors and not permit any student into class unless they have a pass. Students who are in the hallway at the time of an Attendance Sweep is called, will be asked to report to a designated location to record the incident and to give them a pass. Students will be issued a warning the first time they are caught, and will receive a detention every time thereafter.

**VACATION POLICY**

Vacations while school is in session are unexcused. If a student goes on vacation it is the responsibility of the student to notify all teachers. Missed assignments may be given out ahead of time but teachers are not obligated to do so because the absence is considered unexcused. Although, scheduled assessments should be done ahead of time. This is why it is very important for the student to contact his/her teachers. If an assessment cannot be completed before leaving for vacation it is expected that the assessment will be completed immediately upon returning to school. Students should also set up an appointment with his/her teachers to discuss or submit any missed assignments. During the appointment the teacher will set reasonable due dates for completion of assignments that were not passed out prior to vacation. Failure to complete assignments by the scheduled due date or failure to set up a meeting will result in a zero for any missed assignment.



## **ATTENDANCE RECOVERY**

If a student is passing a course but is on the verge of losing credit because of attendance the student may be eligible for attendance recovery. For more information please contact your child's guidance counselor.

## **ATTENDANCE APPEALS**

Attendance appeals will only be reviewed for students that are passing a course but are in danger of losing credit because of attendance. Before an appeal is reviewed the student will first meet with their guidance counselor to determine if the student is eligible for the attendance recovery program. If a student's attendance was affected by an extenuating circumstance and their total number of absences exceeds the limit offered during the attendance recovery program, the student may request for an appeal to be reviewed by the Attendance Review Committee (ARC). Request must be submitted in writing to the guidance secretary by the **first Friday in June** during that school year. Failure to request an appeal by the first Friday in June finalizes credit loss. The request must include: the student's name, the period or periods affected, and an explanation of the extenuating circumstance. The ARC 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.

The ARC consists of counselors, the school nurse (as needed), child study team members (as needed), an Assistant Principal, and the building Principal. All decisions made by the ARC are final after 30 days.

## **CUTTING CLASS**

In the School Building- Any student that cuts a class and remains in the school building will receive a zero on any in-class assignment that day. In addition, for a first offense the student will receive one central detention. A second offense will result in two central detentions. And any additional offense will result in a Saturday detention. Cutting the same class three times will result in a loss of credit.

Leaving the School Building without Permission- Any student that is truant from school without administrative approval will receive a zero on any in-class assignment that day. In addition, for a first offense the student will receive one Saturday detention. A second offense will result in three days in-school suspension plus a Saturday detention. And any additional offense will result in three days out of school suspension. Cutting the same class three times will result in a loss of credit.

## **ON CAMPUS LUNCH PROCEDURES**

All underclassmen are required to eat lunch on school premises and in designated areas. Seating is available in the cafeteria and the old gym. On fair weather days sophomores, juniors, and seniors may also eat in the designated court yard. Any student found in other areas of the building without a pass will be subject to administrative discipline. If an underclassmen leaves the school building during lunch they are subject to the consequences listed under leaving the school building without permission.

If a student is meeting with a teacher during lunch it is the student's responsibility to obtain a pass from that teacher before lunch. If a student needs something from their locker the student must get it before reporting to lunch. Students will not be permitted to leave their lunch area and go to their locker once lunch has started. Club meetings may also be held during lunch. The club advisor will provide proper identification for members as well as a schedule of meeting dates. If a club is being held during lunch students are asked to stay with their club advisor the entire lunch block.

## **STUDENTS ENTERING/LEAVING THE BUILDING**

The following procedures have been implemented for the safety and security of the students:

- All students must enter the building through the Main Entrance. No student will be allowed to enter the building through any other door. Students who are caught entering or allowing other students to enter will be subject to administrative discipline.

- Students are to exit the building through designated exits ONLY. Any student caught exiting through a non-designated door will be subject to administrative discipline. Students can use the main entrance and B-Hall exit 4.
- All students leaving the building without permission will be considered truant.

### **SENIOR PRIVILEGES**

Senior privileges include open block and being able to leave school grounds for lunch. Open block privileges permit a student in good standing to come in late, leave early for lunch, take a long lunch, or leave early at the end of the day. Only seniors that schedule an open block are privy to this privilege. Lunch privileges are provided to all seniors. In both cases, only those seniors who exhibit appropriate character and academic prowess are allowed to leave the campus. Seniors that are using a temporary ID will not be allowed to leave the building. **In addition, any student who arrives late to school (in the morning or after lunch) with an unexcused tardy will have his/her privilege revoked for the remainder of the day, as well as the next school day.**

All students must swipe their ID when entering or exiting through the main entrance during open block or lunch. Any senior transporting underclassman off campus during lunch will lose parking privileges and be assigned Saturday detention. If a senior enters the building before the lunch period is over the senior will be asked to wait in the auditorium until the bell. Permission must be submitted prior to any senior privilege being granted. Permission can easily be obtained by logging onto the Parent Portal and completing the Parent Question – Senior Lunch/Open Block Privilege. Both privileges may be revoked by the administration if a student is not in good standing with the school. Students that are chronic discipline problems may lose their privilege. In addition, at the end of each marking period guidance counselors will notify students that are not in good academic standing.

Junior graduates are asked to refer back to the contract signed in September with respect to senior privileges.

### **SENIOR ACTIVITIES**

Seniors who are ineligible for graduation will not be permitted to participate in end-of-year activities.

### **PROM DRESS CODE POLICY**

All students attending the prom must adhere to the prom dress code policy. The policy can be found on the district website and all students will be receive a hard copy during the school year.

### **ATHLETIC ELIGIBILITY**

A possible forty (40) credits for the entire school year can be obtained. The number of credits needed for athletic eligibility will be as follows:

- To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
- To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed equivalent of 12 ½ % of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (January 31). Full year courses shall be equated as one half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second half of their senior year even when they carry less than 12.5 % of the State minimum (15 credits) beginning September, provided they are meeting their school district's graduation requirements and are passing all courses.

- Seniors who withdraw from courses with a passing grade (wp) will be eligible provided they are carrying sufficient credits for graduation purposes.
- Student athletes must be in school for at least 3 full periods during the course of the school day in order to practice or compete, unless approval is given by the athletic administrator for special circumstances. **To be eligible student must submit RSDT Consent to Test Form.**

#### **Academic /Extra Curricular Probation**

A student who is not working to their capability in their course work, can be placed on academic probation for a period of time decided upon by the coach, advisor, teacher, or administrator. During this time, the student may not practice, play or perform in such activity.

### **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA) REQUIREMENTS**

Please note: the following is a summary of current NJSIAA requirements. Those requirements are subject to change. All eligibility determinations will be based off of current requirements and not necessarily what is published below. First time freshmen are automatically eligible for fall and winter sports. Sophomores, juniors and seniors must earn 30 credits from the previous year to be eligible for fall and winter sports. Freshman, sophomores, juniors and seniors are eligible for spring sports if they are passing 6 courses in the fall term of that school year. Seniors taking fewer than 6 courses in their fall semester will be eligible for spring sports only if they are on-track to meet graduation requirements.