

## FOREWORD

The Warren Hills Regional School District welcomes you to our middle school community. This student/parent handbook has been issued to you as a reference to use throughout the year. We have attempted to include information that will be needed on a day-to-day basis with regard to general information, rules, regulations and procedures. Should you have questions that are not covered in this handbook, please feel free to call the middle school main office at 689-0750. Students are expected to carry this handbook with them for reference and for use as a personal agenda/assignment book. We also encourage students to make the handbook accessible to parents so that routine questions can be answered and so that parents may have better communication with the school. **Please keep in mind that the information included here is what is current at the time of publication. Board of Education policies are continually under review and updated accordingly. Please be sure to access the specific BOE Policies on our website (see below) to ensure your understanding of the most current/updated information should you have a question or concern.**

We wish you the best in all your endeavors during the 2016/2017 school year!

### **Board of Education Policies**

The Warren Hills Regional School District is always reviewing/revising Board of Education Policies and many are NOT fully included within this handbook. Once specific policies are approved by the Board of Education, they will be posted on the website. You are strongly encouraged to review the policies. To view current approved policies, please follow the steps below:

1. Go To “warrenhills.org” and choose “District Home.”
2. Select the “Board of Education” tab.
3. Scroll down to “Board Policies & Regulations” and select.

Policies specific to students will be reviewed at class meetings throughout the year. For those who do not have a computer, copies of the policies are available in the main office of the middle school. **Some** policies that may be of interest are listed below:

| <b><u>Policy #</u></b> | <b><u>Policy Name</u></b>                           |
|------------------------|---|
| 2260                   | Affirmative Action for School & Classroom Practices |
| 2360/2361              | Use of Technology/Acceptable Use                    |
| 2624                   | Grading System                                      |
| 5200                   | Attendance  |
| 5240                   | Tardiness   |
| 5512                   | Harassment, Intimidation and Bullying               |
| 5516                   | Electronic Communication & Recording Devices        |
| 5517                   | Student Identification Cards                        |
| 5530                   | Substance Abuse                                     |
| 5600                   | Pupil Discipline/Code of Conduct                    |
| 5844                   | Working Papers/Employment                           |

## **DATES & SCHEDULES:**

### **CALENDAR FOR 2016/2017**

|               |           |  |
|---------------|-----------|--|
| Aug. 30-31    | Tues-Wed  | <b>Staff in Service- No school</b>   |
| Sept. 1       | Thurs     | <b>Staff in Service- No school</b>   |
| Sept. 2-5     | Fri-Mon   | <b>Labor Day Recess- No School</b>   |
| Sept. 6       | Tues      | <b>Opening Day for Students</b>  |
| Sept. 15      | Thurs     | <b><u>Early Dismissal for All Students</u></b><br><b><i>High School Back To School Night</i></b>   |
| Sept. 22      | Thurs     | <b><u>Early dismissal for All Students</u></b><br><b><i>Middle School Back to School Night</i></b> |
| Oct. 10       | Mon       | <b>Staff in Service- No School</b>   |
| Oct. 26       | Wed       | <b>Staff in Service- Early Dismissal</b>   |
| Nov. 10-11    | Thurs/Fri | <b>NJEA Convention – No School</b>   |
| Nov. 23       | Wed       | <b>Thanksgiving Recess Begins (Early Dismissal)</b>  |
| Nov. 24-25    | Thurs/Fri | <b>Thanksgiving Recess – No School</b>   |
| Dec. 23       | Fri       | <b>Winter Recess Begins (Early Dismissal)</b>  |
| Dec. 23-30    | Fri-Fri   | <b>Winter Recess – No School</b>   |
| Jan. 2 (2017) | Mon       | <b>New Years Day Winter Recess- No School</b>  |
| Jan. 16       | Mon       | <b>MLK Day- No School</b>  |
| Jan. 25       | Wed       | <b>Staff in Service- Early Dismissal</b>   |
| Feb. 17-20    | Fri/Mon   | <b>President's Day Recess- No School</b>   |
| March 8       | Wed       | <b>Staff in Service- Early Dismissal</b>   |
| April 14      | Fri       | <b>Good Friday-No school</b>   |
| April 17-19   | Mon-Wed   | <b>Spring Recess- No School</b>  |
| May 17        | Wed       | <b>Staff in Service- Early Dismissal</b>   |
| May 29        | Mon       | <b>Memorial Day- No School</b>   |
| June 12-15    | Mon-Thurs | <b>Staff in Service- Early Dismissal</b>   |
| June 15       | Thurs     | <b>8<sup>th</sup> Grade Promotion</b>  |
| June 16       | Fri       | <b>HS Graduation</b>   |
| June 16       | Fri       | <b>Last Day for Students (Early Dismissal)</b>   |

The calendar allows for four (4) emergency closing days. In the event the district **uses** the majority of scheduled emergency closing days, the following days (in particular order) will be added back as school days into the calendar: February 17, April 19, April 18, & April 17, 2017.

### **SCHOOL CLOSING/DELAYED OPENINGS**

Should it be necessary to close school due to a severe storm or other emergency, a message will be posted on the Warren Hills Website, a message will be posted on Genesis, and an automated phone message will be sent as well. In addition, a notice will be broadcast over various radio stations. PLEASE REMEMBER: Our announcement will say "**Warren Hills Regional Schools.**" Do not confuse us with North Warren, Washington Borough, or Washington Township.

## DAILY CALENDAR

Each day throughout the year will be given a number designation. The designation will not change, even in the event of an emergency closing day. The schedules are displayed on the back cover of the agenda book. We hope that parents and students will find this calendar handy in the event that plans must be made for medical appointments or other unavoidable absences. This calendar reads down in columns by month, date, followed by schedule day number.

| <u>Month/Date-Day</u>   | <u>Month/Date-Day</u>  | <u>Month/Date-Day</u>  | <u>Month/Date-Day</u>  |
|-------------------------|------------------------|------------------------|------------------------|
| <b><u>SEPTEMBER</u></b> | <b><u>OCTOBER</u></b>  | <b><u>NOVEMBER</u></b> | <b><u>DECEMBER</u></b> |
| 9/6-0 9/21-3            | 10/3-3 10/19-2         | 11/1-3 11/16-4         | 12/1-1 12/14-2         |
| 9/7-1 9/22-4            | 10/4-4 10/20-3         | 11/2-4 11/17-1         | 12/2-2 12/15-3         |
| 9/8-2 9/23-1            | 10/5-1 10/21-4         | 11/3-1 11/18-2         | 12/5-3 12/16-4         |
| 9/9-3 9/26-2            | 10/6-2 10/24-1         | 11/4-2 11/21-3         | 12/6-4 12/19-1         |
| 9/12-4 9/27-3           | 10/7-3 10/25-2         | 11/7-3 11/22-4         | 12/7-1 12/20-2         |
| 9/13-1 9/28-4           | 10/11-4 10/26-3        | 11/8-4 11/23-1         | 12/8-2 12/21-3         |
| 9/14-2 9/29-1           | 10/12-1 10/27-4        | 11/9-1 11/28-2         | 12/9-3 12/22-4         |
| 9/15-3 9/30-2           | 10/13-2 10/28-1        | 11/14-2 11/29-3        | 12/12-4 12/23-1        |
| 9/16-4                  | 10/14-3 10/31-2        | 11/15-3 11/30-4        | 12/13-1                |
| 9/19-1                  | 10/17-4                |                        |                        |
| 9/20-2                  | 10/18-1                |                        |                        |
| <b><u>JANUARY</u></b>   | <b><u>FEBRUARY</u></b> | <b><u>MARCH</u></b>    | <b><u>APRIL</u></b>    |
| 1/3-2 1/19-1            | 2/1-2 2/14-3           | 3/1-4 3/17-4           | 4/3-3 4/20-4           |
| 1/4-3 1/20-2            | 2/2-3 2/15-4           | 3/2-1 3/20-1           | 4/4-4 4/21-1           |
| 1/5-4 1/23-3            | 2/3-4 2/16-1           | 3/3-2 3/21-2           | 4/5-1 4/24-2           |
| 1/6-1 1/24-4            | 2/6-1 2/21-2           | 3/6-3 3/22-3           | 4/6-2 4/25-3           |
| 1/9-2 1/25-1            | 2/7-2 2/22-3           | 3/7-4 3/23-4           | 4/7-3 4/26-4           |
| 1/10-3 1/26-2           | 2/8-3 2/23-4           | 3/8-1 3/24-1           | 4/10-4 4/27-1          |
| 1/11-4 1/27-3           | 2/9-4 2/24-1           | 3/9-2 3/27-2           | 4/11-1 4/28-2          |
| 1/12-1 1/30-4           | 2/10-1 2/27-2          | 3/10-3 3/28-3          | 4/12-2                 |
| 1/13-2 1/31-1           | 2/13-2 2/28-3          | 3/13-4 3/29-4          | 4/13-3                 |
| 1/17-3                  |                        | 3/14-1 3/30-1          |                        |
| 1/18-4                  |                        | 3/15-2 3/31-2          |                        |
|                         |                        | 3/16-3                 |                        |
| <b><u>MAY</u></b>       | <b><u>JUNE</u></b>     |                        |                        |
| 5/1-3 5/16-2            | 6/1-1 6/14-2           |                        |                        |
| 5/2-4 5/17-3            | 6/2-2 6/15-3           |                        |                        |
| 5/3-1 5/18-4            | 6/5-3 6/16-4           |                        |                        |
| 5/4-2 5/19-1            | 6/6-4                  |                        |                        |
| 5/5-3 5/22-2            | 6/7-1                  |                        |                        |
| 5/8-4 5/23-3            | 6/8-2                  |                        |                        |
| 5/9-1 5/24-4            | 6/9-3                  |                        |                        |
| 5/10-2 5/25-1           | 6/12-4                 |                        |                        |
| 5/11-3 5/26-2           | 6/13-1                 |                        |                        |
| 5/12-4 5/30-3           |                        |                        |                        |
| 5/15-1 5/31-4           |                        |                        |                        |

## **PERSONNEL**

### **BOARD OF EDUCATION**

Board of Education meetings: Usually held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in the District Office. Please call 689-3143 for confirmation.

Mr. Richard Havrisko, President  
Mrs. Kathleen Halpin, Vice-President

|                        |                    |                      |
|------------------------|--------------------|----------------------|
| Mr. Daniel Brundage    | Mrs. Linda Feller  | Mrs. Donna Golda     |
| Mr. Christopher Hamler | Mrs. Lisa Marshall | Mr. Patrick O'Malley |
|                        | Mr. Richard Young  |                      |

### **DISTRICT ADMINISTRATION & STAFF**

89 Bowerstown Road, Washington, NJ 07882  
PHONE: 689-3143/FAX 689-4814

**SUPERINTENDENT:** Mr. Earl C. Clymer III  
**ASSISTANT SUPERINTENDENT: (Interim)** Mr. Dennis Mack  
**AFFIRMATIVE ACTION OFFICER:** Ms. Annette Walters  
**BUSINESS ADMINISTRATOR/BOARD SECRETARY:** Mrs. Estrella Molinet  
**DIRECTOR OF ATHLETICS/ STUDENT ACTIVITIES:** Ms. Geri McKelvey  
**DIRECTOR OF CURRICULUM AND INSTRUCTION:** Mrs. Dawn Moore  
**DIRECTOR OF GUIDANCE (Interim):** Mrs. Marleen O'Connor  
**DIRECTOR OF SPECIAL SERVICES:** Ms. Annette Walters  
**DISTRICT ANTI-BULLYING COORDINATOR:** Ms. Annette Walters  
**SUPERVISOR OF FINE ARTS, PE/HEALTH AND WORLD LANGUAGE:**  
Mrs. Amanda Brown  
**SUPERVISOR OF ENGLISH & SOCIAL STUDIES:**  
Mr. Keith Dennison  
**SUPERVISOR OF MATHEMATICS AND SCIENCE:** Mr. Jeffrey Steele  
**SUPERVISOR OF TECHNOLOGY, IND. TECH. & BUSINESS:**  
Mr. Brian DeBoer

### **MIDDLE SCHOOL ADMINISTRATION & SUPPORT STAFF**

64-66 Carlton Ave., Washington, NJ 07882  
PHONE: 689-0750 FAX: 689-3663

**PRINCIPAL:** Mrs. Patricia Hetrick  
**ASSISTANT PRINCIPAL:** Mr. Lee Turkowski  
**GUIDANCE COUNSELORS:** Mrs. Hope Ranalli      Mrs. Lee Ann Kubbishun  
**STUDENT ASSISTANCE/CRISIS COUNSELOR & SCHOOL ANTI-BULLYING  
SPECIALIST:** Mrs. Christine Tyburczy  
**SCHOOL NURSE:** Ms. Michelle Gaffney- 689-5797  
**LIBRARIAN:** Mrs. Elizabeth McKeown  
**TRANSPORTATION SUPERVISOR:** Ms. Peggy Edmiston 689-1119  
**DIRECTOR OF SCHOOL BASED YOUTH SERVICES -** Mr. Jeffrey Greenfield

*It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, or social or economic status in its educational programs or activities and employment practices.*

## **ATTENDANCE**

**(NJ Administrative Code: 18A38: 25-31, NJAC 6A: 16-7.6)**

**(See also BOE Policy #5200 for most current information)**

It is the position of the Board of Education that pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough and efficient educational program. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. Teachers cannot help pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. In keeping with the position that regular attendance is essential to ensure that students receive full benefit from the courses in which they are enrolled, one of the goals of the Warren Hills Regional Board of Education and Administration has been to encourage maximum student attendance.

### **PROCEDURE FOR REPORTING STUDENT ABSENCES:**

- Parents should call the middle school at 689-0750 between 6:45-9:00 a.m. to report any absence of their child.
- If a parent does not notify the school of their child's absence, the computerized call system will call home to notify parents/guardians of a child's absence.
- The student should bring a note upon his/her return stating the date and reason for the absence. (In cases where the parent's last name differs from the child's name, please indicate the child's full name on any notes sent in).
- A student who is absent from school, may not participate in any school activities including, but not limited to, athletics, extra-curricular activities, school curricular programs, field trips, dances, etc., that take place after the end of the instructional day on the day of an absence (or if the student signs in at the office after 9:35 a.m.). (Exception may be granted for previously scheduled medical/dental appointments provided approval is granted by the administration on the day prior to the absence).
- Parents/students should utilize Genesis as part of the attendance notification process. (If you need help in accessing Genesis, or do

not have computer access, please notify the school as soon as possible).

**PROCEDURE FOR EARLY DISMISSALS (See BOE Policy #5230):**

- Students are not permitted to leave the school grounds during the school day unless their parent or guardian has made prior arrangements with the office.
- Students may be excused during the day for legitimate reasons if the parent or guardian sends in a note that states the date, time and reason for the request. Students are responsible for bringing the notes to the main office a day prior to the requested day.
- **When picking up a child from school, parents/guardians must present valid ID. They will meet their child in the main office and sign the student check-out book prior to leaving with the student.**
- Students who are excused for doctor or dentist appointments (or who come late in the morning due to these appointments) are reminded to obtain a note from the doctor or dentist to present to the main office.

**TARDINESS TO SCHOOL AND CLASS (See BOE Policy #5240):**

- A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the beginning of the day (7:35). Students late to school must report to resource personnel and obtain a pass for admittance to class/homeroom.
- A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction after the late bell rings.

**Consequences for excessive tardiness to school/class:**

See Student Code of Conduct Chart in the back of this agenda.

**Consequences for skipping/cutting class:**

See Student Code of Conduct Chart in the back of this agenda.

Note: A class cut is defined as a student inappropriately missing class time.

**Consequences for Truancy/Leaving School Grounds:**

See Student Code of Conduct Chart in the back of this agenda.

**MAKE UP ASSIGNMENTS (see Board of Education Policy #5200):**

Students must make all arrangements for make up assignments with teachers immediately upon return to school. In the case of a long-term absence, an extended make-up period may be granted by the principal or designee.

## **HEALTH SERVICES (See BOE Policy # 5310)**

### **MEDICAL INFORMATION / EMERGENCY PERMISSION:**

It is very important that the school nurses have on file an emergency permission information sheet for each student. The form may be mailed or sent with your child on the first day of school. Please contact the guidance office as soon as possible with any changes, corrections, or updates pertaining to the emergency contact information.

### **ILLNESS OR ACCIDENT:**

**A STUDENT WHO IS ILL MUST NEVER LEAVE THE BUILDING OR GO ANYWHERE ELSE WITHOUT FIRST REPORTING TO THE NURSE. IF THE NURSE IS NOT AVAILABLE, THE STUDENT MUST REPORT TO THE MAIN OFFICE.**

If a student makes arrangements with their parent to go home without consulting the nurse, dismissal will not be excused through the health office.

A student who is ill, or has had an accident, may be sent home by the nurse. The parent will be notified and is to come to the school to sign the student out. In the event that a parent wants to send someone not listed on their child's emergency contact information or wants to give permission for their child to walk home, written permission must be received from the parent in the form of an email or Fax (walking home may only occur in rare cases, if it is determined that it is medically safe for a student to walk home). **Parents and adults must have a proper form of identification in order to take a student from school.**

In the event of an injury occurring during school time, a student should be certain that the faculty member in charge is notified immediately and that an accident report form is promptly completed and forwarded to the nurse. Insurance claim forms may be obtained from the school nurse. Should such injuries become apparent after school hours or on a weekend, the student must notify the faculty member in charge of the activity (and the school nurse) immediately upon return to school.

The Warren Hills Regional Board of Education has arranged with an outside insurance group to offer school time student accident insurance and optional parent-paid 24-hour student accident insurance. Additional information about the student and athletic accident insurance program may be found on our website.

**MEDICATIONS IN SCHOOL (See BOE Policy # 5330):**

Parents and legal guardians are encouraged to administer medications to children at home whenever possible. However, some children with chronic illnesses and specific disabilities may require medication during the school day.

**When the administration of medications is required, BOE policy #5330 must be followed. Check with the school nurse for details and with any questions regarding procedures to follow. In general, please keep the following in mind:**

1. The parent or guardian must provide a written request for the administration of the prescribed medication at school.
2. Written order must be provided to the school from the private physician stating the diagnosis or type of illness involved, name of drug, dosage, and frequency of administration. Forms for the doctor may be obtained from the school nurse, or on the Warren Hills Website.
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
4. The school nurse or the parent/guardian are the only ones permitted to administer medication in school.
5. No over-the-counter medicine (such as aspirin, Tylenol, cough syrup, Dristan, Contact, etc.) is to be brought into the building unless ordered by a physician.
6. The school nurse must be advised of any drug being taken by a student, particularly those that might cause a change in behavior.
7. Students with asthma may carry their inhalers. However, the doctor must write the order giving permission, name of medication, frequency of use and permission signed by the student's parent. Whenever possible, the nurse must be informed when the student uses the medication.
8. Tylenol 325mg tablets (regular strength) 1-2 tablets will be available in the health office for headaches and menstrual cramps. Parental permission is required in the form of written or phone consent. If a child requires Tylenol frequently, the parent will be asked to provide a bottle of Tylenol for their child's individual use. The nurse will evaluate each student's ailment on an individual basis and assess if Tylenol is required.
9. Tums and Benadryl may be given on, an as needed basis with parent or verbal permission.

**HEALTH SCREENINGS:**

The following screenings are done yearly by the school nurse for all students: height, weight, blood pressure, and vision. Hearing is tested on all 7<sup>th</sup> grade students, students with known hearing problems, and other students as required by school law. Scoliosis screening is done every other year. A waiver may be obtained from the Warren Hills website if you do not wish to have your child screened for scoliosis. Parents will be notified if any problems are found and advised of any necessary remediation. Be advised that three (3) high blood pressures or three (3) failed hearing screenings are required before referral.



**PHYSICALS:**

The Warren Hills Regional Board of Education requires that all 7<sup>th</sup> graders and new students transferring into the District MUST have a documented entry-level physical. If a student does not meet this requirement the school nurse will notify the parents. The completed form must be returned to the school nurse within thirty (30) days of enrollment (which is defined as the student's first day in school). Every child must be examined to the extent necessary to determine his or her fitness to participate in any health, safety or physical education course required by law. This is a requirement to meet state guidelines, however we strongly recommend all students have regular physical exams to monitor their growth and development during these formative years.

## SCHOOL SERVICES

**GUIDANCE:**

Each student is assigned a counselor with whom he/she may talk freely about plans and problems. Counselors help students schedule courses, investigate and prepare for career options, plan for further education, obtain financial aid information, or deal with personal problems. The guidance department handles testing information, student records, school registration, transfers, and college applications. In the guidance office students can find reference books, web site listings, as well as bulletin boards with information regarding, scholarships and employment.

Guidance counselors are an important resource for students and parents when addressing concerns that may accompany growth and development. The guidance office telephone number is 908-689-0750, ext. 2048. Please do not hesitate to contact a counselor, especially if concerns arise regarding more serious issues such as substance abuse, child abuse, or depression.

When students wish to meet with a counselor, they should fill out an appointment request form in the guidance office.

**COURSE CHANGE PROCEDURES:**

All students are expected to honor schedule choices that they made in the spring of the previous year. Changes will be granted for the following reasons:

1. Student has an error in the scheduling process (conflicts, failure of prerequisite course, etc.)
2. Student has a Child Study Team recommendation for a schedule change.

All other change requests will be considered on an individual basis and are **not** guaranteed.

**No change requests may be made after July 15<sup>th</sup>.**

**TRANSFERS:**

If a student moves to another school district during the course of the year we request that the parent or guardian call the middle school guidance office (689-0750 ext. 2048) in advance of leaving date to make arrangements. On the student's last day of attendance he or she will be asked to report to the guidance office to receive a "sign-out card". After all books are returned to teachers, signatures obtained and obligations met, the student will be issued a transfer card. School records will be forwarded to the new school upon request by the receiving school, providing all obligations at Warren Hills have been cleared.

**SUICIDE PREVENTION/CRISIS MANAGEMENT**

(See BOE Policy #5350)

Any student who may be contemplating the act of suicide or knows of someone who is should immediately seek assistance from any guidance counselor, the crisis counselor, or other staff member. Prompt assistance will be provided.

Warren Hills will implement a Crisis Management Plan in the event of a natural disaster, accidental death or suicide within the district, or any other regional or national catastrophe having a major impact upon our students.

**WORKING PAPERS/EMPLOYMENT (See BOE Policy # 5844)**

Every pupil between the ages of 14 through 17 must secure an employment certificate (working papers) if he or she is employed. Apply at the school office for proper forms, before and after school and during lunch. Summer office hours are 8:00 am to 3:00 pm Monday through Friday.

**HOME INSTRUCTION (See BOE Policy # 2412 & Policy # 2481)**

Home instruction is handled through the guidance office for all students requiring out-of-school instruction either requested by a physician or due to disciplinary concerns. Please contact the guidance office **and** nurse's office if a student is to be absent for medical reasons for two weeks or more. While on home instruction, students are not permitted to attend school functions during or after the instructional day.

## STUDENT ACHIEVEMENT

### **PROGRESS REPORTS:**

A student's academic progress is maintained and available through Genesis (if you need help accessing Genesis, or do not have computer access, please contact the school ASAP). A notice to check a student's academic progress will be posted on Genesis periodically throughout the year. Also, an automated phone message reminder will be sent at these times to alert parents and students to check academic progress on Genesis. Parents are urged to call the school if they have questions or concerns regarding their child's progress and, where applicable, arrange a conference with the teacher(s), guidance counselor, case manager and/or administrator.

### **REPORT CARDS:**

A report of students' progress in each class will be available on Genesis at the end of each nine-week period (approximately). The exact dates may fluctuate depending on school closings/inclement weather, etc.

**Please refer to the school website for more exact information on Marking Period end dates throughout the school year.**

Report cards will be posted on Genesis as soon as possible after the completion of each marking period. A notice to check a student's report card will be posted on Genesis. Parents are urged to call the school if they have questions or concerns regarding their child's report card and, where applicable, arrange a conference with the teacher(s), guidance counselor, case manager and/or administrator. The final year-end report card will be mailed home.

### **INCOMPLETE REPORT CARD GRADES:**

All students will receive a grade in each course at the end of each marking period, including incompletes. An "I" in the grade column indicates that make up work in this course is needed. If the work is *not* made up within the required two-week period, zeros will be assigned for all incomplete work and a grade will be calculated. This two-week period can be extended at the discretion of the administration.

### **GRADING SYSTEM - Please see BOE policy # 2624 for all information**

|    |          |
|----|----------|
| A+ | 97-100   |
| A  | 93 - 96  |
| A- | 90 - 92  |
| B+ | 87 - 89  |
| B  | 83 - 86  |
| B- | 80 - 82  |
| C+ | 77 - 79  |
| C  | 73 - 76  |
| C- | 70 - 72  |
| D+ | 67 - 69  |
| D  | 65 - 66  |
| F  | Below 65 |

**HONOR ROLL - (See BOE Policy #5440)**

Recognition for academic achievement is awarded using the honor roll criteria below:

**Principal's Honor Roll**

All grades must be an A- (90) or better

**High Honor Roll**

All grades must be a B- (80) or better **and** a grade average of A- (90) must be attained.

**Honor Roll**

All grades must be a B (83) or better **and** a grade average of B (83) must be attained.

**ACADEMIC CONCERNS:**

As a parent there will be times when you have concerns about your child's academic program or their progress. Our staff can be contacted by using our e-mail or voice mail systems. We recommend using the e-mail system, which is more easily accessed by our staff. The first contact should be the classroom teacher. In the event there are concerns remaining, the second point of contact is the guidance counselor or case manager, the third point of contact is the Supervisor of Instruction, the fourth is the Director of Guidance and/or Director of Special Services and the final contact is the Building Principal. If the concern is still unresolved, contact the Superintendent of Schools. If necessary, the Superintendent can arrange a meeting with the Board of Education.

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult or if they have been absent and have missed assignments and class discussions. Conferences may be arranged with a teacher before or after school or at a time convenient for both parties during the day. Teachers are generally available by appointment daily Monday through Thursday and late buses are provided for students who stay late for extra help or to attend Homework Club on Tuesdays and Thursdays.

A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help a student make the progress of which he/she is capable.

**PROMOTIONAL STANDARDS:**

**(See BOE policy # 5410)**

For a student to be promoted to the next grade level, the student may not fail more than one of the following **core subjects:** Mathematics, Language Arts, Science or Social Studies in any given year.

Also, a student may not fail the same core subject in both seventh and eighth grade and still be promoted.

Remediation of failed subjects is encouraged and must be completed successfully in a district approved summer school program. Individual tutorial remediation is not to replace a district approved summer school program.

The Warren Hills Regional School District will provide information regarding tuition based summer school availability to all students in need of remediation necessary for promotion. All costs and transportation necessary for the remediation of failed courses will be the responsibility of the student and parents or guardian.

## **STUDENT CONDUCT**

### **GUIDELINES FOR BEHAVIOR**

Students should at all times conduct themselves in a manner that is cooperative, respectful, and responsive to each other, all staff and administration. Students who are disrespectful, defiant, and/or disrupt the educational process will be held accountable for such action.

### **DEFINITION OF CONSEQUENCES**

**(See BOE Policy #5600 for most current information):**

To ensure that every student is able to benefit from his or her constitutional right to an education, students are expected to comply with the school guidelines for student conduct. Students who act in a manner so as to disrupt the school system are subject to disciplinary action. (See Student Code of Conduct Chart in the back of this agenda).

### **DRESS CODE**

**(Please see BOE Policy # 5511 for most current information):**

Students also have the responsibility to dress appropriately and to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that inappropriate dress causes disruption in the classroom, and the lack of cleanliness constitutes a health and safety hazard or disruption of the education program. The following is considered inappropriate for school and remains at the discretion of the administration:

1. Clothing displaying or imprinted violence, nudity, vulgarity, obscenity, profanity, double entendre pictures or slogans, (including those related to alcohol, drugs and tobacco), or portraying racial, ethnic, or religious stereotyping.
2. Garments or revealing, see through clothing that excessively exposes anatomy.
3. Any clothing or manner of dress deemed gang related, including the way the clothing is worn.
4. Gym-type apparel, clothing intended as undergarments worn as outer garments, or see through garments.
5. Street coats, windbreakers, and head covering worn in the building. These items should be placed in lockers immediately upon the arrival and may not be

carried from classroom to classroom. Exceptions for medical or religious reasons must be referred to principal.

6. Scanty clothing that includes, but is not limited to, the following:

- Open backs
- Single strap tops
- Tank tops
- Halter-tops
- Tube tops
- Tops, which expose cleavage
- Tops, which expose bra straps

7. Pajamas and/or slippers

8. Bare midriffs

9. Clothing such as shorts, pants, or skirts are not permitted to be worn lower than the hip line. In addition, clothing that exposes undergarments or anatomy should not be worn.

10. Any type of chains, collars, large beaded necklaces, or wallet tethers not normally considered jewelry.

11. Skirts, shorts, and dresses must be acceptable length. (no more than 4 inches above the knee cap.

12. Body piercing with connections, i.e. ear to nose chains.

13. Any attire which presents a potential danger to self or others such as bracelets or necklaces with spikes.

14. During gym class, all jewelry and anything else that the physical education teacher feels could be a potential safety hazard must be removed. Visible body or facial piercings are considered jewelry. Visible piercings, which cannot or are not removed, must be covered with a Band-Aid or athletic taped and taped to the skin. Students who do not remove jewelry or tape visible piercings will be considered unprepared for activity that day and lose points of their grade.

15. Prescription sunglasses, non –prescription sunglasses, glazed and tinted glasses are not to be worn in the school building except as prescribed by the student’s doctor.

16. Footwear must be worn at all times.

17. Wearing of headbands is prohibited. Hairbands scan be no more than 2” in width.

18. Valuables must be placed in secure lockers or in the possession of the classroom teacher.

**NOTE: Any articles that are deemed by administration as distracting or disruptive to the educational process will be deemed unacceptable and will not be permitted.**

**WEAPONS (See BOE Policy # 8467):**

For the purpose of this policy, “weapon” means anything readily capable of lethal use or of inflicting serious bodily injury. “Weapon” includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy “firearm” means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

The use of bodily fluids to harm another individual is a serious issue that can be considered the same as the use of a weapon. Consequences for such behavior

will follow the district's discipline policy. A student possessing any object that can be considered a weapon while on school grounds or at any Warren Hills sponsored activity will face consequences. (See Student Code of Conduct Chart in the back of this agenda).

No tool(s) or instrument(s) (compass, knife, scissors, etc.) used in the instructional process of any course may be removed from the classroom/lab/shop/ without the express permission of the teacher in charge.

**HARASSMENT INTIMIDATION & BULLYING POLICY (HIB)  
(See BOE Policy #5512)**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

District Anti Bullying Coordinator - Ms. Annette Walters  
Anti Bullying Specialist (Middle School) – Mrs. Christine Tyburczy  
Anti Bullying Specialist (High School)- Mr. Tim Downs

**SUBSTANCE ABUSE (See BOE Policy # 5530)**

The Board of Education prohibits the possession, consumption and/or distribution of any alcoholic beverage and the use, possession and/or distribution of any drug, (or any prescription drug not prescribed for them), in any school building, on school grounds, at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board. Any pupil who possesses, consumes, or distributes any alcohol, drug, or any prescription drug not prescribed for them, or alcoholic beverage will be subject to discipline, which may include suspension and/or recommendation to a treatment program, and which may be reported to appropriate law enforcement personnel.

**COOPERATION WITH LAW ENFORCEMENT AGENCIES**

**(See Board Policy #9320):**

**Potential K-9 county visits may be arranged through the Warren County Prosecutor utilizing specially trained canines to search our buildings and grounds for the location of illegal substances.**

**RANDOM VOLUNTEER DRUG TESTING POLICY  
(See BOE Policy #5531.1)**

The Warren Hills Regional Board of Education has implemented a voluntary random drug-testing program. This program is designed to deter drug and alcohol use, to provide students with a way to combat peer pressure, and to help us identify students who are using drugs and /or alcohol so that they can receive the help they need. This is not a punitive program. We encourage all students to participate.

**SMOKING/TOBACCO (See Board Policy #5533)**

Smoking in a public building is a violation of state law and school policy. Students are not permitted to have tobacco in any form in their possession while on school grounds or in the building. Violators will face disciplinary actions. Smoking and chewing tobacco penalties are cumulative from the beginning of the seventh grade to the end of the senior year as stated in pupil discipline code of conduct chart. **Smoking and all tobacco products are not permitted anywhere in school or on school grounds outside the building, as noted in State Law.**

**STUDENT ID CARDS AND HALL PASSES (See BOE Policy #5517)**

All students are required to carry school district issued ID cards at all times while in school. A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or produce it when asked to do so, may be disciplined. Students are not permitted to exchange, deface, or destroy their ID. Except in case of extreme emergency, students should not leave a class without their ID and a hall pass. **TEACHERS WILL NOT ISSUE PASSES ENABLING STUDENTS TO MISS A REGULARLY SCHEDULED CLASS WITHOUT THE PERMISSION OF THE OTHER TEACHER.**

**ADDITIONAL INFORMATION:**

**ATHLETICS/STUDENT ACTIVITIES**

**(See BOE Policy #2430 & #2431):**

Interscholastic Athletics & Student Activities are an integral part of the district's total program. Athletics & Student Activities offer all students an opportunity to participate in areas outside of the classroom that showcase their talents and enhance their school experience. Please visit the district website and select "Athletics" or contact the office of the Director of Athletics and Student Activities for additional information.

**BUS TRANSPORTATION (See BOE Policy # 8600):**

Many of our students ride the school bus daily. Students or parents who need assistance with a bus problem concerning location or time of pick-up, or changing from one bus to another should call the school district's transportation



supervisor, at 908-689-1119. Late buses, with limited routes, will be provided on Tuesdays and Thursdays at 3:30. For more information, please contact the transportation office and the school website. Consequences may be assigned for inappropriate behavior while riding district provided buses.

**MISCELLANEOUS:**

1. Delivery of goods for students will not be accepted.
2. Students are not permitted to share or distribute food or beverages of any kind during school hours (see BOE Policy # 5331)
3. Energy drinks are not permitted (See Board Policy 8505)
4. Middle school students are not permitted to use any form of electronic communication or recording devices during the instructional day without teacher and parent permission for specific curricular purposes. (See Board Policy 5516 for specifics and most current information)

**CONSEQUENCES FOR INAPPROPRIATE CONDUCT**

Below is a chart of Student Discipline listing school responses to violations of behavioral expectations. Consequences associated with listed violations will be managed in a progressive manner, at the discretion of the administration, and may vary with the seriousness of the infraction and the behavior pattern of the individual student. Consequences range from admonishment to long-term suspension with a hearing before the Board of Education. These behavioral expectations and school responses include, but are not limited to:

**\*See Board of Education Policy & Regulation #5600 for further information**

| LD - Lunch Detention<br>ISS – In-School Suspension | ASD- After-School Detention;<br>OSS – Out-of-School Suspension  |
|--|---|
| Infraction   | Consequences  |
| After-School Detention Cuts                        | 1 <sup>st</sup> Offense: 5 points; Detention must be served;<br>2 <sup>nd</sup> Offense: 10 points to In-School Suspension (ISS); Detention must be served<br>3 <sup>rd</sup> Offense: 15 points to ISS; Detention must be served |
| Cell Phone/Electronic Device Violation             | 1 <sup>st</sup> Offense: 5 points<br>2 <sup>nd</sup> Offense: 10 points<br>3 <sup>rd</sup> Offense: 15 points;<br>Conference with Parent and Student  |
| Class Cuts   | 1 <sup>st</sup> Offense: 5 points<br>2 <sup>nd</sup> Offense: 10 points to ISS; After-School Detention<br>3 <sup>rd</sup> Offense: 15 points to ISS;<br>Conference with Parent and Student  |

|   |   |
|---|---|
| Disruptive/Inappropriate Behavior   | 1 <sup>st</sup> Offense: 5 points to Out-of School Suspension (OSS)<br>2 <sup>nd</sup> Offense: 10 points to OSS<br>3 <sup>rd</sup> Offense: 15 points to OSS   |
| Cutting Lunch Detention   | 1 <sup>st</sup> Offense: 5 points; Detention must be served<br>2 <sup>nd</sup> Offense: 10 points to ISS; Detention must be served<br>3 <sup>rd</sup> Offense: 15 points to ISS; Detention must be served   |
| Excessive, Unexcused Tardiness to School/Homeroom                               | 4 <sup>th</sup> Tardy: Warning<br>6 <sup>th</sup> Tardy: 1 After-School Detention<br>8 <sup>th</sup> Tardy: 2 After-School Detentions<br>10 <sup>th</sup> Tardy and Beyond: Loss of privileges; Administrative discretion   |
| Forgery or Falsifying documents, notes, excuses, passes and/or permission slips | 1 <sup>st</sup> Offense: 15 points to ISS<br>2 <sup>nd</sup> Offense: 1 Day ISS<br>3 <sup>rd</sup> Offense: ISS to OSS<br>Parent Notification; Parent Conference  |
| Physical Altercation/Push-Shove   | 1 <sup>st</sup> Offense: 5 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: ISS to OSS<br>Parent Notification; Parent Conference  |
| Fighting  | 1 <sup>st</sup> Offense: Minimum 3 days OSS<br>2 <sup>nd</sup> Offense: Administrative Discretion<br>3 <sup>rd</sup> Offense: Administrative Discretion   |
| Inappropriate attire/Dress Code   | 1 <sup>st</sup> Offense: Warning<br>2 <sup>nd</sup> Offense: 10 points to ISS<br>3 <sup>rd</sup> Offense: 15 points to ISS<br>Change of Clothes required for each infraction  |
| Inappropriate Language and/or Gestures  | 1 <sup>st</sup> Offense: 5 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: 1 day ISS to OSS<br>Parent Notification   |
| Cheating/Plagiarism   | Parent notification; student may receive a "0" for the assignment.  |
| Insubordination   | 1 <sup>st</sup> Offense: 15 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: Minimum 1 Day ISS<br>Parent Notification; Counseling may be required, Police may be notified   |
| Leaving School Grounds/Truancy  | 1 <sup>st</sup> Offense: 15 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: Minimum 1 day ISS<br>Parent Notification; Police may be notified;<br>Loss of privileges as determined by administration<br>Please refer to Board of Education Policy & Regulation #5200 - Attendance |
| Possession/Use/Distribution of alcohol or drugs                                 | 10 calendar days OSS; Compliance with Board of Education Drug and Alcohol Policy and Regulation #5530.  |

|  |  |
|--|--|
| Possession/Use/Distribution of tobacco products, smoking and/or E-Cigarettes | 1 <sup>st</sup> Offense: ISS to OSS<br>2 <sup>nd</sup> Offense: ISS to OSS<br>3 <sup>rd</sup> Offense: Administrative Discretion<br>Smoking and Tobacco offenses are cumulative from the beginning of 7 <sup>th</sup> Grade through the end of the Senior year. Police may be notified and charges may be filed. Counseling may be required. Compliance with Board of Education Policy and Regulation #5533 Pupil Smoking. |
| Weapons  | Minimum 10 school days OSS – Long-term Suspension and Board of Education hearing;<br>Compliance with Board of Education Policy and Regulation #8467. Police notification and charges may be filed.   |
| Assault  | 10 school days OSS – Long-term Suspension and Board of Education hearing;<br>Counseling and Psychiatric Evaluation may be required.  |
| Theft  | 1 <sup>st</sup> Offense: ISS to OSS<br>2 <sup>nd</sup> Offense: ISS to OSS<br>3 <sup>rd</sup> Offense: Administrative discretion<br>Restitution for damages/loss of property, Parent Notification; Police Notification   |
| Vandalism  | 1 <sup>st</sup> Offense: 15 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: Administrative discretion<br>Restitution for damages/loss of property, Parent Notification; Police Notification   |
| Verbal Assault directed toward an employee                                   | 1 <sup>st</sup> Offense: OSS to Long-term Suspension and Board of Education hearing<br>2 <sup>nd</sup> Offense: OSS to Long-term Suspension and Board of Education hearing<br>3 <sup>rd</sup> Offense: Long-term Suspension and Board of Education hearing<br>Parent Notification; Police may be notified;<br>Counseling and Psychiatric Evaluation may be required.   |
| Jeopardizing the safety of others and order of the school                    | 1 <sup>st</sup> Offense: 15 points to OSS<br>2 <sup>nd</sup> Offense: 15 points to OSS<br>3 <sup>rd</sup> Offense: Administrative discretion<br>Parent Notification; Police may be notified and charges may be filed.  |
| Any unlisted offense to be decided by an administrator                       | 1 <sup>st</sup> Offense: 5 points to ISS<br>2 <sup>nd</sup> Offense: 15 points to ISS<br>3 <sup>rd</sup> Offense: ISS to OSS<br>Parent Notification; Police may be   |

|                                  |  |
|----------------------------------|--|
|                                  | notified.  |
| Harassment Intimidation Bullying | Refer to Board of Education Policy & Regulation #5512        |
| Dating Violence                  | Please refer to Board of Education Policy & Regulation #5519 |

**Please Note: Consequences will be managed in a progressive manner, at the discretion of the administration, and may vary with the seriousness of the infraction and the behavior pattern of the individual student.**

1. Infractions that carry a point value are cumulative and range from 5 – 15 points. Additional consequences have been established at the following thresholds:

|              |                               |
|--------------|-------------------------------|
| At 10 Points | 1 Lunch Detention             |
| At 15 Points | 1 Day After-School Detention  |
| At 30 points | 2 Days After-School Detention |
| At 45 Points | 1 Day In-School Suspension    |
| At 60 Points | 2 Days In-School Suspension   |

Additional points beyond 60 will result in administrative review after each offense. Accumulation of 60 points is evidence that a student is not meeting behavioral expectations and that additional intervention is necessary. The student may be suspended and not be allowed to return to school until a mandatory parent conference is held to determine appropriate actions and a positive, pro-active plan is created.

2. Five (5) accumulated points will be removed for any student who does not register a discipline infraction during 30 consecutive school days.
3. Appeals Process:  
Should there be a concern regarding disciplinary consequences, the appeals process outlined below should be strictly adhered to:
  - a. concerns are to be directed to the building Principal, in writing, within three (3) days following the assignment of consequences.
  - b. additional appeals are to be directed to the Superintendent, in writing, within three (3) school days of receiving the Principal’s ruling on the first level of appeal.
  - c. additional appeals to the decision rendered by the superintendent should be directed to the Board of Education, in writing, within ten (10) school days to be heard at the next regularly scheduled Board of Education meeting.
  - d. The disposition of consequences must be fulfilled by the student regardless of an appeal.
  - e. The purpose of an appeal is to expunge the record, not to delay or avoid the consequences.

**Middle States Accreditation Awarded to  
the Warren Hills Regional School  
District**

*"Excellence by Design"*

