



**Warren Hills Regional High School**  
**Washington, NJ 07882**  
**(908) 689-3050**  
**www.warrenhills.org**

**Student/Parent Handbook**  
**2021-2022**

**Name** \_\_\_\_\_

*Dear Students and Parents:*

*Welcome to the 55th year of Warren Hills Regional High School! We are excited to welcome you back to school and look forward to supporting you as you work to accomplish your goals. As we begin this year, we want to focus on our transition from the environment created over the past school year to an environment of in-person, active learning. Set new goals for yourself and work hard to reach those goals, take the challenges in stride and be confident in your ability to overcome them.*

*The information in this handbook is designed to support and guide you as you work to succeed at Warren Hills Regional High School. It is important to note that this document will be a live document and it is subject to change based on the latest health guidelines. I would like to thank you in advance for your flexibility and promise open communication in the event changes need to be made. Our vision at Warren Hills is to prepare our students for their life beyond our high school. We have created programs and activities to ensure that our students have the knowledge and skills to be successful in creating their future. Students, take advantage of the many who are here to assist you with your education and your overall experience. I encourage you to contact me at any time during the school year. Together, we can continue to make every day a great day to be a Blue Streak!*

*Let's have a great school year!*

*Christopher J. Kavcak*  
Principal

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## **Board of Education Policies**

The Warren Hills Regional School District is currently reviewing/revising several Board of Education Policies. The specific policies under review, or policies of an important nature, are listed below. Once specific policies have been approved by the Board of Education, they will be posted and you are strongly encouraged to review the policy.

To check for approved policies, please follow the steps below:

1. Go To "warrenhills.org" and choose "District"
2. Select the "Board of Education" tab
3. Scroll down to "Board Policies & Regulations" and select
4. Use the search feature to enter a keyword or policy number

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 high school.

<b><u>Policy #</u></b>	<b><u>Policy Name</u></b>
2260	Affirmative Action Program for School and Classroom Practices
2360	Use of Technology
2430	Co-curricular Activities
2431	Athletic Competition
2624	Grading System
5200	Attendance
5230	Late arrival and early dismissal
5240	Tardiness
5310	Health Services
5330	Medications in school
5350	Pupil Suicide Prevention
5430	Class Rank
5440	Honoring Pupil Achievement
5460	High School Graduation
5511	Dress and Grooming
5512	Harassment, Intimidation and Bullying
5516	Use of Electronic Communication and Recording Devices
5517	Student Identification Cards
5530	Substance Abuse
5531.1	Random Alcohol and Drug Testing
5533	Pupil Smoking
5600	Pupil Discipline/Code of Conduct
5701	Academic Integrity/Plagiarism
5844	Working Papers/Employment
8467	Weapons

## **DATES and SCHEDULES**

Aug. 16	Mon	<b>7<sup>th</sup> &amp; 9<sup>th</sup> Grade Orientation</b>
Aug. 16-18	Mon-Wed	<b>New Staff Orientation</b>
Aug. 23	Mon	<b>First Day for Staff</b>
Aug 24&25	Tues-Wed	<b>First Days for students - 1/2 days, Staff PD</b>
Aug 26&27	Thurs-Fri	<b>Half Day for all</b>
Sept. 3&6	Fri-Mon	<b>School Closed-Labor Day</b>
Sept 9	Thurs	<b>Back to School Night - HS</b>
Sept 10	Fri	<b>Half day</b>
Sept 13	Mon	<b>Back to School Night - MS</b>
Oct. 11	Mon	<b>School Closed -Teacher PD</b>
Nov. 4&5	Thurs-Fri	<b>School Closed-NJEA Convention</b>
Nov 24	Wed	<b>Half Day</b>
Nov. 25&26	Thurs-Fri	<b>Thanksgiving Break-School Closed</b>
Dec. 23	Thurs	<b>Half Day</b>
Dec 24-Jan2	Fri-Sun	<b>Holiday Break-School Closed</b>
Jan. 17	Mon	<b>MLK Day-School Closed</b>
Feb. 18	Fri	<b>Half Day</b>
Feb 21	Mon	<b>Presidents' Day-School Closed</b>
Mar 11	Fri	<b>Half day - PD teachers</b>
Apr 1	Fri	<b>Half day - PD teachers</b>
Apr. 14-19	Thurs-Tues	<b>Spring Break-School Closed</b>
May 30	Mon	<b>Memorial Day-School Closed</b>
June 3-10	Fri-Fri	<b>1/2 for Students/Teachers if needed</b>
June 10	Fri	<b>Graduation Ceremony (tentative)</b>
June 13	Mon	<b>Last Day Faculty (tentative)</b>

### ***School Closing/Late Opening***

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, Twitter and an automated phone message will be sent as well. In addition, a notice will be broadcast over the radio stations listed below.

PLEASE REMEMBER: Our announcement will say "**Warren Hills Regional Schools.**" Do not confuse us with North Warren, Washington Borough, or Washington Township.

WAEB 790 AM	WOR 710 AM	WVPO 840 AM			
WEST 1400 AM	WLEV 96.1 FM	WODE 99.9 FM	WFMZ 100.7 FM	WHCY 106.3 FM	WSBG
93.5 FM					
WRNJ 1510 AM	WRNJ 107.1 FM	WFMZ-TV TV Channel 69 (Allentown)			

## Transition Schedule

To be used during the 2021 - 2022 school year.

### Regular Schedule

Teacher time 7:25 - 2:45

1 7:40 - 8:22		
2 8:26 - 9:08		
3 9:12 - 9:54		
4 9:58 - 10:40		
Lunch 1 10:44 - 11:14	5a 10:44 - 11:26	5a 10:44 - 11:26
5b 11:18 - 12:00	Lunch 2 11:30 - 12	6a 11:30 - 12:12
6b 12:04 - 12:46	6b 12:04 - 12:46	Lunch 3 12:16 - 12:46
7 12:50 - 1:32		
8 1:36 - 2:18		
Open Time 2:20 - 2:45		

### Notes

- Maintains 8 classes per day
- Allows for 3 separate lunches
- Aligns closely with current schedule
- Honors/AP Science Lab Classes would be paired with PE/Health Blocks
  - Students would have PE/Health 4 days, a double period of science 1 day a week
  - CP/General Science labs will be built into the class period and will not have a double period
- Contact time for teachers teaching 6 classes 252 minutes per day
- Bus Duty will be handled by administration and security.
  - Teachers with 5 classes could provide supervision for this duty, if no other duty is assigned.
- Open time would be the same as the time at the end of the day during the 2019-2020 school year, students could see a teacher, eat before practice, do some work, etc.
- Friday dismissal would be 2:33.

**Early Dismissal Schedule**

**Teacher time 7:30 - 12:10** *(Unless this is a PD day)*

<b>1</b> 7:35 - 8:05
<b>2</b> 8:08 - 8:38
<b>3</b> 8:41 - 9:11
<b>4</b> 9:14 - 9:44
<b>5A&amp;5B</b> 9:47 - 10:17
<b>6A&amp;6B</b> 10:20 - 10:50
<b>7</b> 10:53 - 11:23
<b>8</b> 11:25 - 11:55

**Delayed Opening Schedule**

**Teacher time 9:30 - 2:45**

<b>1</b> 9:40 - 10:05		
<b>2</b> 10:08 - 10:33		
<b>3</b> 10:36 - 11:01		
<b>4</b> 11:04 - 11:29		
<b>Lunch 1</b> 11:32 - 12:02	<b>5a</b> 11:32 - 12:13	<b>5a</b> 11:32 - 12:13
<b>5b</b> 12:05 - 12:46	<b>Lunch 2</b> 12:16 - 12:46	<b>6a</b> 12:16 - 12:57
<b>6b</b> 12:49 - 1:30	<b>6b</b> 12:49 - 1:30	<b>Lunch 3</b> 1:00 - 1:30
<b>7</b> 1:33 - 2:58		
<b>8</b> 2:01 - 2:26		

**PERSONNEL**  
**BOARD OF EDUCATION**

Board of Education meetings are held on Tuesdays of each month at 7:00 p.m. in the District Office.  
Dates are posted on the district website. Please call 689-3143 for confirmation.

Mr. Corey Piasecki, President  
Mr. Christopher Cannavo, Vice President  
Mr. Joseph Bodenschatz  
Mr. Sam Knutson  
Mrs. Lisa Marshall  
Mrs. Paula K. Merrill  
Ms. Christine Pi  
Mr. Eric Walls  
Mr. Paul Figalora

**DISTRICT ADMINISTRATION & STAFF**

89 Bowerstown Road, Washington, NJ 07882  
PHONE: 908-689-3143 / FAX: 908-689-4814

Superintendent: Mr. Earl C. Clymer III  
Director of Human Resources: Mr. Dennis Mack  
Affirmative Action Officer: Mr. Dennis Mack  
Business Administrator/Board Secretary: Mrs. Donnamarie Palmiere  
Director of Athletics/Student Activities: Mr. Mike Jones  
District Anti-Bullying Coordinator: Mr. Dennis Mack  
Supervisor of English Language Arts & Social Studies: Mr. Keith Dennison  
Supervisor of Math & Science: Ms. Heather Apple  
Supervisor of Art, Music, World Language, & PE: Mrs. Amanda Brown  
Supervisor of Special Education: Mrs. MaryLouise Rowlin  
Supervisor of Business: Mr. Timothy Jaw  
District Technology Coordinator: Mr. Timothy Jaw  
School Security Program Director: Mr. David Guth  
Director of Facilities: Mr. Anthony Sbriscia

**HIGH SCHOOL ADMINISTRATION & SUPPORT STAFF**

41 Jackson Valley Road, Washington, New Jersey 07882  
PHONE 908-689-3050 / FAX 908-689-9640

Principal: Mr. Christopher Kavcak  
Assistant Principal: Mrs. Susan Rader  
Assistant Principal/Supervisor of Industrial Technology: Mr. Glenn Barker  
Director of School-Based Youth Services: Mr. Gregor Thomas  
Nurses: Mrs. Bonita Duryea, Mrs. Kristyn Sbriscia

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



## **ATTENDANCE**

### **Attendance Procedures**

**(18A:38-25, NJAC 6A:16-7.6)**

At Warren Hills Regional High School, we value and protect instructional time. We wish to teach students the importance of prioritizing their responsibilities. With this in mind, what follows is the state attendance requirement and our school policy for student attendance:

- 1) **Minimum attendance requirements (NJ State Law)**
  - a. All students are required to attend school until the age of 16. Therefore, students may be signed out only with parent consent between the ages 16 and 18.
  - b. Parents who do not require their children to attend school may be charged and required to appear before the municipal court. The Division of Child Protection and Permanency may be involved.
- 2) **Procedures to be followed for student absence**
  - a. Parents should call the school at 908-689-3050 between 6:45 a.m. and 9:00 a.m. to report any absence of their child on the date of that absence. If we do not hear from a parent, the school may call to verify the absence.
- 3) **Parent notification of daily school absences**
  - a. Parents and students should utilize Genesis as part of the attendance notification process. If you need help accessing Genesis, or do not have computer access, please notify the school as soon as possible.
  - b. Parents will be reminded periodically to check their child's attendance through Genesis. Reminders will be posted on Genesis, along with notices for progress reports and report cards. In addition, an automated phone message reminder will be sent at these times to alert parents and students to check attendance status.
- 4) **Make-up assignments**
  - a. All arrangements for make-up assignments must be made by the student with subject teachers immediately upon return to school. In cases of a long-term absence, an extended make-up period may be granted by the principal or his designee.
- 5) **Early Dismissals**
  - a. To arrange for early dismissal, a parent must write a note to the Attendance Office specifying the date, time and reason for the request. Students are responsible for bringing the notes to the Attendance Office a day prior to the requested day. The parent must come to the security office to meet their child and present valid ID before the student will be dismissed.
- 6) **Tardiness to class**
  - a. Tardiness to class impacts not only a student's ability to receive instruction essential to the lesson, but also the teacher's ability to instruct to the advantage of all students enrolled.
  - b. Tardies to class will convert to absences for each class as follows:
    1. Every 3 tardies equals 1 absence.
    2. Every tardy MORE THAN 15 MINUTES equals 1 absence.
    3. Excessive tardiness to class will be referred to the administration for disciplinary action.
- 7) **Tardiness to school**
  - a. Students arriving late to school must report to staff/security stationed at the main entrance and/or the security window, provide their student identification, and sign in with their name and time entered. After signing in, students must report directly to class.

## **HEALTH SERVICES**

### **Emergency Permission Information**

The school nurses need to have an emergency permission information sheet on file for each student. This form should be returned during the first week of school, and updated as needed with current phone numbers, etc.

### **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. AT NO TIME SHOULD STUDENTS MAKE ARRANGEMENTS WITH THEIR PARENTS/GUARDIANS TO LEAVE THE BUILDING WITHOUT NOTIFYING THE NURSE OR MAIN OFFICE. FAILURE TO PROPERLY COMMUNICATE MAY RESULT IN AN UNEXCUSED ABSENCE/DISCIPLINARY ACTION.

A student who is ill or has 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 or drive home, written permission must be received from the parent.

If a student reports an injury occurring during the school day, insurance forms will be completed under the guidelines of the school insurance policy. Students in interscholastic sports, band, cheerleading and ski club are covered under the terms of the school athletic insurance policy. These policies only cover reasonable and customary medical charges beyond those covered by the family's primary medical plan. 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.

### **Medications in School**

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.

- a) The parent or guardian must provide a written request for administration of the prescribed medication at school.
- b) Written orders 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 downloaded from Infinite Campus.
- c) The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
- d) The certified school nurse or the parent/guardian are the only ones permitted to administer medication in school.
- e) No over-the-counter medicine (such as aspirin, Tylenol, cold medication, etc.) is to be brought into the building unless ordered by a physician.
- f) The school nurse must be advised of any medication being taken by a student, particularly those which might cause a change in behavior.
- g) Students with asthma may carry their inhalers. Students who require emergency administration of epinephrine may carry their epipen. 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.
- h) Tylenol 325 mg. 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. The nurse will evaluate each situation on an individual basis and assess if Tylenol is needed.
- i) Tums and Benadryl may be given on an as needed basis with parent written or verbal permission.

Students who are found possessing, using or distributing any pills, powders, or elixirs including, but not limited to, supplements marketed, sold or intended for use for performance enhancement, (but not anabolic steroids because they are a drug and alcohol policy issue) and any OTC medications (including products such as, but not limited to, Tylenol), even when all such substances are handled, used, possessed, and/or distributed consistently with the manufacturer's intent and notwithstanding containment in the original packaging, and/or any other chemical substance that cannot be identified by the Poison Control Center, including vitamins, may be suspended from school for a minimum of three days for safety concerns with return to school contingent upon parental conference with a school principal and the Student Assistance Coordinator.

The school principal may elect at his discretion to include the school nurse and/or the Director of Athletics and the school athletic trainer in the parent conference depending upon the totality of the facts and circumstances in each case.

Students in violation of this policy also may be subject to, and/or in violation of, the school district's drug and alcohol policy and any applicable New Jersey or federal laws or regulations. This policy is not intended to replace or supplant any pre-existing school policies. Any lists or examples contained herein are not intended to be all-inclusive.

### **Health Screenings**

The following screenings are done yearly by the school nurses for all students: height, weight, blood pressure and vision. Scoliosis screening is done every other year. Hearing is tested on all 7<sup>th</sup> and 11<sup>th</sup> grade students, students with known hearing problems, and all other students as required by school law. Parents will be notified if any problems are found and advised of any necessary remediation. Be advised that three (3) high blood pressure or three (3) failed hearing screenings are required before referral.

### **Physical Examinations**

The Warren Hills Regional Board of Education requires that all 7<sup>th</sup> graders, Oxford students, 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. Physical examinations will be provided by the school physician ONLY in the event that a student does not have health insurance, AND if they have free or reduced lunch status. 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). Failure to return an up-to-date physical may result in

exclusion. 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.

### **Home Instruction**

Home instruction is handled through the guidance office for all students requiring out-of-school instruction requested by a physician. The guidance office will notify the health office. Please contact the guidance and health offices 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.

### **Physical Education Excuses**

In order for a student to be excused from Physical Education class, they must hand in a doctor provided excuse. Any doctor's note written that extends four or more consecutive days will be assigned to a study hall every day for the duration of their excuse. Students will be responsible for obtaining their course assignments from their physical education teacher. It will be each student's responsibility to return the completed assignments to his/her physical education teacher within one week of its being assigned to receive credit.

Physical education excuses that state "until further notice" are good for only three weeks unless the doctor states the next appointment date. Failure to update an "until further notice" excuse within two weeks of the three-week expiration date will result in the student receiving unexcused absences for the days in excess of three weeks, which could result in the student losing credit for the course. The student without clearance to return to gym class or without an extended excuse from a doctor should still complete the course assignments in the event a valid doctor's note is obtained within the two-week extension period.

## **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. When students wish to meet with a counselor, they should email or call the guidance office and/or their respective counselor to schedule an appointment. Please do not hesitate to contact a counselor, especially if concerns arise regarding more serious issues such as substance abuse, child abuse, or depression.

The guidance office telephone number is 908-689-3050.

Under the Family Educational Rights and Privacy Act (FERPA), school officials may disclose any and all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll.

### **Student Intervention and Referral Service Committee/504**

The I&RS Committee assists pupils who are not educationally disabled but who are experiencing difficulties in class. The committee's goal is to identify and remediate conditions adversely affecting the pupil's performance or behavior. The I&RS Committee may also review eligibility for services under federal 504 legislation.

When a pupil is referred to the I&RS Committee, the committee may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community-based social and health provider agencies. An I&RS plan is developed, implemented, and monitored for each referred pupil who requires assistance. Parents are offered an opportunity to participate in the development and implementation of the plan, and assisted in finding and utilizing services and resources needed for family problems affecting the pupil's educational progress.

Referrals may be initiated by contacting your child's guidance counselor at 908-689-3050. Inquiries will be kept confidential.

### **Extra Help**

Extra help is available from all teachers if students do not understand an assignment, if the work is difficult, or if students have missed class due to absence. Students should arrange a conference with the teacher before or after school or at a mutually convenient time during the school day. A late bus is available for student transportation on Tuesday and Thursday afternoons.

A teacher will sometimes request that a student stay after school if it appears that the student is having difficulty with his or her work. This should not be viewed as a punishment, but rather as the teacher's desire to help students achieve their potential.

Students who decide to attend out of class school activities, such as rehearsals, field trips, etc., are responsible for making up missed assignments and need to be prepared for any assessments being presented by the teacher at the scheduled time.

### **Suicide Prevention/Crisis Management**

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**

Every pupil between the ages of 14 through 18 must secure an employment certificate (working papers) if he or she is employed. A new certificate is required every time the student changes jobs. The school administration reserves the right to revoke working papers of students who develop major academic and/or disciplinary problems.

Working papers can be accessed on the school website, under "Quicklinks" → "Employment Certificates/Work Permit" or [click here](#).

Working papers can also be obtained from the main office,, before and after school, not during instructional time. Summer office hours are 8:00 am to 3:00 pm Monday through Friday.

Students may register in the Guidance Office if they are interested in finding part-time employment.

### **Special Education**

Special education services are provided for students who qualify following a referral and testing process. When it is determined that a student is to receive services, an individualized education program (IEP) will be developed to define specific accommodations needed in the facilities, personnel and /or programs the school provides. Under the conditions of this IEP, modifications may be made regarding certain procedures outlined in this handbook.

For further information contact Mrs. MaryLouise Rowlin at 908-689-3050.

### **Proactive Behavior Strategies**

Students are expected to make wise decisions concerning their behavior. Should a student perceive a possible problem, resources are available within the school to aid in decision-making and mediation. For example, when students have difficulty managing their anger with another student, they have alternatives that can be explored with guidance counselors, peer mediators, teachers, or administration. Your assigned guidance counselor will assist you in selecting the appropriate services.

### **State Driving Test Cards**

Students cannot and will not be issued their State Driving Test Card from the High School Main Office until they have passed the written State Driving Examination with a grade of 80% or higher and have passed the Health 10 and Driver Education course. The State Driver Examination will be included as part of the Grade 10 Health and Driver Education program and given at the end of the semester. Students who have met the stated criteria and want their State Driving Test Cards must notify the main office at least three school days in advance of taking driving lessons (at age 16) or applying for a driving permit (at age 17).

### **Elementary and Secondary Education Act**

Section 9528 of the Elementary and Secondary Education Act (E.S.E.A.) requires schools to:

- a) Give military recruiters the same access to secondary school students as provided to post-secondary institutions or to prospective employers, and,
- b) Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

# 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 as soon as possible). 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. The marking periods will end on the following dates (which may be adjusted if school is closed due to inclement weather):

Marking Period 1	October 28, 2021
Marking Period 2	January 14, 2022
Marking Period 3	March 22, 2022
Marking Period 4	June 1, 2022

A notice to check a student's report card will be posted on Genesis. Also, an automated phone message reminder will be sent. 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 and/or case manager. The final year-end report card will be mailed home.

The grading system utilized at Warren Hills Regional High School is shown in the table below. For more information please refer to [Grading Policy #2624](#)

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>4.0 Scale</u>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

## GPA Weighting

Honors Courses receive an additional weighting of .5.

AP Courses receive an additional weighting of 1.0.

Students who earn a 97-100 in an Honors or AP level course will gain an additional .2 points to the weighting.

## Incompletes

All students will receive a grade in each course at the end of each marking period, even if an incomplete is assigned. An "I" in the grade column indicates that make-up work in this course is needed. A two-week period is given for that make-up work to be completed. If the work is not made up within that time, zeros will be assigned for all uncompleted work and a grade will be calculated. This two-week period can be extended at the discretion of the administration.

## Honor Roll

Recognition for academic achievement is awarded using an honor roll system with the following criteria:

Principal's Honor Roll-	All grades must be an A- (90) or better
High Honor Roll-	All grades must be a B (83) or better and a grade average of A- (90) must be attained
Honor Roll-	All grades must be a B- (80) or better and a grade average of a B (83) must be attained

Two "uncooperative attitude/disruptive behavior" comments may eliminate a student from honors distinction.

## **Class Rank**

Class rank for all students except seniors is calculated at the end of the academic year. Final class rank for all seniors is calculated at the end of the third quarter of the senior year. The valedictorian and salutatorian will be determined at the end of the third marking period by rounding off the grade point average to the third decimal place. Students must be enrolled at Warren Hills High School at least four semesters to be considered for valedictorian or salutatorian honors.

## **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
3. Student wishes to take additional courses that will not require the dropping of any courses that are already scheduled in place of Study Hall.

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

A student removed from any course for disciplinary reasons will receive a grade of DW (Disciplinary Withdrawal) or DWF (Disciplinary Withdrawal-Failure) if the student was failing the course at the time of such removal.

If there is a legitimate schedule request based on criteria listed, the student may be required to complete a request change form and return it to the guidance office.

## **Academic Concerns**

As a parent, there will be times when you will have concerns about your child's academic program or his/her progress. Our staff can be contacted by using either our email or voice mail systems. We recommend using the email system, which is more frequently 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 appropriate Supervisor of Instruction. The third level of 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.

## **Transfers**

If a student moves to another school district, we request that the parent or guardian call the Guidance Office (908-689-3050 ext. 3054) prior to the last day of attendance. A parent/guardian signature is mandatory. The name and address of the new school and the new home address of the student are also necessary. On the last day of attendance, the student will be asked to report to the Guidance Office to obtain a "sign-out sheet". After all books are returned to teachers, teacher signatures obtained and obligations met, the student will be issued a transfer card, current grades, immunization records and standardized test scores. Official school records will be forwarded to the new school upon written request by the receiving school.

## **Withdrawing from School**

It is rarely necessary to drop out of school. Sometimes your guidance counselor can make suggestions that will help a student keep up with his/her work. However, if it should be necessary to withdraw from school for unavoidable reasons, a student should have an interview with their guidance counselor, who will offer information about the equivalency certificate, the adult high school, and other important matters.

A pupil may not withdraw from school until he or she is 16 years old. Students between the ages of 16 and 18 can withdraw only with written permission of a parent or guardian. Parents and guardians must indicate the reason for leaving in writing before a pupil is released. An exit survey must be completed.

## **Graduation Requirements**

The following minimum criteria are required for graduation:

- a) A minimum of 120 credits have been established for all graduating classes by the Board of Education. (See Program of Studies Guide)
- b) Grade level status are as follows:
  - Senior status is for students achieving 90 or more credits
  - Junior status is for students achieving 60 or more credits
  - Sophomore status is for students achieving 30 or more credits
- c) Satisfying Warren Hills Regional District's attendance requirements
- d) Any additional state and/or locally adopted requirements necessary to obtain a state-endorsed diploma

Only those students who have met all requirements for graduation as designated by Warren Hills or visiting foreign exchange student programs will be permitted to participate in graduation ceremonies.

### **National Honor Society**

Membership in the NHS is a privilege, not a right. Eligibility does not guarantee membership. Warren Hills Regional High School National Honor Society adheres to the standards set by the national charter of NHS. To be eligible for membership in the WRRHS chapter of NHS a student must be a junior or senior with a minimum cumulative G.P.A. of 3.5 or higher, must have completed community service hours, and have demonstrated positive qualities of leadership and character.

Students seeking membership must fill out a Student Activity Form, which includes a transcript, documentation of service, leadership, references, letters of reference. All documents must be submitted to the NHS Advisor by the published due date. The information for each candidate is then reviewed by the Faculty Council consisting of 5 members of the HS faculty; the NHS advisor is not on the Council. When students are chosen for membership, they become members at a formal induction ceremony.

Once a student is a member of the WRRHS NHS they must maintain the cumulative GPA of 3.5 or higher, complete individual community service per month and work a Group Service Project (GSP) per marking period. Students who fail to uphold the standards by which they were admitted may be placed on probation and eventually dismissed from the NHS chapter if they do not comply.

## **STUDENT CONDUCT**

### **Definition of Consequences**

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. Such disciplinary action can involve one or a combination of the following with parental contact and/or involvement in most cases:

1. Revocation of Privileges - One privilege or a combination of privileges may be temporarily or permanently revoked for repeated abuses. This includes, but is not limited to, parking privileges, bus privileges, lunchroom privileges, field trips, senior privileges, graduation privilege, etc.
  2. After-School Detention - A student may be assigned detention for violation of certain rules or regulations. After-School Detentions are scheduled on Tuesdays and Thursdays from 2:30-3:30 and also on an as needed basis. Parents are to be informed by the student of the day(s) they have detention. Students may be given one day's notice to provide an opportunity to inform their parents and make arrangements for transportation.
  3. In-School Detention - A student may be removed from attending classes for a specified period of time. The student, rather than remaining at home, is given detention during the normal school day and is required to complete academic assignments during this time. Each student assigned in-school detention will be given assignments from his or her classroom teachers. In addition, the in-school detention Supervisor will have an assignment prepared for each student. After-school practice/participation in school activities will be allowed. It is the student's obligation to follow the in-school detention guidelines provided at the time in-school detention is assigned.
  4. Out-of-School Suspension - A student may be removed from attending school for a specified period of time after providing that student with procedural safeguards required by due process. Students who are out-of-school suspended may not participate in any school activities nor may they come onto school property for any reason until normal arrival time the day following the last day of their suspension.
  5. Conflict Resolution - This is an optional program which may be utilized to resolve disputes between students. Students are encouraged to request that a situation be mediated before it escalates to the point where disciplinary action becomes necessary. Requests may be made through the Assistant Principal.
  6. Lunchtime Detention- Students may be assigned a lunchtime detention if they demonstrate that they are unable to handle lunch privileges and procedures. A lunch detention will also be used at the discretion of the administration as a consequence for other inappropriate behavior.
  7. Expulsion by the Board of Education - A student is dropped from the rolls and is not permitted to attend Warren Hills Regional schools. This is considered for only the most serious disciplinary violations.
- **Failure to attend any detention period, whether teacher or administrator assigned, will result in additional administrative action. If a student refuses to comply, a consequence will be issued and the detention must be served as well.**
  - **Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher or other staff member might assign a consequence/detention to a student who is not in any of his or her classes.**

## Guidelines for Behavior

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

Students who are directed to leave a classroom for disciplinary reasons must report to the main office immediately. Failure to do so will be viewed as an act of insubordination and addressed accordingly.

The school is a place of serious endeavor, and the classroom in particular should reflect an appropriate, businesslike atmosphere. The dress, speech, and work habits of the students should, in every way possible, support the seriousness of the educational enterprise. The following behaviors are considered to be inappropriate and will result in disciplinary action:

- a) Eating in the hallways and classrooms, during the instructional day, except in designated areas during lunch, or use of the water fountains, is prohibited. Drinking in the hallways is also prohibited but drinking of water is allowed in the classroom EXCEPT when working in a classroom with computers (i.e. labs, graphics, etc.).
- b) Playing cards, games of chance, or any form of gambling is not permitted.
- c) Being in the parking lots and the front of the school during the school day.
- d) Being in the gym area (gym floor, locker rooms, etc.) during the school day, except for a student's regularly scheduled class.
- e) Use of abusive language.
- f) Fighting.
- g) Inappropriate public displays of affection.
- h) The use of ECRD's (Electronic Communication and Recording Devices), including but not limited to cell phones, picture phones, iPhones, Blackberries, iTouch, etc., during the instructional day, is at the discretion of school staff. All other uses are prohibited. (See board policy 5516). They are to be turned off. MD/MP, i-Pods, Walkmans, CD or tape players are to be placed in lockers and may only be used before/after school and/or during lunch.
- i) Having laser pointers in school or at school activities.
- j) Insubordination.
- k) Disrespect towards a staff member or other adult in the building.
- l) Having symbols, literature, dress, or language that is offensive, abusive or indicates racial, ethnic, religious, gender bias, drug/alcohol, or gang related.
- m) Being in a restroom stall with another person or persons.
- n) Forgery or falsifying documents, notes, excuses.
- o) Safety concerns.
- p) Use of lighter and/or any flammable device during school or on the school bus.
- q) Food and other items from outside vendors may not be accepted on school property without prior approval from the Principal.
- r) The use of cameras or audio equipment in any form is prohibited unless prior approval from the Principal has been given. Using a cell phone to audio or video tape is strictly prohibited.
- s) Any unlisted offense to be decided by an administrator.

\*NOTE: Any personal items brought to school are the student's responsibility; the school assumes no responsibility for lost, stolen or damaged items.

## Dress & Grooming

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 or safety hazard or disruption of the education program. The following is considered inappropriate for school and remains at the discretion of the administration:

- a) Clothing displaying or imprinted with 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.
- b) Garments or revealing, see through clothing that excessively exposes anatomy.
- c) Any clothing deemed gang-related, including the way the clothing is worn.
- d) Gym-type apparel, clothing intended as undergarments worn as outer garments, or see-through garments.
- e) Street coats, windbreakers, and head coverings worn in the building. These items should be placed in lockers immediately upon arrival and may not be carried from classroom to classroom. Exceptions for medical or religious reasons must be referred to the principal.



- f) Scanty clothing that includes, but is not limited to, the following:
  - open backs
  - single strap tops
  - tank tops that are considered underwear
  - halter tops
  - tube tops
  - tops which may expose cleavage
  - tops which expose bra straps
- g) Pajamas and/or slippers.
- h) Bare midriffs
- i) 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.
- j) Any type of chains, collars, large beaded necklaces, or wallet tethers not normally considered jewelry.
- k) Skirts, shorts, and dresses must be an acceptable length not exposing undergarments or anatomy. Administration will determine this by assessing exposure due to routine physical tasks such as sitting, raising hands, bending, reaching, etc.
- l) Body piercing with connections, i.e. ear-to-nose chains.
- m) Any attire which presents a potential danger to self or others such as bracelets or necklaces with spikes.
- n) During physical education 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 that cannot or are not removed must be covered with a band aid or athletic tape and taped to the skin. Students who do not remove jewelry or tape visible piercings will be considered unprepared for activity for that day and lose points off their grade.
- o) 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.
- p) Footwear must be worn at all times.
- q) Wearing of headbands is prohibited. Hairbands can be no more than 2" in width.
- r) Valuables must be placed in secured lockers.

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

### Consequences for Inappropriate Conduct

The chart on the following pages addresses the more common disciplinary concerns and their consequences. **Disciplinary action may be taken for concerns not listed on this chart, and consequences can vary subject to administrative discretion based upon the individual situation.** Where more than one consequence is listed, penalties may be cumulative based upon the number of infractions or upon the severity of the behavior.

Infraction	Consequences
After-School Detention Cuts	1 <sup>st</sup> Offense: 5 points; Detention must be served; 2 <sup>nd</sup> Offense: 10 points to In-School Suspension (ISS); Detention must be served 3 <sup>rd</sup> Offense: 15 points to ISS; Detention must be served Administrative discretion for Senior release students. Additional consequences may apply as per administrative discretion. Students to serve lunch detentions until original ASD is completed.
Cell Phone/Electronic Device Violation	1 <sup>st</sup> Offense: 1 LD 2 <sup>nd</sup> Offense: 2 LD 3 <sup>rd</sup> Offense: 3 LD Conference with Parent and Student
Class Cuts	1 <sup>st</sup> Offense: 1 After School Detention 2 <sup>nd</sup> Offense: 2 After-School Detentions 3 <sup>rd</sup> Offense: 3 After School Detentions; Conference with Parent and Student, (Make up all work)
Disruptive/Inappropriate Behavior	1 <sup>st</sup> Offense: 5 points to Out-of School Suspension (OSS) 2 <sup>nd</sup> Offense: 10 points to OSS

	3 <sup>rd</sup> Offense: 15 points to OSS
Cutting Lunch Detention	1 <sup>st</sup> Offense: 5 points; Detention must be served; 2 <sup>nd</sup> Offense: 10 points to ISS; Detention must be served 3 <sup>rd</sup> Offense: 15 points to ISS; Detention must be served Administrative discretion for Senior release students
Excessive Tardiness to School/Homeroom	4 <sup>th</sup> Tardy: Warning 6 <sup>th</sup> Tardy: 1 After-School Detention 8 <sup>th</sup> Tardy: 2 After-School Detentions 10 <sup>th</sup> Tardy and Beyond: Administrative discretion; Loss of parking from 1 week to remainder of semester
Forgery or Falsifying documents, notes, excuses, passes and/or permission slips	1 <sup>st</sup> Offense: 15 points to ISS 2 <sup>nd</sup> Offense: 1 Day ISS 3 <sup>rd</sup> Offense: ISS to OSS  Parent Notification; Parent Conference
Physical Altercation/Push-Shove	1 <sup>st</sup> Offense: 5 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: ISS to OSS  Parent Notification; Parent Conference
Fighting	1 <sup>st</sup> Offense: Minimum 3 days OSS 2 <sup>nd</sup> Offense: Administrative Discretion 3 <sup>rd</sup> Offense: Administrative Discretion
Inappropriate attire/Dress Code	1 <sup>st</sup> Offense: 10 points 2 <sup>nd</sup> Offense: 15 points to ISS 3 <sup>rd</sup> Offense: 1 day In-School Suspension  Change of Clothes required
Inappropriate Language and/or Gestures	1 <sup>st</sup> Offense: 5 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: 1 day ISS to OSS Parent Notification
Cheating/Plagiarism	Refer to Board of Education Policy & Regulation # 5701
Insubordination	1 <sup>st</sup> Offense: 15 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: Minimum 1 Day ISS  Parent Notification; Counseling may be required, Police may be notified
Leaving School/Truancy	1 <sup>st</sup> Offense: 15 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: Minimum 1 day ISS  Parent Notification; Police may be notified; Loss of privileges as determined by administration
Parking Violation	1 <sup>st</sup> Offense: 15 points 2 <sup>nd</sup> Offense: 15 points to ISS 3 <sup>rd</sup> Offense: 1 day ISS Loss of Privileges; Administrative Discretion
Possession/Use/Distribution of alcohol or drugs	Refer to Board of Education Drug & Alcohol Policy and Regulation #5530

Possession/Use/Distribution of tobacco products, smoking, vapes and/or E-Cigarettes	Refer to Board of Education Policy & Regulation #5533 Pupil Smoking
Weapons	Refer to Board of Education Policy and Regulation #8467
Assault	10 school days OSS – Long-term Suspension and Board of Education hearing; Counseling and Psychiatric Evaluation may be required.  Police may be notified.
Theft	1 <sup>st</sup> Offense: ISS to OSS 2 <sup>nd</sup> Offense: ISS to OSS 3 <sup>rd</sup> Offense: Administrative discretion  Restitution for damages/loss of property, Parent Notification; Police Notification
Vandalism	1 <sup>st</sup> Offense: 15 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: Administrative discretion  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 2 <sup>nd</sup> Offense: OSS to Long-term Suspension and Board of Education hearing 3 <sup>rd</sup> Offense: Long-term Suspension and BOE hearing; Parent Notification;  Police may be notified; Counseling & Psychiatric Evaluation may be required.
Jeopardizing the safety of others and order of the school	1 <sup>st</sup> Offense: 15 points to OSS 2 <sup>nd</sup> Offense: 15 points to OSS 3 <sup>rd</sup> Offense: Administrative discretion  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 OSS 2 <sup>nd</sup> Offense: 15 points to ISS 3 <sup>rd</sup> Offense: ISS to OSS  Parent Notification; Policy 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. Students who accrue 60 points or more may be placed on social restriction and may not be permitted to attend certain events that include, but are not limited to, field trips, school-sponsored dances (including prom), after-school activities, and sporting events until their point balance is reduced to below 60. Additionally, 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, proactive plan is created.

2. Five (5) accumulated points will be removed for any student who does not register a discipline infraction during 20 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) school 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.

### **Class Cuts**

- a. Class cutting is the failure to attend a scheduled class or study hall. A class cut is defined as inappropriately missing class time.
- b. Excessive cutting of any class may result in a disciplinary withdrawal from that class.
- c. Work missed due to a class cut MUST be made up.

### **Leaving School Grounds**

Once arriving at school in the morning, students may not leave school without the permission of administration. Doing so constitutes leaving school grounds. Similarly, in the afternoon, students may not leave school grounds and return for transportation purposes.

- a. Students who leave school without administrative or parental permission will be considered truant and will be subject to disciplinary action.
- b. Parents will be notified.

### **Smoking/Tobacco/Vaping Devices**

Smoking and vaping in a public building is a violation of state law and school policy. The board prohibits smoking or the inhaling/exhaling of smoke or vapor from an electronic smoking device at any time in school buildings and on any school grounds, at events sponsored by the board away from school, and on any transportation vehicle supplied by the board. The policy governing smoking/tobacco possession and/or use is as follows:

1. Students are not permitted to have tobacco or vaping device (including vape juice) in any form in their possession while on school grounds or in the building. Violators will face disciplinary actions which may include suspension from school for having tobacco or vape materials in their possession.
2. **Smoking, vaping and all tobacco products are not permitted anywhere in school or on school grounds outside the building, as noted in State Law.**
3. Smoking and chewing tobacco penalties are cumulative from the beginning of the seventh grade to the end of the senior year as stated in the pupil discipline code of conduct chart.
4. Smoking or chewing tobacco on school buses will be treated the same as smoking or chewing tobacco on school property.

In the event a student is found to have violated this policy and the law, the principal or designee will file a complaint with the appropriate municipal court or other agency with jurisdiction as defined in N.J.A.C. 8: 6-9.1 [c]. Students may be required to participate in additional educational programs to help the pupil understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through outside agencies.

## **Weapons**

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 discipline policy as outlined above for possession or use of a weapon.

## **Drugs and Alcohol**

The Board of Education prohibits the possession and consumption 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 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**

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.

## **Harassment, Intimidation and Bullying Policy**

District employees and student(s) shall not harass, intimidate, or bully other student(s) or employee(s) by name calling, using derogatory slurs, wearing or possession of items depicting hatred or prejudice. District employees and students shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive.)

Professional staff may display and discuss divisive materials and/or symbols when used to enhance knowledge, provided these topics are included in the approved Warren Hills Regional Schools curriculum. Said materials must be removed from display daily.

Any student who believes he or she has been subjected to harassment should report the problem with his/her principal. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the process.

Violations of this policy by students and/or employees of the district may result in disciplinary action in accordance with applicable district policy and procedures. **For more information please refer to:** [Harassment, Intimidation, Bullying Policy #5512](#)

District Anti-Bullying Coordinator: Mr. Dennis Mack  
High School Anti-Bullying Specialist: Mr. Timothy Downs  
Middle School Anti-Bullying Specialist: Mrs. Christine Tyburczy

## **Internet Rules For Students**

### **Inappropriate conduct via a school issued device will result in disciplinary action as per the student code of conduct.**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided to students for educational purposes only. Access to network services is provided to students who agree to act in accordance with the guidelines of the district's Acceptable Use Policy. Access is a privilege, not a right. Access entails responsibility.

Network and cloud storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene, crude, or vulgar language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided
- Violations may result in a loss of access
- Additional disciplinary action may be determined at the school and will be consistent with existing practice regarding inappropriate language or behavior
- When applicable, law enforcement agencies may be involved

### **Academic Integrity/Plagiarism [BOE Policy #5701](#)**

Plagiarism is a serious offense that cannot be tolerated. Our program of studies states that we do not condone or permit the use of commercial study guides, nor the use of Internet sources, without specific permission of the teacher. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- **Plagiarism** is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. **Plagiarism** is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

Students found to be in violation of plagiarism rules, either in part or whole, may receive a grade of zero for that assignment.

### **Backpacks**

Students are allowed to wear backpacks at the high school. It is the responsibility of each student to store backpacks not being worn in a manner that does not create a safety hazard to others in the school.

### **Gifts**

The delivery of gifts, goods, and/or food arriving during the instructional day intended for students will not be accepted or delivered.

### **ID Cards and Hall Passes**

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

### **School Sales**

Prior approval of the administration is required to sell any item during the school day. If a student disregards this rule, whatever is being sold will be confiscated. Penalty will be at the discretion of the administration.

### **Student Demonstration**

Student demonstrations which impact the orderly operation of school are not permitted. Students should address their concerns regarding school issues to the Student Council. Students who feel this has not provided a satisfactory resolution may petition the appropriate school authorities and may receive procedural guidelines from the principal. Failure to follow these guidelines will result in appropriate disciplinary action.

## PROCEDURES for . . .

### Dances/Proms

The following apply to school dances. More specific instructions and permission forms will apply to proms.

- a) Only Warren Hills students may attend unless a Guest Form is submitted and approved by the administration.
- b) Students must present ticket and ID to enter.
- c) All school rules apply.
- d) For dances in the cafeteria, all students must enter through the side doors and remain in the cafeteria area. Students are not allowed access to the building. Restrooms most immediate to the cafeteria will be open.
- e) Details regarding ticket sales will be announced.
- f) Once admitted, students are expected to stay until the end of the dance or the designated time. Those leaving early may not return.
- g) To attend the event, students must be in school by 9:25 a.m. on the day of the event. Failure to abide by this will result in the student's not being permitted to attend the dance.
- h) Early dismissal privileges may be given to students attending PROMS. Students must be in school by 7:35 a.m. and specific instructions/permission forms will be given.

### Valuables and Personal Property

Personal property is each student's responsibility, and every reasonable precaution should be taken to protect it. Students should not carry large amounts of money or leave wallets or purses or backpacks unattended in a gym locker room, hall locker, cafeteria, etc.

#### **The school is not responsible for stolen items.**

Valuables and cash may be turned in to the instructors at the beginning of physical education classes for safekeeping in certain cases. All gym lockers should be locked except during changing times. The main office will keep money and other small items if requested, but cannot keep larger items because of limited storage facilities.

### Study Halls

Study halls are scheduled to support and complement classroom activities. Study hall is just what the name implies- a quiet atmosphere where students can gainfully employ their time in preparation for class assignments. All students are required to bring books or materials for work to study halls. Study must be independent; no group work is permitted. Absences and tardiness to study hall is counted the same as for a class.

Study hall regulations are as follows:

1. Gambling of any kind is prohibited.
2. Quiet talking is acceptable.
3. Students must keep their area clean.
4. Laying on benches or sitting on tabletops is prohibited.
5. One student (1 male/1 female) out of study hall at a time for bathroom or locker. (Adjustments to be made in case of emergency.)
6. Students who wish to leave study hall must have a pre-arranged pass from their subject teacher.
7. Student sign-out to the Library will be limited to 5.
8. Student sign-out to School Based will be limited to 20.
9. No sleeping.
10. Other directives as given by study hall supervisor.

A student may be excused from study hall to work with a teacher. The teacher who wants the student excused will give a pass to the student, which must be given to the study hall teacher at the beginning of the period each day. The student is then the responsibility of the excusing teacher. If this change is to be permanent, see your counselor.

### Lockers

Each pupil is assigned a school locker. Pupils are responsible for keeping lockers clean and in good condition. Students are required to make restitution for damage to lockers. If the exterior surface of the locker is damaged, scratched, or written upon to the extent the locker must be repainted, the student may be assessed for the work done to the locker. Pupils are also requested to use only the assigned locker. Material found in unassigned lockers will be removed and discarded. Students will be held responsible for any articles found in their locker.

All lockers must be completely cleaned out at the end of each school year. Items left in lockers will be discarded or donated to charity.

The school is not responsible for the contents of assigned lockers. It provides this space as a convenience only. School lockers are not considered as the private property of individual students. The Principal and/or his designees may conduct a search if he/she has reasonable grounds for suspecting that the intended search will reveal evidence that the student has violated or is violating either the law, or the rules of the school. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Students will be held responsible for any articles found in their lockers. If for any reason an assigned locker fails to function properly, the student should report to the main office, identifying the locker number and the nature of the problem. The locker will be repaired as quickly as possible.

Locker Responsibilities:

1. Always keep all doors of all lockers locked.
2. Never give a combination to anyone or share lockers with anyone.
3. Clean out lockers before the last day of school in June. Any materials, books and clothing found in lockers after that day will be removed and discarded.
4. Lockers must be free of all graffiti and stickers.

Special occasions may be celebrated with cards and streamers on lockers; however, balloons and confetti should not be brought to school for this purpose or as part of the gift itself.

### **Privately-Owned Technology**

In an attempt to capitalize on the benefits technology has on education, students will be permitted to use their privately-owned technology as per BOE policy. The use of privately-owned technology by a pupil in school must be approved by the pupil's parent or legal guardian. **The school district assumes no responsibility for any privately-owned technology brought to school by a pupil.**

Students may not use their privately-owned technology, including cell phones, during class without the permission of the classroom teacher. With permission, the devices may only be used for instructional purposes. **\* At no time are students permitted to use earbuds/earphones during class unless given permission from teacher.**

In addition, students may use their privately-owned technology during the following times:

- In hallways during passing time
- During lunch period
- During study hall with teacher permission only

***\*Note: If listening to music only one earbud/earphone permitted  
Use of headphones (beats) are not permitted in school at any time.***

Parents needing to contact their child/children during instructional time should call the Main Office. Secretaries will only take emergency phone calls. Students will not be called from class to answer the phone without administrative approval.

Violation of this policy and/or refusal to surrender privately-owned technology upon staff request will be considered insubordination and subject to disciplinary action. **Additionally, under no circumstances are students permitted to videotape/record with privately-owned technology (cell phones, etc.) during the school day.** Refer to BOE Policy #5516 for more details.

### **Fire/Evacuation/Lockdown Drills**

Fire drills, evacuation drills and lockdown drills are held in accordance with state and local regulations. Specific instructions concerning fire drill procedures are posted in each room. Please obey these instructions. Upon the proper signal, all persons will evacuate the building. Obey the directions of the faculty and leave the building quietly and quickly. Re-enter the building when prompted.

### **Visitors**

Visitors to Warren Hills must receive prior approval from the building Principal.

Visitors should enter the school via the main entrance/security window in the front of the building. Visitors must present valid I.D. when entering the building. No visitor may confer with a student in school without the specific approval of the building principal. The principal may also prohibit visits by persons whose reasons for visiting are in doubt or whose past activity has proven disruptive to the school program. It is expected that visitors will adhere to all school district policies while in the building or on school grounds.

- Student visitors are not permitted to accompany friends to class.
- All visitors must enter through the main entrance of the school.
- During special events designated doors will be open.



## **Lost and Found**

Students are asked to please return any item found to the main office, no matter what the value. Honesty and concern for others is of great importance. Every year many items go unclaimed simply because students do not inquire about them. Lost and found is cleaned out by the end of June, and all unclaimed items will be donated to the needy.

## **Lunch**

All students will have the opportunity to receive a free school lunch. A full price list for cafeteria items will be posted on the high school website. Students may purchase a la carte items such as soup, sandwiches, beverages and ice cream or the full platter, which includes beverage and dessert. Students may bring their own lunch from home.

Students can purchase extra lunch items either with cash or by utilizing the Point of Sale system. The Point of Sale system allows money to be added to a student account online anytime or with cash in the cafeteria during lunch. Parents can add money to an account and view transactions using the link below.

<https://mypaymentsplus.com/default.aspx>

The standard of conduct in those areas of the building identified as eating areas during lunch is that of well-mannered people in any public restaurant or at home. Those students who demonstrate improper lunchtime behavior will be subject to appropriate discipline at the discretion of the school administration.

Members of the staff and school resource personnel will be present to supervise lunch. For your convenience and the convenience of other members of the student body, please follow these regulations:

1. Walk at all times.
2. Do not reserve seats in the cafeteria. Students may sit in any location unless specifically directed otherwise by the supervisors.
3. Limit unnecessary loud noise.
4. Tossing and throwing of any items is prohibited.
5. Eating and drinking is only permitted in the cafeteria.
6. Students may not leave the building or courtyard areas during lunch.
7. If a fire alarm sounds during lunch, leave the building by the nearest exit and report to the east side parking lot.
8. In the event of other security situations, directions will be provided accordingly.

## **Care of Textbooks and Other School Property**

All textbooks must be covered. Failure to cover books may result in damage and a possible fine. Students are responsible for all assigned books, lockers and other school property (including technology), and will be expected to pay for damaged or lost items, or damage they cause by vandalism.

## **Summer Reading and Assignments**

Prior to leaving school each spring, students will be provided specific details regarding summer reading and assignments for the summer, and all information will be posted on the district's website. For more information, contact the district's Office of Curriculum and Instruction.

## High School Library

### Hours

The library opens every day at 7:25 a.m. and closes at 2:45 p.m. NOTE: All students have access to the library during their lunch period, but must sign in and present ID upon entering.

### Conduct in the Library

The library is a place to read, research, and participate in enrichment activities. It is NOT for social gathering or talking. Thus, in fairness to all students, those who cannot read or work quietly will be returned to study hall, class, or have their library privileges suspended.

### Procedures and Rules

Individual students coming to the library from a class must sign the attendance sheet at the circulation desk and must remain in the library for the entire period, unless other arrangements were made with the classroom teacher.

1. Students may use their privately-owned technology in the library at the discretion/approval of the librarian or staff member.
2. Study hall students coming to the library must present a study hall, library sheet with a list of their names, along with the signature of their study hall teacher. Study hall students are expected to remain in the library the entire period.
3. Students are expected to present their school ID to borrow material, since the checking out procedure is computerized. This should be done prior to the end of the period.
4. Students can borrow books (except reference materials) for as long as two weeks, and a past issue of a magazine for one week.
5. All materials should be returned using the book drop at the circulation desk.
6. A fine will be charged for damaged or lost books.
7. No food and/or drinks are permitted in the library.
8. All seniors must take care of library obligations before graduation.
9. Students are responsible for following the school's internet-use policy. Any abuse of the computers will result in loss of privileges for their use and possible restrictions on student use of the library.
10. The library computers are to be utilized for school assignments and research, and they are not to be used for games, cartoons, and other personal business.
11. Any student(s) who does not follow a library procedures and rules, or whose behavior is inappropriate, risks having his/her library privileges revoked for a set period of time and/or having the administration take appropriate action.

### Affirmative Action

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

## TO & FROM SCHOOL

### Bus Transportation

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 office at 908-689-1119 Ext. #1.

There will be no daily changing of buses nor changing of buses on a temporary basis.

A permanent change of a bus will be considered only if space is available on the bus requested. This request must be submitted in writing to the Transportation Office prior to the change. The change would be for the same bus every day for the remainder of the school year.

The driver is in full charge of the school bus at all times and has the same jurisdiction over students on their bus as a teacher does in the classroom. Drivers have the prerogative to assign seats. Students are to remain seated as directed and refrain from distracting the driver.

No skis, ski poles or snowboards are to be transported on school buses. These items are considered projectiles and by State Law are not permitted.

Students who ride buses are not permitted to get off buses at any stop other than their assigned stop.

Any pupil who fails to comply with rules designed to insure the safe operation of the school bus is subject to the following action:

- Verbal warning from administration
- Modified seating arrangements
- In-school consequences (Lunch Detention, After-School Detention, In-school Suspension, Out-of-school Suspensions) and parent notification
- Suspension from the bus
- Removal from the bus

The administration reserves the right, depending on the seriousness of the offense, to move to any consequence above. Bus rules are applicable to all school transportation. For any infraction, a letter will be sent home from administration.

Parents of students excluded from buses are expected to provide transportation to and from school during the period of such exclusion.

Sometimes buses do break down. If this happens, another bus will be sent to pick up our students. Please be patient.

Late Activity Buses: Buses to transport students who stay for after school activities or sports will be available on Tuesdays and Thursdays. Students who stay after school should do so for a valid reason, i.e. extra help, make-up work, extra-curricular activities, etc. not to socialize. Late buses are for those students who have stayed after school for a legitimate reason, and students are required to present a bus pass (obtained from teacher/coach in charge of activity) to the bus driver. No student without an appropriately signed bus pass will be permitted to ride the late buses. Please refer to the bus schedule on the bulletin board in the main office for the bus schedule and route drop offs.

### **Student Cars/High School Parking Regulations**

Parking privileges will be granted to senior students first, and seniors will always have priority in obtaining a parking spot.

Underclassmen may have the opportunity to obtain a spot, based on availability beginning after the 1st marking period.

Any student driving to school will be permitted to park on the East side lot under the following conditions:

- a) No student may park on school grounds without an approved parking permit. Vehicles will be checked periodically and unregistered vehicles may be ticketed and/or towed at the owner's expense. The permit is a sticker, which must be displayed on the left rear window of the vehicle.
- b) **Prior to being given a parking permit, each student will have to submit a paper photocopy of their driver's license, vehicle registration, and insurance card along with their \$20 non-refundable donation to Project Graduation.** Any student experiencing hardship should contact an assistant principal or his/her guidance counselor to apply for a waiver. Checks should be made payable to "Project Graduation."
- c) Parking permits can **ONLY** be secured in the name of the individual who will be driving the vehicle. Car registration, student driver's license (no farmer's licenses will be accepted) and insurance card for the car(s) being registered must be provided as part of the parking permit application process. No more than two cars may be registered per student.
- d) Parking permits may not be transferred from individual to individual or from car to car.
- e) All students receiving a parking permit will be assigned a designated parking place and must park their car in that location.
- f) Warren Hills Regional High School is not responsible for damage that may occur in the parking lot. Park at your own risk!
- g) If it is necessary to go to your car during the school day, you must secure a pass from the main office or security office.
- h) Security and teachers will be on duty in the parking lot. Students must comply with their directions and obey the 5 miles per hour speed limit.
- i) Pick-up and drop-off of passengers must take place at the front entrance of the school or in the cafeteria zone. The bus-loading zone is not to be used. The front circle will not be used for pick-up or drop-off between 2 p.m. & 2:30 p.m. Only school buses and emergency vehicles will be permitted. There is absolutely no parking in the front of the building at any time. A section of the front circle (opposite the building) has been designated for 10 minute parking for pick-up and drop-off only. Signs have been posted and the curb is white in color.
- j) It is the student's responsibility to notify security if there is a change in vehicle; students may not park unregistered vehicles in the parking lot without first notifying security.
- k) Parking on school grounds is a privilege and entails responsibility on the part of the student. Parking passes may be revoked for the following reasons:
  - a. Any violation of the rules set forth in this regulation or an express order of the Principal
  - b. Expulsion from school or out of school suspension
  - c. Engaging in any unsafe or careless driving practices on school property
- l) **Students who receive out-of-school suspension automatically lose their parking privileges for the remainder of the school year. The \$20 parking donation will not be refunded.**
- m) Students whose parking privileges have been revoked or students who have not registered with the office will receive one warning if their vehicles are found parked on school property during school hours. Should this situation occur a second time, vehicles will be ticketed and/or towed at the owner's expense and additional consequences given for insubordination.
- n) Parking privileges will be suspended for tardiness to school, absences and motor vehicle violations.

**NOTE: The \$20 registration donation will not be refunded to students who lose their parking privileges.**

**Town ordinance prohibits parking on the street in the two adjacent developments. The school district is not responsible for cost of towing.**

### **Bicycles**

Students who ride bicycles to school are expected to practice safe driving habits. If a student rides irresponsibly, he or she may be forbidden to ride a bicycle to school. The school is not responsible for stolen bikes.

*The Warren Hills School District, in cooperation with local police, will enforce PL 39:4-10.1 which requires students to wear a helmet.*

### **Skateboards**

As per policy #5514, the Board of Education prohibits the use of skateboards on school grounds at any time by any persons. Skateboards are not permitted in school; a skateboard brought to the school building or grounds may be confiscated by the Principal, who shall return the skateboard to the pupil's parent(s) or legal guardian(s).

## **PROPERTY SEARCHES**

In the interest of students' health and safety, all automobiles parked on school property (and all containers located in the vehicle) are subject to search. Contraband found in a vehicle parked on school grounds (or in any container therein) is subject to seizure and will be turned over to the appropriate law enforcement agency.

### **Cooperation with Law Enforcement Agencies**

**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.**

## **ACTIVITIES and ATHLETICS**

### **Fundraising**

Participation in fundraising activities is voluntary for all students. Those who choose to participate in a fundraising activity are not guaranteed any individual benefit as a result of participation in earning funds. Any student who does not complete his/her season with his/her team or remain a participant in an activity forfeits his/her right to any team/club benefits and/or individual benefits as a result of participating in the fundraiser. At no time should a student go door-to-door to sell items/services for a Warren Hills approved fundraiser. Fundraising is not permitted during the instructional day. Fundraising may take place prior to 7:30 a.m. or after 2:18 p.m. dismissal. Non-food items may be sold during the lunch period only with prior approval of the administration.

### **Hazing**

Hazing/Initiations are prohibited. Students are to report any attempt of hazing by another student or coach to the Director of Athletics and the Principal immediately. The Memorandum of Agreement between all Warren County public schools and the Warren County Prosecutor requires school districts to report all incidents of hazing to the appropriate law enforcement personnel.

### **ACTIVITIES (Clubs and Activities)**

Many clubs and activities are available to students at Warren Hills. Students are encouraged to consider joining one or more. They include but are not limited to the following:

Archery	Instrumental (Jazz & Pit Band)
Best Buddies	Key Club
Chorus Club	Class Committees
Computer Science Club	Newspaper
Debate Team	National Honor Society
Diversity Club	Outdoors Unlimited (Ski)
Drama Club	Project First (Robotics)
FBLA (Business Leaders)	S.A.V.E. (Environmental)
Film	Student Council
FFA (Agriculture)	TSA
Gay/Straight Alliance	Best Buddies
Horizons	Yearbook

## **Warren Hills Athletic Department Philosophy**

### **WE BELIEVE THAT:**

Interscholastic athletics are an integral part of the district's total program.

All students should have an opportunity to participate in athletics.

Participation in a sound athletic program contributes to the physical, mental, and social development of our students.

Athletics are a wholesome equalizer because individuals in sports are usually judged on what they accomplish, not on the basis of the social, ethnic, or economic group to which they belong.

### **THE GOALS AND AIMS ARE FOR OUR ATHLETES TO:**

Develop wholesome attitudes toward their school, peers, teachers, officials and teammates develop loyalty, unselfishness, cooperation, citizenship, responsibility, and sportsmanship compete in a sportsmanlike manner.

Display a healthy attitude, self-discipline and character.

Conduct all sports programs with maximum safety and security for all competitors, spectators and officials develop a stronger, healthier body, a sounder mind, emotional maturity, and self-control.

## **Responsibilities for Participation in Athletics**

The opportunity for participation in athletics is a privilege that is extended to all students, under certain conditions, limitations, and providing they are willing to assume certain responsibilities.

Student-athletes are representatives of the school and, therefore, must adhere to accepted standards. We expect that our student athletes will be a credit to their parents, school, and community. Our expectation is that athletes shall behave in a manner consistent with their responsibilities for participation and The Team Rules and Expectations/Code of Conduct, 24 hours a day, 7 days a week.

Therefore, in addition to all the conditions set forth in the Team Rules and Expectations/Code of Conduct, it is required that each athlete:

1. Display high standards of social behavior and character.
2. Display good sportsmanship at all times.
3. Display proper respect to teachers, coaches, officials, and opponents.
4. Display a spirit of cooperation.
5. Dress appropriately when attending a contest. All male athletes will be dressed in a shirt and tie for all home and away contests\*. Female athletes should dress with good taste. No athlete will wear blue dungarees or tee shirts. Clothing which bears an objectionable message is prohibited. Dress which creates a disturbance because of the size or nature of the garment(s) will be prohibited. Each student athlete will be neat, clean, and socially presentable at all times. Each coach has the responsibility to enforce this code. No player will be allowed to attend an away contest unless he/she is appropriately dressed. Those players that attend home games in an inappropriate fashion will not be allowed to participate. \*Exception: when athletes go to a contest in uniform or are outfitted in specific clothing that is uniform in nature or as deemed as appropriate by the coach (Example: all players wearing matching sweat suits).
6. Use socially acceptable language. Profanity, vulgar talk, and obscene gestures will not be tolerated.
7. Attend all meetings, practices and contests. Unexcused absence from practice will result in counseling by the head coach and a reduction in playing time as deemed appropriate by the coach. Subsequent violations may result in suspension from the team and possible dismissal for the remainder of the season.
8. Conduct all activities as a team. All athletes must travel to and from all away contests in transportation provided by the school. The only exception is if prior arrangements are made via a completed and approved transportation application between the participant's parents/guardian and the Director of Athletics through the use of an approved transportation application. Only in an emergency situation will a parent be allowed to write a note out at a game and give it to the coach.

## **Eligibility Rules**

In order to represent the Warren Hills Schools in any interscholastic sport, a student must meet eligibility requirements of both the NJSIAA and the Warren Hills Regional Board of Education.

### **NCAA ACADEMIC RULES:**

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Center.

It is recommended that you apply to the Eligibility Center before graduation. The Eligibility Center will issue a preliminary certification report when you have had all of your materials submitted. After you graduate, the Eligibility Center will review your final transcript to make a final certification decision according to NCAA standards. See your guidance counselor or the athletic department if you have any questions.

### **NJSIAA RULES:**

1. Participation in any athletic activity under an assumed name is forbidden.
2. Accepting pay or material remuneration is forbidden.
3. Any student who signs or has signed a professional contract is ineligible.
4. A student who reaches age 19 prior to September 1 will be ineligible for the ensuing school year, while a student who reaches age 19 after September 1 shall be eligible for the ensuing school year.
5. All incoming freshmen are initially eligible to participate in all first semester interscholastic athletics.
6. 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 beginning with the Class of 2014]** required by the State of New Jersey for graduation **[120 beginning with the Class of 2014]**, during the immediately preceding academic year.
7. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits **[15 beginning with the class of 2014]** required by New Jersey for graduation **[120 beginning with the class of 2014]** 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.
8. Waivers will not be considered for a senior who does not attain **[15 beginning with the Class of 2014]** credits and who fails a subject in his/her first semester.
9. All athletes are governed by the state constitution and bylaws.

THE FOLLOWING BOARD OF EDUCATION REGULATIONS AND GUIDELINES MUST BE OBSERVED AND ARE IN EFFECT 24 HOURS PER DAY, 7 DAYS PER WEEK:

1. Each candidate for a place/position on a Warren Hills school athletic team shall have a medical examination by their home doctor within 365 days prior to the first practice session. Physical examinations must be paid for by the participant unless you apply and are approved for financial hardship by the nurse's office. To participate on an athletic team, each candidate whose medical examination was completed more than 60 days prior to the first practice session shall provide a health history update (RE-EVALUATION FORM) of medical problems experienced since the last medical examination, which shall be completed by the parent or legal guardian.

NOTE: Clearance dates for all sports are distributed with Physical Forms to those students that sign up to play a sport. Contact the Warren Hills Athletic Office for additional information and/or clarification. Please note: Athletes requesting clearance for a team after their 2nd official practice session, must have a note from the coach before they will be considered for clearance by the athletic office.

2. Before any athlete may participate in any team practice/contest, the student athlete must meet and submit the following: (NO EXCEPTIONS)
  - MEDICAL CLEARANCE FROM THE NURSE, TRAINER AND ATHLETIC OFFICE
  - ALL NJSIAA ELIGIBILITY REQUIREMENTS
  - ALL WARREN HILLS ACADEMIC REQUIREMENTS
  - A SIGNED TEAM RULES AND REGULATIONS SHEET (COACH'S RULES)
  - A COMPLETED EMERGENCY MEDICAL CARD
  - A COMPLETED PERMISSION SLIP
  - A COMPLETED TRAINER FORM – INCLUDING IMPACT TESTING IF REQUIRED FOR THE SPECIFIC SPORT
  - RANDOM DRUG TESTING - Participation on any athletic team places the student in our Random Drug Testing Program
  - NJSIAA STEROID TESTING
3. At the beginning of each sport season, the coach will advise the athletes of what constitutes an unexcused absence for that team. It is the athlete's responsibility to adhere to the specific policy for his/her sport. At the least, any absence that would be a non-cumulative school absence will be considered an excused absence from a practice/game. Coaches will not be allowed to bench or punish a player for an excused absence. However, if in the athlete's absence a teammate performs well, the player may lose his/her spot on the team's depth chart. In addition, it is possible that an athlete will not know or understand something specific (offensive plays, defensive strategy, etc.) regarding a game plan necessitating another person to perform in the absent athlete's place. Academic trips are excused absences from practices/games. However, it is the player's responsibility to notify his/her coach prior to the season of any anticipated excuses for school trips/activities or medical needs. If the player doesn't know prior to the season, then coaches expect notification as soon as the player knows about the specific trip/activity.
4. Any student who will miss practice on a non-school day (Saturday, vacation period, etc.) must notify a member of the coaching staff of his/her sport on the day of or prior to his/her absence for this absence to be considered excused.
5. Every two weeks during the season for any given sport, the Athletic Director/ designee will monitor all student athlete grades. The Athletic director or designee will conference with each athlete to discuss classes in which performance is below a 65. Passing work is defined as sixty-eight (65) or higher. A student athlete is failing two (2) or more courses at one time for the current marking period, he/she will be given one week to raise all but one of the grades to passing status. Failure to complete this required improvement will result in the athlete becoming academically ineligible. The athlete will remain ineligible until the minimum standard (i.e. no more than one failure) is achieved. During this period of local academic ineligibility, the student is ineligible to participate in any interscholastic contest. However, he/she may continue to practice with the team providing the coach sees evidence of the student athlete making progress towards academic improvement.

**Athletes who repetitively appear on the ineligible sheet may be removed from their respective team by the Athletic Director.** Athletes who fail to seek extra help or improve grades over an extended period will forfeit their team membership.

6. A student must be in school by **9:25 am to participate in an athletic contest/practice that day**. An exception will be made if the student has a medical or other approved appointment. In this case the student must present to the main office a signed statement from the doctor, or other authority, regarding the absence. The Principal and Athletic Director will have final decisions on these matters. The Administration reserves the right to consider emergency situations.
7. Problems regarding playing time, team status, discipline procedures, rules, regulations, etc. should be first directed to the specific coach of that sport. The Athletic Director will only intervene if the problem cannot be solved at the coach's level. **CONTACT THE COACH FIRST; THEN THE ATHLETIC DIRECTOR.**
8. All athletes are instructed to report all injuries immediately to both their coach and the athletic trainer.
9. Conduct unbecoming of any Warren Hills athlete (in or out of school, 24 hours per day, 7 days per week) will result in a conference. This includes, but is not limited to vulgar language, obscene gestures and disrespectful behavior toward coaches, officials, fans, or other athletes. Athletes must comply with the Warren Hills Drug and Alcohol Policy at all times (which is in effect 24 hours per day, 7 days per week while the student-athlete is in season. See the Team Rules and Expectations/Code of Conduct for a fuller explanation).
10. Bus misbehavior will result in a conference with the Athletic Director and coach and may result in suspension and/or expulsion from the team.
11. Vandalizing or stealing (both on and off school property, 24 hours per day, 7 days per week, while the student-athlete is in season) will require disciplinary action and restitution.
12. Truancy from school, including leaving school grounds without permission, will result in that athlete being required to miss his/her next regularly scheduled contest.
13. Students suspended out-of-school will not be allowed to participate in any practice/contest held while the student is considered under out-of-school suspension. Out-of-school suspension will end at 7:35 a.m. the day the student athlete returns to school. If a weekend is in the middle of the out-of-school suspension, the student will be ineligible to participate during that particular weekend. If a holiday/vacation break is in the middle of the out-of-school suspension, Administration will make a ruling and notify the athlete of his/her status.
14. **CLARIFICATIONS: SUSPENDED FOR A GAME** means that the athlete may practice with the team, attend the game with the team, must dress in uniform for the game, but may not participate in the game. **SUSPENDED FROM THE TEAM/STUDENT ACTIVITIES** means that the athlete will be allowed to participate in all practices but cannot participate in contests until the suspension is lifted.  
**SUSPENDED FROM THE TEAM** means that the student/athlete must attend all home and away athletic contests for their sport. However, attendance at any other sporting event and/or student activity is prohibited. **NOTE:** These suspensions may affect their team status/positioning on the team.
15. Student athletes must clear all athletic obligations with the Athletic Director prior to being issued any sports' uniforms. An athlete that has an obligation will be allowed to practice with his/her respective team but at no time will be allowed to participate in any interscholastic scrimmages/games until his/her obligation has been cleared by the athletic office.
16. Participation is limited to one sport per season. Exceptions will be made for cheerleading since it is not recognized as a sport by NJSIAA.

## Parental Information

1. Parents need to understand that practice and game schedules may be changed on short notice due to a variety of issues, circumstances, or conditions (weather, busing problems, field/playing conditions, etc.). When a student participates in a sport, both the athlete and parents make a seasonal commitment to the often-changing sports schedule.
2. If school is postponed because of bad weather then all practices are officially canceled by the athletic office. Under certain circumstances, the school facilities may be made available to our student/athletes under the direction of our coaches. However, it is the decision of a parent to allow their son or daughter to come to the school to do a supervised workout. Final decisions regarding facility availability will be made by district and building administration.
3. Varsity Letter Jacket program. Please contact the athletic department at 908-689-3050 ex: 3030 to discuss the program.
4. Make arrangements to pick up athletes at the conclusion of contests and practices within a reasonable time frame.
5. Students are advised to take home uniforms, clothes, sneakers, valuables, etc. from gym lockers. Warren Hills cannot be responsible for items left in these lockers over weekends and evenings. These lockers must be locked at all times.
6. Athletes who do not participate in gym class or go home ill may not participate in after school athletics or other physical activities without the permission of the trainer and the Athletic Director.
7. Any child who wears corrective eyeglasses while participating in racquetball, squash, tennis, women's lacrosse, basketball, women's field hockey, badminton, paddleball, soccer, volleyball, baseball or softball, sponsored by a school, community or government agency, shall be required to wear protective eyewear that meets the frames and standards of the American Society for Testing and Materials (ASTM) F803 and lens standards of the American National Standards Institute (ANSI) Z87.1.
8. Go to <https://www.skylandconferencenj.org/public/genie/380/school/22/> or [www.warrenhills.org](http://www.warrenhills.org) for school and athletic event information.
9. Parents/guardians and student-athletes are responsible for the equipment issued to the student-athlete. Each parent/guardian and athlete shall be responsible for his/her own uniform and equipment. Financial reimbursement will be required for any lost or abused equipment. If there is an outstanding financial obligation owed to the school FOR ANY REASON, the student-athlete may not be allowed to play in any games or scrimmages until the balance is paid in full.

## Summer Workouts

Warren Hills athletes are allowed to participate in summer camps, clinics, workouts, etc. In addition, it is equally acceptable for Warren Hills athletes to be instructed by a Warren Hills employee during the summer recess. However, it is important to understand that most of these activities are not Warren Hills activities. Examples: participation in team camps, summer leagues, and practices at a community park. Those strenuous activities sponsored by Warren Hills Regional Athletic/Student Activities Department during the summer recess period will require sports physical clearance. For additional information, contact the Director of Athletics.

## Scholar Athlete

The criteria that will be used for the selection of the WH Scholar Athlete Award will include, but not be limited to: (1) participation in at least one sport recognized by the NJSIAA; (2) a GPA of 3.0 or better; (3) earning a minimum of 3 letters (total) and (4) earning at least one letter in any NJSIAA sport during his/her senior year. The first place finisher will represent Warren Hills at the Skyland Conference luncheon and the second place finisher at the Hunterdon/Warren Luncheon.

## Training Room Information

Each athlete has the responsibility to:

1. Notify his/her coach and training staff of all injuries immediately.
2. Sign in the training room on the form provided as soon as he/she arrives. All requested information must be provided.
3. Store all equipment, books and other personal gear in the designated area. Students are responsible to provide their own locks and to make sure all personal belongings are secured/locked in their locker.
4. Report to the training room a minimum of a half hour prior to activity unless otherwise instructed.
5. Be aware of the ORDER OF TREATMENT which has been established and is posted on the training room door. (SEE ORDER OF TREATMENT)
6. Behave, be polite, courteous, and respectful to our Sports Medicine personnel and fellow athletes.
7. Use acceptable language.
8. Follow the trainer's directions and make a sincere maximal effort at the rehabilitation prescribed to facilitate the speediest return to activity.
9. Return all loaned equipment in a reusable condition. The failure to do so will result in an obligation being filed for the replacement cost of the item.
10. Take all team water coolers and ice out the back of the building so as not to create a hazard by tracking water throughout the school.

\*Each injured athlete must report daily to the training room prior to practice and games, and on days in which practices have been canceled. The athlete will report to the training room for rehabilitation and taping unless otherwise instructed by the training staff.

ANY ATHLETE WHO CHOOSES TO DISREGARD THE ABOVE WILL BE DENIED THERAPEUTIC TREATMENT, TAPING AND OTHER TRAINING ROOM PRIVILEGES, THEREBY LOSING THE OPPORTUNITY TO PLAY AND/OR PRACTICE UNTIL A CONFERENCE CAN BE ARRANGED WITH THE COACH, ATHLETE AND TRAINER. IN THE EVENT THERE IS A NEED FOR DISCIPLINARY ACTION, THE PARENTS OR GUARDIAN OF THE ATHLETE WILL BE NOTIFIED. **NO ATHLETE WILL BE DENIED EMERGENCY FIRST AID.**

## Drug Testing

Please refer to current Board of Education Policy # 5536, Random Student Substance Testing for details.

Parents or students interested in general information about RMDT programs are encouraged to visit [www.studentdrugtesting.org](http://www.studentdrugtesting.org).

## Substance Abuse, Athletics and Activities

Whenever it shall appear that a student may be under the influence of alcohol or a controlled dangerous substance on school property or at a school or conference function, the administrative procedures approved by the Board of Education shall be invoked. Consumption, possession, sale, or distribution of any alcohol, tobacco, steroids, prescription drugs in the absence of a doctor's orders, or controlled dangerous substances is prohibited and in violation of district discipline policy.

Note: The school district also has in place a policy prohibiting the possession, use, and distribution of products commonly referred to as "performance enhancing products" and over the counter medications on school grounds and at school functions.

In addition, the school district strongly discourages the use of "energy drinks" due to the potential health risks. Further information is available from the athletic trainer.



Please refer to current Board of Education Policy # 5530, Substance Abuse for details. **Administration reserves the right to modify the consequences at the sole discretion of the administration for a violation of this section, based on the totality of the facts and circumstances, which include, but are not limited to if the offender and/or parent of the offender notifies administration and/or cooperates with the administration regarding the offense or if there is an admission of guilt. All violations are cumulative throughout a student's high school experience.**

## **POLICIES AND COMMUNITY RESOURCES**

Board of Education policies and information about community resources are always available upon asking in the main office. For the information of students and parents, we reproduce some of that information here for easy reference, if necessary.

### **Substance Abuse Policy**

Warren Hills Regional High School has enacted a mandatory random drug-testing program for all students participating in co-curricular, extracurricular, and senior privilege activities.

### **Substance Abuse**

#### Drugs

The Board of Education recognizes that student drug abuse seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the rehabilitation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

For the purpose of this policy, "drug" includes all dangerous controlled substances set forth at N.J.S.A. 24:21-1, and all chemicals that release toxic vapors set forth at N.J.S.A. PA: 170-25.9 et seq.

The Board prohibits the use, possession and/or distribution of any drug on school premises, at any event away from the school premises that is sponsored by this Board and on any transportation vehicle provided by this Board. Pupils suspected of being under the influence of drugs will be identified, evaluated and reported in accordance with law. A pupil who uses, possesses or distributes a drug, on or off school premises, will be subject to discipline, which may include suspension or expulsion and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with drugs remote from school premises will be offered appropriate treatment and remediation, and will be subject to disciplinary measures.

The Board will enforce the laws of New Jersey requiring a program of drug education. Drug education shall be integrated with the health curriculum for instruction in grades 7 through 12.

All teaching staff members shall be alert to signs of drug use by pupils and must respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the pupil who uses drugs, in teaching pupils about the consequences of drug use and in helping pupils with drug-related problems in a program of rehabilitation.

The Board directs the establishment of a treatment program designed to provide counseling and support services to pupils who are under medical or therapeutic care for drug dependency.

#### Alcohol

The Board of Education recognizes that alcoholism and the misuse of alcohol are serious social problems that have far-reaching implications, for both the consumer of alcohol and for the entire community. The Board accepts responsibility for instructing pupils in the nature of alcohol and its effects and for assisting in the early identification and remediation of pupils who become involved with alcohol. The Board directs the Superintendent to cooperate and consult with the appropriate agencies in the development of appropriate curriculum and procedures to implement this policy.

The Board of Education prohibits the possession and consumption of any alcoholic beverage in a school building, on school grounds, on school transportation or at any school-sponsored function, except as expressly permitted by the Board. A pupil who possesses or consumes an alcoholic beverage on school premises or is under the influence of alcohol on school premises will be subject to discipline, which may include suspension or expulsion and may be reported to an appropriate law enforcement agency.

The Board will enforce the laws of New Jersey requiring instruction in the public schools on the nature of alcohol, the effect of alcoholic drinks on the human system and the short and long-term implications of alcohol abuse on the individual and society. Instruction on alcohol shall be integrated with the health education curriculum in grades 7 through 12.

All teaching staff members shall be alert to signs of alcohol abuse by pupils and must respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the pupil who misuses alcohol, in teaching pupils about the consequences of alcohol abuse and in helping pupils with alcohol-related problems in a program of rehabilitation.

Board policy and implementing administrative regulations on drugs and alcoholic beverages shall be reviewed annually, in consultation with members of the community and local health agencies and shall be distributed annually to all school staff members, pupils and parents.

### **Drug-Free School Zones**

The Board of Education is committed to providing the children of this district with a school environment conducive to learning, free of drugs and drug trafficking. To that end, the Board will cooperate fully with law enforcement agencies in accordance with law and rules of the State Board of Education.

Drug-free school zones are areas surrounding each school beginning at the outermost boundary of the school property and extending 1000 feet from that point. Any person, adult or minor, who deals or passes drugs within a drug-free school zone will be punished to the full extent of the law.

### **Security**

The Warren Hills Regional High School employs a full time security staff which is responsible for the overall safety of students and staff. Security personnel are aided by the use of a video surveillance system.

### **Warren County Substance Abuse Resource List**

County services are available and the following telephone numbers may be of some help:

#### **TREATMENT AND EDUCATION**

Atlantic Health Systems, Counseling & Addiction Center  
Hackettstown – 908-850-6810

LITTLE HILL - ALINA LODGE Hardwick, N.J. In-patient rehabilitation  
In-patient rehabilitation—908-362-6114

FAMILY GUIDANCE CENTER, Washington, N.J.  
Outpatient counseling and referral-for drug abusers and addicted persons  
Hackettstown- 908-852-0333  
Washington- 908-689-1000  
Phillipsburg- 908-454-4470

All programs provide services for family members.

Hackettstown Hospital	908- 852-5100
Norwescap	908- 454-7000 ext.110
Washington,Family Guidance Center	908- 689-1000
Family Guidance 24-Hour Crisis/ Hotline for Assistance	908-454-5141
Warren Hospital/St. Luke's	908-847-6700

(These programs all provide substance abuse education, to varying degrees, on a free or contract basis, to schools, community groups, agencies and organizations.)

#### **INFORMATION**

ADDICTION/DRUG HOTLINE	844-244-3171
ALCOHOLICS ANONYMOUS	888-486-0889
AL-ANON-ALATEEN	888-425-2666
NARCOTICS ANONYMOUS of NJ	800- 662-4357

#### **CHILDREN'S SERVICES**

National Runaway Switchboard Hotline	800- 786-2929
Department of Children and Families (To report Abuse)	1-877-NJABUSE (652-2873)
DYFS/Division of Child Protection & Permanency	908-689-7000
<b>24-HOUR CRISIS HOTLINE</b>	<b>908-454-5141</b>

#### **AIDS INFORMATION**

NJ Hotline- 800-624-2377  
National Center for Disease Control (CDC) - 800-232-4636

**NJ BIAS CRIME VICTIMS' SUPPORT SERVICE**

1-800-277-BIAS (2427)

**NOTICE OF NON-DISCRIMINATION**

The Warren Hills Regional School District does not discriminate on the basis of race, color, national origin, sex, handicap/disability, or age in employment or in its educational programs and activities, in accordance with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI); Title IX of the Education Amendments of 1973 (Title IX); Section 504 of the Rehabilitation Act (Section 504); the Americans with Disabilities Act of 1990 (the ADA); or the Age Discrimination Act of 1975 (the Age Discrimination Act), which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively.

If you have questions regarding the district's responsibilities under these regulations, if you wish to make a complaint, or if you require services related to a disability pursuant to Section 504 and the ADA, please contact the following individual(s) designated to coordinate the district's efforts to comply with Title IX, which prohibits discrimination based on sex, Section 504 and the ADA, which prohibit discrimination based on disability, and the Age Discrimination Act, which prohibits discrimination based on age.

Mr. Earl C. Clymer, III, Superintendent  
89 Bowerstown Road  
Washington, NJ 07882  
(908) 689-3050 Ext. 1045

For further information, contact the United States Department of Education at 1-800-421-3481 or OCR NewYork@ed.gov or United States Department of Education, Office for Civil Rights, 75 Park Place, 14th Floor, New York, New York 10007 (212)-637-6466