Dear Parent and Student:

Welcome to the 2017-2018 school year, the 50th anniversary of our school! Whether you are beginning your high school journey, or returning for your final chapter, it is important we work together to make it a great one! You, our students are capable of great things, and we know that education is the foundation for the future. As a staff, we have high expectations for the new school year and we encourage everyone to set high expectations, get involved, and work hard to reach new levels of achievement.

The information compiled in this handbook is designed to help you succeed at Warren Hills Regional High School. Our purpose is to ensure that you are offered a quality education within a safe and challenging learning environment. We are here to assist you with your education and your overall experience at Warren Hills High School, and I encourage you to contact us during the school year. Together, we can make everyday, a great day to be a Blue Streak!

Let’s have a great school year!

Christopher J. Kavcak
Principal

NOT TRANSFERRABLE
Handbook Replacement Cost - $5.00
Student ID Replacement Cost - $2.00
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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 and are NOT fully included within the student handbook. 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 visit Warren Hills Board of Education Policies.

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.

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Dates & Schedules

Calendar for 2017-2018

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<th>Event</th>
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<td>Mon</td>
<td>7th &amp; 9th Grade Orientation</td>
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<td>Aug. 22</td>
<td>Tues</td>
<td>New Staff Orientation</td>
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<td>Aug. 28</td>
<td>Mon</td>
<td>1st day for Staff</td>
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<td>Aug. 29</td>
<td>Tues</td>
<td>Full Staff</td>
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<td>Aug. 30</td>
<td>Wed</td>
<td>First Day for Students ½ day</td>
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<td>Aug. 31</td>
<td>Thurs</td>
<td>Half Day</td>
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<td>Sept. 1</td>
<td>Fri</td>
<td>School Closed</td>
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<td>Sept. 4</td>
<td>Mon</td>
<td>School Closed – Labor Day</td>
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<td>Sept. 14</td>
<td>Thurs</td>
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<td>Sept. 27</td>
<td>Wed</td>
<td>MS Back to School Night (Early Dismissal)</td>
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<td>Oct. 9</td>
<td>Mon</td>
<td>School Closed Students-Teachers Only</td>
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<td>Nov. 9-10</td>
<td>Thurs-Fri</td>
<td>NJEA Convention-School Closed</td>
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<td>Nov. 22</td>
<td>Wed</td>
<td>Half Day Session</td>
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Nov. 23-24 Thurs-Fri  Thanksgiving Break-School Closed
Dec. 22 Fri  Start Holiday Recess-Half Day
Dec. 25-29 Mon-Fri  Holiday Recess-School Closed
Jan. 15 Mon  MLK Day-School Closed
Feb. 16-19 Fri-Mon  Presidents' Weekend-School Closed
Mar. 30 Fri  Good Friday-School Closed
Apr. 2-4 Mon-Wed  Spring Recess-School Closed
May 16 Wed  Half Day Students AM, Teacher PD
May 28 Mon  Memorial Day-School Closed
June 8-13 Fri-Wed  Half Day Students AM, Teacher PD
June 13 Wed  Last Day Students (Early Dismissal)
June 14 Thurs  8th Grade Promotion
June 14 Thurs  HS Graduation

The Board of Education reserves the right to alter this calendar, under Title 18A:36-2, if necessary, to meet New Jersey attendance standards and employee contracts. The Board of Education approved 2017-2018 school calendar can be found on the district homepage. You are encouraged to review this calendar for detailed information in the event some or all of the built-in emergency closing dates are utilized. In the event the district uses the majority of scheduled emergency closing days, the following days (in particular order) will be added back as school days into the calendar: February 16, April 4, April 3, & April 2, 2018. (as needed)

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.


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)

Delayed openings may be announced when it is anticipated that early morning conditions will improve by mid-morning. Delayed openings will be announced in the same manner as school closings. Delayed openings will begin at 9:30 a.m. School buses will pick students up two hours later than their regularly scheduled time. Dismissal on those days will be at 2:25 p.m. Continue to follow radio announcements in case unanticipated weather conditions make the late opening undesirable and it is decided that schools will close.

Schedules
Students are scheduled for four periods in the morning that rotate daily with a different period dropped each day in succession (periods 1-4). Students are also similarly scheduled for four periods in the afternoon (periods 5-8). The period labeled "lunch" may include scheduled science labs, lunch, and other activities.
On the delayed opening and half-day schedules, in lieu of homeroom, daily attendance will be taken during the first period of the day. On half-day schedule, passing time will also be reduced to 4 minutes

## Daily Calendar

Each day throughout the year will be given a number designation. The designation will not change, even in the event of an emergency closing day. The schedules listed above reflect the periods that a student will attend each day according to that day's number designation. We hope that parents and students will find this calendar handy in the event that plans must be made for medical appointments or other unavoidable absences. This calendar reads down in columns by month, date followed by schedule day number.
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<th>Date</th>
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<td>5/1-1</td>
<td>5/16-4</td>
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<td>4/23-3</td>
<td>5/2-2</td>
<td>5/17-1</td>
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<td>4/24-4</td>
<td>5/3-3</td>
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<td>4/11-3</td>
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<td>5/9-3</td>
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### 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.

- Mrs. Lisa Marshall, President
- Mr. Joseph Bodenschats
- Mrs. Jennifer Knittel

- Mrs. Kathy Halpin, Vice President
- Mr. Christopher Hamler
- Mrs. Paula K. Merrill

- Mr. Richard Havrisko
- Mr. Richard Young

### District Administration & Staff

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

- Superintendent: Mr. Earl C. Clymer III  
- Asst. Superintendent of Curriculum & Instruction: Mrs. Dawn Moore  
- Asst. Superintendent of Special Services & Personnel: Ms. Annette Walters  
- Director of Human Resources: Mr. Dennis Mack  
- Affirmative Action Officer: Ms. Annette Walters  
- Business Administrator/Board Secretary: Mrs. Estrella Molinet  
- Director of Athletics/Student Activities: Ms. Geri Mckelvey  
- District Anti-Bullying Coordinator: Ms. Annette Walters  
- Supervisor of Lang. Arts & Social Studies: Mr. Keith Dennison  
- Supervisor of Math & Science: Ms. Heather Hacker  
- Supervisor of Art, Music, World Lang. & PE: Mrs. Amanda Brown  
- District Technology Coordinator: Mr. Timothy Jaw

### High School Administration & Staff

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

- Principal: Mr. Christopher Kavcak  
- Assistant Principal/Supervisor of Business: Mrs. Susan Rader  
- Assistant Principal/Supervisor of Industrial Technology: Mr. Glenn Barker  
- Director of School-Based Youth Services: Mr. Jeffrey Greenfield
It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, 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 Youth and Family Services 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 Infinite Campus, 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 attendance office to meet their child, sign the checkout book 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 administration for disciplinary action.

7. **Tardiness to school**
   a. Students arriving late to school must report to the Resource Personnel stationed at the main entrance, provide their student identification, and sign in with their name and time entered. After signing in, students must report directly to homeroom or class. Students will not be admitted late to homeroom/first block without a pass.
   b. Excessive tardiness to school will be referred to administration for disciplinary action. See Student Code of Conduct Chart.

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. 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 epi pen. 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 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 7th and 11th 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 pressures or three (3) failed hearing screenings are required before referral.

Physical Examinations

The Warren Hills Regional Board of Education requires that all 7th 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's written 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. The guidance office telephone number is 908-689-3050. Please do not hesitate to contact a counselor, especially if concerns arise regarding more serious issues such as substance abuse, child abuse, or depression.

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

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 to 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.

Apply at the school office for proper forms, before and after school and during lunch. Summer office hours are 8:00 am to 3:00 pm Monday through Friday.

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 Ms. Annette Walters at 908-689-3050 x. 1004

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:
1. Give military recruiters the same access to secondary school students as provided to post-secondary institutions or to prospective employers, and,
2. 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 | November 8, 2017 |
| Marking Period 2 | January 25, 2018 |
| Marking Period 3 | April 10, 2018 |
| Marking Period 4 | June 13, 2018 |

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. You can also refer to Grading Policy #2624 for further detail.

GPA Scale

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

In a full-year course, the lowest grade a student will be assigned for all marking periods will be the grade of 50. For semester courses, the lowest grade a student will be assigned for the first and second marking periods will be a 50.

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 makeup 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.

Any changes requested after July 25th must be approved by the building principal.

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 voicemail 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 Guidance Counselor and/or Case Manager. The third level of contact is the appropriate Supervisor of Instruction. The fourth level of contact is the Director of Guidance and/or Director of Special Services, and the final 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:

1. A minimum of 135 credits have been established for all graduating classes by the Board of Education. (See Program of Studies Guide)
2. Senior status is reserved for those students achieving 95 or more credits
3. Satisfying Warren Hills Regional District's attendance requirements
4. 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 WHRHS chapter of NHS a student must be a junior or senior with a minimum cumulative G.P.A. of 3.4 or higher, must have at least 40 hours of community service, 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 and leadership, 4 references, and 2 essay statements. All documents must be submitted to the NHS Adviser 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 adviser 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 WHRHS NHS they must maintain the Cum GPA of 3.4 or higher, serve 3 hours of individual community service per month and work 1 hour of a Group Service Project (GSP) per month. 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 discipline violations.

8. 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:

1. 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.).

2. Playing cards, games of chance, or any form of gambling is not permitted.

3. Being in the parking lots and the front of the school during the school day.

4. Being in the gym area (gym floor, locker rooms, etc.) during the school day, except for a student's regularly scheduled class.

5. Use of abusive language.

6. Fighting.

7. Inappropriate public displays of affection.
8. 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.

9. Having laser pointers in school or at school activities.

10. Insubordination.

11. Disrespect towards a staff member or other adult in the building.

12. Having symbols, literature, dress, or language that is offensive, abusive or indicates racial, ethnic, religious, gender bias, drug/alcohol, or gang related.

13. Being in a restroom stall with another person or persons.

14. Forgery or falsifying documents, notes, excuses.

15. Safety concerns.

16. Use of lighter and/or any flammable device during school or on the school bus.

17. Food and other items from outside vendors may not be accepted on school property without prior approval from the Principal.

18. 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 record is strictly prohibited.

19. 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:

1. 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.

2. Garments or revealing, see through clothing that excessively exposes anatomy.

3. Any clothing deemed gang-related, including the way the clothing is worn.

4. Gym-type apparel, clothing intended as undergarments worn as outer garments, or see-through garments.

5. Street coats, windbreakers, and head 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.

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

   a. open backs
   b. single strap tops
   c. tank tops that are considered underwear
   d. halter tops
   e. tube tops
   f. tops which may expose cleavage
   g. tops which expose bra straps
   h. Pajamas and/or slippers.
   i. Bare midriffs
   j. Clothing such as shorts, pants, or skirts are not permitted to be worn lower than the hip line. In addition, clothing that
   k. exposes undergarments or anatomy should not be worn.
   l. Any type of chains, collars, large beaded necklaces, or wallet tethers not normally considered jewelry.
   m. 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.
   n. Body piercing with connections, i.e. ear-to-nose chains.
   o. Any attire which presents a potential danger to self or others such as bracelets or necklaces with spikes.
   p. During physical education class, all jewelry and anything else that the physical education teacher feels could be a potential
   q. safety hazard must be removed. Visible body or facial piercings are considered jewelry. Visible piercings that cannot or
   r. 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.
   s. 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.
   t. Footwear must be worn at all times.
   u. Wearing of headbands is prohibited. Hairbands can be no more than 2” in width.
   v. 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.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-School Detention Cuts</td>
<td>1(^{st}) Offense: 5 points; Detention must be served;</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 10 points to In-School Suspension (ISS); Detention must be served</td>
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<tr>
<td></td>
<td>3(^{rd}) Offense: 15 points to ISS;</td>
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<tr>
<td></td>
<td>Detention must be served Administrative discretion for Senior release students</td>
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<tr>
<td>Cell Phone/Electronic Device Violation</td>
<td>1(^{st}) Offense: 5 points</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 10 points;</td>
</tr>
<tr>
<td></td>
<td>3(^{rd}) Offense: 15 points;</td>
</tr>
<tr>
<td></td>
<td>Conference with Parent and Student</td>
</tr>
<tr>
<td>Class Cuts</td>
<td>1(^{st}) Offense: 5 points</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 10 points to ISS; After-School Detention</td>
</tr>
<tr>
<td></td>
<td>3(^{rd}) Offense: 15 points to ISS;</td>
</tr>
<tr>
<td></td>
<td>Conference with Parent and Student</td>
</tr>
<tr>
<td>Disruptive/Inappropriate Behavior</td>
<td>1(^{st}) Offense: 5 points to Out-of School Suspension (OSS)</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 10 points to OSS</td>
</tr>
<tr>
<td></td>
<td>3(^{rd}) Offense: 15 points to OSS</td>
</tr>
<tr>
<td>Cutting Lunch Detention</td>
<td>1(^{st}) Offense: 5 points;</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 10 points to ISS;</td>
</tr>
<tr>
<td></td>
<td>Detention must be served Administrative discretion for Senior release students</td>
</tr>
<tr>
<td>Excessive Tardiness to School/Homeroom</td>
<td>4(^{th}) Tardy: Warning</td>
</tr>
<tr>
<td></td>
<td>6(^{th}) Tardy: 1 After-School Detention</td>
</tr>
<tr>
<td></td>
<td>8(^{th}) Tardy: 2 After-School Detentions</td>
</tr>
<tr>
<td></td>
<td>10(^{th}) Tardy and Beyond: Administrative discretion; Loss of parking from 1 week to remainder of semester</td>
</tr>
<tr>
<td>Forgery or Falsifying documents, notes, excuses, passes and/or permission slips</td>
<td>1(^{st}) Offense: 15 points to ISS</td>
</tr>
<tr>
<td></td>
<td>2(^{nd}) Offense: 1 Day ISS</td>
</tr>
<tr>
<td></td>
<td>3(^{rd}) Offense: ISS to OSS</td>
</tr>
<tr>
<td></td>
<td>Parent Notification; Parent Conference</td>
</tr>
<tr>
<td>Offense</td>
<td>Disciplinary Action</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Physical Altercation/Push-Shove                  | 1st Offense: 5 points to OSS  
2nd Offense: 15 points to OSS  
3rd Offense: ISS to OSS  
Parent Notification; Parent Conference |
| Fighting                                         | 1st Offense: Minimum 3 days OSS  
2nd Offense: Administrative Discretion  
3rd Offense: Administrative Discretion |
| Inappropriate attire/Dress Code                  | 1st Offense: 10 points  
2nd Offense: 15 points to ISS  
3rd Offense: 1 day ISS to OSS  
Parent Notification |
| Inappropriate Language and/or Gestures           | 1st Offense: 5 points to OSS  
2nd Offense: 15 points to ISS  
3rd Offense: 1 day ISS to OSS  
Parent Notification |
| Cheating/Plagiarism                              | Parent notification; student may receive a "0" for the assignment.                   |
| Insubordination                                  | 1st Offense: 15 points to OSS  
2nd Offense: 15 points to OSS  
3rd Offense: Minimum 1 Day ISS  
Parent Notification; Counseling may be required; Police may be notified |
| Leaving School Grounds/Truancy                   | 1st Offense: 15 points to OSS  
2nd Offense: 15 points to OSS  
3rd Offense: Minimum 1 day ISS  
Parent Notification; Police may be notified; Loss of privileges as determined by administration |
| Parking Violation                                | 1st Offense: 15 points  
2nd Offense: 15 points to ISS  
3rd Offense: 1 day In-School Suspension  
Loss of Privileges; Administrative Discretion |
| Possession/Use/Distribution of alcohol or drugs  | 10 calendar days OSS; Compliance with Board of Education Drug and Alcohol Policy and Regulation #5530. |
| Possession/Use/Distribution of tobacco products, smoking and/or E-Cigarettes | 1st Offense: ISS to OSS  
2nd Offense: ISS to OSS  
3rd Offense: Administrative Discretion  
Smoking and Tobacco offenses are cumulative from the beginning of 7th Grade to the end of the Senior year. Police may be notified and charges may be filed. Counseling may be required. Compliance with Board of Education Policy and Regulation #5533 Pupil Smoking. |
<p>| Weapons                                         | Minimum 10 school days OSS – Long-term Suspension and Board of Education hearing;   |</p>
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<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>10 school days OSS – Long-term Suspension and Board of Education hearing; Counseling and Psychiatric Evaluation may be required.</td>
</tr>
<tr>
<td>Theft</td>
<td>1st Offense: ISS to OSS 2nd Offense: ISS to OSS 3rd Offense: Administrative discretion Restitution for damages/loss of property, Parent Notification; Police Notification</td>
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<tr>
<td>Vandalism</td>
<td>1st Offense: 15 points to OSS 2nd Offense: 15 points to OSS 3rd Offense: Administrative discretion Restitution for damages/loss of property, Parent Notification; Police Notification</td>
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<tr>
<td>Verbal Assault directed toward an employee</td>
<td>1st Offense: OSS to Long-term Suspension and Board of Education hearing 2nd Offense: OSS to Long-term Suspension and Board of Education hearing 3rd Offense: Long-term Suspension and BOE hearing; Parent Notification; Police may be notified; Counseling &amp; Psychiatric Evaluation may be required.</td>
</tr>
<tr>
<td>Jeopardizing the safety of others and order of the school</td>
<td>1st Offense: 15 points to OSS 2nd Offense: 15 points to OSS 3rd Offense: Administrative discretion Parent Notification; Police may be notified and charges may be filed.</td>
</tr>
<tr>
<td>Any unlisted offense to be decided by an administrator</td>
<td>1st Offense: 5 points to OSS 2nd Offense: 15 points to ISS 3rd Offense: ISS to OSS Parent Notification; Police may be notified.</td>
</tr>
<tr>
<td>Harassment Intimidation Bullying</td>
<td>Refer to Board of Education Policy &amp; Regulation #5512</td>
</tr>
<tr>
<td>Dating Violence</td>
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</tr>
</tbody>
</table>

**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 After-school Detention
   - At 30 Points: 2 After-school Detentions
   - At 45 Points: 1 Day In-School Suspension
   - At 60 Points: 2 Day 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
restoration of the balance 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.

1. Five (5) accumulated points will be removed for any student who does not register a discipline infraction during 20 consecutive school days.
2. 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, lunch, 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 CANNOT be made up.

Leaving School Grounds
Once arriving at school in the morning, students may not leave school property. Doing so constitutes leaving school grounds. Similarly, in the afternoon, students may not leave school grounds and return for transportation purposes.
1. Students who leave school without administrative or parental permission will be considered truant and will be subject to disciplinary action.
2. Parents will be notified.

Smoking/Tobacco/Smoking Devices
Smoking 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 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 in their possession.
2. Smoking 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 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.

A pupil found to have violated this policy and the law 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 substance.

Harassment, Intimidation and Bullying Policy
District employees and student(s) shall not harass, intimidate, or bully another 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 policy/regulation #5512.

District Anti-Bullying Coordinator: Ms. Annette Walters
High School Anti-Bullying Specialist: Mr. Timothy Downs
Middle School Anti-Bullying Specialist: Mrs. Christine Tyburczy

Internet Rules For Students/Plagiarism
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 for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is required that users will comply with district standards and will honor the Internet and Electronic Mail Permission Form they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure 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
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, on line 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 and handbook. The handbook serves as a hall pass. TEACHERS WILL NOT ISSUE PASSES ENABLING STUDENTS TO MISS A REGULARLY SCHEDULED CLASS WITHOUT THE PERMISSION OF THE OTHER TEACHER. Students who tear out pages from this handbook/passbook invalidate the student handbook and will not be permitted to use it for passes.

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...

Academic Concerns
As a parent, there will be times when you will have concerns about your child's academic program or their progress. Our staff can be contacted by using either our e-mail or voice mail systems. We recommend using the e-mail 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 Guidance Counselor and/or Case Manager. The third level of contact is the appropriate Supervisor of Instruction. The fourth level of contact is the Director of Guidance, and the final 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. It is recommended that you follow this process to resolve any concerns that you might have about your child.

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 side doors and remain in 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 students excused will give a note 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. (See Vandalism - page 27)

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 use their privately-owned technology during the following times during the school day:

- In hallways during passing time
- During lunch period
- During class or study hall with teacher approval

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

Hot and cold lunches as well as snack items may be purchased in the cafeteria daily or at the kiosks located around the building during 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 lunch 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. No eating or drinking is to take place in hallways not designated for that purpose.
6. Students may not leave the building or courtyard areas during lunch.
7. In the event a fire alarm sounds during lunch, leave the building by the nearest exit and quickly move to the stadium wait for the "all clear" signal to return.
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, 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 present their teacher-signed passbook, along with signing the sheet at the circulation desk, and must remain in the library for the entire period, unless otherwise noted in the passbook by 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. Any student in the library cannot leave the library during the period without a signed passbook, as per school policy.
4. Students are expected to present their school ID to borrow material.
5. since the checking out procedure is computerized. This should be done prior to the end of the period.
6. Students can borrow books (except reference materials) for as long as two weeks, and a past issue of a magazine for one week.
7. All materials should be returned using the book drop at the circulation desk.
8. A fine will be charged for damaged or lost books.
9. No food and/or drinks are permitted in the library.
10. All seniors must take care of library obligations before graduation.
11. 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.
12. 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.
13. 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**

Any senior student (based on 95 credits earned) driving to school will be permitted to park on the east side lot under the following conditions:

1. 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.

2. **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 fee.** 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.”

3. 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.

4. Parking permits may not be transferred from individual to individual or from car to car.

5. All students receiving a parking permit will be assigned a designated parking place and must park their car in that location.

6. Warren Hills Regional High School is not responsible for damage that may occur in the parking lot. Park at your own risk!

7. If it is necessary to go to your car during the school day, you must secure a pass from the security office.

8. 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.

9. 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.

10. 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.

11. Spaces will be assigned on a first come, first served basis. A waiting list will be established if needed.

12. 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; or
   d. Committing an act of vandalism or theft.

13. **Students who receive out-of-school suspension automatically lose their parking privileges for the remainder of the school year. The $20 parking fee will not be refunded.**

14. 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.

15. Parking privileges will be suspended for tardiness to school, absences and motor vehicle violations.

**NOTE:** The $20 registration fee 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 substance.

Activities & Athletics

Fundraising
Participation in fund-raising 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 (2:25 p.m. dismissal on delayed opening days). 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 International Club
Chess Club 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)
The Storm TV Show/Student Council
FFA (Agriculture) TSA
Gay/Straight Alliance Unified Friends Clubs
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, selflessness, 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, during the athletic season.
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 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 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 10th 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)
   a. MEDICAL CLEARANCE FROM THE NURSE, TRAINER AND ATHLETIC OFFICE
   b. ALL NJSIAA ELIGIBILITY REQUIREMENTS
   c. ALL WARREN HILLS ACADEMIC REQUIREMENTS
   d. A SIGNED TEAM RULES AND REGULATIONS SHEET (COACH’S RULES)
   e. A COMPLETED EMERGENCY MEDICAL CARD
   f. A COMPLETED PERMISSION SLIP
   g. A COMPLETED TRAINER FORM – INCLUDING IMPACT TESTING IF REQUIRED FOR THE SPECIFIC SPORT
   h. RANDOM DRUG TESTING - Participation on any athletic team places the student in our Random Drug Testing Program
   i. 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 (68) 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's 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 decision 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 by 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 NSIAA.

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 decision regarding facility availability will be made by district and building administration.


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.


10. 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.

11. 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 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.

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 & 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 Blairstown, N.J.-In-patient rehabilitation
In-patient rehabilitation—800-575-6343

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

ADDITION/DRUG HOTLINE 800-238-2333
ALCOHOLICS ANONYMOUS 800-245-1377
AL-ANON-ALATEEN 973-744-8686
NARCOTICS ANONYMOUS of NJ 800-992-0401

Children’s Services

National Runaway Switchboard Hotline 800-621-4000
Department of Children and Families
(To report Abuse) 1-877-NJABUSE (652-2873)
DYFS/Division of Child Protection & Permanency 908-689-7000
24-HOUR CRISIS HOTLINE 908-454-5141

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