

*HANOVER PARK  
REGIONAL  
HIGH SCHOOL  
DISTRICT*

**Information Handbook  
2011 – 2012**

***BOARD OF EDUCATION***

75 Mt. Pleasant Avenue  
East Hanover, N.J. 07936

Superintendent: 973-887-0320  
Board Secretary: 973-887-0340  
Fax: 973-887-9247

***HANOVER PARK  
HIGH SCHOOL***

63 Mt. Pleasant Avenue  
East Hanover, N.J. 07936

Office: 973-887-0300  
Fax: 973-515-7680  
Guidance: 973-887-8137  
Fax: 973-887-0268

***WHIPPANY PARK  
HIGH SCHOOL***

165 Whippany Road  
Whippany, N.J. 07981

Office: 973-887-3004  
Fax: 973-887-0451  
Guidance: 973-887-4963  
Fax: 973-884-2210

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# DIRECTORY

## SPECIAL SERVICES

63 Mt. Pleasant Avenue  
East Hanover, New Jersey 07936  
Office: 973-887-6308  
Fax: 973-887-6357

## TRANSPORTATION

75 Mt. Pleasant Ave.  
East Hanover, New Jersey 07936  
Office: 973-887-4505

	<b>Hanover Park</b>	<b>Whippany Park</b>
To Report an Absence	973-887-5634	973-887-2065
To Contact School Nurse	973-887-0300	973-887-3004
To Contact a Specific Teacher	973-887-0300	973-887-3004
To Contact a Counselor	973-887-8137	973-887-4963
To Contact Child Study Team	973-887-6308	973-887-6308
To Arrange Bedside Instruction	973-887-8137	973-887-4963

*If there is a question about where to call, contact either school office for directions.*

Hanover Park Regional High School District  
**BOARD OF EDUCATION**  
East Hanover, New Jersey 07936

JOAN SEERY  
Florham Park Borough  
*President*

JOHN CORONA  
Hanover Township

JAMES HERBERT  
Hanover Township

ERNEST EVELAND  
Florham Park Borough

CAROL GROSSI  
*Superintendent of Schools*

GLEN JOHNSTONE  
Florham Park Borough

RICHARD FORD  
East Hanover Twp.

WILLIAM F. ALBERT, JR.  
*Board Secretary/Business  
Administrator*

RALPH POLITI  
East Hanover Twp.

DR. GERARD FREDA  
Hanover Township  
*Vice President*

STEPHANIE POLITI  
East Hanover Twp.

**BOARD MEETING DATES:** Second Wednesday of each month with additional meetings on the fourth Wednesday of September, April, May and June. Special meetings held during the summer at the call of the President. All meetings held at 7:30 p.m. in the **Administration Building Conference Room, 75 Mt. Pleasant Avenue, East Hanover.** Changes in meetings will be announced.

## DISTRICT PERSONNEL

MRS. MARIA CARRELL	<i>District Director of Curriculum, Instruction &amp; Assessment</i>
MR. GREG ACOCELLA	<i>District Director of Special Services</i>
MR. MICHAEL BIGGAN	<i>Supervisor of Guidance</i>
MR. CHRISTOPHER KELLY	<i>Supervisor of Instruction</i>
MRS. NOEMI SCHLECHT	<i>Supervisor of Instruction</i>
MR. THOMAS FIELDS	<i>Computer Specialist</i>
MRS. KAREN ANROMAN	<i>Secretary to the Superintendent</i>
MRS. KIMBERLY ZITO	<i>Secretary to the Director of Curriculum Instruction &amp; Assessment</i>
MRS. KRISTA WOOD	<i>Secretary to the Board Secretary</i>
MRS. THERESA FALIVENE	<i>Secretary – Board Office</i>
MRS. JAN DONATO	<i>Secretary – Board Office</i>
MRS. DENISE BASISTA	<i>Secretary – Child Study Team</i>
MRS. SUSAN REEVE	<i>Secretary – Child Study Team</i>
MRS. ELIZABETH JOHNSON	<i>School Psychologist</i>
MRS. CRISTINA McKEVITT	<i>School Psychologist</i>
MR. BARRY RUSSOMANO	<i>LDTC</i>
MRS. JOANN SCHEFFLER	<i>LDTC</i>
MRS. MARGARET KELLER	<i>Speech/Language Specialist</i>
MR. PETER NOONAN	<i>Director of Plant Services</i>
MR. CHRISTOPHER BLUETT	<i>Transportation Coordinator</i>
MR. FRANK SKORUPSKI	<i>Bus Dispatcher</i>
MR. ROBERT EDGETT	<i>Mechanic</i>
MR. JOSEPH FARISCHON	<i>Mechanic</i>
ASSOCIATES IN REHABILITATION	<i>School Medical Inspectors</i>

## BELL SCHEDULES

### HANOVER PARK

#### REGULAR BELL SCHEDULE

PERIOD	TIME	
1	7:45 - 8:32*	
2	8:36 - 9:18	
3	9:22 - 10:04	
4	10:08 - 10:50	A Lunch
5A	10:54 - 11:36	(10:50 - 11:20)
5B	11:20 - 12:02	B Lunch
6B	11:40 - 12:22	(11:36 - 12:06)
		C Lunch
6C	12:06 - 12:48	(12:22 - 12:52)
7	12:52 - 1:34	
8	1:38 - 2:20	

#### SHORT DAY BELL SCHEDULE

First Period	7:45 - 8:20*
Second Period	8:24 - 8:54
Third Period	8:58 - 9:28
Fourth Period	9:32 - 10:02
Fifth Period	10:06 - 10:36
Sixth Period	10:40 - 11:10
Seventh Period	11:14 - 11:44
Eighth Period	11:48 - 12:18

#### NO LUNCH PERIOD

\*Includes 5 minutes for announcements and attendance  
Office Hours 7:30 - 4:00

Schools will close for the day in case of extremely bad weather conditions; but on those mornings when the weather is expected to clear up within several hours, the start of school will be delayed 1½ hours beyond the normal schedule (9:15 at Hanover Park; 9:40 at Whippany Park). Regular dismissal times will remain in effect.

## BELL SCHEDULES

### WHIPPANY PARK

#### REGULAR BELL SCHEDULE

PERIOD	TIME		
1	8:10	- 8:57*	
2	9:01	- 9:43	
3	9:47	-10:29	
4	10:33	-11:15	First Lunch
5A	11:19	-12:01	(11:15 - 11:45)
5B	11:45	-12:27	Second Lunch
			(12:22 - 12:52)
6	12:31	- 1:13	
7	1:17	- 1:59	
8	2:03	- 2:45	

#### SHORT DAY BELL SCHEDULE

First Period	8:10 - 8:45*
Second Period	8:49 - 9:19
Third Period	9:23 - 9:53
Fourth Period	9:57 - 10:27
Fifth Period	10:31 - 11:01
Sixth Period	11:05 - 11:35
Seventh Period	11:39 - 12:09
Eighth Period	12:13 - 12:43

#### NO LUNCH PERIOD

\*Includes 5 minutes for announcements and attendance  
Office Hours 7:30 - 4:00

Schools will close for the day in case of extremely bad weather conditions; but on those mornings when the weather is expected to clear up within several hours, the start of school will be delayed 1½ hours beyond the normal schedule (9:15 at Hanover Park; 9:40 at Whippany Park). Regular dismissal times will remain in effect.

## **SCHOOL ACTIVITIES**

*A variety of activities is available to meet the needs, interests, and talents of all students.*

### **HANOVER PARK HIGH SCHOOL**

#### **Varsity Athletics**

*Baseball, Basketball, Cheerleading, Cross Country, Football, Golf (District-Wide Team), Ice Hockey (District-Wide Team), Lacrosse (District-Wide Team), Soccer, Softball, Swimming (District-Wide Team), Tennis, Track, Volleyball, Winter Track, Wrestling.*

#### **Music**

*Chamber Singers, Chorus, Color Guard, Concert Band, Concert Choir, Flag Squad, Jazz Band, Jazz Band II, Marching Band, Stage Band.*

#### **Activities**

*Academic Team, Environmental Awareness Club, ERASE (End Racism and Sexism Everywhere Club), Forensics and Debate Society, FBLA (Future Business Leaders of America) Club, Family & Consumer Science Club, Hanover Park Players (Theatre), Hanover Park Thespian Society, International Club, Key Club, Literary Magazine, Mock Trial Team, National Honor Society, Peer Counseling, School Newspaper, Stage Crew, United Nations Club, Varsity Club, Yearbook.*

#### **Student Government**

*Class Council, Class Officers, and Student Council.*

### **WHIPPANY PARK HIGH SCHOOL**

#### **Varsity Athletics**

*Baseball, Basketball, Cheerleading, Cross Country, Field Hockey, Football, Golf (District-Wide Team), Ice Hockey (District-Wide Team), Lacrosse (District-Wide Team), Soccer, Softball, Swimming (District-Wide Team), Tennis, Track, Volleyball, Winter Track, Wrestling.*

#### **Music**

*Concert Band, Concert Choir, Front Line (Flag Squad), Jazz Band I, Jazz Band II, Madrigal Choir, Marching Band, Symphonic Band, Wind Ensemble.*

#### **Activities**

*Academic Team, Asian-American Club, Daily Roar (Announcements), Debate, Developmental Program Assistants, ERASE (End Racism and Sexism Everywhere) Club, Fall and Spring Plays, FBLA (Future Business Leaders of America), Family & Consumer Science Club, Interact (Student Rotary Club), Junior Statesman of America, Literary Magazine, Mock Trial Team, National Honor Society, Peer Counseling, School Newspaper, Science Environmental Education Club, Stage Crew, Varsity Club, Yearbook.*

#### **Student Government**

*Class Council, Class Officers, and Student Council.*

# HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

## SCHOOL CALENDAR

2011-2012

<u>MONTH</u>	<u>DATES</u>	<u>EVENT</u>	<u>DAYS POSSIBLE</u>
September	5	Labor Day – Schools Closed	17 Days
	6	Staff and Faculties Report	
	7	Freshman Day – Schools Open	
	8	All Students Report	
	29	Rosh Hashanah – Schools Closed	
October	10	Teacher In-Service Day – Schools Closed	20 Days
		Columbus Day	
	27	½ day of school for students/ ½ day for Teacher In-Service	
November	10-11	NJEA Convention – Schools Closed	18 Days
	23	½ Day of School	
	24-25	Thanksgiving Holidays – Schools Closed	
December	26-30	Christmas Holiday – Schools Closed	17 Days
January	2	Schools Reopen	21 Days
	16	Martin Luther King Day – Schools Closed	
February	20	Presidents’ Day – Schools Closed	20 Days
March			22 Days
April	6	Good Friday – Schools Closed	15 days
	9-13	Spring Break – Schools Closed	
May	25	Schools Closed	21 Days
	28	Memorial Day – Schools Closed	
June	21	Last Day of the School Year	15 Days
		(Includes three (3) snow days)	
		<b>TOTAL</b>	<b>186 Days</b>

### GRADUATION:

Whippany Park High School - Friday, June 22, 2012 - 6:00 p.m.

Hanover Park High School - Saturday, June 23, 2012 - 5:00 p.m.

**NOTE:** If we experience more than three (3) emergency school closings, the following procedure will be put into effect. School will be extended to Friday, June 22, 2012, then days will be reduced beginning Friday, May 25, 2012, then Spring Break Friday, April 13, 2012, then Thursday, April 12, 2012 etc. **Unused snow days will be deducted from the calendar.**

## **GRADE REPORT TIMETABLE**

### **2011-2012 School Year**

#### **First Marking Period**

End of Marking Period	Wednesday, November 9
Last Teacher Grade Update	Tuesday, November 15 at 8 am

#### **Second Marking Period**

End of Marking Period	Friday, January 27
Midterm Exam Review	Friday, January 27
Midterm Exams	Monday, January 30 through Thursday, February 2
Post Midterm Exam Review	Friday, February 3
Last Teacher Grade Update	Tuesday, February 7 at 8 am

#### **Third Marking Period**

Start of Semester 2	Monday, February 6
End of Marking Period	Thursday, April 5
Last Teacher Grade Update	Tuesday, April 17 at 8 am

#### **Fourth Marking Period**

End of Marking Period	Thursday, June 14
Final Exam Review	Thursday, June 14
Final Exams	Friday, June 15 through Wednesday, June 20

## **WHIPPANY PARK STAFF ADMINISTRATION**

Mr. John Manning, Principal  
Mr. Brian Palumbo, Assistant Principal  
Mr. Joseph Merlino, District Assistant Principal/Director of Athletics

### **ART**

Ms. Rebecca Caridad  
Mr. Thomas Gaglione  
Mrs. Christina Wolf, Coordinator

### **BUSINESS EDUCATION**

Mrs. Andrea Ritacco  
Mrs. Pamela Souto, Coordinator  
Mr. Thomas Wilson

### **GUIDANCE**

Mrs. Vanessa Cordeiro  
Mrs. Sibila Dubac, Coordinator &  
Substance Abuse Coordinator  
Mrs. Jacinta Lewis  
Mr. Eric Shore

### **HOME ECONOMICS**

Mrs. Caren Cocuzza  
Mrs. Judith Guida, Coordinator

### **LANGUAGE ARTS**

Ms. Melissa Casciano  
Mrs. Kathryn Gregory  
Mrs. Karen Martin  
Ms. Catherine Maurer  
Ms. Judith Meskill  
Ms. Donna Raguseo  
Mr. Peter Talarico, Coordinator

### **LIBRARY**

Mrs. Karen Perkins,  
Media Specialist

### **MATHEMATICS**

Ms. Nicole Bernabe  
Mr. Nicholas Bocella  
Ms. Adria Bogosian  
Ms. Lena Feldman  
Ms. Jenna Forbes  
Mr. Edward Kocot, Coordinator  
Mrs. Donna Malloy

### **MUSIC**

Mr. Craig Limey  
Mr. Carl Sabatino, Coordinator  
Mr. Peter Sciaino

### **NURSE**

Mrs. Janice Goodman

### **PHYSICAL EDUCATION/ HEALTH**

Mr. Todd Callaghan  
Mr. Bradley Callahan  
Mrs. Terry Gibson  
Mr. Brent Kaiser, Coordinator  
Mrs. Lori Pfarrer  
Mrs. Margherita Serillo

### **SCIENCE**

Mrs. Sara Allan  
Mrs. Virginia Casazza  
Ms. Dawn Haider  
Ms. Kristen Hogan  
Mrs. Deborah Mango  
Ms. Dana Mazzaro  
Ms. Daphne Sison, Coordinator  
Ms. Megan Stallone  
Ms. Amy Thomson

**SOCIAL STUDIES**

Mr. Jeffrey Bronico  
Mr. Jeffrey Kleinbaum  
Mr. Brady Mahar  
Mr. Steven Manni  
Ms. Nicole Michalitsianos  
Mr. Matthew Ordog  
Mr. Joseph Righetti  
Mr. Richard Schwartz,  
Coordinator

**SPECIAL EDUCATION**

Ms. Nicole Califri  
Ms. Maria Camacho  
Ms. Margaret Hovanec  
Mrs. Patricia Nardiello  
Mrs. Vicki Philhower, Coordinator  
Mrs. Rachel Romano  
Mrs. Cynthia Williams

**WORLD LANGUAGES**

Mr. Fox Beyer  
Mrs. Shirley Fleitas  
Ms. Kristen Grahslar  
Mrs. Susan Holleran, Coordinator  
Ms. Lauren Pannucci  
Ms. Dawn Van Nosedall

**INSTRUCTIONAL AIDES**

Ms. Amber Davies  
Ms. Margie Fonseca  
Ms. Dorothy Herring  
Ms. Agnes Minniti

**SECRETARIAL**

Ms. Pamela Antonello  
Mrs. Deanne Esposito  
Mrs. Mary Finlay,  
(Principal's Secretary)  
Mrs. Carol LaBanca  
Mrs. Susan Macey  
Mrs. Karen Mack

**CUSTODIAL**

Mr. John Chastek  
Mr. Keith DeGroat  
Mr. Robert Gustoffson  
Mr. Miguel Lopez  
Mr. Bogdan Malantchouk,  
(Head Custodian)  
Mr. Mykhaylo Nikolin

**GROUNDS**

Mr. Thomas Cobane  
Mr. Francisco Rodriguez

**MAINTENANCE**

Mr. Joseph Caronia  
Mr. Jeffrey Hendershot

**TRAINER**

Ms. Nicole Member

## **HANOVER PARK STAFF ADMINISTRATION**

Mr. Thomas Callanan, Principal  
Mr. William Brown, Assistant Principal  
Mr. Joseph Merlino, District Assistant Principal/Director of Athletics

### **ART**

Mrs. Suzanne Apicella  
Mrs. Judith Cavaleri, Coordinator  
Mr. Thomas Gaglione  
Mr. Christopher Mello

### **BUSINESS EDUCATION**

Mrs. Sheryl Granet  
Mrs. Sandra Klinck, Coordinator  
Mr. Jamie Ott

### **GUIDANCE**

Ms. Barbara Ford  
Mrs. Stephanie Mitchell, Substance  
Awareness Coordinator  
Mr. Brian Propfe  
Mr. Daniel Rendine, Coordinator  
Mrs. Michelle Villani

### **HOME ECONOMICS**

Mrs. Beverly Hovanec  
Mrs. Susan Jackson  
Mrs. Marcia Walsh, Coordinator

### **LANGUAGE ARTS**

Mrs. Kathleen Daidone  
Ms. Lauren Fazzio  
Mr. Daniel Gregory  
Mrs. Colleen Harvan  
Mr. Joseph Lunetta  
Mr. Glenn Martorana, Coordinator  
Mrs. Dolores Polito  
Mrs. Nadine Siciliano  
Ms. Andrea Vecchione  
Mrs. Megan Wilson

### **LIBRARY**

Dr. Carol Collins, Media Specialist

### **MATHEMATICS**

Mr. Thomas Capra  
Mr. Vincent Carchietta  
Ms. Elizabeth Ditchek  
Ms. Michelle Enderle  
Ms. Lauren Fazzio  
Mrs. Kimberly Lurz  
Mrs. Patricia Maher  
Mr. David Minsavage, Coordinator  
Mrs. Maria Ricciardi  
Ms. Lacey Rivlin

### **MUSIC**

Mrs. Helen Britez  
Mr. Andrew Stachow, Coordinator

### **NURSE**

Ms. Lisa Marino

### **PHYSICAL EDUCATION/ HEALTH**

Mr. Todd Hartman  
Mr. Gerald Moore  
Mrs. Kathleen Patire  
Ms. Lori Pfarrer  
Mrs. Margherita Serillo  
Mr. Douglas Wear  
Mr. Wendell Wear, Coordinator

**SCIENCE**

Mrs. Virginia Casazza  
Mrs. Erica Dahl  
Mr. William DiMauro  
Ms. Kristen Hogan  
Ms. Dana Mazzaro  
Mr. Gregory Mills, Coordinator  
Mrs. Diane Minsavage  
Ms. Manuela Silva  
Ms. Megan Stallone  
Ms. Amy Thomson  
Mr. Bryan Willer

**SOCIAL STUDIES**

Ms. Lisa Marie Batelli  
Mr. Vincent Capano, Coordinator  
Mr. Joseph Cuff  
Mrs. Sheryl Granet  
Mr. Kyle Kirst  
Ms. Rachel Maggioncalda  
Mr. Brady Mahar  
Mr. Ryan Thomas  
Ms. Melissa Yingling

**SPECIAL EDUCATION**

Ms. Denise Enderle  
Mr. Brian Evans  
Mrs. Patricia Nardiello  
Mr. David Ryerson  
Ms. Mona Scotti  
Ms. Erin Shane  
Mrs. Gwen Wear, Coordinator  
Mrs. Jane White  
Mrs. Kimberly Wood

**WORLD LANGUAGES**

Mrs. Jessica Baxter, Coordinator  
Mrs. Shirley Fleitas  
Ms. Christina Gruchacz  
Ms. Christina Mauricio  
Ms. Mirja Paula  
Ms. Meggaly Portillo  
Ms. Dawn Van Nosedall  
Ms. Christina Schiavello

**INSTRUCTIONAL AIDES**

Ms. Cara Calantone  
Ms. Suzanne Evdokimoff  
Mr. Shane Mallory  
Ms. Ashley Purdue  
Ms. Jill Stewart  
Mrs. Judith Tappen

**SECRETARIAL**

Mrs. Cheryle Comprelli,  
(Principal's Secretary)  
Ms. Julie Lackaye  
Mrs. Susan Macey  
Mrs. Michele Massa  
Mrs. Janice Miller  
Ms. AnnaMarie Roselle  
Mrs. Mary Jo Sodano

**CUSTODIAL**

Mr. Volodymyr Baran  
Ms. Maritza Cantillo,  
(Head Custodian)  
Mr. David D'Ambola  
Mr. Mark Hill  
Mr. Gustavo Pensamiento  
Mr. Elver Sandoval  
Mr. Robert Stark  
Mr. David Thomas

**GROUNDS**

Mr. Daniel Gilone  
Mr. Thomas Lappine  
Mr. William Waltsak

**MAINTENANCE**

Mr. Victor Nepa  
Mr. William Prill

**TRAINER**

Ms. Heather Peterson

## ATTENDANCE • DISCIPLINE

### GENERAL INFORMATION

The policies and procedures in the handbook will be applied at the discretion of the Hanover Park Regional High School District. The district reserves the right to withdraw or amend policy/regulations of this handbook at any time. For full policies and regulations, please go to [www.hpreg.org](http://www.hpreg.org).

#### PUPIL ATTENDANCE

Regular attendance in classes is important. Successful learning can seriously be impaired by excessive absences. New Jersey school attendance laws allow excused absences only for the following reasons: Absence due to personal illness which is verified by a physician's note, absence due to death in the family, absence for approved religious holidays, absence due to suspension, and other absences, including those for a portion of the school day, authorized by the Principal with prior approval. Part-day absences may be granted for medical disability, motor vehicle driver's test, college interviews, court appearance, and medical or dental appointments which cannot be scheduled outside of school hours. The school shall be notified in advance of such part-day absences by written request of the pupil's parents or guardians.

The Principal shall require from the parent or guardian of each pupil a statement of the reasons for any absence. Such communication shall be by a telephone call between 7:30 a.m. and 9:00 a.m. the day of absence **and** if the absence is to be excused (non-cumulative) a parents' note for absence due to death in the family or religious holiday, or a doctor's note within ten (10) days of the student's return to school. If a valid excuse is not submitted, the absence will be considered unexcused. Days missed due to personal/family vacation taken during days when school is in session are unexcused absences.

Course credit will not be issued to any pupil who misses over sixteen (16) meetings of a full-year course, ten (10) of a semester course, or six (6) of a marking period Health course due to cumulative unexcused absences. An appeal process in accordance with District regulations is available for possible reinstatement of credit.

Pupils who have been absent from school for a full day or have been suspended may **not** participate in after-school activities on the day of absence or suspension. In order to participate in **any** after-school activity, a pupil must be in attendance at school for at least one-half (1/2) of his or her scheduled school day.

Students tardy to school must report to the Attendance Office for an admission slip before going to class. Unexcused tardiness during the first twenty (20) minutes will count as one-half (1/2) absence; and during the last twenty (20) minutes as one (1) full absence from that class. A third unexcused tardiness will result in disciplinary action.

Make-up work is the responsibility of the student. Immediately upon return to school from an absence, the student shall make arrangements with each of his or her teachers to make up missed assignments, class work, tests, and other activities.

## STUDENT DISCIPLINE

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2.

The primary purpose of discipline in a school setting is to aid an individual in developing a social conscience and to help a pupil to be able to see the value of acceptable behavior. Pupils in the public schools shall comply with rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them. The following regulations and demerit system have been developed to ensure a fair, appropriate, and consistent system of discipline.

The following Student Conduct Code, which is a list of rules developed over the past years, has been compiled in such a manner that students can see and understand the disciplinary consequences for their actions. The consequence as stated will be imposed on a case by case basis at the discretion of the Administration. In situations deemed extraordinary, a determination other than that listed may be imposed. Inherent in all of this is the understanding that:

- This document is not meant to be inclusive of all infractions and penalties that may occur.
- Appropriate counseling takes place between staff and student.
- Appropriate referrals will be made to a School Counselor, Student Assistance Counselor, or other individuals or agencies.

The dispositions for the infractions listed are meant to serve as a guide. Administrative discretion will be considered in all disciplinary situations.

1. Teachers may assign individual detention. The detention must be assigned so that bus transportation is available. Twenty-four hours notice must be given to the pupil. The reason for the detention, the place, and the time must be specified when the detention is assigned.
2. Only the Principal or Assistant Principal in charge of discipline will assign demerits for violations of school policy and procedures.
3. Pupils will be notified whenever demerits are assigned including their total demerits to date. Demerits will be cumulative throughout the current school year.
4. Whenever a pupil accumulates five or more demerits, parent(s) or legal guardian(s) will be notified by letter. The accumulation of eleven or more demerits will result in a one-day suspension. When a pupil accumulates five or more additional demerits, parent(s) or legal guardian(s) will again be notified by letter of the possibility of another suspension. The accumulation of eleven demerits beyond the first suspension will result in a second suspension for two days. Subsequent accumulations of eleven or more demerits beyond a previous suspension will result in additional suspensions. A third suspension will be five central detentions, a fourth for four days, and a fifth for five days. Administrative parent conferences will follow all suspensions. A fifth suspension will result in a meeting with the Principal.

5. One and two day suspensions will be “in-school suspensions”. The disposition of three, four, and five day suspensions will be determined by the appropriate administrator. Pupils on in-school suspension will spend their school days in a Suspension Room supervised by a teacher. While on in-school suspension, pupils will be expected to work on assignments for each of their courses. Failure to complete these assignments will result in a failing grade for the period of suspension.
6. Pupils found in possession of, using, or under the influence of alcoholic beverages and/or narcotics will be referred to the police and given a four day “out-of-school suspension”.
7. Possession or use of any type of weapon or articles that may be used as weapons will result in disciplinary action by the school and referral to the local police.
8. In instances where State or local laws or ordinances are violated, the matter will be referred to the local police.
9. Demerits for offenses not on the following list are subject to the discretion of the Principal or Assistant Principal.
10. A pupil caught cheating will be given a zero and reported to the appropriate Assistant Principal. A pupil’s first offense will result in a letter being sent to the parent(s) or legal guardian(s) stating the offense and fact that if the cheating should re-occur, a parent conference will be held.
11. Any pupil who has accumulated demerits may earn three merits by not receiving any demerits for forty-five consecutive days. Any exception to this rule will be at the administrator’s discretion.
12. Pupils arriving late to school must report to the Attendance office before attending class. Unexcused tardiness will result in the following:
  - a. First and second offense will be recorded;
  - b. Third offense will result in one hour of central detention;
  - c. Each subsequent offense will result in the assignment of another hour of central detention and other appropriate actions as deemed necessary by the administrator; and
  - d. Unexcused tardiness that extends beyond one-half of the pupil’s first scheduled class will be considered a cut and treated as such in accordance with this policy.
13. Students are not permitted to operate cell phones, Ipods, walkmen, or similar electronic devices during class and instructional time. If a student is observed using the above mentioned electronic devices, they will be confiscated and turned over to the Assistant Principal. Such devices will be returned to the student at the end of the school day. Repeat offenders will have the devices confiscated and returned only after a parent meeting. Continued infractions will lead to additional consequences as determined by the administration.

14. A physical scuffle is defined as any altercation where there is physical contact such as pushing, shoving, or tripping. This will result in in-school suspension for a first offense. Subsequent offenses will result in out of school suspension as per the discretion of the administration.
15. Fights and/or assaults are defined as aggressive physical altercations that could result in bodily injury such as punching, smacking, pulling hair. This will result in immediate out of school suspension for a minimum of three days. Subsequent offenses will result in a Superintendent's hearing and referral to the Board of Education for possible expulsion charges.
16. Continued violation of the code of conduct will result in the loss of school privileges, including parking privileges, co-curricular activities, school functions, and graduation exercises. The loss of these school privileges will be determined by the administration.
17. A student will be required to make restitution, in kind or cost or labor, for any loss he/she has caused or restore to its former condition, by his or her own labor, any property the pupil has damaged or defaced. If a student fails to make restitution, consequences will be imposed at the discretion of the administration.

### **Alternative Discipline**

Alternative discipline for any violation of the code of conduct (i.e. service projects) will be used at the discretion of the building administration and upon agreement with the student, parents/guardians, and school counselor.

### **Dress Policy**

In order to provide a sense of appropriateness for school attire, a standard of dress has been developed by the district. Specifically, the following are considered inappropriate:

- Hats, bandanas and other inappropriate head coverings
- Short shorts/skirts
- See-through clothing that expose undergarments or anatomy
- Tops with "spaghetti" straps that expose undergarments
- Halter tops, strapless dresses/tops, and tops that expose midriff
- Tops with low neck and low back lines
- Tube or tank tops that are considered under garments
- Low riding pants or shorts that expose undergarments
- Garments with inappropriate sayings and slogans
- Clothing that promotes drugs, alcohol, or gang affiliation
- Sleeveless shirts (males).

This list is not intended to be all-inclusive. Rather, it is intended to provide a sense of appropriateness for school attire. The administration reserves the right to make the final decision regarding appropriate dress in school and at school sponsored events. Any clothing, which is deemed to be distracting or disruptive to the educational process, will not be permitted. Students who persist in violating the dress policy will be subject to disciplinary action.

## Demerit System

<i>Offense</i>	<i>Demerits</i>
Continued tardiness to class after warning and detention	3
Failure to report to Attendance office when tardy	3
Failure to report to detention (central or teacher)	3+ make-up detention
Marring school property	3+ restitution if applicable
Being in an unassigned area without authorization	3 – 5
Leaving class, study hall, or assigned area without permission	3 – 5
Misconduct in cafeteria (e.g. leaving trays, littering, banging trays or utensils, taking food out of the area, etc.)	3 – 11
Misconduct outside of classroom (e.g. running, littering, public display of affection, abusing lockers, eating in an unauthorized area, etc.)	3 – 11
Use of profane or obscene language (non-directed)	3 – 5
Continued violation of the dress code after warning and detention	3 - 11
Continued use of the cell phone/electronic devices in class after warning, confiscation, and detention	3 - 11
Disrespect to a teacher	6-11
Leaving school grounds without permission	6-11
Misconduct during class, assembly, study hall, or any other school-sponsored activity	5-11
Misusing or altering a pass	5-11
Unauthorized absence from class, study hall, or assigned area	5+ central detention
Failure to comply with a reasonable request made by a staff member	6
Misuse of technological resources – continued violation of Acceptable Use of Technology Resources Policy could result in suspension from school, loss of privileges, removal from class and appropriate legal action	5 – 11
Disorderly conduct	7 – 11

Physical Scuffle	suspension (min 1 day)
Fight/Assault	out of school suspension (min 3 days)
Detonation or possession of fireworks, smoke or stink bombs	suspension (min 2 days)
Open defiance or willful disobedience of a teacher's authority	suspension (min 1 day)
Possession or use of a weapon	out of school suspension (min 4 days)
Incidents of bias or sexual harassment	suspension (min 1 day)
Smoking in school, on school grounds, or any school sponsored event (including holding or throwing away a lit or unlit cigarette/cigar and use of smokeless tobacco)	suspension (min 1 day)
Taking or attempting to take property by force or fear	suspension (min 1 day)
Theft of personal or school property	suspension (min 1 day) + restitution
Truancy	suspension (min 1 day) or central detention (min 4 days)
Use of profane or obscene language directed at a teacher or staff member	suspension (min 1 day)
Willful destruction of school property	suspension (min 1 day) + restitution

### **Prohibition of Harassment, Intimidation, or Bullying of Students**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

### Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

## Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils.

Consequences and appropriate remedial action for a pupils or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The full Harassment, Intimidation and Bullying policy could be found on the schools' websites and is in accordance with district Policy 5512.

### **Suspension and Expulsion**

No student eligible for attendance at the schools of this District shall be excluded from school unless the student's activity materially and substantially interferes with the maintenance of a safe and orderly educational environment conducive to learning or in the operation of school. A student may be suspended for up to five (5) days for infractions of school regulations, and beyond five (5) days when approved by the Superintendent of Schools, with the exception that it may not go beyond the second regular Board meeting except by action of the Board. Each suspended student shall be afforded an informal hearing as soon as possible after the suspension. A student may be presented to the Board for expulsion for materially and substantially interfering with the maintenance of good order in the schools, willful and continuous refusal to abide by the reasonable rules and regulations of the school and/or persons in authority in the schools, or protection of the physical and/or emotional safety and well-being of students in the school. In expelling a student, the District must fulfill all the requirements of due process and recognize the rights of students as guaranteed by the statutes of the State of New Jersey.

## **Alcohol, Drugs & Tobacco**

1. Students enrolled in the Hanover Park Regional High School District Public Schools are forbidden to possess or use alcoholic beverages, and to possess, use (*unless prescribed physician*) or induce others to use illegal drugs or narcotics at any time while they are at a school function, under the jurisdiction of the school, or on school property or be under the influence of any of these above while attending school or school functions. The penalty for any of these infractions is a five-day suspension from school off-campus, plus filing of juvenile or criminal charges with police. Upon first suspension, the parent and/or guardian and/or adult student will be notified in writing that a second violation will subject the student to a Principal's hearing and recommendation for expulsion.
2. Students are also forbidden the use of tobacco in all forms while on school property at any time. No smoking on school grounds at any time.

## **Random Alcohol & Drug Testing of Pupils**

It is the responsibility of the Board of Education of the Hanover Park Regional High School District to safeguard the health, character, citizenship, and personality development of the pupils enrolled in its schools. Furthermore, the Board has the responsibility to promote and maintain a safe, orderly learning environment within the schools of the district. The Board recognizes that the misuse of drugs, alcohol, and/or steroids by pupils threatens both the health and welfare of the pupils as well as their positive development. Such misuse also threatens the welfare of the entire school community. The Board of Education is therefore committed to the prevention of drug, alcohol, and/or steroid abuse and the rehabilitation of identified abusers.

Ongoing events within the communities of the regional high school illustrate the opportunities for the misuse of drugs, alcohol, and/or steroids available to pupils. It is the belief of the Board of Education that the problem of illegal drug and alcohol use presents a continuing challenge in the schools of the district and a clear danger to the pupil population as a whole. The district's commitment to maintaining co-curricular activities, including athletics, and pupil on-campus parking in a safe, healthy and secure educational environment requires clear policy and supportive programs relating to the detection and prevention of substance abuse by district pupils involved in co-curricular activities, including athletics, and pupil parking. Consistent with legal rulings, it is the desire of the Board of Education to implement a random alcohol and drug testing procedure for pupils enrolled in district high schools who elect to participate in co-curricular activities, including athletics, and for pupils granted on-campus parking privileges. It is the belief that ensuring the safety of all pupils participating in co-curricular activities, including athletics, and those pupils granted parking privileges is best accomplished by being proactive. These reasons have been set forth at a public hearing convened in May 2007.

Pupil participation in co-curricular activities, including athletics and pupil parking on-campus at either school is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these co-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free.

The pupil random drug testing program shall be mandatory for all pupils who:

- a. Have violated the district's substance abuse policy effective upon the first violation of that policy in a school year.
- b. Elect to participate in co-curricular activities, including athletics, during a current academic year.
- c. Apply for and are granted a parking permit for on-campus parking effective the date the first parking permit is granted in the school year.

AND, the program shall be voluntary for all pupils who elect to participate with written parental consent or his/her own written consent if an adult pupil.

### **Possession or Use of Weapons & Dangerous Instruments**

Board of Education policy prohibits the possession, use, handling or exchange of any object(s) that can be reasonably considered a weapon and/or dangerous instrument at any time in school buildings, on school grounds, at school functions or activities, on school-sanctioned transportation or while enroute to and from school functions or activities. Violators will be subject to immediate suspension for a minimum of four days, possible expulsion proceedings, and referral to local authorities for appropriate legal action.

### **Possession or Use of Remotely Activated Paging Devices**

State statutes prohibit possession or use of remotely activated paging devices by students while on school property or in attendance at school functions. Violators shall be guilty of a disorderly persons offense, turned over to the police, and have the device confiscated.

### **Electronic Surveillance in School Buildings and on School Grounds**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy 7441.

## **Personal and Locker/Desk Search**

The Board of Education reserves the right to authorize the Principal or his designee to search a student when the Principal has reasonable cause to believe that a crime is being or has been committed or he has reasonable cause to believe that a search is necessary to aid in maintaining school discipline and safety. All lockers and desks are and shall remain the property of the Board, which reserves the right to authorize its employees to inspect a student's locker and desk when such an employee has reasonable cause to believe that the locker or desk is impropriety for the storage of contraband, a substance or object, the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. Periodic and general inspections of all lockers will be conducted by the school administration to make certain the health, safety, and welfare of the building's occupants are not threatened by the use of the lockers as a depository for illegal or hazardous substances or objects.

## **Health Offices/School Nurse**

1. **Medication** Arrangements for pupil medication must be made with the school nurse. Formal written requests from the parent/guardian and a physician must be received before a pupil is to receive any prescription and/or "over the counter" medications. Pupil self-administration of medication for potentially life-threatening illnesses, e.g., asthma or bee sting reaction, is permitted and must also be arranged in advance for each school year. If a pupil requires the administration of epinephrine and does *not* have the capability of self-administration, a written physician's note is required to verify this need, and all arrangements must be made in advance and renewed each year. The School Nurse shall have the primary responsibility for administering the epi-pen; but in emergency situations, another adult district employee may do so with prior consent of the parent.
2. **Physical examinations** Periodic health examinations are an important part of an ongoing health program. Therefore, we require that all students in grade 9 as well as all students transferring into the district have examinations. Examinations should be provided by the family physician. Physical examination forms are available from the school nurse. If a family does not have a physician, they should contact the school nurse. When the form is completed and returned, the nurse will record the data on the health record. A parent may request in writing a religious exemption from the physical examination if it conflicts with the student's religious beliefs and practices.
3. **Scoliosis screening** Scoliosis screening will be provided for all students during the school year as required by state law unless this screening has been done by the student's personal physician and documented on the school form. A parent may request in writing a religious exemption if it conflicts with the student's religious beliefs and practices.

## GRADING AND HONOR ROLL

The Hanover Park Regional High offers public access to the PowerSchool Parent Portal. PowerSchool is a web-based information system that will allow you to access your child's graded assignments, quarterly grades, and attendance.

In order to access PowerSchool, please go to the following website: <https://hpreg.powerschool.com/public/> and enter your username and password.

### Grading

The following symbols will be used to represent grades or circumstances:

A+ 99-100	C+ 78-79	AU Audit
A 93-98	C 73-77	X Excused
A- 90-92	C- 70-72	WP Withdrew Passing
B+ 88-89	D+ 68-69	WF Withdrew Failing
B 83-87	D 66-67	I Incomplete
B- 80-82	D- 65	P/F Pass/Fail
	F 64 and lower	NC No Credit

### Honor Roll

The district honor roll is based on the grade point average a student earns during each marking period. Three levels of honors are recognized on the basis of grade point average.

**Distinguished Honors** – Grade point average of 4.00 or above for the marking period.

**High Honors** – Grade point average of 3.50 to 3.99 for the marking period.

**Honors** – Grade point average of 3.00 to 3.49 for the marking period.

In order to be eligible to receive honor roll recognition a student must (1) be enrolled in a minimum of five courses (class periods), (2) receive a grade of B- or better in each course taken, and (3) receive a Pass (P) in any courses taken on a pass/fail basis.

Any incomplete grades will temporarily render a student ineligible for honors until the incomplete is made up.

### Grade Point Average

GPA will be figured for all students in the class at the end of each year (9th - 12th grades) and at such times as directed by the Principal. GPA will be determined under the supervision of the Principal using the procedure given below.

All courses specifically designated as Advanced Placement (A.P.) or Honors (H) will receive weighted grades as follows:

A+5.2 B+4.5 C+3.5 D+2.4 F 0.0

A5.0 B4.0 C3.0 D2.0

A-4.8 B-3.8 C-2.7 D-1.7

Any subject in which regular grades (A+, A, A-, B+, B, B-, C+, C, C-, etc.) are given will be included with equal weight. The regular numerical value of each grade is as follows:

A+4.2 B+3.5 C+2.5 D+1.4 F 0.0

A4.0 B3.0 C2.0 D1.0

A-3.8 B-2.8 C-1.7 D-0.7

A student must complete and pass a course in order to receive credit/weight for the course.

### **Participation in Co-curricular Activities and Athletics**

Continued participation in co-curricular activities will be dependent upon satisfactory academic performance. Participation for such students who receive one “F” for a marking period will be subject to review by the Principal. Students with two or more “F’s” for a marking period shall be placed automatically on a period of lost eligibility. In addition, athletes must accumulate 13.75 credits per semester or 27.5 credits per year.

As per NJSIAA policy: To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) **[30 beginning with the Class of 2014]** required by the State of New Jersey for graduation (110) **[120 beginning with the Class of 2014]**, during the immediately preceding academic year. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (13.75) **[15 beginning with the Class of 2014]** required by the State of New Jersey for graduation (110) **[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.

### **Withdrew Passing - Withdrew Failing - WP, WF**

The withdrawal grades are issued to show that a student has left a course without actually completing the course, and to indicate passing or failing at the time of withdrawal.

1. Withdrew passing (WP) indicates that the student left the course and, at the time, had a passing grade. If a student desires to withdraw from a course at a time when his work is incomplete, the pass/fail determination shall be made based upon the work completed to date by the student.
2. Withdrew failing (WF) indicates that a student left a course and, at that time, had a failing grade.
3. A grace period for dropping a course without having any record of that course appear on the report card will be provided.

- a. For full year courses and for first semester only courses, a student will be permitted to drop a course for no record up until five (5) school days after the 1<sup>st</sup> marking period report card is issued.
  - b. For second semester only courses, students will be permitted to drop a second semester course for no record until five (5) school days after the 3<sup>rd</sup> marking period report card is issued.
4. Students who withdraw from a course five (5) school days after the 1<sup>st</sup> marking period report card is issued (full year courses and first semester only courses) and/or five (5) school days after the 3<sup>rd</sup> marking period report card is issued (second semester only course) will have the fact entered on the report card as a “WP” or “WF”.

NOTE: *Students dropping a course before its completion lose eligibility for summer school makeup.*

*“WP” or “WF” will not count toward grade point average.*

## • GENERAL INFORMATION •

### **National Honor Society**

All students considered for membership into the National Honor Society must, by National Charter rules, qualify in the area of scholarship, character, leadership, and service. Students will become eligible for the National Honor Society membership only in the spring of the junior year. All students automatically qualify academically who have accumulated at least a 3.5 average in their junior year. In order for seniors to be considered, a 3.5 academic average must be maintained.

Juniors with a 3.5 average become eligible for consideration in the spring semester of their junior year. Seniors who qualify become eligible for consideration in the fall semester of their senior year. Therefore, all junior and senior students with a 3.5 academic average have the opportunity of being inducted into membership two separate times during their junior and senior years.

After the necessary scholarship requirement is met, the students must then additionally qualify by demonstrating the attributes of character, leadership and service. The specifics of what constitutes these attributes may be obtained in the Principal's Office. This determination is made by a faculty selection committee, consisting of a member of the administration and a minimum of 5 teachers, after the necessary data on each candidate has been compiled.

### **Midterm and Final Examinations/Projects**

Midterm and final examinations (or projects, where appropriate) will be administered in all courses. The grades on each shall count for ten (10) percent of a student's final grade in each course.

Any pupil who has opted to take the College Board Advanced Placement examination will be considered exempt from the final exam for that specific subject area.

Senior pupils who have obtained a cumulative numerical grade average of ninety-three for the four marking periods and mid-term of a course will be exempted from taking the second semester final examination in that full year course.

Senior pupils who have obtained a cumulative numerical average of ninety-three for the two marking periods of a semester course will be exempted from taking the final examination in that semester course.

### **Honors Course Applications**

Students not enrolled in the Honors track who wish to take an Honors-level course must complete an application form that is available in the Guidance Office. Completed applications should be turned in to the student's school counselor during the schedule-making process.

## **Graduation Requirements**

In order to receive a state-endorsed Board of Education diploma, a student shall demonstrate minimum levels of proficiency in Language Arts & Mathematics on the High School Proficiency Assessment; successfully complete the course and credit requirements adopted by the Board, including those mandated by the State of New Jersey; and fulfill the attendance requirements established by the Board.

## **Graduation Proficiencies**

Students will receive a written statement of the proficiencies they will be expected to master in order to pass each course they take.

## **State-Wide Competency Tests**

Students must achieve a competency level on the High School Proficiency Assessment, given in the 11th grade in Language Arts & Mathematics as a requirement for graduation. A remedial program is required for students who do not pass one or all of the tests.

## **Student Records**

The Hanover Park Regional High School Board of Education has adopted administrative regulations pertaining to student records. A parent or legal guardian of a non-adult student and a non-adult student who has the written permission of his or her parents or guardians may have access to that student's records. The student records are located in the following places:

**Guidance Office:** *Grades, courses, test results, attendance.*

**Discipline Office:** *Disciplinary records.*

**Nurse's Office:** *Health records.*

**Child Study Team Office:** *Social worker reports, psychological reports and learning disability reports.*

If parents, guardians, or the adult students wish to review the records, please make an appointment with the proper office personnel. You may take notes or copy the record at a cost per page of \$ .75 for 1-10 pages; \$ .50 next 10 pages; \$ .25 each additional page.

## **Student Directories**

Each school maintains a student directory of student names, parent/guardian names, home addresses, and telephone numbers. District Policy prohibits distribution of directory information for any commercial and/or marketing purpose. Federal law provides that military recruiters may request the school to release directory information. Parents/guardians or adult students not wishing this information to be released should notify the School Principal in writing before September 30th of the school year.

Parents/guardians or adult students may also request the School Principal to exclude their student's information from school publications.

## **Affirmative Action Policy/Section 504**

U.S. Title IX NJ Title 6:4 prohibits discrimination against students and employees in public schools K-12. Whereas Title IX prohibits discrimination based on sex, Title 6:4 goes further and prohibits it on the basis of race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or social or economic status. Both Titles require that all policies, procedures, and practices of the school District be nondiscriminatory, and that there be no sex segregation in courses, educational programs, and extracurricular activities. No course, including but not limited to physical education, health, industrial arts, business education or vocational courses, home economics, music and adult education shall be offered separately. Furthermore, no child or staff member shall be subjected to sexual harassment of any kind. If a student or a member of the staff alleges a violation of such regulations, he or she may submit a grievance. The process begins by verbally notifying Title IX Coordinator/Affirmative Action Officer (Director of Curriculum, Instruction & Assessment), of the alleged violation within ten (10) days of its occurrence. A detailed description of the grievance procedure is available in each High School and in the Superintendent's Office. The Affirmative Action Officer is available to answer any questions from the public concerning Title IX and Title 6:4 regulations. As the compliance officer for Section 504 of the Rehabilitation Act of 1973 which protects individuals against discrimination based on physical or mental handicaps, the Director of Curriculum, Instruction & Assessment is also available to deal with complaints and answer questions concerning the provisions of this act.

### **Physical Education**

Students in physical education classes are required to wear proper attire, appropriate to the activity and weather conditions. Other equipment needs will be explained when students begin their physical education classes. Students who need to be excused from physical activity because of illness for a period of three days or less should bring a note from home making such a request. The note must be presented to the School Nurse before the first period begins. A prolonged excuse from physical education requires a note from a physician. In the event that a prolonged absence is necessary, however, it is possible for a student to participate in limited activities approved by the family physician or be placed in a physical education class specially adapted for students with physical limitations.

### **Bus Transportation**

Students should respect the rights of property owners while waiting for the bus and conduct themselves as ladies and gentlemen on the bus. They must remain seated while the bus is in motion and keep their arms inside the bus at all times. Allow time for the flashing lights to stop traffic before crossing the road. Students must ride only their assigned bus. Exceptions may be made with the permission of the school administration. If a student misses the bus and remains out of school for the whole day, the absence will be considered unexcused. There will be absolutely no smoking on school buses.

## **Driving to School**

Parking permits will be issued first to seniors based on a lottery in accordance with Board Policy and Regulations; and then, if spaces remain, to juniors on a lottery basis. Students wishing to apply for a parking permit should see the appropriate assistant principal. Students and visitors who violate school parking regulations are subject to fines, suspension or loss of parking privileges, and in extreme cases towing at the owners' expense.

## **Working Papers**

Working papers may be obtained in the School Office. Consult the office secretary for information about legal steps for obtaining them. Before the School Office can process working papers, they must have a copy of the birth certificate, a promise of employment form signed by the employer, and health certificate filled out by a physician.

## **Students Who Walk to School**

Students who walk to school are requested to observe pedestrian safety rules: to cross streets where crosswalks are provided, to observe traffic signals, and to be careful not to trespass on private property or abuse such property in any manner.

## **Student Insurance**

The Board of Education provides secondary accident insurance for all student activities. Benefits are payable only after all family insurance plans have first paid their benefits. Like any other insurance plan, payments are limited to a fixed table of benefits, and there are average exclusions. All accidents should be reported to the School Nurse, who will assist in filing an insurance claim.

## **Visitors**

Student visitors from other schools are not permitted during regular school hours. Special visitations for enrollment purposes are arranged through the guidance office. All parents and other adult visitors must report to the main office for a visitor's pass.

## **Bedside Instruction**

Individual (Bedside) Instruction is provided for any student whose involuntary absence from school is expected to extend **at least** two weeks in duration. As soon as medical evidence is presented that the absence will extend for **at least** two weeks, the Guidance Counselor will arrange appropriate instruction, usually beginning as soon as certified tutors can be employed and concluding upon the student's return to school. To the fullest extent possible, instruction will be provided at hours convenient to the student and parent; but under no circumstances may instruction be provided when a parent or other authorized adult is not present.

## **Family Life Education**

The New Jersey Administrative Code 6:29-7.1 requires that all students be provided with instruction in Family Life Education, which is defined as “instruction to develop an understanding of the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development, sexuality, and reproduction, at various stages of growth; the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing strong family life for themselves in the future, thereby contributing to the enrichment of the community.” Parts of this definition can be applied to many courses of study, including Homemaking, but especially Biology (e.g., the human reproductive system and sexually-transmitted diseases) and the “Human Growth and Development” units in ninth and twelfth grade health (e.g., love, marriage, divorce, and other life styles; dating and courtship; and conception, birth control, pregnancy, and childbirth). A more detailed outline of the course content, as well as copies of the textbooks, is available for inspection in the Principal’s office in each high school. The Administrative Code allows any parent or guardian to withdraw a child from “any part of the instruction in family life education in conflict with his/her conscience or sincerely held moral or religious beliefs.” A student who is so excused will receive alternative assignments. The course grade will not be affected by missed work. In order to exercise this option, the parent or guardian must present to the school Principal a signed statement requesting that the student be excused from family life instruction. This note must be received by the Principal prior to the first day of classes in September.

## **Dissection**

As approved in P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) public school students may choose not to participate in certain experiments involving animals. Public school pupils may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Teachers will provide alternative projects for those students who choose to “opt out” of these activities.

Parents or guardians who desire to have their child excused from participation and provided with an alternative education project should contact the school principal.