

HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT Information Handbook 2024-2025



HANOVER PARK H.S.
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 H.S.
165 WHIPPANY ROAD
WHIPPANY, N.J. 07981

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

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



The Six Pillars of Character

National & New Jersey School District of Character
Caring - Citizenship - Fairness - Respect - Responsibility - Trustworthiness

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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

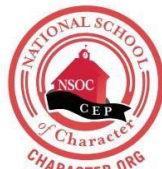
	<u>Hanover Park</u>	<u>Whippany Park</u>
To Report an Absence	973-887-5634	973-887-2065
To Contact School Nurse	973-887-0300	973-887-3004
To Contact a Specific Teacher	973-887-0300	973-887-3004
To Contact a Counselor	973-887-8137	973-887-4963
To Contact Child Study Team	973-887-6308	973-887-3004
To Arrange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

	DR. GERARD FRED A President Hanover Township	
DEBORAH DAVIS East Hanover Township	TIM DONOHUE Hanover Township	DONNA ANELLO- FELDMAN Florham Park Borough
MIKE LOMIO East Hanover Township	MARIA CARRELL <i>Superintendent of Schools</i>	MICHAEL POMBO Hanover Township
GIUSEPPE PELUSO Vice President East Hanover Township	WILLIAM F. ALBERT, JR. <i>Board Secretary/Business Administrator</i>	KRISTINE PETERSON Florham Park Borough
	JOANNE TOBIAS Florham Park Borough	

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

NOEMI SCHLECHT	<i>Director of Curriculum, Instruction & Assessment</i>
DEBRA STRAUSS	<i>Director of Special Services</i>
SCOTT MACIAG	<i>Supervisor of Counseling</i>
VICTORIA BONACCORSO	<i>Supervisor of Instruction</i>
CHRISTINE HIETANEN	<i>Supervisor of Instruction</i>
THOMAS FIELDS	<i>District Network Administrator</i>
SCOTT KULICK	<i>District Systems Administrator</i>
EMMANUEL CRUZ	<i>Technical Support Assistant</i>
PEDRO GARCIA	<i>Technical Support Assistant</i>
KIMBERLY ZITO	<i>Secretary to the Superintendent</i>
SUZANNE LARICCIA	<i>Secretary to the Director of Curriculum, Instruction & Assessment</i>
KRISTA WOOD	<i>Secretary to the Board Secretary</i>
CONNIE PALUMBO	<i>Payroll Secretary – Board Office</i>
JENNIFER MICKLEY	<i>Secretary – Board Office</i>
PETE NOONAN	<i>Director of Plant Services</i>
CHRISTOPHER BLUETT	<i>Director of Transportation</i>
ILHAM ELBORJ	<i>Bus Dispatcher</i>
ROBERT EDGETT	<i>Mechanic</i>
JOSEPH FARISCHON	<i>Mechanic</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
		(12:01 - 12:27)
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 are 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 (Percussion Ensemble), Musical, Stage Crew, Pit Band, Marching Band.

ACTIVITIES

Academic Team, Art Society, Bowling Club, Chess Club, Dance 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, Future Educators of America, Gay Straight Alliance Club, Girl Up, Hanover Park Players (Theatre), Italian Club, Key Club, Literary Magazine, Math Club, Mock Trial Team, National Honor Society, Peer Buddies, Programming Club, Robotics Club, School Newspaper, Spanish Club, Stage Crew, Stem Club, Stock Market Club, Varsity Club, Yearbook, Heroes & Cool Kids, Kids Helping Kids, World War II/Military History Club.

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, Color Guard (Flag Squad), Jazz Ensemble I, Jazz Ensemble II, Madrigal Choir, Marching Band, Concert Band, Wind Ensemble.

ACTIVITIES

Academic Team, Art Club, Asian-American Cultural Club, Bowling Club, Chess Club, Daily Roar (Announcements), Audio/Visual Technology Club, Dance Team, Debate & Forensics, Empower Her (Girl Up), ERASE (End Racism and Sexism Everywhere) Club, Etcetera (Creative Arts Magazine), Fall Play and Spring Musical, FBLA (Future Business Leaders of America Club), Family & Consumer Science Club, Interact (Student Rotary Club), French Club, Future Educators of America, Girls Who Code, Italian Club, Mock Trial Team, National Honor Society, Robotics & Engineering Club, Environmental Club, Stage Crew, Varsity Club, Heroes and Cool Kids, L'Esprit (Yearbook), Mathematics Club, Peer Buddies, Science Club, Spanish Club, Strings Club, SAGA (Sexuality & Gender Alliance) TED Ed Club, Ultimate Frisbee Club, Wildcats Roar (School Newspaper).

STUDENT GOVERNMENT

Class Council, Class Officers, and Student Council.

HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

2024-2025 SCHOOL CALENDAR

<u>MONTH</u>	<u>DATES</u>	<u>EVENT</u>	<u>DAYS POSSIBLE</u>
September	2	Labor Day – Schools Closed	19 Days
	3	Staff and Faculties Report	
	4	Freshman Day – Schools Open (1/2 Day School for students only)	
	5	All Students Report – Full Day	
	19	Hanover Park Back-to-School Night (1/2 Day School for Hanover Park)	
	26	Whippany Park Back-to-School Night (1/2 Day School for Whippany Park)	
October	3	Rosh Hashanah – School Closed	21 Days
	14	Columbus Day – Schools Closed Teacher In-Service Day	
November	5	Election Day – School Closed	16 Days
	7-8	NJEA Convention – School Closed	
	27	½ Day School	
	28-29	Thanksgiving Holiday – School Closed	
December	20	½ Day School	15 Days
	23-31	Winter Recess – Schools Closed	
January	1	New Years Day – Schools Closed	21 Days
	2	Schools Reopen	
	20	Martin Luther King Day – Schools Closed	
February	17	Presidents' Day – Schools Closed	19 Days
March			21 Days
April	14-21	Spring Recess – Schools Closed	16 Days
May	26	Memorial Day Weekend – Schools Closed	21 Days
June	24	Last Day of the School Year (Includes three (3) emergency days)	17 Days
		TOTAL	186 Days

GRADUATION: Whippany Park High School – Wednesday, June 25, 2025 – 10:00 a.m.
Hanover Park High School – Wednesday, June 26, 2025 – 10:00 a.m.

NOTE: If we experience more than three (3) emergency school closings, the following procedure may be put into effect. School will be extended to Spring Break. If there is extreme emergency day usage, the BOE reserves the right to re-design the calendar. **Unused emergency days will be deducted from the calendar**

GRADE REPORT TIMETABLE

2024-2025 School Year

Marking Period 1

September 4, 2024 to November 6, 2024
PowerSchool Update: November 13, 2024

Marking Period 2

November 11, 2024 to January 24, 2025
PowerSchool Update: January 29, 2025

Marking Period 3

January 27, 2025 to March 28, 2025
PowerSchool Update: April 2, 2025

Marking Period 4

March 31, 2025 to June 17, 2025
PowerSchool Update: June 24, 2025

Final Exam Review

June 17, 2025

Final Exams

June 18, June 19, June 20, and June 23, 2025

WHIPPANY PARK STAFF ADMINISTRATION

Christopher Kelly, Principal
Michael Manente, Assistant Principal
Brent Kaiser, Assistant Principal/Athletic Director

ART

Thomas Gaglione
Rebecca Tierney
Christina Wolf, Coordinator

BUSINESS EDUCATION

Kevin Blair
Andrea Ritacco, Coordinator
Allen Taskin

ENGLISH

Christine Baran
Julie Lane
Rose McCauley
Kyle Mednick
Donna Raguseo-Mahar
Peter Talarico, Coordinator
Megan Wilson

FAMILY & CONSUMER SCIENCE

Karen Holeczko, Coordinator

COUNSELING

Lisa Allgaier,
Wellness Coordinator
Vanessa Cordeiro
Sibila Dubac, Coordinator &
Substance Awareness Coordinator
Eric Shore
Jennifer Weber

LIBRARY

Karen Perkins

MATHEMATICS

Nicholas Boccella
Kristen Cefaloni
John DeRosa
Lena Feldman, Coordinator

Alec Fenstermacher
Jenna Forbes
Nicole Ianco
Melyssa Lynch
Matthew Samson

MUSIC

Craig Limey
Carl Sabatino, Coordinator
Peter Sciaino

NURSE

Marina Smith

PHYSICAL EDUCATION/ HEALTH

Nicole Allocco
Todd Callaghan
Bradley Callahan
Natalie Contompasis
Colin Feeney, Coordinator
Lori Pfarrer

SCIENCE

Kevin Braine
Howard Craig
Stephen Fineman, Coordinator
Sarah Johnston
Colleen Moriarty
Kyle O'Neill
Amanda Stasyshyn
Marc Tuminaro

SOCIAL STUDIES

Jeffrey Bronico
Arielle Goldberg
Alexandria Hill
Brady Mahar
Steven Manni, Coordinator

Frederick McCarrick
Nicole Michalitsianos
James Ralston

SPECIAL EDUCATION

Brent Dukin
Ryan Dunne
Andrew Flanagan
Beth Molinaro, Coordinator
Heather Olson
David Ryerson
Kim Senius
Stacey Stochel

TECHNOLOGY

Lauren Bsaes

WORLD LANGUAGES

Fox Beyer
Maria DeMasi
Lauren Pannucci, Coordinator
Christine Talarico
Rebecca Weinberg
Alana Zepka

CHILD STUDY TEAM

Annette Alberto, Social Worker
Elizabeth Johnson
Nicole Pastore
Elissa Piegaro
Elizabeth Rasko
Rachel Romano, Transition
Coordinator

CUSTODIAL

Volodymyr Baran
Igor Gotsko
Erjon Hyseni Pajtim
Ismailati Bogdan
Malantchouk (Head
Custodian)

GROUND

Tom Molitoris
Francisco Rodriguez

MAINTENANCE

Aaron Pacheco

SECRETARIAL

Pamela Antoniello
Deanne Esposito
Laurie McMahon
Pauline O'Donnell (PT)
Nicole Seligmuller
(Principal's Secretary)
Aimee Weisberg (CST)

TRAINER

Nicole Member

HANOVER PARK STAFF ADMINISTRATION

Thomas Callanan, Principal
Sergio Silva, Assistant Principal
Michael Menditto, Assistant Principal/Athletic Director

ART

Suzanne Apicella, Coordinator
Thomas Gaglione
Kristina Rovtar
Stella Sorman

BUSINESS EDUCATION

Sheryl Granet
Sandra Klinck, Coordinator
Edward Lynch
Jamie Ott

ENGLISH Lauren

Cassaday Kathleen
Daidone Colleen
Doman Daniel
Gregory Katy
Gregory Christina
Huizenga Joseph
Lunetta
Nadine Siciliano, Coordinator
Lauren VanDerhoef

FAMILY & CONSUMER SCIENCE

Emily-Sofia Ruela, Coordinator

COUNSELING

Lisa Allgaier, Wellness Coordinator
Barbara Ford
Maria Grasso
Cara Marucci
Stephanie Mitchell, Coordinator
& Substance Awareness Coordinator
Brian Proppe

LIBRARY

Stephanie Keat

MATHEMATICS

Laurence Bissett
Thomas Capra
Anthony Castano
Michelle Clark
Brian Evans
Alec Fenstermacher
Kimberly Lurz
Patricia Maher, Coordinator
Sienna Schmid
Lauren Sturm

MUSIC

David Finkelstein, Coordinator
Taylor Hine
Adam Rack

NURSE

Lisa Marino

PHYSICAL EDUCATION/ HEALTH

Tyler Branham
Todd Hartman
Gerald Moore
Kathleen Patire
Lori Pfarrer
Margherita Serillo
Douglas Wear, Coordinator

SCIENCE Kevin

Braine Adrianna
Ferreira Kristen
Hogan Krista Lau-
Munoz
Kathryn Margerison
Thomas O'Dell, Coordinator
Christina Roros

Manuela Silva
Bryan Willer

SOCIAL STUDIES

Lisa Marie Black, Coordinator
Jamie Boszko
Joseph Cuff
Robert Lenox
Rachel Maggioncalda
Carly Marcketta
Frederick McCarrick
Tara Setzer Ryan
Thomas Melissa
Yingling

SPECIAL EDUCATION

Michele DeFillippes
Ingrid Erazo
Brian Evans
Dan Fulton
Erin Fulton, Coordinator
Amanda Hinton
Kristina Lombardo
Giovanna Lomio
Denise Orgel
Tara Setzer
Kimberly Wood

TECHNOLOGY

Lauren Bsales

WORLD LANGUAGES

Kristen Lohmann
Christina Lunardoni, Coordinator
Meggaly Portillo
Christina Rassias
Alexa Rockland
Christine Talarico
Rebecca Weinberg
Alana Zepka

CHILD STUDY TEAM

Annette Alberto, Social Worker
Kendall Black
Cristina McKevitt
Elissa Piegaro
Elizabeth Rasko
Rachel Romano, Transition
Coordinator

CUSTODIAL

Todd Barna
Pete Berkenkamp
Maritza Cantillo,
(Head Custodian)
Rocco Castellano
Ramadon Dajko
Rosa DelCastillo

GROUNDSCOTT

Conforti
Mykhaylo Nikolin

MAINTENANCE

Victor Nepa
Rexhep Merkai

SECRETARIAL

Denise Basista (CST)
Nancy Byron
(Principal's Secretary)
Jennifer Heath
Julie Lackaye
Michele Massa
Janice Miller
Katerina Molnar

TRAINER

Joseph Frasciello

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.

STUDENT 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. College visitations are considered excused absences and may be applied to students in grades 11 and 12 only. College visitations require a parent note and letter from the attending college or university excusing the student for a full or partial day.

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.

Cafeteria Rules

1. The cafeteria must be left neat and orderly with all chairs pushed under the table and all trash stored in proper receptacles.
2. Lunch is a period when you may talk with classmates at your table. Normal conversation is expected and acceptable. Loud and raucous laughing and talking is not acceptable.
3. Lunch deliveries from local restaurants are not permitted unless approved by a building administrator/designee. Student may bring a lunch from home or purchase lunch from the school cafeteria.
4. No card playing allowed.

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
Inappropriate response to a teacher	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)
Threat	out of school suspension (min 1 day) & possible police notification
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/firearm	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, electronic cigarette 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

Student Use of Vehicles

In accordance with district regulation 5514, Student Use of Vehicles, members of the high school community should note the following:

1. Student drivers shall obey all motor vehicle regulations and operate their vehicle in a safe manner at all times.
2. Student parking shall be in designated pupil parking areas only. Cars must be parked in marked spaces only.
3. With the exception of arrival and departure times, students are not allowed in the parking lot during the school day without a pass. Students found going

- to their cars during the school day without permission are subject to revocation of their parking privileges.
4. Smoking is not permitted in students' vehicles while on school property.
 5. Consequences for abuse of student driving and parking privileges, including reckless operation of motor vehicle on or near school premises, removing automobiles from parking lot during school hours without proper permission or illegal parking:
 - ✓ 1st Offense: 3 Demerits.
 - ✓ 2nd Offense: 5 Demerits and loss of parking privileges for 5 days.
 - ✓ 3rd Offense: Loss of parking privileges for the remainder of the school year.
 6. The administration holds the right to suspend or revoke a student's parking privilege, depending on the violation involved:
 - a. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated.
 - b. Students must park in the area designated as the Student Parking Area. Owners of unauthorized vehicles or vehicles parking in restricted areas will be subject to disciplinary action.
 - c. If a student is late to school, the following attendance protocols may go into effect:
 - ✓ 3 unexcused tardies – warning and parent/guardian notified by letter and detention.
 - ✓ 6 unexcused tardies – loss of driving privilege for 1 day and detention.
 - ✓ 9 unexcused tardies – loss of driving privilege for 5 days and detention.
 - ✓ 12 unexcused tardies – loss of parking privileges for the remainder of the year and detention.
 - ✓ 10 unexcused absences (Semester Class): Loss of parking privileges for the remainder of the year.
 - ✓ 16 unexcused absences (Full-year Class): Loss of parking privileges for the remainder of the year.

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.

Student 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

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 four 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.

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

For the purposes of Policy 5533, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe. Due to the increasing popularity of electronic cigarettes and the ability to use electronic cigarettes/vaporizers or similar devices that vaporize alcohol and illegal drugs, electronic cigarettes have been classified as drug paraphernalia in accordance with the district substance abuse policy (Policy 5530). Any student found in possession of an electronic cigarette will be subject to mandatory drug/alcohol testing in addition to school discipline for tobacco products.

Random Alcohol & Drug Testing of Students

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.

Passive Breath Alcohol Sensor Device

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances and in accordance with Policy 5535. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently. The purpose of the PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by students.

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.

Cellular Phone Policy

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.

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 improper 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.

Suspicionless Searches

Board of Education policy states that all inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or his or her designee in the New Jersey Department of Law and Public Safety. All such inspections shall further be conducted in accordance with the policies and procedures established in the "Special Rules and Procedures Governing the Use of Law Enforcement Canines to Conduct Suspicionless Examinations" set forth in Chapter 4.5F of the New Jersey School Search Policy Manual; N.J.A.C. 6A:16 6.2(b)(5)(vi); and the Uniform State Memorandum of Agreement between Education and Law Enforcement Officers. It is further understood that if any such private drug-detection canine alerts to the presence of a controlled dangerous substance, any substance, paraphernalia, or other evidence of an offense seized by any person pursuant to such alert shall be turned over to the local law enforcement agency or the County Prosecutor's Office in accordance with the provisions of Articles 3.2 and 3.4 of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officers.

School District Provided Technology Devices to Students

The Board of Education may provide technology devices to students in the district for school district authorized use only. This Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. For the purposes of this Policy, "technology device" or "device" shall include but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, chromebooks, or any other computing or electronic devices the school district provides to students to be used as part of their educational program. A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. To receive a school district provided technology device, the parent and student must sign a School District Provided Technology Device Form requiring the parent and the student to comply with certain provisions.

Opening Exercises/Ceremonies

In accordance with Board Policy 8820, the Board of Education requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given.

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 district grading system will be implemented for classes 2024, 2025, and 2026:

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

(minimum of 50 for marking periods 1, 2, and 3 only)

Effective with the class of 2027 and beyond, the following district grading system will be implemented:

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

(minimum of 50 for marking periods 1,2, and 3 only)

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 deemed as ineligible and governed by the regulations listed below:

- The Building Principal may suspend the pupil's participation, and/or place the student on academic probation.
- A pupil who has been suspended from participation in co-curricular activities for reason of poor attendance may be offered an opportunity to work out a plan for improved attendance with the Building Principal. If the pupil adheres to the plan and demonstrates his/her improved attendance, the pupil may be reinstated to participation in co-curricular activities.
- A pupil who has been placed on academic probation for participation in co-curricular activities for reason of poor academic performance will be offered an opportunity to establish with the Building Principal performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. At the discretion of the Building Principal, the pupil may be permitted to participate in co-curricular activities while striving to meet the performance goals which are clearly communicated to the pupil and parent. The Building Principal (and or his designee) will monitor the pupil's progress through periodic evaluations.

As per NJSIAA policy: 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) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (15) required by the State of New Jersey for graduation (120), at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

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 1st 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 3rd marking period report card is issued.
4. Students who withdraw from a course five (5) school days after the 1st marking period report card is issued (full year courses and first semester only courses) and/or five (5) school days after the 3rd 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.

The minimum academic cumulative grade point average (GPA) requirement of 3.5 will apply for Class of 2023, Class of 2024, and Class of 2025. For Class of 2026 and beyond, the minimum academic cumulative grade point average (GPA) requirement will be a 3.75.

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.

Assessment Structure

The Hanover Park Regional High School District follows the assessment structure listed below:

- Teacher developed summative assessments will occur throughout the first two quarters of the school year.
- A final exam structure in June as it currently stands would remain in place for full year courses only (1 review day – 4 testing days – period by period exams).
- For full year courses, each quarter would be weighted at 22.5% each with the final exam being weighted at 10%.
- For semester courses, each quarter would be weighted at 50%.
- Dual credit courses that require a midterm exam grade would use an average of the two summative assessments developed by the teacher.
- Teachers will continue to do a pre and post assessment for their Student Growth Objective (SGO) as required by the TEACHNJ Act.

Effective with the 2020-21 school year, any student who has opted to take the College Board Advanced Placement examination must be enrolled for the full term of the Advanced Placement Course and obtain a cumulative numerical average of eighty for the four marking periods, will be exempt from taking the second semester final examination in that full-year course, and will be considered exempt from the final exam for that specific course title and number.

Senior students 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. There are no exemptions from a semester cumulative exam in a semester course.

Advanced Placement and Honors Course Applications

Students not enrolled in the Advanced Placement and Honors track who wish to take an AP or 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 English & Mathematics on the New Jersey Student Learning Assessment (NJSLA) or state-approved substitute assessments; 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. A graduating pupil must have earned a minimum of 140 (one hundred forty) credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS): including, but not limited to, the following credits:

1. 20 credits in English;
2. 15 credits in Mathematics, including Algebra I, Geometry, and a third year of mathematics that builds on the concepts and skills of Algebra and Geometry and that prepares pupils for college and 21st century careers;
3. 15 credits in Social Studies including satisfaction of N.J.S.A. 18a:35-1 and 18a:35-2: five credits in World History, and the integration of Civics, Economics, Geography, and Global content in all course offerings;
4. 15 credits in science, including at least five credits in laboratory biology/life science and two additional laboratory/inquiry-based science courses which shall include chemistry, environmental science, or physics.
5. 3.75 credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18a:35-5, 7 and 8;

6. 5 credits in visual and performing arts
7. 10 credits in world languages or pupil demonstration of proficiency.
8. 2.5 credits in financial, economic, business, and entrepreneurial literacy.
9. Technological literacy, consistent with the New Jersey Student Learning Standards, integrated throughout the curriculum;
10. 5 credits in 21st century life and careers, or career-technical education career education;
11. Electives as determined by the high school program sufficient to total a minimum of 140 credits.

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(A)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities. This is in accordance with Board Policy 5460.

Please visit <https://nj.gov/education/assessment/requirements/> for information on high school graduation assessment requirements published by New Jersey Department of Education. This is in accordance with Board Policy 5460.

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.

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:

Counseling 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.

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 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.