

Hightstown High School

2019-2020 Student Handbook



Home of the RAMS

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Welcome to Hightstown High School. The administration is pleased to provide you with this student handbook which will serve as a guide to procedures, policies and regulations. You should carefully review this handbook and keep it in a convenient location for easy reference.

Mission Statement

The mission of Hightstown High School is to enable students to develop their potential in a secure environment of mutual respect. The school endeavors to provide for the unique needs, talents, and aspirations of a diverse student population. Our multifaceted curriculum strives to stimulate the maximum intellectual, social, and moral growth of the individual. Hightstown High School encourages students to become critical thinkers as well as lifelong learners and to develop into responsible citizens in a technological, multicultural society.

Philosophy

The East Windsor Regional School District promotes high student achievement and staff performance through an ongoing focus on responsibility for all tasks assigned, respect for each other, relationships with positive interactions, and the achievement of results to the highest possible level.

At Hightstown High School we value:

- An educational environment that is safe, secure, orderly, and healthy.
- A learning atmosphere that promotes creativity and allows for individuality.
- A social climate that encourages respect for self and others.
- A curriculum that fosters each individual's potential through a solid foundation of core subjects and challenging experiences.
- A school community that promotes educational partnerships among administrators, staff, students, parents, and community members.

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Social Emotional Learning

Through a supportive school community, we assist students in understanding and managing emotions, setting and achieving positive goals, feeling and showing empathy for others, establishing and maintaining positive relationships, and making responsible decisions. (Source: Casel.org) Social emotional learning incorporates, but is not limited to our RAM Strong Core Values of being Resilient, Aspiring, and Mindful. During adolescent development, **RAM Strong** core values assist graduates of HHS with college & career readiness skills for success.

Resilient- Build confidence & perseverance through hard work, effort, encouragement, & teamwork

Aspiring - Set and monitor goals; discover and pursue your interests and passions

Mindful - Awareness of gratitude, respecting, valuing, & caring for yourself and others

STUDENTS HAVE THE RIGHT:

- To be treated with respect.
- To be part of a positive educational environment.
- To be educated in a safe environment.
- To focus on their educational goals.
- To help maintain and to take pride in the school's facilities.

STUDENTS ARE EXPECTED:

- To maintain a respectful and responsible behavior towards each other and towards staff members.
- Not to use foul, obscene, or profane language or gestures towards anyone for any reason.
- To maintain academic integrity by not engaging in cheating, plagiarism, forgery, or other acts of dishonesty.
- Not to engage in unwanted touching or hitting of others, regardless of intent.
- Not to possess, use or be under the influence of any tobacco product, alcohol or controlled dangerous substances at any time during school hours, including all school sponsored activities, either on or off campus.
- Not to possess any item that could be considered dangerous, including, but not limited to, real or toy weapons.
- To remain within the building unless permission to leave has been granted by a building administrator.
- To dress in an appropriate manner that neither disrupts nor distracts from the educational process.
- To refrain from wearing any headwear within the building, including hats, scarves, and bandanas. Headwear worn for religious purposes is permitted with parental permission.
- To keep all food and all drinks (other than water) in the cafeteria.
- To keep school equipment and facilities clean and free from vandalism.

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ATTENDANCE

The Board of Education acknowledges that students' participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each student to receive the maximum benefits of a thorough educational program. The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and study.

Attendance will be required of all students enrolled in the school during the days and hours that school is in session. The school will make an effort to let parents know of student absences.

School Messenger, the district's Automated Phone Call System, will attempt to call parents and guardians each day when students have been absent from their first classes of the day. The system does not call parents and guardians if the student has been reported absent by an adult.

A student will be considered to be in attendance if he/she is present at his/her scheduled place where a school-related activity is being carried on by authority of the Board.

Each absence from a class period counts as a class absence. Loss of credit in a full year course will occur after eighteen (18) class absences. Loss of credit in a semester course will occur after (9) class absences. Students may fill out an appeal form to get their credit restored. Students who lose credit in a class may regain credit through an accredited summer school program.

Excused absences are allowed only for those religious holidays which are determined annually by the Commissioner of Education. These holidays are not included in the 90% attendance policy.

The Board considers the following to constitute reasonable cause for absence:

- Illness/injury/reasons verified by a physician
- Death in the immediate family
- Court appearance verified by court official
- Driver's test scheduled at NJ Motor Vehicles in writing
- College Visits with proper verification

The above absences will count in the initial count of unexcused absences; however, they are permissible as part of the attendance appeal process.

In accordance with statute, the Board will require from the parent, guardian or responsible significant absence. This note must be submitted to the student's grade level office the day he/she returns from the absence. Such a note must contain a verification telephone number where a parent can be reached by the school between the hours of 8:00 AM and 2:00 PM.

Students must be in attendance a minimum of **FOUR** hours during the school day in order to be eligible to attend and/or participate in extracurricular, after-school, or evening activities.

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EARLY DISMISSAL

Parents are strongly urged to make every effort to schedule all appointments for students after the end of the regular school day.

A student who must leave early during the school day is to be properly signed out by a parent/guardian in the appropriate grade level office. If a student becomes ill at school, the nurse should determine whether early dismissal is necessary. Students who are 18 years old still need parent permission for early dismissals in writing.

STUDENTS LEAVING SCHOOL WITHOUT PERMISSION FROM THE NURSE OR AN ADMINISTRATOR WILL BE CONSIDERED TRUANT. ALL CLASSES MISSED WILL BE CONSIDERED CUTS AND DISCIPLINARY ACTION WILL BE TAKEN.

MAKE-UP OPPORTUNITIES

Opportunities shall be given to complete missed assignments and/or tests for absences; no make-up work will be available for cuts/truancy. For completion of assignments and/or tests, two (2) school days are allowed for every one (1) day of absence. If a student begins absences on the day a test is given or a project is due, the test will be taken/ the project will be due upon return to school. Failure to complete the assignment and/or test within the specified time may result in “no credit” or “zero” for the assignment and/or test. When possible, students will inform teachers of planned absences.

EMERGENCY CLOSINGS, DELAYED OPENINGS

In case of inclement weather you will be notified via the School Messenger automated calling and email system. In addition you may check the following information sources:

- Comcast Channel 27
- Verizon Channel 38
- News Channel 12
- www.nj1015.com (Storm Emergency Page)
- Delayed Opening Admission Time for Hightstown High School is 8:55 with classes starting at 9:00
- District website

TARDY TO SCHOOL

Students arriving to school late will report directly to Campus Security at the main entrance. Notes should include the reason for their tardiness and a telephone number to contact parent/guardian. Car problems, oversleeping, and unexcused personal reasons will not be acceptable reasons for being tardy to school.

- Every 3rd tardy to school of the marking period will result in a Saturday Detention.
- The accumulation of late to school infractions resets to zero (0) at the beginning of each Marking Period.

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TARDY TO CLASS

- The third (3rd) tardy to class (less than 10 minutes late) infraction in the Marking Period will result in an After School Detention assigned by the grade level administrator.
Exception: Students late to school 3 times during the first bell period of the day will be subject to the “late to school” policy and receive a Saturday detention.
Comment: Teachers would mark students late each period, including the first bell period.
- The accumulation of late to class infractions resets to zero (0) at the beginning of each Marking Period.
- The accumulation of multiple After School Detentions for being late to class may result in Saturday Detentions.
- Arriving more than 10 minutes late without a pass for class is seen as cutting. This is designated with TTA (Tardy to Absent) within student attendance records.
- The accumulation of 3 class cuts and/or TTA entries, in a specific class, will result in a loss of credit in that class for the year. Students may initiate an appeal to reinstate credit due to class cuts/TTA entries.

ATHLETICS/ INTERSCHOLASTIC SPORTS

Please refer to the [Athletics Handbook](#) for information on eligibility, physicals, and attendance requirements. This frequently updated information can be found at:

<http://hightstownathletics.com/main/otherad/contentID/39853011>.

SPECTATOR CONDUCT

The intent of this policy is to provide a uniform code of conduct for all those in attendance at athletic events, drama and music activities, clubs or any other function before or after school hours. This would be effective on days school is in session and on weekends and/or holidays when school is not in session, including district provided transportation to and from the event. Failure to abide by the spectator policy will result in loss of privileges to attend events.

SPECTATOR POLICY for Extracurricular Events will be governed by the Disorderly Persons Statute 2C:33-2 as follows:

- Improper Behavior – A person is guilty of disorderly persons offense, if with purpose to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof he/she: (1) Engages in fighting or threatening, or any violent or tumultuous behavior; or (2) Creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose of the actor.

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- Offensive Language – A person is guilty of a petty disorderly person’s offense if, in a public place, and with purpose to offend the sensibilities of a hearer or in reckless disregard of the probability of doing so, he addresses unreasonably loud and offensively coarse or abusive language, given the circumstances of the person present.
- “Public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; including highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, or any neighborhood.

AREAS OF CONCERN

- Smoking is prohibited at all times on district property and in all district-owned vehicles.
- Banners, posters, signs, of any type, will not be allowed in any contests (excluded: banners or signs of a permanent nature, that have been part of the school’s décor for years or home team run-through mascot signs, traditionally used by some schools in the past).
- Noisemakers, radios, tape recorders, etc. will not be permitted at any indoor athletic event.
- Those leaving the activity may not return.

CAFETERIA

Parents/Guardians may open an account with the cafeteria for their children and the student’s ID card or ID number can be used as a debit card to purchase food items

BREAKFAST/LUNCH

Breakfast items are available each day in the main cafeteria until 7:25. A school lunch program is available during each school day in the cafeteria. Students may select from a nutritionally balanced hot lunch, a la carte items, and/or salads. They may also bring a lunch from home. All food and drinks are to be consumed in the cafeteria. No food is to be taken from the cafeteria.

CAFETERIA RULES

- Enter and leave the cafeteria in an orderly manner.
- Sit at a table while eating.
- Do not sit on table tops or stand on the benches or chairs.
- Refrain from loud or abusive talking or noise.
- Leave table (area) clean.
- Never throw trash or food; walk to the nearest garbage can to dispose of trash.

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CLUBS/ACTIVITIES

One of the keys to being successful at Hightstown High School is becoming involved in extracurricular activities. Listen to the daily announcements early in the school year to find out when these clubs and activities will begin. Listed below are some of the clubs and activities that are offered:

Adelante Club

African American Awareness Club

Artists' Union

Band

Biology Club

Chess Club

Choir

DECA

Drama

Ecology Club

F.I.R.S.T. Robotics

FBLA Club

FCCLA

Forensics Club

French Club

German Club

German Exchange

Gay/Straight Alliance

Hights-Tones A Capella Group

Jewish Student Union

Marching Band

Math League

Mock Trial Club

Model UN Club

* National Honor Society

“O” Ambassadors

One Act Plays

Philosophy Club

Photography Club

Project Green

Ram Page (HHS school newspaper)

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Ram Report
Red Cross Club
Ski Club
South Asian Club
Spanish Club
Spanish Exchange
STEM Club
Student Council
The Ram Page
Writer's' Block
Yearbook

Almost any special interest club or activity can be formed provided there is sufficient student interest and a staff member available to sponsor it.

* We are proud to have a chapter of the highly respected National Honor Society. This organization is sponsored by the National Association of Secondary School Principals to recognize and foster scholarship, leadership, character, and service. A council of faculty members selects student members from among eligible candidates. Selection is based upon four criteria: scholarship, leadership, character and service. Eligibility begins after the sophomore year. To be considered for membership, the student must complete a Student Activity Information form.

Faculty members are permitted, under the regulations stated by the National Association of Secondary School Principals, to provide the Faculty Council with information regarding each candidate. The Faculty Council uses all available information to assess the candidate for membership. Candidates are selected by majority vote of the Faculty Council. Members are inducted at a formal ceremony. Once inducted, members are expected to maintain the standards by which they were selected and to serve the school through service projects such as tutoring and blood drives. Members may be removed if the standards of scholarship, leadership, character and /or service are not maintained.

OBLIGATIONS/FINES

Students will be held financially accountable for all assigned materials (e.g. uniforms, books, art and industrial technology materials) and may have their privileges, diplomas, transcripts, etc. withheld until all obligations are cleared.

AFTER-SCHOOL ACTIVITIES BELL

Students are not permitted to remain in the building after school hours, with the exception of those involved in supervised after-school activities. By 2:25 p.m. all students must be in their designated activities. Students waiting for the late bus must remain by the main entrance near the security booth.

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CODE OF CONDUCT/DISCIPLINE

All students have a right to pursue their academic goals at Hightstown High School and to be successful. Students enrolled at Hightstown High are expected to follow the code as outlined below in order to provide an environment that encourages success. The code of conduct reflects the educational purposes established for students at Hightstown High School. Students who choose not to follow this code will be expected to accept the appropriate consequences as determined by the building administration. These rules apply not only to classroom activities, but to school functions, field trips, athletic events, etc.

Teacher Assigned Detention: held by the teacher assigning detention. When detention is assigned, the date and time the detention is to be served will be specified. One day's notice must be given in assigning the detention.

Administrative Detention: a school-wide detention assigned by an administrator. This is a supervised area where students are expected to work quietly. Detention is after school from 2:20 to 4:00 p.m. A notification of detention by the student's parent/guardian will be provided before detention may be served.

Saturday Detention: assigned by an administrator to be served from 9 a.m. to 11:30 a.m. on Saturday morning. Unforeseen circumstances that will prevent a student from serving the Saturday Detention must be called into their grade level office by a parent by 9:00 AM Saturday morning. This accommodation will be verified by the grade level office with the parent/guardian on Monday morning. A student who misses a Saturday Detention will be assigned two Saturday Detentions and the parents/guardians will be contacted. Consideration for two central detentions will be provided if situations make it difficult to attend Saturday detentions; however, a pattern of reluctance to attend Saturday detention as assigned may result in Out of School Suspension.

Any combination of three (3) Saturday detentions and/or Out-Of-School Suspensions, not related to Tardy-to-School incidents, will result in loss of student privileges, such as, but not limited to: dances, proms, parking, athletic events, field trips, school trips, athletics, and extracurricular activities.

Saturday Detention Rules:

1. The detention must be served on the assigned Saturday.
2. Students must arrive on time.
3. Students must bring sufficient school work or reading materials to occupy 2 ½ hours. Only school-issued Chromebooks will be permitted for school work. Phones must be handed in upon arrival at detention.
4. Students may not communicate with each other; listen to music, talk, eat, use phones, or sleep.

Restorative Practices:

When appropriate, the administration may incorporate restorative practices in the disciplinary process. Restorative practices are researched based practices that strengthen relationships between individuals as well as social connections within communities (Source: www.iirp.edu) It builds understanding, empathy,

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and skill sets for success. This focus helps students become more **Resilient**, **Aspiring**, and **Mindful**. Such practices may include but are not limited to:

- Restorative conferences to repair peer relationships
- Restorative Circles with students
- Restorative Questions
- Restorative conferences w/ students, teachers, parents, counselors and/or admin
- Modified In-school suspension identifying class periods of the day
- Judiciary Boards
- Community Service
- Counseling/Learning Coping Skills
- Reflecting and letters of apology
- Delay or reduction of consequences based on future behavior
- Student presentation to target audience to share learning from participation in restorative practices

Out of School Suspension: suspension refers to the temporary denial of the student's right to attend school (classes). Students may not be on campus or participate in any school activities, on or off campus, the day(s) of their suspension.

- If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over the weekend.
- A permanent Loss of Privileges may be put into effect by the Building Principal for any single serious infraction of school rules, procedures, and expectations.

Serious violations of the Code of Conduct and/or excessive Saturday Detentions will result in Out-Of-School Suspension. Depending on the infraction, the suspension may be from one (1) to ten (10) days. A parent conference with the administrator will be required for readmission. **Any combination of three (3) Saturday Detention, In-School Suspensions and/or Out-Of-School Suspensions, not related to Tardy-to-School incidents, will result in loss of student privileges,** such as, but not limited to: dances, proms, parking, athletic events, field trips, school trips, athletics, extracurricular activities, and graduation exercises.

During an Out-of-School Suspension students are responsible for contacting their teachers for information about work, expectations, and due dates.

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Court Action: Children under 16 years of age are required to attend school (NJSA 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action may be instituted for other violations such as trespassing, assault, smoking, drugs/alcohol, destruction or damage to property, weapons, and any other violation of New Jersey Statutes.

Administrative Review: The Administrative Review has been developed to address those students for whom school based disciplinary procedures have been ineffective. Students who have repeated infractions or severe violations of the code of conduct may be scheduled for an Administrative Review. The student along with his/her parents/guardians must appear before the Superintendent, Director of Student Services, Principal, Assistant Principal, and other pertinent school personnel such as the School Counselor, Student Assistance Counselor, and Child Study Team.

Board Hearing: The student along with his parents/guardians must appear before the Superintendent, Board of Education, Principal, and other pertinent school personnel as a result of repeated or severe violations of the student code of conduct.

Expulsion: Expulsion refers to the permanent denial of the student's right to attend school (NJSA 18A:37-2,-5).

INFRACTIONS

Minor Infractions:

The following infractions may result in disciplinary actions including but not limited detentions.

- Dress Code Violation incl: Headwear/Hats
- General use of profanity
- First Horseplay (Minor) Incident
- In Hallway or Other Area without a Pass
- Minor inappropriate/disruptive behavior
- Public Display of Affection

Major Infractions:

The following infractions will result in an automatic central detention, Saturday detention, out-of-school suspension, expulsion, and/or police notification.

- Academic Dishonesty/Cheating (In addition to 0% on the test/quiz/project)
- Arson
- Bias, Bullying, or Ethnic Incident

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- Bus Conduct-Major
- Cut Class
- Defiance/Insubordination
- Disruptive Behavior-Continual
- Drug/Alcohol Distribution
- Drug/Alcohol Possession or Under the Influence
- Electronic Device-Misuse (Failure to surrender the device when asked will result in 1 day of suspension)
- False Alarm and or Fire Bomb Threat (Long term suspension or expulsion)
- Fighting (includes pushing, shoving, taunting)
- Fireworks
- Forgery
- Gambling
- Harassment-Sexual
- Hazing
- Horseplay (Major)
- Leaving Building w/o Permission (missed classes will be considered cuts)
- Physical Assault
- Profanity directed at others
- Reckless Endangerment
- Smoking (includes vaping, hookah, i.e. Juul, or other electronic cigarettes)
- Theft
- Threats
- Trespassing
- Vandalism
- Verbal Abuse Towards Staff
- Verbal Abuse Towards Student
- Weapons Possession and/or use
- Any infraction that may be imposed by N.J. School Law which may be grounds for suspension or expulsion

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Cell Phones/Electronics: Electronics, including cell phones, improperly used will be confiscated and returned only to the parent/guardian. Cell phones can be utilized in the hallway and cafe during the school day. The classroom teacher will determine if cell phones can be utilized in the classroom for instructional purposes. Students who refuse to turn over their devices (all components) to staff when initially asked will be seen by their grade level administrator and receive one day of OUT-OF-SCHOOL Suspension. Students who refuse to turn over their device to administration will receive an additional day of OUT-OF-SCHOOL SUSPENSION.

Additional electronic infractions may receive an increased level of consequence.

Cutting Class: a class cut is defined as a student who is physically present on school grounds at any time of the day and has an unauthorized absence from class or study hall. Also, any student entering or absent from class without permission for over 10 minutes into the period will be marked as TTA (cutting). Three (3) cuts in a single class will result in loss of course credit. Students will earn a zero for missing assignments if they are cutting class. Loss of Credit due to cuts can be appealed.

Defiance: Students who fail to cooperate with staff members or abide by the student code of conduct will be deemed defiant and will receive disciplinary action.

Disruptive Behavior: Disruptive conduct in the classroom, halls, building, or on school grounds will not be tolerated. Students displaying such behavior will be referred to the appropriate administrator for disciplinary action.

Dress Code: Apparel that is revealing, or lewd as described below. In addition, apparel that draws attention to or promotes illegal substances, weapons, violence or gangs, is prohibited. Any apparel or item that interferes with the identification of a student (i.e. sunglasses, hoods, etc.) is prohibited. Footwear must be worn in all parts of the school building for safety reasons.

- Shirts
 - No bare midriffs, backs, or exposed belly button
 - No tube tops, or strapless shirts
 - No sheer or see-through shirts unless worn over accepted apparel
 - No plunging necklines
- Shorts and Skirts need to be at an appropriate length - not revealing
- No hats
- No spikes, or long heavy chains are not permitted
- No transparent clothing unless worn over acceptable apparel.
- Underwear should not be visible.

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Drugs/Alcohol: The Board of Education prohibits the use, possession, sale and/or distribution of alcohol or any controlled dangerous substance by students, staff, or others on school property or at any school sponsored activity. This includes electronic cigarettes and other nicotine delivery devices.

False Alarm: Any student causing a false public alarm (i.e. bomb threat, pulling fire alarm) will be suspended, with the possibility of expulsion, pending a Board hearing with formal charges filed with the authorities.

Fighting: Mutual engagement in a physical confrontation in which the offenders understood that the confrontation may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match. Each participant must be classified as an offender. (School Safety Data System Guidance-2017-2018)

Fireworks: Possession or use of fireworks in school or at any school sponsored event is prohibited. Student(s) will receive Out-Of-School suspension and referral to local authorities.

Forgery: Signing someone else's name to a document is considered forgery. Misrepresenting a document may also be considered forgery.

Gambling: Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes rolling dice, or any other activity construed by the school administration as gambling. Violators will be subject to suspension and possible legal action.

Harassment, Intimidation, or Bullying (HIB) HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 by any other distinguishing characteristic, that takes place on or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

HIB Alleged An allegation of HIB that was investigated by the school, and: 1) was found to be HIB but the Board of Education rejected the determination and did not confirm as HIB, or 2) was not found to be HIB and the Board of Education affirmed that the offense was not HIB.

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HIB Confirmed An allegation of HIB that was investigated by the school, found to be HIB and affirmed by the Board of Education as a confirmed HIB offense.

The Harassment, Intimidation, and Bullying (HIB) policy, approved by the Board of Education, is available on the district website.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who engages in harassment of another student or school employee will be subject to suspension and possible legal action.

Hazing: According to N.J. Law 2C:40-3, a person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct other than competitive athletic events, which places or may place another person in danger of bodily injury. According to school rules, this also includes behavior resulting in mental harm.

Inappropriate Language: Any student using language or gestures, which are obscene or improper, will be referred to an administrator. Any profanities directed at a staff member will result in Saturday Detention or Out-Of-School Suspension.

Leaving School Grounds: Students may not leave school grounds during the school day without administrative permission. Students may not go to their cars during the school day without administrative permission..

Loss of Privileges: Any combination of three (3) Saturday Detentions and/or Out-Of-School Suspensions not related to Tardy-to-School incidents, will result in loss of student privileges, such as, but not limited to: dances, proms, parking, athletic events, field trips, school trips, athletics, extracurricular activities, and graduation exercises.

- **The Loss of Privileges is removed after 30 school days when there are no additional incidences or attendance issues.**
- A Saturday Detention or Out-Of-School Suspension infraction after a student has Lost Privileges once during the school year will result in a Loss of Privileges until the end of the school year.
- A permanent Loss of Privileges may be appealed by the student to the building Principal after 30 school days if no discipline or attendance issues.
- Weekends and school holidays do not count towards the required 30 school days. A student's Loss of Privileges is carried through weekends and school holidays. .
- A permanent Loss of Privileges may be put into effect by the Building Principal for any single serious infraction of school rules, procedures, and expectations.

Only students with a properly registered vehicle may drive themselves to off-site educational programs. They may not transport passengers

Smoking, Electronic cigarettes: Possession/use of tobacco products are prohibited at all times on district property as per EWRS Policy #5131.61. Offences will result in an Out-Of-School suspension and

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substance abuse counseling. There is a mandatory parent conference with an administrator after each Out-of-School suspension.

Electronic cigarettes will also be tested for the presence of marijuana, and if positive, the student will be subject to our drug and alcohol policy on page 27 of this handbook.

Tardy: A student who is late to class/study hall or lunch because of being detained by a teacher must obtain a note/pass from that teacher to be considered excused. A student who is late due to his/her own fault will be admitted to class as an unexcused tardy. Students who are ten (10) or more minutes tardy to class without a pass will be marked as a Tardy to Absent /TTA (cut).

Theft: A student who has taken property that is not rightfully his/hers will be charged with theft, suspended from school for 4-10 days, and be required to make restitution.

Threats: If the administration deems a threat to be of a serious nature, the student will be removed from the school environment. Threatening another with bodily harm or intimidation will result in disciplinary action and may include a threat assessment evaluation. Any bomb threats will result in immediate suspension pending a Board hearing, possible expulsion, and charges filed with local authorities.

Trespassing: Students in the building or on school grounds, before or after normal school hours with no educational purpose or without the proper authorization will be considered trespassing. Students coming onto school property during a suspension (or loss of privileges) will also be considered as trespassing. Trespassers will be suspended and may be subjected to legal action.

Truancy: Students who are absent from school without parental consent or knowledge will be considered truant. Habitual truancy will result in legal action, loss of credit, or being dropped from the rolls.

Vandalism: Disciplinary action will be taken against students who destroy school property. In addition, parents will be held liable for the damages.

Weapons Awareness Policy: The Board of Education, Administration and Staff of the East Windsor Regional School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates.

In Accordance with the Board of Education Policy and Procedures 5131.7 (Weapons), students who are found guilty of possessing a weapon in school, on school grounds, or on school buses or at school-sponsored activities will be subject to expulsion from the school. To expel means to be removed permanently. In addition, criminal charges will be filed with the East Windsor Township or Hightstown Borough Police Department.

A WEAPON IS DEFINED AS ANY INSTRUMENT OF OFFENSE OR DEFENSE, WHICH IS CAPABLE OF INFLECTING INJURY OR DEATH TO SOMEONE.

Examples of items that would be considered weapons include, **BUT ARE NOT LIMITED TO**, the following:

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- **Guns*** (loaded or unloaded): handguns, BB guns, pellet guns, stun guns, air guns, dart guns, shotguns, rifles.
*Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the lighting of flammable or explosive substances. This includes mace, pepper sprays or like substance, and any other object brought to school with the intent to commit harm.
- **Knives:** Pocket knives (of any size), hunting knives, switch blades, gravity knives, daggers, stilettos, dirks.
- **Other:** Pipes, tire irons, billies, blackjacks, brass knuckles, sand clubs, slingshots, leather bands studded with metal, lighters, or other flame producing devices.

DANCE POLICY

The provisions of this policy will be in effect for all dances held on or off school property.

- There shall be only one door used for entrance and exit.
- All other doors are to be used for emergency exit only.
- In order to keep our students safe from the dangers of alcohol, and in accordance with EWRSD Board Policy and New Jersey State law, HHS screens all of the students attending dances and proms for alcohol using a breathalyzer.
- In order to be admitted/attend one of these HHS sanctioned dances/proms, students may be asked to talk into a small handheld device that senses alcohol on the breath. Should the student test positive using the **passive breathalyzer**, he/she will be re-tested in 20 minutes using an **active breathalyzer** requiring the students to blow into a tube. If the student tests positive again for the presence of alcohol, parent(s) will be called to escort the student to the hospital for a medical examination as per EWRSD Board Policy 5530.
- **Please Note: In the event that a parent(s) cannot be reached (and pick up) within one (1) hour the student will be turned over to the police.** In addition, students who test positive using the active breathalyzer or refuse to take a breathalyzer test will be subject to disciplinary action as per EWRSD Board Policy 5530.
- Students are not permitted to smoke during the activity.
- Those leaving must leave the grounds and may not return.

EQUAL EDUCATION OPPORTUNITIES

The East Windsor Regional School District believes that equal access to the benefits of education is vital and fundamental requirements of our democracy. The board of education, therefore, recognizes its responsibility to ensure that all students in the East Windsor Regional School district have equal education opportunities regardless of race, color, creed, religion, gender, ancestry, national origin, marital or socioeconomic status, affectional or sexual orientation, age, English proficiency or disability.

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Any student who alleges that there has been an incident of discrimination should report the allegation, in writing, to the appropriate Assistant Principal, The Assistant Superintendent of Personnel, or the district Superintendent. Mailings for each should be sent to East Windsor Regional School District Administration Building, 25A Leshin Lane, Hightstown, New Jersey 08520 or can be reached by calling 609-443-7717.

FLAG SALUTE

New Jersey law requires that every public school conduct the flag salute and pledge of allegiance each day that school is in session. In addition, it requires that students show respect for the flag. If a student is conscientiously opposed to the pledge or salute, he/she may abstain from reciting while remaining quiet and respectful. Those students who are not conscientiously opposed will be expected to perform the appropriate salute and repeat the pledge (NJSA 18A:36-3).

FIRE DRILLS/ CRISIS DRILLS/ SAFETY

In order to ensure the safety of all, when the fire alarm rings, all students and staff are to evacuate the building immediately. Students are to move to the exits quickly and orderly and follow the directions of the teachers. Attendance will be taken by the classroom teacher. The safety and security of the school community is our highest priority. Please be aware that security cameras have been installed throughout the building and around the perimeter of the school campus. The cameras are monitored by campus security officers and building administrators. All incoming and outgoing phone calls are subject to monitoring and recording for security purposes.

Crisis Drills: The State of New Jersey requires that all public schools conduct one fire drill and one crisis drill each month in which school is in session. Hightstown High School has established extensive and thorough procedures to fulfill the state requirement and ensure the safety of our students and staff. During these drills, all students and staff are required to follow the established routines and directions in a calm and rational manner.

Visitors: Visitors to Hightstown High School must sign in at the security booth at the school's main entrance. All visitors are expected to provide identification and reason/nature of their visit.

GRADING

Grading: Evaluation is based on evidence of the attainment of the instructional and performance objectives for the subject. The following letters, numerical ranges, and terms are used to report progress:

- A = 90 -100
- B+ = 87 - 89
- B = 80 - 86
- C+ = 77 - 79
- C = 70 - 76
- D = 60 - 69

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- F = Below 60
- I = Incomplete
- WP = Withdrew Passing
- WF = Withdrew Failing

Graduation Requirements: Please see the Program of Studies

Credits: the class assignment is based upon credit earned

- 9th Grade 0-29
- 10th Grade 30
- 11th Grade 60
- 12th Grade 90

Cheating/Academic Dishonesty: Any student found cheating will receive a “no-credit” for the assignment. The classroom teacher will notify the parent and a discipline report will be filed with the assistant principal. Students found cheating may be subject to our discipline. Any student who steals or is in possession of stolen quizzes, tests, exams, passes or other school forms will be suspended Out-Of-School. The severity of the situation will determine the length of the suspension. This includes academic dishonesty, cheating, plagiarism, forgery or unauthorized use or possession of school forms.

Determining Final Averages:

Final averages for Full-Year classes are determined as follows:

$$\frac{2 (MP1+MP2+MP3+MP4)+Final Exam}{9} = \text{Final Average}$$

Semester courses use the mid-year formula as follows:

$$\frac{2 (MP1+MP2)+Final Exam}{5} = \text{Final Average}$$

Courses not requiring final exams determine the final average by adding the four marking period averages and dividing by four.

Examinations: Final exams provide an individual comprehensive assessment of student performance in all curriculum areas, provide information that will serve the district’s program assessment needs at the high school level, and serve as preparation for the students’ examination experiences in their future education. Students on homebound instruction will be required to take final exams via the internet or with their homebound instructor.

Absence due to illness, with a doctor’s note, will entitle the student to take a makeup exam. Doctors’ notes will be verified for their authenticity. No student will be allowed to take a makeup final exam without written approval from a building administrator.

Exam Exemptions

Seniors who have a final average of an **A** in a particular full year course through the end of the 4th marking

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period will be exempt from a final exam only in that particular course. Students are still expected to be in attendance at school on days of exempted finals.

Any student enrolled in an AP course who sits for the AP exam **AND** has a final grade average of A is exempt from that subject's final exam.

All students in single semester classes must sit for final exams.

Incomplete marking period grades: Students who have received an Incomplete (I) for a marking period, examination, or semester grade will be given ten (10) school days to complete the necessary work. If the work is not completed within ten (10) school days, the Incomplete Grade will automatically become a 0%. However, if there are extenuating circumstances, i.e. long sickness, students will be afforded more time.

Progress Reports: Progress reports are available on the grade portal at the midpoint of each marking period. The purpose is to inform students and their parents of student progress. Parents are encouraged to contact teachers and counselors when a progress report indicates deficiencies. All students receive progress reports.

Report Cards: Report cards are available four times per year on the Parent Portal, accessible at <https://parents.ewrsd.k12.nj.us>. Students and parents are encouraged to access report cards, ongoing student grades, and assignment information on a regular basis through the Genesis online portal. Secure usernames and passwords are provided to each parent and student.

Schedule Changes: Once school has started, schedule changes will only be considered in the following cases:

- Computer error
- Any *elective* course may be dropped without penalty until the first interim report is issued. In the case of a *second semester* course this would be the midpoint of the *third* marking period. Students who drop a course will only be scheduled for a study hall as a replacement.
- Mislveling: Course level changes will be given consideration based on standardized test scores, department supervisor's recommendation, and grades.

Transcripts and School Records

Upon graduation from Hightstown High School, students may obtain their school records from the Counseling Office with a written request.

Withdrawal from School: A student who is withdrawing from school for any reason must do the following:

- Acquire written parental/guardian permission.
- Consult with his/her school counselor.
- Return all books, ID card, and other district owned materials.
- Clear any obligations.
- Return the withdrawal sheet, properly signed, to the school counselor.

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HEALTH & PHYSICAL EDUCATION EXCUSE PROCEDURES

The school district health services recognize Health & Physical Education (H & PE) as an essential part of our students' education and its importance related to maintaining and promoting the optimal level of health and wellness of our students. It is also essential that the safety of our students be maintained. In order to prevent injury or complications from a known injury or illness it is sometimes necessary to excuse a student from Physical Education class and/ or sports participation. An excuse may be a full restriction from PE class activity or a partial restriction (or limitation) and is not valid for more than one school year.

When an excuse or restriction is needed the school nurse will notify the student's PE instructor prior to class.

Any student receiving a note to be excused from PE class is **always also excused from sports participation**. A student may be allowed full participation in PE class but be required to submit a medical clearance to participate in sports.

Students may be excused from Physical Education class by any of the following:

- Notes from the student's health care provider requesting full exclusion from PE class or specifying the specific restriction needed.
 - These notes should specify when the exclusion or restriction becomes effective and either the date the student will return to full PE participation or that further evaluation will be needed. Notes that do not specify a specific ending date are to be considered to continue until a note is received from the student's health care provider allowing the student to return to full participation with no restrictions.
- Notes from the student's parent or legal guardian requesting full exclusion from PE class or specifying the specific restriction needed.
 - These notes **may not be used to excuse students for more than two consecutive PE classes** for any illness or injury. If the parent/ legal guardian believes that the student needs to be excused or restricted for a longer period of time the parent/ legal guardian must obtain a note from the student's health care provider. It is important to the health of a student that significant injury or illness be evaluated and treated by the healthcare provider.
 - When a note is received from a parent/ legal guardian requesting a PE excuse or restriction they should be notified by the nurse that a health care provider's note will be required if the duration is for more than two consecutive PE classes.

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- Notes from the certified school nurse or noncertified nurse requesting full exclusion or specifying a specific restriction.
 - These notes **may not be used to excuse students for more than two consecutive PE classes** for any illness or injury and should be written on a daily basis. The parent/ legal guardian should be notified that an excuse or restriction was written, the reason for it, and if needed, a recommendation that the student be evaluated by his/her health care provider.
- Exclusion from individual PE classes will require the student to complete an alternate assignment as designated by the Health and Physical Education department
- Exclusion for the marking period due to a medical exemption will require the student be given an assignment to complete. The topic of the report will be assigned by the physical education faculty member.
- There shall be no exclusion from health classes except those requested in correlation with the district's Family Life policy.

HEALTH SERVICES

The nurse administers first aid to any student injured or taken ill at school. If a student is injured at an athletic event or practice, a certified athletic trainer administers emergency care. If the injury or illness is such that the student should either be taken home or receive medical attention, parents will be notified by telephone. **It is extremely important that parents provide the school office with current home and emergency telephone numbers.** Questions regarding school health matters should be directed to the school nurse.

USE OF THE NURSE'S OFFICE

Students finding it necessary to go to the nurse's office must go at the end of a period. In an emergency, the student may obtain a pass from the classroom teacher to the nurse's office. This pass will be signed by the nurse and must be returned by the student to the issuing teacher.

No passes will be issued, to return to class, if the student did not come to the nurse's office with a pass. It is the student's responsibility to obtain a note from the nurse if he/she remains in the office and misses an entire class.

Students who do not sign in when they reach the nurse's office and/or do not follow the above procedures may be charged with a class cut.

MEDICATION

All medication, including over the counter medication, requires written permission from the student's doctor and parent. Medication shall be administered only by the school nurse except when the conditions of the self-administration policy have been met as outlined below.

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PUPIL SELF-ADMINISTRATION OF MEDICATION

The school principal in consultation with the school nurse may grant permission for the self-administration of medications. Self-administration of medication for asthma or other potentially life-threatening illnesses without the supervision of the school nurse may be permitted both on school premises during regular hours and off-site or after school hours when a pupil is participating in field trips or extracurricular activities. For the purpose of this policy, a life-threatening illness is an illness or condition that requires an immediate response to specific symptoms or the after-effects of a disease or injury that if left untreated may lead to potential loss of life. This includes but is not limited to, the use of any inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

The parent/guardian of the pupil must meet the following conditions:

- Provide the principal with written authorization for the pupil's self-administration of medication;
- Provide written certification from the pupil's physician that the pupil has asthma or another potentially life threatening illness and is capable of and has been instructed in the proper method of self-administration of the medication.
- Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and the parents/guardians shall indemnify and hold harmless the district and all its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Principal shall:

- Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above.
- Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The principal shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

ADMINISTERING MEDICATION ON FIELD TRIPS

In those situations where a student attends a field trip and is not permitted to self-administer medication or the medication being taken does not qualify for self-administration, the parents/guardians of the student should make every effort to adjust the time of the dosage so the student does not require the medication during the trip.

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In those cases where according to the prescribing physician, medication must be administered during the trip, the parent/guardian may accompany the student on the trip and administer the medication to the student. If the parent/guardian is unable to attend the trip, they may provide the school with written notification to permit a designated adult, other than a school employee, to accompany the student on the trip and administer the medication to the student. It is the responsibility of the parent/guardian to provide the designated adult with the medication and instructions for administration. The written notification must include a statement that the parent/guardian releases the district and its employees or agents from all liability as a result of any injury arising from the parent's decision to permit a designated adult to administer the medication.

STUDENTS AT RISK

If a student is assessed to be in severe emotional distress (suicidal or homicidal) a parent will be contacted and the student will be excluded from school for immediate consultation with a licensed mental health professional. In order to return to school, the student must present written clearance of a mental health screening from a licensed mental health professional or agency and meet with an administrator and counselor. The student must also meet with his/her counselor for a follow-up.

STUDENT ASSISTANCE PROGRAM

The Student Assistance program is designed to ensure that drugs, alcohol and/or other student problems are addressed in order for troubled students to receive a quality education. If you know of someone in trouble or at risk, you may seek the help of the Student Assistance Counselor, at 443-773, the School Nurse, at 443-7738 Ext. 1161, or any school counselor at 443-7738 Ext. 1307. This assistance is strictly confidential.

CORE TEAM/I&RS

The Intervention and Referral Services Committee (I&RS) is available to assist students, parents and faculty members in the development of goals and plans for students experiencing difficulty meeting the academic demands associated with the successful completion of their assigned courses. The Intervention and Referral Services Committee is composed of members of the faculty, the student's school counselor, assistant principal, and other members of the professional staff as appropriate to each specific case. Parents or teachers of students may request assistance from the Intervention and Referral Services Committee by contacting the student's school counselor.

DRUG AND ALCOHOL POLICY AND PROCEDURES

When a student is suspected to be under the influence of drugs and/or alcohol by a teacher, staff member, school nurse or other educational personnel under N.J.S.A. 18:40A-12, the student is required to go to a physician for an exam.

Students who test positive for drugs and/or alcohol will be suspended from school for 10 days per Board of Education Policy and will be subject to at least a thirty (30) day Loss of Privileges (ban from participation and attendance at any and all extracurricular activities involving Hightstown High School whether on or off campus).

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Possession of alcohol and/or any controlled dangerous substance will result in a permanent (through the end of the school year) Loss of Privileges.

IDENTIFICATION CARDS

Photo identification cards are required of all students and staff for reasons of safety and security. **Students must have their Hightstown High School photo identification card in their possession at all times during the school day.** All district employees reserve the right to request that any student provide them with the following information: name, house assignment, and grade. Students refusing to do so may be subject to suspension from school.

In addition, student identification cards may be required when a student:

- Signs out of school in a house office before regular dismissal time.
- Boards a school bus.
- Reports to the nurse's office for any reason.
- Signs out any materials from the school library/media center.
- Attends a class trip.
- Attends any school or athletic sponsored activities.
- Purchases food in the cafeteria.

In the event of a lost or misplaced Hightstown High School photo identification card, students must report to their grade level office and obtain a temporary identification card. The cost for a new replacement card is \$5.00.

If a student transfers to another school, the photo identification card must be submitted to school officials as part of the official sign-out procedure. The photo identification card is good for 4 years.

LIBRARY

- Regular hours for the library are from 7:00 am until 2:10 pm.
- Students do not need a pass to visit the library before school, or at the beginning of their lunch, or after school at designated times. All other times students must have a legitimate pass.
- ALL students must sign in at the circulation desk upon arriving at the library, unless they are accompanied by a teacher. This includes students from study halls, the cafeteria, classes, and before and after school.
- Everyone using the library is expected to abide by the Acceptable Use Policy. Food and drinks are not permitted.

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LIBRARY USE

The library offers a wide range of services for both students and staff.

- The checkout period for most materials is three weeks. Reference books may only be checked out overnight. Materials needed for more than three weeks may be renewed.
- There is no charge for books returned late; however, overdue books become obligations at the end of each marking period.
- Titles may be put on hold.
- Up to **five** students from each study hall class may be sent to the library on a specific study hall library pass. Students are expected to stay for the entire period, unless otherwise noted on their pass.
- Students may visit the library during their lunch. Reminder: No food or drink is permitted in the library.
- An Acceptable Use Form must be completed and on file before using library computers to access the internet. No social networking is permitted, including but not limited to Twitter and Facebook.

LIBRARY USE AFTER SCHOOL

The library is open after school Tuesday – Friday, from 2:10 pm – 4:00 pm. All students must have a pass from their teacher or advisor if arriving after 2:35 pm. In order to receive a bus pass, students must remain in the library until 3:55 pm. Any student not cooperating will be asked to leave.

LOCKERS

Each student is assigned a hall locker and given an individual combination for that locker upon registering as a student at the high school. Hall lockers, as well as Physical Education lockers, are the property of the school district. They do not belong to the student to whom they are assigned. Therefore, these lockers can be searched at any time that a school administrator believes there is a reasonable cause. The school reserves the right to search all lockers at any time.

Students are encouraged to have a lock on their gym locker when participating in a physical education event or extracurricular sport. Unlocked lockers invite theft. Money and other valuables should not be brought into the locker room.

The school cannot assume responsibility for the loss of personal property on school grounds or at school functions. Students may only have one locker.

PARKING

Parking is a senior privilege. Only seniors may park in the student parking lot if they have properly registered their vehicles. Assignment of parking stickers will be on a First Come-First Serve basis upon completion of the appropriate registration forms. Parking permits must be properly displayed. Cars are subject to ticketing/fine and/or towing. Violations may result in loss of a student's parking privileges.

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Bicycles must be parked and locked in the bicycle racks located near the “Commons” parking lot. The school will assume no responsibility for bicycles, cars or other vehicles (or personal property in the vehicles) stolen or vandalized while on school property.

STUDENT SEARCHES

Lockers are the property of the school district and are subject to search by the school administration in the interest of safety, sanitation, discipline and the enforcement of school regulations. Lockers are also subject to search by law enforcement officials on the presentation of a warrant. Students, by accepting the assignment of a locker, acknowledge that the locker may be searched at any time without prior notice.

A pupil’s possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will produce evidence that the pupil has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the pupil and the nature of the suspected infraction.

A physical search of a student may only be conducted by a staff member of the same gender as the pupil. The police may be contacted to conduct a search. The extent and scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the pupil and the nature of the suspected infraction. Luggage or personal effects brought on school sponsored trips or to school sponsored activities will be subject to search.

STUDY HALL

All students not scheduled for a class during a given class period will be assigned to a study hall. Students must report to study hall prior to the ringing of the late bell with any instructional material necessary to make the most productive use of the available time.

Students assigned to a study hall must report to the study hall, prior to the late bell, before going to a resource center, the nurse, the lavatory or any other location.

Up to **five** students from each study hall class may be sent to the library on a specific study hall library pass. Students are expected to stay for the entire period, unless otherwise noted on their pass.

Students must sit in a designated area during Central Study Hall for attendance purposes.

TEXTBOOKS

Books are assigned to students to enhance learning. Each student will be held accountable for the books assigned. Students should cover all textbooks immediately to prevent damage. Any student not returning the book(s) or returning one in a damaged condition shall be charged according to the criteria established by the department and/or teacher.

Any question regarding textbooks and their return will be addressed at the end or beginning of the school year, not during the summer recess.

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TRANSPORTATION GUIDELINES

The Transportation Department of the East Windsor Regional School District is pleased to provide this brochure to further the understanding of the role the driver, parent, and student have for safe, timely, and efficient transportation to and from school. Please take the time to familiarize yourself with the contents of this brochure and also review the information with your child(ren).

The school district provides transportation for children living within the district to and from district schools as well as non-public schools. However, the district does not provide transportation to or from for-profit schools.

Transportation is provided and supervised under the rules and regulations set forth by the NJ State Bureau of Pupil Transportation and the rules and regulations of the East Windsor Regional School District.

ROUTES AND STOPS

- Routes are arranged so vehicles serve the greatest number of children safely within a reasonable time and cost.
- Vehicles will not leave the main route to pick up students.
- Vehicles will at no time cross lanes, unpaved roads, or cul-de-sacs.
- Routes and stops are reviewed annually to determine the safest, most efficient, and timely routes.
- Any questions regarding stops and routes should be addressed to the Transportation Supervisor only and not to the driver.
- There will be no provision for stops at a child care provider's location. The stop must be in the same attendance area as the child resides, and the child utilizes such a stop five days a week. A "Child Care Provider Request Form" must be submitted to the Transportation Department ten days prior to the start date.
- Students who request to ride another bus may do so only on an emergency basis such as an early dismissal due to inclement weather, and the parent must contact the Transportation Department directly. The request may be honored if space is available. The Transportation Department must approve all changes.

ASSIGNMENT OF STUDENTS

Prior to the opening of school in September, students will be assigned to a specific vehicle, and a specific bus stop. Bus passes will be mailed to students indicating route, stop, and time assignment.

STUDENT RESPONSIBILITIES

1. Before boarding the bus:

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- Be at your bus stop at least five minutes before the bus arrival time. The bus cannot wait for students; students should be waiting for the bus.
- Remain on the curb at least three (3) feet back - NEVER stand in or move into the road as the bus approaches.
- Wait until the bus comes to a complete stop before moving toward the door.
- Form an orderly line for boarding the bus. Don't push or shove.
- Wait for flashing red lights, traffic to stop, and driver okay before crossing the street or road to board the bus.
- Do not destroy or damage property at a bus stop.
- Students are responsible for any bus or bus seat damage or any property damage caused by them while at a bus stop.

2. While riding the bus:

- Move quickly to your assigned seat. Do not stand or move from your seat while the bus is in motion.
- Driver or School Administrator will assign seats. Sit in your assigned seat to and from school.
- Students are required to wear seat belts.
- Never throw anything out of the bus window.
- Keep hands, arms and other parts of the body inside the bus at all times.
- Keep feet, legs and other objects out of the aisles.
- Do not eat, drink or smoke on the bus. Help keep the bus clean. Throw trash in garbage can, not on the floor.
- Do not deface in any way. All students are responsible for any damage they cause to the bus. Report any damage to the bus to the driver.

3. After leaving the bus:

- Move quickly away from the side of the bus, up onto the curb or off the roadway.
- "If you have to cross the street... make eye contact with the driver and wait for the thumbs up signal from him/her to know it is safe to cross"
- When necessary to cross the street or road, move 10 feet in front of the bus and wait for the driver's signal to cross. Move rapidly to the other side. NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET OR ROAD.
- Do not stop to pick up papers or books that drop by wheels of the bus or in roadway while crossing in front of the bus or cars. Go quickly to the other side of the street and wait for a parent or driver to signal that it is okay to pick up dropped items.

PARENT RESPONSIBILITIES

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The regulations and responsibilities should be reviewed with your child(ren), not only for her/his safety, but to insure the safety of all children riding the school bus.

- Help your child(ren) to be on time at the bus stop. It is the parent's responsibility to transport the child(ren) directly to the assigned school if the bus is missed. **Please do not follow the bus to another stop along the route. Children may only board the bus at their designated stop.**
- Do not ask the driver to stop at places other than the designated stop. Drivers do not have the authority to change routes, stops, or times.
- Instruct your child(ren) to cooperate with the driver.
- Insist on correct behavior in waiting for and riding the school bus.
- Accompany very young children to the bus stop each morning and meet the bus in the afternoon.
- Cooperate with school officials regarding discipline that supports safe riding behavior. Parental assistance in this matter is very important.
- If you need to talk to the driver about your child(ren) or routes, call the Transportation Department. Do not delay the bus.
- Parents are responsible for any property damage at a bus stop and/or any damage caused to a school vehicle by their child(ren).

STUDENT DISCIPLINE

N.J. Statute 18A:25-2 states that the "driver shall be in charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus, but if unable to manage any student, shall report the matter to the Principal of the school the student attends.

A student may be excluded from the bus for disciplinary reasons by the Principal, and the student's parents shall provide transportation to and from school during the period of such exclusion."

The bus driver will forward all written referrals to the building Principal after review by the Transportation Department.

- **First Offense (Warning):** Discussion with the Principal or Assistant Principal with notification sent to parents.
- **Second Offense:** Exclusion from the bus for one day.
- **Third Offense:** Exclusion from the bus for five days.
- **Subsequent Offense:** Exclusion from the bus will be determined by the Administration on an individual basis.

Serious violations may require skipping steps and imposing immediate extended exclusion from the bus and /or school. This is an addition to the school disciplinary policy.

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Examples of serious violation:

- Fighting, threatening or aggressive conduct
- Possession of drugs, alcohol, or weapons
- Lighting a lighter or match
- Throwing objects in or out of or at a bus
- Protruding body parts out of the bus
- Damaging the school bus
- Other behavior relating to safety and well-being of others

AFTER SCHOOL LATE BUS GRADES 6 - 12

The use of the late bus is for student transportation for after school, supervised activities. To ride the late bus, the student needs a student I.D. and a bus pass from the school office. Members of a school team, cheerleaders or other groups that meet regularly will be given a pass for the entire season.

UNAUTHORIZED PUBLICATIONS

Student publications produced without school sponsorship/approval of authorized school advisors may be distributed in the schools or on school property provided that they bear the name of the sponsoring organization or individual, a copy is provided to the school principal or his/her designee, and that such material is not reasonably believed to be disruptive to the educational process. (Policy 6145.3)

VENDING MACHINES

Cafeteria vending machines are not to be used during study hall classes or between class periods.

VISITORS

Parents/guardians of students must sign in at Security Booth when they have previously arranged an appointment through a teacher or the building administration. Students will not be permitted to bring guests or visitors to school. In order to ensure the safety of the students, anyone found on school property without permission is subject to arrest for trespassing.

WORKING PAPERS

Applications for working papers may be obtained on the high school's website. Completed papers should be returned to the high school nurse's office.