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<td>Visitors</td>
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<tr>
<td>Bedside Instruction</td>
</tr>
<tr>
<td>Family Life Education</td>
</tr>
<tr>
<td>Dissection</td>
</tr>
</tbody>
</table>
**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

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

*If there is a question about where to call, contact either school office for directions.*
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Township</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR. GERARD FREDＡ</td>
<td>President</td>
<td>Hanover Township</td>
</tr>
<tr>
<td>DEBORAH DAVIS</td>
<td></td>
<td>East Hanover Township</td>
</tr>
<tr>
<td>TIM DONOHUE</td>
<td></td>
<td>Hanover Township</td>
</tr>
<tr>
<td>MARIA CARRELL</td>
<td>Superintendent of Schools</td>
<td></td>
</tr>
<tr>
<td>JAMES HERBERT</td>
<td>Vice President</td>
<td>Hanover Township</td>
</tr>
<tr>
<td>ERNEST EVELAND</td>
<td></td>
<td>Florham Park</td>
</tr>
<tr>
<td>WILLIAM F. ALBERT, JR.</td>
<td>Board Secretary/Business Administrator</td>
<td></td>
</tr>
<tr>
<td>MIKE LOMIO</td>
<td></td>
<td>East Hanover Township</td>
</tr>
<tr>
<td>RHETT EVELAND</td>
<td></td>
<td>Florham Park Borough</td>
</tr>
<tr>
<td>JOANNE TOBIAS</td>
<td></td>
<td>Florham Park Borough</td>
</tr>
</tbody>
</table>

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

MRS. NOEMI SCHLECHT  
*Director of Curriculum, Instruction & Assessment*

DR. DEBRA STRAUSS  
*Director of Special Services*

MR. SCOTT MACIAG  
*Supervisor of Guidance*

MR. JEREMY DAVIES  
*Supervisor of Instruction*

MS. KAREN SEIFERHELD  
*Supervisor of Instruction*

MR. THOMAS FIELDS  
*District Network Administrator*

MR. SCOTT KULICK  
*District Systems Administrator*

MR. SCOTT BERGENFELD  
*Technical Support Assistant*

MRS. KIMBERLY ZITO  
*Secretary to the Superintendent*

MRS. SUZANNE LARICCIA  
*Secretary to the Director of Curriculum, Instruction & Assessment*

MRS. KRISTA WOOD  
*Secretary to the Board Secretary*

MS. CONNIE PALUMBO  
*Payroll Secretary – Board Office*

MRS. JENNIFER MICKLEY  
*Secretary – Board Office*

MR. PETER NOONAN  
*Director of Plant Services*

MR. CHRISTOPHER BLUETT  
*Director of Transportation*

MS. ILHAM ELBORG  
*Bus Dispatcher*

MR. ROBERT EDGETT  
*Mechanic*

MR. JOSEPH FARISCHON  
*Mechanic*
BELL SCHEDULES

HANOVER PARK

REGULAR BELL SCHEDULE

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

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**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:10 - 8:57*</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9:01 - 9:43</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:47 - 10:29</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:33 -11:15</td>
<td>First Lunch</td>
</tr>
<tr>
<td>5A</td>
<td>11:19 -12:01</td>
<td>(11:15 - 11:45)</td>
</tr>
<tr>
<td>5B</td>
<td>11:45 -12:27</td>
<td>Second Lunch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(12:01 - 12:27)</td>
</tr>
<tr>
<td>6</td>
<td>12:31 -1:13</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1:17 - 1:59</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2:03 - 2:45</td>
<td></td>
</tr>
</tbody>
</table>

**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

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

STUDENT GOVERNMENT
Class Council, Class Officers, and Student Council.
## HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

### 2019-2020 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATES</th>
<th>EVENT</th>
<th>DAYS POSSIBLE</th>
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<tbody>
<tr>
<td>September</td>
<td>3</td>
<td>Staff and Faculties Report</td>
<td>18 Days</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Freshman Day – Schools Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1/2 Day School for students only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>All Students Report – Full Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Whippany Park Back-to-School Night</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1/2 Day School for Whippany Park)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Hanover Park Back-to-School Night</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1/2 Day School for Hanover Park)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Rosh Hashanah – Schools Closed</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>Yom Kippur – Schools Closed</td>
<td>21 Days</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Teacher In-Service Day – Schools Closed</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>7-8</td>
<td>NJEA Convention – Schools Closed</td>
<td>17 Days</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>½ Day School</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28-29</td>
<td>Thanksgiving Holiday – Schools Closed</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>20</td>
<td>½ Day School</td>
<td>15 Days</td>
</tr>
<tr>
<td></td>
<td>23-31</td>
<td>Winter Recess – Schools Closed</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>1</td>
<td>New Year’s Day – Schools Closed</td>
<td>21 Days</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Schools Reopen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Martin Luther King Day – Schools Closed</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>17</td>
<td>Presidents’ Day – Schools Closed</td>
<td>19 Days</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td>22 Days</td>
</tr>
<tr>
<td>April</td>
<td>10-17</td>
<td>Spring Recess – Schools Closed</td>
<td>16 Days</td>
</tr>
<tr>
<td>May</td>
<td>25</td>
<td>Memorial Day – Schools Closed</td>
<td>20 Days</td>
</tr>
<tr>
<td>June</td>
<td>23</td>
<td>Last Day of the School Year</td>
<td>17 Days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Includes three (3) emergency days)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>186 Days</td>
</tr>
</tbody>
</table>

**GRADUATION:**

- Whippany Park High School - Thursday, June 25, 2020 – 6pm
- Hanover Park High School - Friday, June 26, 2020 – 6pm

**NOTE:** If we experience more than three (3) emergency school closings, the following procedure may be put into effect. School will be extended to Wednesday, June 24, 2020; Thursday, June 25, 2020; then 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
2019-2020 School Year

Marking Period 1

September 5, 2019 to November 15, 2019
PowerSchool Update: November 20, 2019

Marking Period 2

November 18, 2019 to January 31, 2020
PowerSchool Update: February 5, 2020

Marking Period 3

February 3, 2020 to April 3, 2020
PowerSchool Update: April 8, 2020

Marking Period 4

April 6, 2020 to June 16, 2020
PowerSchool Update: June 23, 2020

Final Exam Review

June 16, 2020

Final Exams

June 17, June 18, June 19, and June 22, 2020
<table>
<thead>
<tr>
<th>Department</th>
<th>Staff Members</th>
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<tbody>
<tr>
<td>ART</td>
<td>Mr. Thomas Gaglione, Ms. Rebecca Tierney, Mrs. Christina Wolf, Coordinator</td>
</tr>
<tr>
<td>BUSINESS EDUCATION</td>
<td>Mrs. Andrea Ritacco, Mrs. Pamela Souto, Coordinator, Ms. Natasha Zagada</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Mrs. Katy Gregory, Ms. Julie Lane, Ms. Giovanna Lomio, Ms. Melissa Majewski, Ms. Judith Meskill, Ms. Donna Raguseo-Mahar, Mr. Peter Talarico, Coordinator</td>
</tr>
<tr>
<td>FAMILY &amp; CONSUMER SCIENCE</td>
<td>Mrs. Sue Jackson, Coordinator, Ms. Karen Holezcko</td>
</tr>
<tr>
<td>GUIDANCE</td>
<td>Mrs. Vanessa Cordeiro, Mrs. Sibila Dubac, Coordinator &amp; Substance Awareness Coordinator, Mr. Eric Shore, Ms. Jennifer Weber</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>Mrs. Karen Perkins</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Mr. Nicholas Boccella, Mr. John DeRosa, Ms. Lena Feldman, Coordinator, Mr. Alec Fenstermacher, Mr. Steven Manni</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Mr. Craig Limey, Mr. Carl Sabatino, Coordinator, Mr. Peter Sciaiano</td>
</tr>
<tr>
<td>NURSE</td>
<td>Mrs. Marina Smith</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION/HEALTH</td>
<td>Ms. Nicole Allocco, Mr. Todd Callaghan, Mr. Bradley Callahan, Coordinator, Mr. Colin Feeney, Mrs. Terry Gibson, Mrs. Lori Pfarrer</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Mr. Kevin Braine, Ms. Kelsey Connelly, Mr. Stephen Fineman, Coordinator, Ms. Sarah Johnston, Mr. Michael Kleeman, Ms. Colleen Moriarty, Mr. Kyle O’Neill, Mr. Todd Warren</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>Mr. Jeffrey Bronico, Mr. Brent Dukin, Mr. Jeffrey Kleinbaum, Mr. Brady Mahar, Ms. Nicole Michalitsianos</td>
</tr>
</tbody>
</table>
Mr. David Molinaro
Mr. Richard Schwartz, Coordinator

SPECIAL EDUCATION
Mr. Robert Merle
Ms. Beth Molinaro
Mr. William Moylan
Mrs. Vicki Philhower, Coordinator
Mr. David Ryerson
Ms. Kimberly Senius
Ms. Heather Sobieski

WORLD LANGUAGES
Mr. Fox Beyer
Ms. Loredana D’Urso
Ms. Maria DeMasi
Mr. Michael Grillo
Ms. Julia Gross
Ms. Lauren Pannucci, Coordinator

CHILD STUDY TEAM
Mr. Kirby Hollingsworth
Ms. Elizabeth Johnson
Ms. Nicole Pastore
Ms. Elissa Piegaro
Ms. Elizabeth Rasko
Ms. Rachel Romano

CUSTODIAL
Mr. Volodymyr Baran
Mr. Pajtim Ismailati
Mr. Miguel Lopez
Mr. Rexhep Merkaj
Mr. Mykhaylo Nikolin
Mr. Bogdan Malanchouk,
(Head Custodian)

GROUNDS
Mr. Abedin Braha
Mr. Francisco Rodriguez

MAINTENANCE
Mr. Jeffrey Hendershot
Mr. William Prill

SECRETARIAL
Ms. Pamela Antoniello
Mrs. Deanne Esposito
Mrs. Mary Finlay,
(Principal’s Secretary)
Ms. Jill Kolk (CST)
Ms. Michelle Nekich
Mrs. Sue Reeve

TRAINER
Ms. Nicole Member
HANOVER PARK STAFF
ADMINISTRATION

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

ART
Mrs. Suzanne Apicella, Coordinator
Mr. Thomas Gaglione
Ms. Kristina Rovtar
Ms. Stella Sormani

BUSINESS EDUCATION
Mrs. Sheryl Granet
Mrs. Sandra Klinck, Coordinator
Mr. Edward Lynch
Mr. Jamie Ott

ENGLISH
Mrs. Kathleen Daidone
Mr. Daniel Gregory
Mrs. Katy Gregory
Mr. Kyle Kiernan
Ms. Julie Lane
Mr. Joseph Lunetta
Mrs. Nadine Siciliano, Coordinator
Ms. Lauren VanDerhoef
Dr. Andrea Vecchione
Ms. Christina Vittorio

FAMILY & CONSUMER SCIENCE
Ms. Lori Klebous
Ms. Emily-Sofia Ruela, Coordinator

GUIDANCE
Ms. Barbara Ford
Ms. Cara Marucci
Ms. Maria Grasso
Mrs. Stephanie Mitchell, Coordinator & Substance Awareness Coordinator
Mr. Brian Propfe
Mr. Dan Rendine

LIBRARY
Mrs. Stephanie Keat

MATHEMATICS
Mr. Thomas Capra
Mr. Anthony Castano
Ms. Michelle Clark
Mr. Brian Evans
Ms. Alyssa Fanelli
Mr. Steven Kuipers
Mrs. Kimberly Lurz
Mrs. Patricia Maher, Coordinator
Ms. Lauren Nespoli
Mr. Marc Novak
Ms. Lauren Sturm
Ms. Sarah Teklinski

MUSIC
Mrs. Helen Britez
Mr. Nicholas McGill
Mr. Joseph Spina, Coordinator

NURSE
Ms. Lisa Marino

PHYSICAL EDUCATION/HEALTH
Mr. Tyler Branham
Mr. Todd Hartman
Mr. Gerald Moore
Mrs. Kathleen Patire
Ms. Lori Pfarrer
Mrs. Margherita Serillo
Mr. Douglas Wear, Coordinator

SCIENCE
Mr. Brian Braine
Mr. William DiMauro
Ms. Kristen Hogan
Ms. Kathryn Margerison
Mr. Gregory Mills, Coordinator
Mr. Thomas O’Dell
Ms. Christina Roros
Mrs. Manuela Silva
Mr. Bryan Willer

SOCIAL STUDIES
Ms. Lisa Marie Black, Coordinator
Ms. Jamie Boszko
Mr. Joseph Cuff
Ms. Tara Kelly
Mr. Robert Lenox
Ms. Rachel Maggioncalda
Ms. Carly Marketta
Ms. Nicole Michalitsianos
Mr. Ryan Thomas
Mrs. Melissa Yingling

SPECIAL EDUCATION
Mr. Benjamin Battles
Ms. Jenna Curcio
Ms. Michele DeFillippes
Mr. Brian Evans
Mr. Dan Fulton
Ms. Kathryn Karovic
Mr. Robert Merle
Ms. Denise Orgel
Ms. Erin Fulton, Coordinator
Mrs. Kimberly Wood

WORLD LANGUAGES
Ms. Loredana D’Urso
Ms. Julia Gross
Ms. Kristen Lohmann
Ms. Christina Lunardoni, Coordinator
Ms. Meggaly Portillo
Ms. Christina Rassias
Ms. Laura Reinhartd
Ms. Alexa Rockland
Ms. Alana Zepka

CHILD STUDY TEAM
Mr. Kirby Hollingsworth
Mrs. Karen Kosa
Mrs. Cristina McKevitt
Ms. Elissa Piegaro
Ms. Elizabeth Rasko
Ms. Rachel Romano

CUSTODIAL
Mr. Pete Berkenkamp
Ms. Maritza Cantillo, (Head Custodian)
Mr. David D’Ambola
Ms. Rosa DelCastillo
Mr. Elver Sandoval

GROUNDS
Mr. Abedin Braha
Mr. Thomas Lappine

MAINTENANCE
Mr. Jose Burgos
Mr. Victor Nepa

SECRETARIAL
Mrs. Denise Basista (CST)
Ms. Nancy Byron (Principal's Secretary)
Mrs. Julie Lackaye
Mrs. Michele Massa
Mrs. Janice Miller
Ms. Katerina Molnar
Ms. AnnaMarie Roselle

TRAINER
Mr. 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.

PUPIL ATTENDANCE

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued tardiness to class after warning and detention</td>
<td>3</td>
</tr>
</tbody>
</table>
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

**Pupil 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.

Pupil Expectations

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

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

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

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

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

3. Pupil rights; and


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 pupil 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 Pupils

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

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

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

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

a. Have violated the district's substance abuse policy effective upon the first violation of that policy in a school year.

b. Elect to participate in co-curricular activities, including athletics, during a current academic year.

c. Apply for and are granted a parking permit for on-campus parking effective the date the first parking permit is granted in the school year.

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

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.

**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 symbols will be used to represent grades or circumstances:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Symbol</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>93-98</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
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</tr>
<tr>
<td>B+</td>
<td>88-89</td>
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</tr>
<tr>
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<tr>
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<tr>
<td>C+</td>
<td>78-79</td>
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</tr>
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<td>D-</td>
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</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Excused</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>withdrew</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Failing</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P/F</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>64 and lower</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
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</tr>
</tbody>
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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:

\[
\begin{align*}
A+ & 5.2 \quad B+ 4.5 \quad C+ 3.5 \quad D+ 2.4 \quad F \quad 0.0 \\
A & 5.0 \quad B & 4.0 \quad C & 3.0 \quad D & 2.0 \\
A- & 4.8 \quad B- & 3.8 \quad C- & 2.7 \quad D & 1.7
\end{align*}
\]

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:

\[
\begin{align*}
A+ & 4.2 \quad B+ 3.5 \quad C+ 2.5 \quad D+ 1.4 \quad F \quad 0.0 \\
A & 4.0 \quad B & 3.0 \quad C & 2.0 \quad D & 1.0 \\
A- & 3.8 \quad B- & 2.8 \quad C- & 1.7 \quad D & 0.7
\end{align*}
\]

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.

**Withdrawn Passing - Withdrawn 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.

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.

Any pupil who has opted to take the College Board Advanced Placement examination will be considered exempt from the final exam for that specific subject area.
Senior pupils who have obtained a cumulative numerical grade average of ninety-three for the four marking periods and mid-term of a course will be exempted from taking the second semester final examination in that full year course.

Honors Course Applications

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

Graduation Requirements

In order to receive a state-endorsed Board of Education diploma, a student shall demonstrate minimum levels of proficiency in English & Mathematics on the Partnership for Assessment of Readiness for College and Careers (PARCC) Assessment or state-approved substitute assessments for the classes of 2019 and 2020; 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 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 Common Core State 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.

Students in the classes of 2019 and 2020 may be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process in accordance with Board Policy 5460.

Students in the class of 2021 and 2022 may be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics by meeting proficiency in English Language Arts – Grade 10 Assessment and Algebra I Assessment or by meeting the criteria of the NJDOE portfolio appeal process 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:

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

Discipline Office: Disciplinary records.

Nurse’s Office: Health records.

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

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

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

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

Affirmative Action Policy/Section 504

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

Physical Education

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

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

Working Papers

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

Students Who Walk to School

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

Student Insurance

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

Visitors

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

Bedside Instruction

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

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

Dissection

As approved in P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) public school students may choose not to participate in certain experiments involving animals. Public school pupils may refuse to dissect, vivisect, 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.