
WAYNE HILLS HIGH SCHOOL

Student Responsibilities



2016 - 2017

Ms. Maureen Weir – Principal

**Mr. Jacob Cavins
Mr. Benjamin Glaz
Mr. Michael Rewick
Mr. Richard Porfido
Ms. Christina Ventimiglia**

**Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal**

TABLE OF CONTENTS

Bell Schedules	3
Student Conduct	4
Good Character and Respect	4
Cell Phones and Electronic Devices	5
Dress Code	5
Driving	6
HIB	6
Suspicion Drug Testing	8
Attendance	12
Lates to School/Class	13
Reporting an Absence	14
Academics & Grading	15
Grading Policy	16
School Procedures	17
Driving/Parking Procedures	18
Early Dismissal	18
Saturday Detention	19
Schedule Changes	19
Other Topics	20
Student Sign Off	21

BELL SCHEDULES

NORMAL SCHOOL DAY

Period 1 &	7:20 – 8:08	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	8:12 – 8:54	
Period 3	8:58 – 9:40	
Period 4	9:44 – 10:26	
Period 5	10:30 – 11:12	LUNCH
Period 6	11:16 – 11:58	LUNCH
Period 7	12:02 – 12:44	LUNCH
Period 8	12:48 – 1:30	
Period 9	1:34 – 2:16	

MINIMAL DAY (EARLY DISMISSAL)

Period 1 &	7:20 – 7:56	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	7:58 – 8:28	
Period 3	8:30 – 9:00	
Period 4	9:02 – 9:32	
Period 5	9:34 – 10:04	
Period 6	10:06 – 10:36	
Period 7	10:38 – 11:05	
Period 8	11:07 – 11:34	
Period 9	11:36 – 12:03	

DELAYED OPENING

Period 1 &	8:50 – 9:28	
(Attendance and Announcements in Period 1 Classroom)		
Period 2	9:32 – 10:04	
Period 3	10:08 – 10:40	
Period 4	10:44 – 11:16	
Period 5	11:20 – 11:52	LUNCH
Period 6	11:56 – 12:28	LUNCH
Period 7	12:32 – 1:04	LUNCH
Period 8	1:08 – 1:40	
Period 9	1:44 – 2:16	

STUDENT CONDUCT

MISSION STATEMENT

Wayne Hills High School strives to provide a nurturing environment. We foster a sense of responsibility for intellectual, physical, moral, and social development. In order to do this, we collaborate by drawing on the strengths, talents and resources of students, educators and the community. We offer an evolving curriculum, which encourages respect for individual differences, and promotes lifelong learning skills. Wayne Hills High School challenges students to become confident, productive, and responsible members of a changing global society.

RESPECT

Respect is an integral part to the success of any high school program. Therefore, it is expected that all students and district employees are respectful of others on campus. Any individual who does not respect others or the school program/building will be subject to the student disciplinary code.

GOOD CHARACTER

All students are expected to display good character in all of their daily endeavors, whether that be in the classroom, in athletics, in extracurricular activities, or in the community. Remember, no matter where you are, you can represent yourself, your school, and your community through your positive actions.

GOOD NEIGHBORS

Wayne Hills Students will be good neighbors at all times to all residents surrounding the campus. Please respect the rights of private property when going to or coming from school. Students are not to congregate in the areas known as "Pancake Hollow" and "Brittany Chase" either before or after school. Students who loiter, trespass and/or smoke in these areas will be subject to disciplinary action.

COOPERATIVE DISCIPLINE

In conjunction with the Wayne Board of Education District Initiative, Wayne Hills High School is committed to the philosophy of Cooperative Discipline. This methodology, encourages staff, students, and parents to work together to solve discipline issues. Negative behavior, once identified, can have its focus reversed to create positive interaction. With mutual cooperation, the classroom becomes a safe, orderly environment in which to learn. By generating an atmosphere of mutual respect, student self-esteem increases. Students strongly want to belong as part of the school environment. To achieve this, they need to feel *capable* of completing tasks in a manner that meets the standards of the school; to *connect* successfully with teachers and classmates; and to know that they can *contribute* something significant and important. Ultimately, the goal is to develop young adults who behave responsibly and achieve academically.

CELL PHONES AND OTHER ELECTRONIC DEVICES

New Jersey State Law prohibits students from possessing beepers or paging devices at any time while on school property. Board Policy also prohibits the use of cellular phones or comparable communication devices anywhere on campus during the instructional day (7:15 AM – 2:16 PM). In addition **all other electronic devices**, including, but not limited to **laser pointers, Walkman, Discman, IPODS, headphones, earbuds, and digital or film cameras** are **not** permitted on school property. Such devices may be confiscated by teachers or administrators, and may be held until turned over to a parent. In the case of cameras, film (or entire disposable cameras where film cannot be removed) will be confiscated, developed at the student's expense, and photos and negatives taken of items off school grounds returned. Digital images will be reviewed and any taken on campus will be deleted. Repeat offenders are subject to serious disciplinary action. (This excludes photos taken as an exercise for any Photography Class). **Wayne Hills High School cannot be held responsible for loss of or damage to any prohibited items.**

Any student who has an electronic device confiscated will be subject to the following penalties:

- **First Offense:** Warning. Turn device off put it away.
- **Second Offense:** Device collected, documented and returned at the end of the school day.
- **Third Offense:** Device released to parent.
- **Fourth Offense:** TBD by school administration

CELL PHONE INSUBORDINATION –Refusal to turn in an electronic device when requested by staff member-

- **First Offense:** 1 day ISS + 3 Hr Sat Detention
- **Second Offense:** 1 day ISS + 4 Hr Sat Detention
- **Third Offense:** 1 day ISS + 5 Hr Sat Detention
- **Fourth Offense:** TBD by school administration

DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct. Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Policy 5519, can be found on the district website.

DESTRUCTION, DEFACING OR MISUSE OF SCHOOL PROPERTY

Board Policy provides that a student involved in an act of vandalism will be immediately suspended from school for up to ten (10) days and a complaint will be filed with the Wayne Police. In addition, the student will be expected to make full restitution for any damage.

DRESS CODE

Everyone entering Wayne Hills High School is expected to dress in an appropriate manner. Some forms of attire are inappropriate in a school where safe, distraction-free learning is the primary goal. Thus, all Wayne Hills students are expected to observe the following:

- **No student may wear clothing which reveals his or her back, midriff, upper thigh or cleavage (i.e., tank tops, tube tops or halter tops); no student may wear clothing which exposes any underwear, or which is “see through” (i.e., through which underwear or bare skin is visible); no student may wear clothing which promotes any illegal behavior, such as the use of alcohol or drugs, in either text or illustration; or which denigrates any racial, ethnic, or religious group in text or illustration. All students are to wear appropriate footwear. No hats, bandannas or other type of decorative head covering is permitted.**
- **No clothing may be worn that allies with or promotes gang activity.**

A student whose clothing violates these guidelines will be sent to the appropriate Grade Level Administrator. On a first offense, the student will be given an opportunity to correct the deficiency by replacing the item or reversing it. If this is not possible, a parent will be requested to come to school with an appropriate garment. If a parent is not available, the student may be sent to In-School Suspension for the rest of the day. Continued violations of the Dress Code by the same individual may result in disciplinary action (including Suspension from School) under the Board Policy for Insubordination.

DRIVING/PARKING VIOLATIONS

Driving to school is a privilege and is reserved for **seniors only**. Seniors who wish to drive their cars to school must fill out a registration form and will receive a parking tag, which must be displayed on the vehicle while on campus. Failure to display a parking tag in a permitted lot can result in a **TICKET** issued by the Wayne Police Department.

There is no parking on the oval. Any student found parking on the oval will be subject to loss of driving privileges, penalties as noted. In addition, commercial lots are Private Property and students who park there may be subject to action by the owners.

For more information, see School Procedures section.

Violations will carry these penalties:

- **First Offense:** One three hour Saturday Detention.
- **Second Offense:** Loss of driving privilege for 30 days.
- **Third Offense:** Loss of driving privilege for 60 days.
- **Fourth Offense:** Loss of driving privileges for the balance of year.

Juniors who drive to school will receive a three hour Saturday Detention and will lose their Senior Privilege for 30 Days for each offense. Junior repeat offenders will be liable for suspension from school. Students are discouraged from parking in any areas adjacent to the school.

GAMBLING – GAMES OF CHANCE

Gambling of any kind is prohibited in school. Cards, dice, football tickets/pools, etc. are also prohibited on school property. Materials will be confiscated and students will be subject to disciplinary action.

HARASSMENT – INTIMIDATION - BULLYING

Wayne Hills High School does not tolerate any form of harassment or bullying. Treat other students as you wish to be treated yourself. If you feel that you have been the victim of any type of harassment, please report the matter

to your Grade Level Administrator, Guidance Counselor, or any adult with whom you feel comfortable. If you have a dispute with another student, we can usually work out effective conflict mediation.

For full district policy and regulations please refer to the Wayne Hills website at: <http://www.wayneschools.com/schools/high/waynehills/WayneHillsHighSchoolAnti-BullyingResourcePage.shtml>

INSUBORDINATION

Insubordination is the act of deliberately disobeying authority. Students are expected to comply with the instructions of administrators, teachers, and staff at all times throughout the school day. For example, if a student is using his/her cell phone during class, the teacher will ask the student to relinquish the device. Should a student refuse to do so, that student will be considered insubordinate and be subject to the appropriate penalties.

LEAVING SCHOOL PROPERTY WITHOUT PERMISSION

Students are not permitted to leave school property once they arrive on school grounds (whether classes have begun or not) without administrative approval. Penalties are:

- **1st Offense:** 3 Hour Saturday Detention – Cut in each class missed.
- **2nd Offense:** Up to 2 Days In-School Suspension – Cut in each Class missed.
- **3rd Offense:** 2 Days Out of School Suspension and referral to the Child Study Team.

PUBLIC LIBRARY

Students who use the Wayne Public Library at the Municipal Complex on Valley Road are expected to behave in a respectful manner. Complaints registered by the Librarian there may result in disciplinary action here at Wayne Hills.

SOCIAL MEDIA AND THE INTERNET

While the Internet can be a valuable tool for academic research, it also has dangerous pitfalls. Be aware that anything you commit to writing on the internet, be it an email, chat, or social media site is recorded **somewhere for both PRIVATE AND PUBLIC USE.** If you use the internet in any way that negatively impacts anyone in the Wayne Hills High School community, you may be subject to serious disciplinary action, and the matter will be referred to the Wayne Police.

SMOKING/USE OF TOBACCO

Smoking, preparing to smoke, holding a lighted cigarette for someone else, or using chewing tobacco, snuff, dip, electronic cigarettes, etc. at any time is prohibited by Municipal Ordinance anywhere on school grounds, on school buses, and by Board Policy at school-related functions. **Any** staff member may report a violation. Penalties are as follows:

- **First Offense:** Two days Out of School Suspension and a complaint filed in Municipal Court.
- **Second Offense:** Five days Out of School Suspension and a complaint filed in Municipal Court.
- **Third offense:** Ten days Out of School Suspension and a complaint filed in Municipal Court.

SUSPENSION FROM SCHOOL

Certain disciplinary infractions require that a student be suspended from school. Wayne Hills has two types of suspension: In-School Suspension for less serious offenses; and Out-of-School Suspensions for more serious infractions. In-School Suspensions are held in a designated classroom. Students are required to have sufficient work/reading materials to keep them occupied for the entire day. Any student suspended, either in or out of school, **may not participate in any activities or sports**; additionally, any student suspended out of school **may not be on school property** and may not attend any school events until reinstated.

SUSPICION DRUG TESTING

When a student is suspected of possessing, consuming, using, distributing or being under the influence of drugs or alcohol on or off school premises, the first responsibility of all school employees is to report the matter as soon as possible to the Principal or, in his absence, to his/her designee and to one of these other district employees as follows, the school nurse, school physician, or the student assistance counselor, pursuant to N.J.S.A. 18A:40A-12, as described below.

Discipline may only be administered immediately when credible objective evidence exists confirming the report of substance abuse.

1. Procedure for identifying and assisting students who may be at risk of developing alcohol and/or drug dependencies excluding cases involving anabolic steroids

1. Whenever it shall appear to any teaching staff member, school nurse and/or other educational or professional medical staff member that a student may have used, consumed and/or be under the influence of alcohol or other drugs, that staff member shall report the matter as soon as possible to the building's professional medical staff member and Principal. If the Principal is not available, then his/her designee shall be notified. All standard health and first aid procedures will be followed. The student shall not be left alone. In the absence of an administrator, the staff member in charge of the function shall be immediately notified. In the event that student is a classified student, the Child Study Team or the Director of Student Support Services shall also be immediately notified. Students found in possession of alcohol or other drugs shall, for purpose of this Policy, be deemed to appear to be under the influence of such substances.

2. Observation by School Employee

Unless emergent medical circumstances make such an observation impossible, a school nurse shall observe each student who is reported as appearing to be under the influence of alcohol or drugs prior to the student's departure from the school or school-sponsored function for his/her medical examination. If a school nurse is not available, the Student Assistance Counselor shall observe the student. In the absence of a Student Assistance Counselor, the best trained administrator or staff member available shall make the observation. The nurse, Student Assistance Counselor, administrator or staff member who makes this observation shall record his/her description of the student's behavior and condition in writing as soon after the observation as possible. The Principal or designee shall then give a copy of this written record to the Superintendent or designee for use in determining what, if any, administrative discipline should be imposed on the student. The Superintendent or designee shall give a copy of this written record to the student's parent(s) or legal guardian(s) as soon as is practicable. The name(s) of the individual(s) who made the observation(s) will be deleted if no disciplinary action will be imposed, and will be included if disciplinary action will be imposed.

3. Prior to the student being released to the care of his/her parent(s) or legal guardian(s) for a twenty-four hour medical dismissal from school, a chemical screening report form shall be issued. A written report confirming said examination shall be provided within twenty-four hours by the examining physician to the parent(s) or legal guardian(s) of the student and to the Superintendent or administrative principal. If the written report of the results of the chemical screening is not submitted to the parent(s) or legal

guardian(s) and principal and Superintendent within twenty-four hours, the student shall be allowed to return to school until a positive diagnosis of alcohol or drug use is received.

Medical Examination Procedures

In compliance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)(2), in response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the student to immediately be medically examined for the purpose of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.

The Principal or his/her designee shall explain to the student's parent(s) or legal guardian(s) the details of the examination process which will be used by the district if the student is not examined by the parent(s) or legal guardian(s)' own doctor. The parent(s) or legal guardian(s) and the student shall also be informed that a refusal to submit to the required medical examination will result in a presumption that the student has violated this policy.

As soon as possible after a student is reported as possibly being under the influence, the Principal or designee and the school nurse shall verbally explain to the student's parent(s) or legal guardian(s) what the symptoms were which led to the reporting. Upon request the names of the reporting staff members will be released to the student's parent(s) or legal guardian(s).

a. Examination by parents physician: The Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the student to immediately be medically examined by a doctor licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). This medical examination must include a chemical screen performed by a licensed testing facility. The Principal or his/her designee shall have no discretion as to whether or not the student shall be so medically examined, regardless of the symptoms that led to the referral or whether the symptoms can be corroborated. The parent(s) or legal guardian(s) and the student shall also be informed that a refusal to submit and/or a failure to comply with the required medical examination within the two-hour window will result in a violation of this policy and shall be considered a violation of the child neglect laws pursuant to N.J.S.A. 9:6-1 et seq.

b. Examination by school physician: If the school authorities are unable to contact the parent(s) or legal guardian(s) and/or if the doctor selected is not immediately available, the school physician or designee shall be immediately called upon to examine the student for the purpose of diagnosing whether or not the student is under the influence of alcohol or drugs. This medical examination must include a chemical screen performed by a licensed testing facility.

c. Examination by hospital: If such doctor, school physician or his/her designee is not immediately available or if the situation becomes life threatening, the student shall be immediately taken to the emergency room of the Chilton Hospital or the nearest hospital, for examination and/or treatment, accompanied by a member of the school staff designated by the Principal, and a parent(s) or legal guardian(s) of the student, if available. This medical examination must include a chemical screen performed by a licensed testing facility. If the student has become combative or is resistant to emergency treatment, the police may be summoned to assist. If any student referred for medical examination under this policy tampers with or adulterates, in any way, a blood or urine sample submitted for chemical screening, that student shall be presumed to have violated this policy.

Payment of expenses resulting from such a medical examination by a doctor selected by the parent(s) or legal guardian(s) and/or resulting hospital costs will be the obligation of the parent(s) or legal guardian(s) and not the school district. Payment of expenses for the initial chemical screening of a student suspected of substance abuse, when performed under the jurisdiction of the school, shall be at the expense of the Wayne Board of Education.

The aforementioned procedures are to ensure the student be examined as soon as possible for the purpose of diagnosing whether or not the student is under such influence.

C. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcoholic beverages or drugs, the student shall remain in or be returned to the care of a parent(s) or legal

guardian(s) as soon as possible. Pursuant to N.J.S.A. 18A:40A-12, attendance at school shall not resume until the student has fulfilled any disciplinary requirement and the District has received a written report from the physician stating whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school. See N.J.A.C. 6A:16-4.3(7)(ii). If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall be immediately returned to school. See N.J.A.C. 6A:16-4.3(10). If no physician's report stating the same is forthcoming attendance at school may resume upon a report showing a non-diluted, negative chemical screening analysis. The report shall certify that the student is physically and mentally able to perform in school. The Superintendent shall ensure that the Violence, Vandalism and Substance Abuse Incident Report, is properly completed in accordance with N.J.A.C. 6:A:16-5.3.

D. If it is determined that the student had been under the influence of drugs or alcohol, administrative procedures will be followed. The student shall be assessed by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker, pursuant to N.J.A.C. 6A:16-4.3 (a)(12), for the purpose of determining the extent of the student's involvement with these substances and possible need for treatment. The Student Assistance Counselor shall be an employee of the Wayne Board of Education who is certified by the New Jersey State Board of Examiners as a substance awareness coordinator. The findings of the SAC assessment alone shall not be used to prevent a student from attending school. See N.J.A.C. 6A:16-4.3(a)(12)(i)(1).

E. In order to make such a determination, the Student Assistance Counselor may conduct a reasonable investigation which may include interviews with the student's teachers and parent(s) or legal guardian(s). The Student Assistance Counselor may also consult with such experts in the field of substance abuse as may be necessary and appropriate. The Student Assistance Counselor may provide intervention services, referral for evaluation and referral for treatment services pursuant to N.J.A.C. 6A:16-4.1(c)(7). Based upon the assessment by the SAC, the principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by an appropriately certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary. See N.J.A.C. 6A:16.4.3(a)(13).

F. If it is determined that the student's involvement with the use of drugs/alcohol represents a danger to the student's health and well-being, the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Health.

a. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; a student that either (1) fails to enroll in a treatment program, or (2) leaves a treatment program against the recommendation of the program, shall be subject to additional discipline with appeal to the Director of High Schools and Supervisor of Health Services.

b. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; and the student's parent(s) or legal guardian(s) fails to enroll the student in such a program, the district shall refer the situation to the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq. and/or the person authorized to investigate or file charges due to a violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 31.

c. The costs of such treatment programs shall be the sole responsibility of the student's parent(s) or legal guardian(s). See N.J.S.A. 18A:40A-10.

G. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonable believed to be in possession of a controlled dangerous substance or related paraphernalia or a student

reasonable believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

The Wayne Board of Education policy 5530, can be found on the district website.

TRUANCY (UNAUTHORIZED ABSENCE FROM SCHOOL)

For Board of Education policy regarding the school district's response to unexcused absences during the school year, please refer to the Wayne District Regulation 5200, available on Wayne Township School District Website. Students who are truant from school (including those who do not come directly to school in the morning and miss classes, those who decide to "go out for breakfast") are subject to the following penalties:

- **1st Offense:** A Three Hour Saturday Detention. Cut in each Class missed.
- **2nd Offense:** Up to Three Days In-School Suspension. Cut in each Class missed.
- **3rd Offense:** Up to Five Days of In-School Suspension, and Cut in each Class missed.

WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency. The Wayne Board of Education policy 8467, can be found on the district website.

ATTENDANCE

New Jersey State Law requires that students be present in School every day that it is in session. The Wayne Board of Education Policy mandates that, **in order to receive credit for a class**, a student must be present **a minimum of 160 days for a full year course**, and proportionately less for classes that only meet for part of the year. With the exception of Religious Holy Days and Court Appearances mandated by subpoena, **all other days count**. (**Doctor's notes are not considered reasons to waive absences**). Use your days wisely! **THEY ARE NOT A BANK ACCOUNT TO BE USED UP EACH YEAR!**

In order to receive credit for a course passed academically, a student may not be absent more than:

- **20 Days** for a Full-Year course
- **15 Days** for Physical Education
- **10 Days** for a Half-Year course
- **5 Days** for a Quarter course

Students who exceed the allowable number of absences, but who pass the course will be required to attend summer school to retake the course. If the course is NOT offered in Summer School, credit will be lost, but the student may retake the class during the following school year if he/she wishes to regain the credit.

The Administration reserves the right to remove a student from a class where they have exceeded the allowable number of days. Any student who is absent more than 32 days in a Full Year course; more than 24 days in Physical Education; more than 16 days in a Half-Year course; or more than 8 days in a Quarter course **will not receive credit for that course regardless of the grade earned and will not be permitted to attend Summer School to make up instructional time**.

The Board of Education realizes that unusual circumstances may cause a student to be absent excessively. An appeals process is offered for those with disputes. Students who wish to appeal will be invited to present a written letter with appropriate documentation to the Attendance Review Committee in May.

In order to be considered "present" for reporting and activity purposes, a student must be in school for at least four hours of instructional time, excluding lunch, study or passing times. Absences will be counted in any classes missed and it should be duly noted that teachers retain individual attendance records. **Any student not present for the minimum required time during the school day will not be permitted to attend or participate in any after-school or evening co-curricular activity that day**.

CLASS ATTENDANCE PROCEDURES

1. Teachers will take daily accurate class attendance in all periods, and **their record will be the only official count of the student's attendance for credit purposes**.
2. Students will be recorded as absent, tardy, suspended, field trip, etc.
3. **A student MUST be in class for a minimum of 30 minutes of the period, or the student is considered absent from that class period**. For example, if a student reports to the nurse for more than 12 minutes, comes late or signs out of school early without completing a minimum of 30 minutes in the period, the student is recorded as an unexcused absence from the class.

4. For Period One, the procedure is the same. If a student enters class after 7:32 AM the student is considered absent for that class period.

CLASS CUTS

- **First Cut** from a class, the teacher will contact a parent/guardian, first by phone, and if that is not possible, by mail. The student will also receive a one hour Saturday Detention.
- **Second Cut**, the teacher will notify the parent that the student is in danger of losing credit for the course. The student will also receive a two hour Saturday Detention.
- **Third Cut**, credit is lost, but the student will remain in the class (unless he/she is a discipline problem), and may regain credit by completing a 6 week session of summer school for 2 ½ hours each day, provided that the class is offered.
- **Fourth Cut**, the student will be removed from the class for no credit and will be placed in Assigned Study for the remainder of the year.

LATES TO CLASS

Late to any class will be tabulated and determined by the respected teacher. Unexcused lates to class will receive the following penalties:

- 3 lates - teacher detention AND contact parent
- 5 lates - one-hour Saturday will be issued
- 10 lates - two-hour Saturday will be issued
- 15 lates - three-hour Saturday will be issued

LATES TO SCHOOL

Students are expected to be on time for both school and individual classes. A student who arrives late to school during Period 1 or 2 must report directly to the designated sign-in location in the Main Lobby by the Commons, or to the Main Office if no one is on duty at the Commons. Students, who arrive after Period 2, must sign in at the Main Office. **IF YOU ARE LATE, YOU MUST ALWAYS GET A PASS!** Failure to do so may result in the assignment of a Saturday Detention.

LEAVING SCHOOL GROUNDS

Students may not leave school grounds at any time during the school day without prior approval of an administrator and parental verification in writing, verbal will NOT be accepted. Exception: Seniors in good standing may go off school grounds for lunch only, provided the appropriate signed parental permission form is on file with the 12th Grade Administrator. Students over the age of 18 who are not emancipated will not be permitted to sign themselves out of the building without parental consent **for any reason.**

PORTAL TO PORTAL

Under State Law, students are under the jurisdiction of the school from the time they leave their homes in the morning until the time they return in the afternoon (“portal to portal”). No “sign in” procedures are necessary to

validate this. **A student who deliberately fails to come directly to school, or leaves the campus without permission after arrival, either prior to the beginning of the school day or after homeroom will be considered in serious violation of school regulations. (An example of this would be students failing to report to Period 1 and going out for breakfast).**

RELIGIOUS HOLY DAYS

Days approved by the Commissioner of Education, will be recorded as excused absences. Students must present written notes of excuse from parents **before** the Holy Day is observed.

REPORTING OF ABSENCES

Parents should report all absences by telephone to the Main Office (973-317-2000) **before 8:30 AM on the first day of absences;** otherwise AN AUTOMATED CALL WILL BE PLACED TO YOUR HOME OR PARENT'S CELL PHONE TO REPORT THE ABSENCE. Any student who is truant (i.e., Absent from school without parental knowledge or good reason), will be subject to the disciplinary action referred to in this handbook.

ACADEMICS & GRADING

ACADEMIC HONOR CODE

The Academic Honor Code represents our school's mission to promote responsible, independent thinkers who respect the value of academic integrity.

PROVISIONS OF THE HONOR CODE:

(1) All academic assignments are to be the sole work of the individual student unless specified by the teacher. Copying any material is a direct violation of the Academic Honor Code. This includes homework, tests, lab report, quizzes, projects, etc.

(2) Taking someone else's words or ideas and presenting them as your own is plagiarism. This includes any undocumented copying of material from books, the Internet, Cliff Notes (or other such commercially prepared materials), and speeches. Plagiarism is a direct violation of the Academic Honor Code.

(3) Multiple Submissions without the consent of the instructor is a violation of the Academic Honor Code. A student may not submit work that has previously been submitted for credit in another course.

(4) The forgery of Legal Documents (parental or teacher signature) is considered a very serious offense and will be dealt with in an appropriate manner.

VIOLATIONS OF THE HONOR CODE:

Any violation of the Honor Code will result in a 0 (zero) for all parties involved with no opportunity to make up the assignment.

- **1st offense:** Parent will be notified and the offense will be recorded.
- **2nd offense:** Parent/student conference and continued documentation.

GRADING

Grades 9-11 for the 2015-2016 school year will earn grades as follows:

Letter Grade	Numerical Grade	Unweighted	Weighted
A	93-100	4.0	5.0
A-	90-92.99	3.67	4.67
B+	87-89.99	3.33	4.33
B	83-86.99	3.0	4.0
B-	80-82.99	2.67	3.67
C+	77-79.99	2.33	3.33
C	73-76.99	2.0	3.0
C-	70-72.99	1.67	2.67
D+	67-69.99	1.33	1.33
D	63-66.99	1.0	1.0
D-	60-62.99	.67	.67
F	59.99 & below	0	0

HOMEWORK

Students must assume the responsibility for the completion of homework, and should use study time efficiently, utilizing available help, material and resources. The student will be responsible for a minimum of four (4) two-hour assignments per week.

LATES TO CLASS/CLASS CUTS

See Attendance section.

MAKING UP ASSIGNMENTS DUE TO ABSENTEEISM

It is the responsibility of the student to make up all missed work due to absence from school. Students have a period of time equal to the number of days absent to make up any missed work. Assignments for extended illnesses (4 days or more), may be obtained by calling your guidance counselor who will request material from the teachers. If a student is placed on Home Instruction (10 days or more), the assignments will automatically be requested by the Guidance Counselor for the Home Instruction Teachers.

SCHOOL PROCEDURES

BUSING

Under NJ State Law, bus service is provided for all High School students living more than 2½ miles from Wayne Hills. If you are eligible for bus service, you will receive a pass prior to the beginning of the school year that will state both the location of your stop and the pick-up time in the morning. It is suggested that you be at your stop **at least ten minutes before the designated time**, particularly at the beginning of the school year when routes are being familiarized.

Upon arriving at the bus stop, the student is considered by law to be under school jurisdiction. Proper behavior is expected on the bus. Students are to take their seats promptly and remain seated until the bus reaches the school. If the bus is seat belt equipped, they must be used. Disciplinary infractions will result in progressive suspensions and possible loss of bus service.

Students eligible for bus service are encouraged to use this means of transportation. If your bus is late to school, you will not be penalized. If you choose to go by private vehicle, no excuses for lateness will be accepted.

CAFETERIA

A cafeteria serving nutritious lunches is provided for all students. **10th and 11th grade students will eat in the Commons** and **9th and 12th grade students will eat in the Cafeterium**, which is located in the North Wing. Students are required to clean their table and deposit all garbage and recyclables in the appropriate containers before leaving the lunchrooms; those who do not will receive disciplinary action, which may include Assigned Study. **No jackets, backpacks or coats of any kind are permitted in the lunch line. Theft in the cafeteria will be treated as shoplifting.** When the weather is pleasant, students will be permitted to go out of the cafeteria but must go directly to the oval only and remain off the roadway and out of the parking lots. If you choose to go outside, you will not be permitted back in the building until the bell at the end of the lunch period, and must return via the Main Entrance. When outside, remember that classes are in session in the front of the building, so keep the noise level down. No Senior is permitted to go to his or her car or parking lot without administrative approval. **Students wishing to utilize the media center must sign a roster sheet within the first ten minutes of the lunch period** and they will be escorted up at a designated time. **NO FOOD OR DRINK MAY BE TAKEN OUT OF EITHER CAFETERIA AT ANY TIME DURING THE DAY.**

Students are required to have their ID's to use the automated payment system in the cafeteria. Please note: **THERE WILL BE NO FOOD SOLD BETWEEN PERIODS.**

CRISIS RESPONSE

In the event of an emergency, students are required to evacuate to the Football Stadium bleachers. Parents are not permitted in that area, and must speak with a school administrator to have a student released.

DRIVING/PARKING

Driving to school is a privilege and is reserved for **seniors only**. Seniors who wish to drive their cars to school must fill out a registration form and will receive a parking tag, which must be displayed on the vehicle while on campus.

Seniors who wish to park on school grounds must apply for a parking permit. Parking permits cost \$50 per school year. Students must apply at the beginning of the school year for the permits. If more students apply for permits than there are spots available, a waiting list will be established. Once assigned a space, no refunds will be given. If spaces exist after all seniors apply for a spot at the start of the school year, they will be given out on a first come first served basis until all spots have been assigned to students. Tags are not transferable.

Any senior student interested in applying for a parking permit should obtain and submit the appropriate forms found on the school website or in the main office.

Park in the designated areas of the front lot only. Certain parking spaces are reserved for faculty, staff and visitors and are off limits to students. Students are **NOT** permitted to park behind the building at any time, **including after school.**

Other than leaving for lunch, seniors are **NOT** permitted to go to their cars at any time during the School Day without a written pass from the 12th Grade Assistant Principal. **Speed Limit on campus is 15 MPH.** More specific regulations are distributed with the tag application. See Student Conduct for penalties for violations of the policy.

EARLY DISMISSAL

A written signed note or parent physically coming into the main office is required for student sign outs. No verbal or email verification will be accepted as a form of parent permission. Students who wish to leave school early must present **a written note** from a parent/guardian stating the time of dismissal, the reason and a **phone number where they may be reached for verification.** This is required of all students regardless of age. **A phone call from a parent or guardian dismissing a student from school will not be permitted.** It is understood that the student will receive an unexcused absence for any classes missed. Notes must be submitted to the Main Office by 8:00 AM for approval. Any classes missed as a result of early dismissal will be counted as absences.

ELECTRONIC SURVEILLANCE

Public areas of Wayne Hills High School are now under 24 hour electronic video surveillance and all activity will be monitored and recorded.

ID BADGES

Students are to have their ID Badges at all times while in the building.

Any student who does not possess/produce their badge will be subject to the following penalties:

- **First Offense:** Warning
- **Second Offense:** Parent Contact
- **Third Offense:** Saturday Detention

LOCKERS

Each student will be assigned a locker and are responsible for its contents. The locker remains the property of the school district and may be opened for inspection at any time, whether or not the student is present. The student is to keep the locker clean and orderly. It is recommended that school locks, which may be purchased at the Main Office, be used. Other locks, which are not approved, will be cut if the administration needs access to the locker. Locks for Physical Education lockers are available from the PE teacher. **SECURE THE LOCKER DOOR AND LOCK IT...this is the best deterrent against loss. Do NOT share your locker or give your combination to anyone else. Do not bring large amounts of cash or valuables to school.** Students are expected to go to lockers before school, at the start of their lunch period, and after school only. Going to lockers does not excuse students for lateness to class. Coats and other outerwear are to be secured in the locker before homeroom and removed at the end of the day.

LOST AND FOUND

Lost and Found is located in the Custodian's Office across from Room 118. Items of greater value are sent into the Main Office for safekeeping. A student who finds a lost article should return it to the Main Office as soon as possible.

SATURDAY DETENTION – AFTER SCHOOL DETENTION

Saturday Detention is reserved for a variety of Disciplinary Infractions and is held each Saturday (except holiday weekends) from 9:00 AM to Noon at our high school. Students will receive at least 72 hours advance notice before being assigned to Saturday Detention. **Students who cut Saturday detention will receive a one-day In School Suspension, and will still be required to serve the Saturday missed.**

Students are to report to these detentions, on time, with sufficient schoolwork or acceptable reading matter to keep busy for the entire session, whether they have a one, two, or three hour detention. Talking, sleeping, radio or tape playing, electronic games, etc. will not be permitted in detention. Students who are disruptive in Saturday Detention and are asked to leave will be required to make up the time in its entirety and may also be liable for In-School Suspension. Students who arrive late may also be turned away and be required to repeat the entire detention at a later date. When students are released from detention, they must leave the building immediately, and may not return.

Teachers and Supervisors may assign personal after-school detentions to students for a variety of reasons, provided that 24 hour advance notice is given. Students who fail to report to after-school detentions will be assigned to a Saturday Detention for twice the length of the after school detention (minimum of two hours). Students who repeatedly fail to report to after school detentions may be liable for additional penalties, including In School Suspension.

SCHEDULE CHANGES

AP Courses: All students who wish to take an AP course are expected to agree to and sign the "Request for Advanced Placement Class Agreement". Please understand that AP courses are a serious yearlong commitment. No AP course may be dropped other than the first marking period interim. This timeline gives all students ample time to assess the rigor and pace of the course. Please read the AP agreement carefully and discuss it with your parents/guardians before signing.

All other level courses other than AP cannot be dropped until the end of the first marking period interim. If there is a legitimate error in a student's schedule please immediately contact your guidance counselor so that the situation may be rectified. The telephone number of the Wayne Hills guidance department is 973-317-2029.

Please note the following regarding schedule changes:

1. Students must remain in a class until the first interim report. The student will be able, with parental permission, to drop the course only during the first week immediately following the first interim report in October.
2. Students who wish to change from a second semester course to study may do so during the week following the first interim report. This is predicated on the concept that a full schedule is too demanding for the student.
3. Students may not take fewer courses than allowed by the school's schedule regulation.
4. No student may have more than 1 study hall.
5. Schedule changes will not occur based on teacher preference. Changes may be approved based on ability level to reflect a lower or higher level of work.

STUDY HALLS - MEDIA CENTER

Attendance requirements for Study Halls are the same as those for regular classes. If a student has a valid pass for some other authorized purpose (i.e. Guidance, make up test, etc.), the student must report to the Study Hall teacher ***first*** for attendance. Students who wish to use the Media Center during study must report directly there, sign in on the appropriate attendance roster sheet, and ***must remain in the Media Center for the entire period.*** No passes to other areas of the building will be issued. Any violations of the above regulations will be considered a cut from study and will carry a penalty of one Saturday Detention.

STUDENT OBLIGATIONS

Students will be required to clear all obligations (textbooks, fines, etc.) on an annual basis. In order to participate in the Graduation Exercises, seniors must fulfill all obligations prior to the date of Graduation. Underclassmen must fulfill all obligations prior to the end of the school year in which they were incurred to avoid any conflict with graduation.

VISITORS

Only parents and guardians and those professionals having business with the school are permitted on the property of Wayne Hills during the school day. Visitors are not allowed. Please do not ask permission for a friend or visiting relative to shadow you in your classes, as it will not be granted. Prospective new students should contact the Guidance Department to make an appointment. Alumni must also sign in and will not be permitted to visit classes until the conclusion of the academic school day.

OTHER TOPICS

“BE PROUD” VOLUNTARY RANDOM DRUG TESTING PROGRAM

The Wayne Board of Education has a voluntary random student drug testing program known as “Be Proud.” We encourage all of our students to make healthy lifestyle choices and the “Be Proud” program reinforces this philosophy. For more information, please see the Student Assistance Counselor.

SPIRIT WEEK

Spirit week is not only a competition between grades but also a fundraiser for several local causes. Students should embrace the spirit of the week but also follow all established rules.

The final event of spirit week is the “Spirit Rally”. During the Spirit Day and Spirit Rally, no decorating will be allowed outside of the school. In addition, no windows or glass may be covered in the front entrance. All decorating for Spirit Day must occur the night prior to the event. The gym and building will be open from 6-9pm for this to occur.

On this special day, no seniors will be allowed off grounds for lunch. In addition, no air horns or other noise devices are allowed on-grounds for this event.

Any student not adhering to these rules or any other rule as determined by administration to ensure the safety of students during this week and event will be disciplined according to the school discipline policy.

WAYNE HILLS HIGH SCHOOL

I acknowledge that I have received or reviewed a copy of the Student Responsibilities Handbook and that I agree to follow all Rules and Regulations contained inside.

Student Signature

Date

Print Student Name

English Teacher

Please complete all sections, remove this page and return it to your Homeroom Teacher.