

**Washington Township High School 2022-2023**

509-529 Hurffville – Cross Keys Road  
Sewell, New Jersey  
(856) 589-8500

**Washington Township Central Administration**

- Jack McGee – Interim Superintendent
- Janine Wechter – Business Administrator/Board Secretary
- Steve Gregor/Gretchen Gerber – Interim Assistant Superintendent for Curriculum & Instruction
- Annette Miller – Assistant Superintendent for Special Education
- Steve Gregor – Director of Secondary Education
- Jennifer Grimaldi – Director of District School Counseling
- Janelle Alexander – District Anti-Bullying Coordinator / DIEB
- Raymond F. Anderson III – High School Principal
- John Saverase – Executive Assistant Principal
- Angela Costello – Assistant Principal 11-12 Wing
- Joseph Zachowski – Assistant Principal 9-10 Wing
- Kevin Murphy – Director of Athletics
- George Passante – Assistant Principal 9-10 Wing
- Dan Saia – Assistant Principal 11-12 Wing

**Washington Township Board of Education**

- Dr. Brian Ellis – President*
- Elayne Clancy – Vice President*
- Connie Baker*      *Natalie Beury*      *Stacey DiMeo*      *Kathleen Gallinaro*
- Dr. Tasha Jackson*      *Scott Laliberte*      *Renee Pollard*

**AFFIRMATIVE ACTION OFFICER**

Janine Wechter for Personnel & Students: 856-589-6644

**AFFIRMATIVE ACTION GOAL**

The Affirmative Action Goal is to foster sensitivity, tolerance, and understanding of the rights of all individuals regarding their beliefs, values and customs, recognizing our diverse community with varying cultural, ethnic and religious holidays.

1. The Washington Township School District has an Affirmative Action policy, plan, and grievance procedure on file in the Principal’s Office.
2. The Washington Township School District does not discriminate in its employment practices, business actions, and/or educational opportunities because of age, race, creed, color, national origin, ancestry, marital status, sex, or handicap.
3. Affirmative Action questions, and/or concerns regarding personnel, students, or contracts, should be directed to the Superintendent’s Office at 589-6644, ext. 6000.

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WASHINGTON TOWNSHIP PUBLIC SCHOOLS  
 GRADING AND MARKING PERIOD TIMELINES  
 SCHOOL YEAR 2022-2023

SECONDARY

Item	1 <sup>ST</sup> SEMESTER	2 <sup>ND</sup> SEMESTER
End of Semester	Friday, Jan. 27, 2023	Monday, June 12, 2023 Last day for students <i>(Tentative)</i>
End of Semester Grades/Comments Entered by Teacher	Friday, Feb. 3, 2023	Tues., June 13, 2023 Last day for teachers <i>(Tentative)</i>
Report Cards Issued	Thurs., Feb. 9, 2023	Tues., June 13, 2023 <i>(Tentative)</i>

## TEACHER-STUDENT TIME SCHEDULE 2022-2023

REGULAR SESSION	TEACHER IN	STUDENT IN	STUDENT OUT	TEACHER OUT
HIGH SCHOOL	7:10	7:20	2:11	2:35
MIDDLE SCHOOL	7:40	7:50	2:55	3:05
ELEMENTARY/ Kindergarten-Grade 5 BE-TJ-WH	8:40	9:05	3:25	3:55
ELEMENTARY/ Kindergarten-Grade 5 BI-HU-WW	8:40	9:30	3:50	3:55
Full Day Preschool GTECC	8:40	8:45	2:55	3:55

EARLY DISMISSAL	TEACHER IN	STUDENT IN	STUDENT OUT	TEACHER OUT
HIGH SCHOOL	7:10	7:20	12:00	2:35
MIDDLE SCHOOL	7:40	7:50	12:35	3:05
ELEMENTARY/ Kindergarten-Grade 5 BE-TJ-WH	8:40	9:05	1:45	3:55
ELEMENTARY/ Kindergarten-Grade 5 BI-HU-WW	8:40	9:30	2:10	3:55
Full Day Preschool GTECC	8:40	8:45	1:25	3:55

**GRENLOCH TERRACE EARLY CHILDHOOD CENTER  
DELAYED OPENING**

<b>2 HOUR DELAYED OPENING GRENLOCH ECC</b>	<b>TEACHER IN</b>	<b>STUDENT IN</b>	<b>STUDENT OUT</b>	<b>TEACHER OUT</b>
<b>Full Day Preschool GTECC</b>	10:40	10:45	2:55	3:55

**HIGH SCHOOL / MIDDLE SCHOOL / ELEMENTARY SCHOOL  
EARLY DISMISSAL (WITHOUT LUNCH)**

<b>EARLY DISMISSAL WITHOUT LUNCH (END OF YEAR)</b>	<b>TEACHER IN</b>	<b>STUDENT IN</b>	<b>STUDENT OUT</b>	<b>TEACHER OUT</b>
<b>HIGH SCHOOL</b>	7:10	7:20	11:45	2:35
<b>MIDDLE SCHOOL</b>	7:40	7:50	12:25	3:05
<b>ELEMENTARY/ Kindergarten-Grade 5 BE-TJ-WH</b>	8:40	9:05	1:05	3:55
<b>ELEMENTARY/ Kindergarten-Grade 5 BI-HU-WW</b>	8:40	9:30	1:30	3:55
<b>Full Day Preschool GTECC</b>	8:40	8:45	12:45	3:55

**TWP PRIDE BELL SCHEDULE – REGULAR DAY  
2022-2023**

<b>BLOCK</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
<b>HOMEROOM 7:20 – 7:30 DAILY</b>				
<b>BLOCK A 7:34 – 8:29 55 minutes</b>	Class 1	Class 2	Class 3	Class 4
<b>BLOCK B 8:33 – 9:28 55 minutes</b>	Class 4	Class 1	Class 2	Class 3
<b>BLOCK C 9:32 – 10:27 55 minutes</b>	Class 3	Class 4	Class 1	Class 2
<b>LUNCH BLOCK 1 10:27 – 10:52 *3<sup>rd</sup> BLOCK LAB SCIENCE MEETS UNTIL 10:47.*</b>				
<b>LUNCH BLOCK 2 10:52 – 11:17 *4<sup>th</sup> BLOCK LAB SCIENCE BEGINS AT 10:57.*</b>				
<b>BLOCK D 11:17 – 12:12 55 minutes</b>	Class 6	Class 7	Class 8	Class 9
<b>BLOCK E 12:16 – 1:11 55 minutes</b>	Class 9	Class 6	Class 7	Class 8
<b>BLOCK F 1:15 – 2:10 55 minutes</b>	Class 8	Class 9	Class 6	Class 7

*Drop 2 & 7*

*Drop 3 & 8*

*Drop 4 & 9*

*Drop 1 & 6*

## **Delayed Opening**

The Washington Township School District has developed a school schedule that will be in effect on days when weather conditions will necessitate a two-hour delayed opening. Because of rapidly changing weather conditions, this procedure will allow us to have school in session rather than canceling the day, which would require a make-up day. The opening will be delayed two (2) hours in most instances. Bus pick-up will be in the usual location and pick-up time will be at the same differential as for the regular school schedule (for example, if pick-up was 20 minutes before the school opening it will be 20 minutes before the delayed school opening).

## **School Counseling Office**

Our school counselors have Master's Degrees and are professionally trained in the three domains of school counseling: academic success, college and career readiness, and social/emotional development. Please click on the links below for more information.

## **Frequently Asked Questions**

### **Frequently Asked Questions**

Our [WTHS Counseling Webpage](#) has information to assist you about academics, career and college planning, and social/emotional resources. Here are some of the frequently asked questions:

Q. Who is my School Counselor?

School Counselor assignments can be found on the WTHS Counseling Webpage > [School Counselor Assignments](#).

Q. Who are the Student Assistance Coordinators (SACs)?

For the 9-10 building, Ms. Contino-Jackson is in Room I-113. For the 11-12 building, Mr. Oliver is in Room B-18. SAC information is also located on the [WTHS Counseling Webpage](#).

Q. How do I schedule an appointment with my School Counselor or SAC?

Email your school counselor or grade level SAC at any time. You are also welcomed to visit the WTHS Counseling Office in G214 to see if your school counselor is available or complete an Appointment Request form.

Q. Can I change my schedule?

After May 1<sup>st</sup>, prior to the new school year, no course selection changes can be made. However, electives may be changed in September only.

Q. What is the school's ACT or SAT CEEB code?

311364

## **College Entrance Tests**

The ACT and CollegeBoard SAT are administered throughout the year and information can be found on the WTHS Counseling Webpage > [ACT & SAT](#).

## **Advanced Placement (AP)**

AP information is located on the WTHS Counseling Webpage > [Advanced Placement](#). Students enrolled in AP courses are expected to take the AP exam. AP exams cost approximately \$96 each, and students can potentially earn college credit by performing well on their AP exam(s). An exam reimbursement schedule has been approved by the Board of Education to offer additional incentive for students to participate and perform at a high level on AP exams.

## PowerSchool/Schoology

This portal provides information about student's classes, grades, and attendance.

## Grading System

93 - 100 = A    85 - 92 = B    77 - 84 = C    70 - 76 = D    below 70 = F

## Grade Level Cohort

Current Freshmen (Class of 2026) = Earn 24 credits and 130 credits for graduation

Current Sophomores (Class of 2025) = Earn 59 credits and 130 credits for graduation

Current Juniors (Class of 2024) = Earn 80 credits and 120 credits for graduation

Current Seniors (Class of 2023) = Earn a total of 120 credits for graduation

## Parent-Teacher Conferences

Parent-teacher conferences can be arranged by the student's teacher or parents can directly email their child's teachers and may include the school counselor to arrange a meeting in person or virtually.

## Honor Roll and Principal's List

Students receiving A's in all subjects will be placed on the Principal's List for that marking period. Students receiving A's and B's in all subjects will be placed on the Honor Roll for that marking period.

## Academic Integrity

Academic scholarship and integrity are central to maintaining a community of scholars at Washington Township High School. Preserving the mutual respect and intellectual effort of our students in all curricular and co-curricular programs underlies our mission as an educational institute. It is expected that our students will abide by ethical academic standards at all times. In light of the current pressures of academic competition, students engaging in academic dishonesty will be subject to disciplinary as well as academic penalties. Any student who engages in academic dishonesty or compromises the educational process in any fashion may be subject to, but not limited to, the following consequences as deemed appropriate:

- All or part of the compromised assignment, test, project, or quiz will result in a full range of grade penalties including but not limited to full or complete loss of credit [0]
- A phone call/conference with parents and/or administrators
- Dismissal from extracurricular activities, elected or appointed offices or privileges
- Further disciplinary action such as detention and/ or suspension may be issued as deemed appropriate

Examples of academic dishonesty include but are not limited to the following:

1. Cheating or attempting to use unauthorized materials: copying or lending work, willful collaboration, using SparkNotes to avoid reading a book, using essay generator websites, using study aids, cheat sheets, unauthorized formulas, counterfeiting lab reports, storing and retrieving answers or problems on graphing calculators, and using other electronic devices (cell phones, and foreign language translation software) to share information, to gain one's advantage, or avoid doing one's work
2. Forgery or falsifying records: forging documents, altering grades, using false citations, or altering returned examinations in order to seek a better grade.
3. Plagiarism: is defined as presenting one's work as one's own without proper acknowledgement. Examples include using commercial writing services and software, having someone write your paper or submitting someone else's as your own, failing to use proper citations and relying heavily on source material (cutting and pasting) that is not properly put in one's own words.
4. Obtaining an unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise such as stealing, reproducing, circulating, or photographing academic and assessment material. Unfair advantage also includes distributing test questions or a substantive amount of test material orally or electronically before the scheduled assessment.



## Summer School

Students who earn a final year average of less than 60 will not be eligible to attend summer school. Washington Township High School offers summer school via Educere.

## Study Halls

Study Halls are for the purpose of quiet study. Students are required to bring materials.

## **Instructional Media Center** – *How can we help today?.*

The IMC supports the school district's mission by providing a learning laboratory where students are taught to be problem solvers, information seekers, avid readers and lifelong learners so as to fully participate in a global society.

Using their laptops or the IMC's computers, students can access both print and electronic resources including books, e-books, magazines, DVDs, online databases and the Internet. Students are given both formal and informal instruction in using the media center's resources.

Students can download e books from the IMC catalog, Destiny Discover and from Overdrive, a subscription service. Directions for downloading e-books from Destiny Discover and Overdrive are located on the IMC homepage.

The IMC is a pleasant place for students to work individually or with others. It is expected that an environment of courtesy will be maintained.

## IMC Online Database Resources

Students must sign the District's Acceptable Use Policy to have access to the IMC's computer network including the Internet. Violations of the Acceptable Use Policy may result in a loss of IMC computer privileges.

Students may access online resources via the Schoology group "IMC Student Resources." Once in the group click "Resources" on the left. Here you will find links to online databases and e-books that contain high-quality reference materials including books, academic journals, magazines, newspapers, primary sources, video clips, images and sound files on a variety of topics. If you are not a member of this group or need help finding it, please email [cdowdell@wtps.org](mailto:cdowdell@wtps.org) or stop by the IMC anytime.

## Student Use of the IMC

### Study Hall Procedures

1. Students may come to the IMC when they have a scheduled study hall.
2. Prior to coming to the IMC, students will need to sign up for an e-hall pass.
3. Students should report to study hall first for attendance purposes and to have the e-hall pass authorized.
4. Upon entering the IMC, students will need to scan their student ID.
5. Students arriving more than 10 minutes past the timestamp on their e-hall pass will be written up for a class cut.
6. Students are expected to adhere to the school code of conduct as well as the IMC guidelines. Failure to comply with these will result in the loss of the privilege of the use of the IMC during study hall.

### Unit Lunch Procedures

1. Students may come to the IMC during unit lunch to either eat, meet with friends, or work quietly.
2. Upon entering the IMC students will find a food kiosk to their right.
3. Seating is on a first come, first serve basis.
4. Students are expected to clean up after themselves.
5. There is a designated quiet area for students looking for an area to sit and/or work quietly.

### Borrowing Procedures

1. In order to borrow materials, the student must present a student ID.
2. Students may borrow up to six books at a time.
3. The circulation period for books from the general collection is 3 weeks with two renewals. Students need their ID cards to renew a book.
4. The circulation period for DVDs is 3 weeks.
5. Students who owe materials to the IMC will have their names added to the school's obligation list and parents will be notified.

### **Physical Education Rules and Regulations**

#### **Required Dress for Physical Education Classes**

1. Sneakers with tied shoelaces must be always worn and should be appropriate and safe for each classroom activity. Sneakers are the only approved footwear for physical education classes. Sneakers must be secured at the front and back of the foot.

2. PE clothing should be comfortable for all and represent our school colors, RED, WHITE AND/OR BLUE. Only T-shirts, appropriate length shorts and sweatpants are acceptable. Clothing must be worn as intended. That is, the waistband of pants/shorts should be fastened at the waist and undergarments are not to be worn as outer garments. Fabric covering all private parts must not be see through. PE clothing that displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans, gang association or criminal activity are prohibited. In colder weather, sweatpants and sweatshirts can be worn over PE clothing.

3. Any clothing, accessory or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean individuals or groups of individuals because of sex, color, race, religion, disability, national origin or sexual orientation are prohibited.

4. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the student's doctor, are not to be worn indoors.

5. Chains, cables or other accoutrements, which could be used as weapons, are prohibited.

6. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the student or others are prohibited during physical education classes.

- Clothing must be suitable and adhere to all dress code requirements for all scheduled school day activities including physical education, science labs, wood shop, and other activities where unique hazards or needs exist.

- Clothing, accessories, or jewelry that displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans, gang association or criminal activity are prohibited.

#### **Participation for Physical Education Classes**

Students MUST change into their required PE cloths to earn participation points and participate in PE class.

#### **Attendance for Physical Education Classes**

1. Our Health and Physical Education department follows the NJ State Statute 18A: 35-5, 7, and 8

requiring 150 minutes of participation in health, safety, and physical education weekly.

## **Discipline and Attendance**

### **Halls and Passes**

Students are required to report to class on time. During the school day, students are not to be in the hallways without a pass while class is in session. Passes are issued by teachers and the office staff only. If you wish to see a teacher during his or her free time, you must arrange for this in advance. That teacher must issue you a signed pass granting you permission to be excused from your study hall or to meet before or after regular school hours.

### **Cell Phones/Electronic Devices**

WTHS has authorized the use of electronic devices **between periods** in the hallways. Students will not be allowed to use electronic devices in the hallways while classes are in session. Students must remember to follow these guidelines when using electronic devices between periods:

1. Students may use their electronic devices to check information such as dates, time, messages, etc.
2. Students may not use electronic devices to take pictures or video.
3. Students may not engage in telephone conversations in the hallways.
4. Students may wear ear buds, but over-the-ear headphones are prohibited. Volume must be such that others are not able to hear what is playing.
5. When addressed by a staff member, students must remove earbuds.

\*Safety Note: Students are reminded to be aware of their surroundings when using electronic devices to avoid putting yourself or others at risk of injury due to distraction. Failure to follow the guidelines above will result in disciplinary consequences as outlined in the Student Code of Conduct under Section II, Item G, General Student Behavior.

### **Imitation Firearms**

The possession of imitation firearms within a school facility is prohibited by state law. Any student who knowingly has in his or her possession an imitation firearm in or upon any part of a building or grounds of any school without written authorization from the school or while on any school bus is in violation of N.J.S.A. 2C:39-5(e)(3) and may be charged as a disorderly person.

### **Student Dress Code - Board Policy No. 5511**

The faculty, administration, and Board of Education of Washington Township Schools agree that certain standards of appearance are necessary for the well-being of all students. We believe that school attire is primarily the responsibility of the student and their parents/guardians. At the same time, we believe that, within the framework provided by the First Amendment and New Jersey school law, the right of free speech and expression enjoyed by students as defined by our judicial system must be respected. We also support our teachers' and faculty's need to focus on teaching/instruction without the additional, uncomfortable burden of subjective dress code enforcement. At the same time, we entrust the clear and consistent enforcement of this policy to all building administrators.

1. Footwear must be worn at all times and should be appropriate and safe for each classroom activity. Sneakers are the only approved footwear for physical education classes. All footwear must be secured at the front and back of the foot. High school students are permitted to wear flip flops.

2. Clothing shall be sufficient to conceal midriffs, all undergarments (excluding straps) and private parts at all times. Clothing must be worn as intended. That is, the waistband of pants/shorts should be fastened at the waist and undergarments are not to be worn as outer garments. Fabric covering all private parts must not be see through. All shirts must have either sleeves or straps. Hats, hoods and bandanas are not to be worn in the building.

Clothing must be suitable and adhere to all dress code requirements for all scheduled school day activities including physical education, science labs, wood shop, and other activities where unique hazards or needs exist.

Clothing, accessories, or jewelry that displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans, gang association or criminal activity are prohibited.

- a. Understanding that middle school environments can benefit from distinct consideration, spaghetti strap tops and flip flops are not to be worn at the middle school level.
3. Any clothing, accessory or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean individuals or groups of individuals because of sex, color, race, religion, disability, national origin or sexual orientation are prohibited.
4. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the student's doctor, are not to be worn indoors.
5. Chains, cables or other accoutrements, which could be used as weapons, are prohibited.
6. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the student or others are prohibited during physical education classes.

### **Bus Rules and Regulations**

It should be noted that riding the school bus is a privilege. This privilege may be suspended or revoked as a result of committing any of the following offenses:

1. Throwing or shooting any article on the bus or at the bus.
2. Throwing any object out of the school bus window.
3. Fighting on the bus.
4. Putting hands or head outside the bus windows while the bus is in motion.
5. Maliciously defacing or damaging the bus in any way.
6. Smoking or lighting of matches or fireworks.
7. Possession or use of anything which may be considered a weapon.
8. Flagrant disrespect to the bus driver; i.e., abusive or vulgar language.
9. Failure to obey any reasonable directive from the bus driver i.e., changing of a student's seat.
10. Failure to sit in your assigned seat.
11. Disruptive behavior; i.e. yelling, screaming, or disturbing other students.
12. Standing or moving from seat to seat while bus is in motion.
13. Standing in the road while the bus is approaching its stop, or standing in front of the bus preventing its movement.
14. Running after the bus to board after the bus is underway.
15. Banging on the bus to create a disturbance.
16. Yelling or screaming out of the bus window at a passerby.
17. Students boarding or exiting the bus at other than their assigned bus stop.
18. Any other negative behavior reported by the bus driver.
19. Students will not be permitted to ride a different bus without a parental permission request, and approval of the grade level assistant principal and the transportation office.
20. Students may not ride the late bus without an authorized bus pass.
21. The 5:30 p.m. late bus is only for student athletes with seasonal stickers on their ID's.

**First offense may result in up to 10 days loss of bus privileges.**

**Second offense may result in up to 20 days loss of bus privileges.**

**Third offense may result in exclusion from the bus for the remainder of the year.**

*Please Note: Students may face further disciplinary action including detention, Saturday School and suspension depending upon the nature of the infraction.*

**Harassment, Intimidation or Bullying**

Harassment, intimidation or bullying means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:

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

**Sexual Harassment**

Sexual harassment is a form of misconduct that undermines the integrity of the learning environment. It also constitutes sex discrimination in violation of state and federal law. No student, either male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical. No student should be subjected to a hostile learning environment created by sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with learning.

It shall be a violation of district policy for any student to harass another person through conduct or communications of a sexual nature or because of that person's gender.

Sexual harassment may include, but is not limited to the following:

- Unwelcomed sexual advances, such as offensive sexual flirtations, repeated requests for dates after rejection of overtures;
- Pressure or coercion for sexual activity
- Remarks or gestures to a person, with sexual or demeaning implications;
- Unwelcomed touching, such as intentional patting, pinching or brushing against another's body;
- Suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, academic status, participation in extra-curricular/athletic activities, etc.;
- Displays of nude or pornographic pictures, lewd or vulgar cartoons, etc.; and
- Practical jokes about gender-specific traits.

Sexual harassment may also consist of intimidating, abusing or hostile behavior of a non-sexual nature toward a student because of his/her gender. For example, verbal abuse and hostility that is not sexual in character but is directed solely at a female student because she is female is likewise a violation of this policy on the same level as harassment of a sexual nature.

**Cyber Bullying**

Students shall not use the internet or any other communication device to intimidate, bully, harass, threaten, or embarrass other students or staff members. Students who engage in such activities on school grounds or who engage in such activities off campus, including one's home and personal internet use, and create a material disruption of school operations shall be subject to discipline for threats, bullying, and/or harassment, as outlined in the student handbook, as well as possible criminal penalties.

**Acceptable Use of Computers**

The Washington Township School District provides computer equipment, computer services, and internet access to its pupils to improve learning through research, collaboration, dissemination and the use of global communication resources. Through the advancement of technology and telecommunications, students have the ability to access databases, libraries, internet sites, bulletin boards, electronic mail and the like while exchanging information throughout the world. Students are accountable for responsible behavior on computer networks and other technologies. Any unethical, unacceptable or illegal behaviors while using such technologies are just cause for taking disciplinary action, limiting or revoking network/computer access privileges and/or instituting legal action.

### **Hazing**

Hazing is considered any individual or group act of harassment of another individual or group by banter, ridicule, criticism or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Washington Township Public Schools. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the level and severity of the discipline action to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (team captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, and/or administrator. (See Student Code of Conduct)

### **Detention/Restriction Rules**

A student will serve detention during the regular school day during unit lunch. A letter will be sent to parents informing them of the infraction(s) which has resulted in their child's restriction or detention.

### **Saturday School**

Time: 9:00 a.m. - 12 Noon  
Place: Cafeteria/Assigned Room  
Transportation: None Provided

### **A. Student Rules**

- a. Students will arrive at school no earlier than 8:45 AM and report to assigned rooms. No student will be admitted to the Saturday Session after 9:00 AM. Any student who is late to a Saturday class session is required to make-up that session only, and at the discretion of the administration, additional punishment may be assigned.
- b. Students will bring school work with them. Students will not be permitted into class without the above material and will be treated the same as if absent.
- c. Students will report directly to assigned rooms. Students will not be permitted to go to their lockers or any other part of the building.
- d. No food or drink will be permitted in Saturday Session.
- e. No breaks are permitted. Students may be excused, one at a time, to use the lavatory.
- f. All time assigned will be served in full.
- g. Students may not sleep or put their heads down.

### **B. Penalties**

- a. Missing a Saturday session, assigned for any reason other than being in a non-credit status, without a legitimate reason will result in additional Saturday and/or Saturday Suspension(s).
- b. Removal from Saturday session, for misbehavior or leaving early will result in additional disciplinary action.

### **Excessive Displays of Affection in the Halls**

Students are to refrain from displays of affection in the halls including kissing and embracing. Parents will be contacted, and disciplinary action will be taken when students refuse to cooperate.

### **Suspension Progression (Internal, External & Saturday Suspension Incidents)**

While on suspension, students are not permitted on school grounds at any time before, during or after school including evenings and/or attendance at any extracurricular/co-curricular activity, dance, prom, etc.

- If a Senior accumulates two (2) suspensions for disciplinary infractions involving drugs/alcohol, fighting, assault, defiance of authority, and/or flagrant disrespect, he/she is ineligible to participate in the Senior Class Trip.
- If a Senior accumulates four (4) suspensions for disciplinary infractions involving drugs/alcohol, fighting, assault, defiance of authority, and/or flagrant disrespect, he/she is ineligible to participate in all formal/semi-formal dances and proms.
- When a student accumulates 3, 5 and 7 suspensions in any combination of suspendable offenses the following procedures will be followed:

#### **3 Suspensions**

- \* Parent conference/contact with the Assistant Principal.
- \* Review of student records (report card, discipline record, attendance, academic progress, etc.).
- \* When a senior reaches three suspensions, he/she is ineligible for the senior trip.
- \* Possible referral to: 1) the Intervention and Referral Services Team (IRS) for consideration of an evaluation to determine eligibility for special education; 2) counseling staff; and 3) crisis intervention counselor, if the behavior causes ongoing peril to the student or others and/or if the student's behavior creates ongoing substantial disruption to the educational process.

#### **5 Suspensions**

- \* Parent conference with the Executive Assistant Principal and/or designee.
- \* Review of student records.
- \* Possible referral to Child Study Team for consideration of a formal evaluation to determine eligibility for special education.
- \* When a student reaches five suspensions, he/she is ineligible for all formal/semi-formal dances and proms.
- \* Student is ineligible for all co-curricular and extracurricular activities including graduation exercises.
- \* All additional suspensions will be External.

#### **7 Suspensions**

- \* A 7th suspension will be a minimum of four (4) days external suspension, pending a decision by school administration on additional action, which will include any combination of the following:
- \* Parent conference with Executive Assistant Principal and/or designee;
- \* Possible referral to the CST;
- \* Possible placement of student in an alternative school program;
- \* Board of Education hearing for possible long-term suspension or expulsion

### **Attendance - Introduction**

Students are required to attend school regularly. Procedures have been established at the high school (grades 9-12) which enable school personnel to determine the reason(s) for all student absences and to take appropriate actions in cases of excessive absenteeism.

For purposes of this regulation, there are three (3) categories of absences:

- a. Level I: Unexcused absences
- b. Level II: Parent explained/authorized absences
- c. Level III: Administrative excused absence with requisite documentation

Excessive absenteeism is defined as more than ten (10) Level I/Level II absences. Students who accumulate in excess of eighteen (18) Level I/Level II absences will be considered to be excessively absent, will receive no credit for the school year and may be dropped from the rolls. Furthermore, any student who accumulates in excess of thirty-four (34) days of absence (Level I, Level II, and/or Level III), except where homebound instruction has been provided, will also be considered to be excessively absent, will receive no credit for the school year, and may be dropped from the rolls. Students below the compulsory attendance age of 16, who demonstrate excessive absence, may be placed in the Alternative School.

### **Attendance and Excuses**

1. Attendance will be taken daily and recorded in the student data management system by the homeroom teacher.
2. Parents are required to call the school attendance office by 8:30 a.m. on the day their child will be absent from school. As well, students must submit a parental note explaining the reason for the absence. This note must be submitted upon the student's return to school.

#### Please note:

Parental approval/explained absences are not necessarily considered administratively excused absences except as noted in 4 below.

3. Every student will complete an absence verification form after each absence on which he/she states the reason for the absence. These forms will be kept in the attendance office and referred to as necessary.
4. Absence from school, lateness to school, and/or early dismissal from school may be administratively excused only under the following circumstances:
  - a. Religious holidays approved by the Board of Education
  - b. Death in a family
  - c. Confirmed medical/legal appointments
  - d. Absences approved in writing by a Doctor or Dentist
  - e. Suspension imposed by the administration
  - f. College visitations, as delineated in 7 below.
  - g. A parent/student must present to school administrator and/or designee all required completed documents when involved in Theatrical Productions and/or related Employment of Child Actors when the student holds a Theatrical permit, up to age 16 years old, or an Employment Certificate, from age 16 to 18 years old as per New Jersey Child Labor Law, N.J.S.A. 34:2-21.57 through N.J.S.A 34:2-21.64: Proof of Age, Proof of Recent Physical, Under Age 8 – Visual Acuity Test, Social Security Card, Parent Permission Letter, Letter that must be signed by the Principal and/or designee stating that the parent and school have discussed the “equivalent education” for the time period that the minor is required to attend school, and the parent is aware of school work required to make-up the school lessons or that the school is requiring a tutor on the production site for the continued educational progress of the student. Note: If the school advises the parent that a tutor is necessary, then the production company must supply the tutor from the date required by the school principal and/or designee.

Note(s) and appropriate documentation for these reasons must be submitted within five (5) school days from the time the student returns to school or the documentation may not be accepted. Parents and students are strongly encouraged to make every effort to schedule driving tests, medical appointments and legal appointments at times that will least conflict with the instructional program. Absences from school, lateness to school, and/or early dismissals from school which do not meet the circumstances specified in 4a through f (above) as *administratively excused*, shall be considered unexcused.

5. A student who arrives at school after 10:00 a.m. on a full day shall be marked absent for the day. An early dismissal prior to 11:40 a.m. on a full day will be counted as a full-day absence. (See below under early dismissals and delayed openings for guidance on these days.)
6. When a student reaches eleven (11) Level I/II absences he/she will be placed in a “non-credit” status. Credits for courses passed will not be granted until satisfactory completion of assigned Saturday School sessions. For each absence beyond ten (10) days the student will be required to attend one (1) Saturday



School session. If time is still owed at the year's end, it will be completed in a Summer Credit Completion program or the student will have to repeat the school year.

7. Students (11<sup>th</sup> and 12<sup>th</sup> graders only) will be permitted a maximum of three (3) days excused absence per year for the purpose of college related visitations. In order to have these visitations qualify as excused absences, a parental letter must be submitted at least two (2) school days prior to the anticipated date of the visitation. In addition, upon return the student must present a signed statement, on official letterhead, from the college, vocational school, job placement center, military recruitment center, or other approved post-secondary option location to verify the visit.
8. Seniors owing Saturday Schools session prior to graduation will not be allowed to participate in graduation exercises and will have their diplomas withheld until this time has been completed in the Summer Credit Completion program.
9. Any student in "Non-Credit Status" will be ineligible for all formal/semi-formal dances/proms, as well as for senior class trip(s) and Commencement.
10. Absences for which the school has provided home instruction will not be included in this calculation.
11. Seniors who do not complete assigned Saturday School sessions prior to the end of the school year will be required to attend the Summer Credit Completion Program to complete the time owed. Appropriate school work will be provided to these students.
12. Underclass students who do not complete assigned Saturday School sessions prior to the end of the school year will be required to make up their sessions in a Summer Credit Completion Program or the student will have to repeat the school year.
13. Upon reaching unexcused absence #10, the parents of such students will be advised that judicial intervention will be sought for violation of the New Jersey Compulsory Attendance Statute 18A: 38-25.
14. Lateness to homeroom/school/early dismissal is incorporated into the discipline policy as follows: (See Student Code of Conduct)

#### Lateness to Homeroom/School

If a student arrives to school after the official start of the school day, the student shall be assigned a detention(s) as follows:

Late Arrival between 7:20 a.m. and 7:34 a.m. (H.R.) a student will receive 4 warnings (per semester); subsequent late arrivals will result in Administrative Detention.

Late Arrival between 7:34 a.m. and 10:00 a.m. a student will receive 4 warnings (per semester); subsequent late arrivals will result in 2 Administrative Detentions

#### Early Dismissal Days and Delayed Opening Days Pursuant to the School Calendar

##### *Early Dismissal Days:*

Incidents of student Lateness occurring after 8:00 a.m. and student early dismissals occurring prior to 11:40 AM will constitute an absence for the day.

##### *Delayed Opening Days*

Unexcused late arrivals after 10:00 AM will result in an absence for the day. Unexcused early dismissals prior 2:10 PM on a delayed opening day will result in an absence for the day. Students must be present in school for a total of four (4) hours to be considered present for the day.

15. A student must be present for a full day of school to participate in any extra-curricular activity scheduled for the same date.

#### **I. Notification Procedures**

1. Attendance office personnel will refer to the appropriate assistant principal the name of any student who has three (3) consecutive days of Levels I, II, and/or III absence or any pattern of absence. The parent/guardian of any such student will be contacted by phone.

1. Attendance office personnel will refer to the appropriate assistant principal the name of any student who has four (4) days of Level I and/or Level II absences. The parent/guardian of any such student will be contacted by phone and/or letter.
2. The next parent notification will result when a student reaches eight (8) Level I/ Level II absences.
3. If, despite the warnings, the student reaches the point of excessive absenteeism eleven (11) days), the assistant principal will contact the student and his/her parent(s) or guardian(s) by phone to discuss the reasons for the absences. This parent/guardian contact will take place as soon as possible.
4. In cases of unexcused absences (Level I absences), the building principal or designee, in addition to the above notification procedures, shall implement the State-mandated protocols for responding to unexcused absences as set forth in Section D of Policy No. 5200 – *Attendance*. These protocols require specific administrative action at the following levels of unexcused absenteeism:
  - Up to four (4) cumulative unexcused absences;
  - Between five (5) and nine (9) unexcused absences; and
  - Ten (10) or more cumulative unexcused absences.
1. Attendance office personnel will refer to the appropriate assistant principal the name of any student who has accumulated fifteen (15) days of *absence regardless of level of absence*. The parent/guardian of any such incident will be contacted by phone and/or letter.
2. Attendance office personnel will refer to the appropriate assistant principal the name of any student who has accumulated twenty-five (25) days of absences *regardless of level of absence*. The parent/guardian of any such student will be contacted by phone and/or letter. The Executive Assistant Principal will meet with the parent/guardian and the student to review the student’s attendance record to determine the cause(s) of the excessive absenteeism, and to review the disciplinary and academic (retention/loss of credit) consequences for continued excessive absenteeism.
3. Attendance office personnel will refer to the appropriate assistant principal the name of any student who has accumulated thirty (30) days of absences *regardless of level of absence*. The parent/guardian of any such incident will be contacted by phone and/or letter.

**CONFERENCE WITH THE ASSISTANT PRINCIPAL**

1. During the phone conference, the importance of regular school attendance will be stressed. The state laws and school policies on attendance will be discussed. It will be made clear that the school believes that it is the parent’s/guardian’s responsibility to ensure that their child(ren) attends school regularly. Parents will be notified during the conference that the school will refer the case to the local court if the student’s Level I/Level II absences continue.
2. The purpose of the conference will be for the student and parents/guardians to explain each absence and to provide medical documentation for absences as appropriate.
3. It is recognized that every illness does not require treatment by a physician, however, in cases of repeated short-term absences for illness, there should be medical treatment and a doctor’s note should be produced within five (5) days indicating the cause for the recurring illnesses.
4. The parents/guardians and students will be warned that future absences will result in strong action being taken.
5. The phone conference will be followed by a letter in which the major points covered will be repeated. A copy of this letter will be placed on file.

**POST CONFERENCE ACTION**

1. When a student reaches eleven (11) Level I/Level II absences, he/she will be notified via registered mail, by the assistant principal, that he/she is in “Non-Credit Status”. Credits for courses passed will not be granted until satisfactory completion of assigned Saturday School sessions. For each Level I/Level II absence beyond ten (10) absences, the student will be required to attend one Saturday School session.
2. Excessive class absence, therefore, means that the students has not adequately participated in the learning activities of his/her classes and is not entitled to receive full credit for those classes.

3. The usual penalty for excessive absences, therefore, will be the withholding of credit for the classes until successful completion of Saturday School sessions.
4. Absences for which the school has provided homebound instruction will not be included in this calculation.
5. Students who do not complete assigned Saturday School sessions prior to the end of the school year will be required to make up their sessions in a Summer Credit Completion program or repeat the school year. Until the time is completed, the student will be ineligible for participation in any extracurricular/co-curricular activity.
6. Seniors who do not complete assigned Saturday School sessions prior to the end of the school year will be required to attend the Summer Credit Completion program to complete the time owed.

**APPEAL PROCESS**

The appeal process may be instituted for a review of the number of days of absence, which the attendance records reflect and/or to determine whether the days accumulated are appropriately designated as Level I, Level II, or Level III absences.

Tier One

1. A parent or guardian may file a written appeal with the Executive Assistant Principal requesting a conference when a student’s absences have exceeded the maximum limit of ten (10) Level I/Level II absences.
2. This written appeal must be submitted to the Executive Assistant Principal within five (5) days after receiving notification that a student has exceeded the maximum limit for absences.
3. The appeal request must state the reason(s) for appeal.
4. The student’s total attendance record will be considered on an appeal case.
5. The Executive Assistant Principal will notify the parents or guardians of his/her decision in writing.

Tier Two

A written request to meet with the Superintendent, who represents the Board of Education, must be submitted within seven (7) days if not satisfied with the decision of the Executive Assistant Principal.

Tier Three

A written request may be submitted to the State Commissioner of Education if not satisfied with the decision of the Superintendent.

**CREDIT COMPLETION**

It is assumed that students who do not attend classes, regardless of the reason, cannot benefit from the instruction taking place in these classes.

1. Any student who accumulates eleven (11) or more Level I/Level II absences will be responsible to attend Saturday School sessions if he/she wishes to earn credit for the school year.
2. Time Lines:

Days Absent

Saturday Sessions Assigned

(Yearly Basis)

11-18	One Saturday Session for each Level I/Level II absence beyond ten (10) absences
19+	Administrative decision based on each individual case; students could be dropped from the rolls

**\*Note:** Should any absence beyond the tenth (10<sup>th</sup>) day be determined to be a truancy, it will be dealt with as per the Student Code of Conduct in addition to owing one Saturday class as per credit completion guidelines.

3. Saturday School Session Hours

Saturday School sessions are scheduled each Saturday from 9:00 am to 12:00 noon. Students are to arrive prior to 9:00 am with appropriate schoolwork for the three-hour session.

## **SUSPENSION**

Suspension, either internal or external, will not be counted as absences toward accumulating absences for non-credit status.

Students are responsible for making up all work missed due to suspension.

### **PROCEDURES FOR COMPLETING MISSED SCHOOL WORK DUE TO ABSENCE**

1. Students may make up work missed due to absence with no grade point deduction, except in cases of truancy and cutting class. Students will be given one (1) day make-up for each absent.

Example: A student who is absent on Tuesday should have all make-up work completed by Thursday.

2. All tests administered during such absence may be made up with full credit. Previously announced tests may be given on the day returned. Teacher judgment will be used in other test make-up situations.
3. A student who is absent due to truancy and/or cutting class will not be given the opportunity to make up missed assignments, quizzes, tests, etc.

### **REQUESTS FOR FAMILY VACATIONS**

1. Parents/guardians should notify the school principal at least two (2) weeks in advance if they are planning to take students out of school.
2. The time lost due to #1 above will count towards the ten (10) Level I/Level II absences allowed per school year according to policy.
3. The student must make-up work missed during these absences.

### **LONG TERM MEDICAL ABSENCES**

Students who are placed on homebound instruction due to illness will not have this time counted toward the ten (10) Level I/Level II absences.

#### **Procedures:**

1. Parent/guardian should request home instruction through the Nurse/School Counselor no later than five (5) days after the inception of the illness in accordance with the administrative procedure on homebound instruction. (See Regulation No. 2412 *Home Instruction*.)
2. A statement by a medical examiner must be produced giving the prognosis of length of time the student will be absent and the nature of the illness.
3. Only medical absences of ten (10) or more consecutive days will be considered for home instruction.

### **DROPPING STUDENTS FROM ROLLS FOR EXCESSIVE ABSENCES**

1. Students who were placed on homebound instruction during the year or were absent for long term hospitalization will not have that time counted towards the nineteen (19) days.
2. When an adult student reaches nineteen (19) absences, he or she will be dropped from the rolls, and will receive no credit for the school year.
3. Parents/guardians of students aged 16 and older will be advised of the excessive absences of nineteen (19) or more days for their child and they may be asked to withdraw the student.

### **DISTRIBUTION OF INFORMATION**

1. Every effort shall be made to see that pertinent portions of these procedures are explained to all students.
2. Pertinent excerpts from the procedure will be published in the Student/Parent Handbook.
3. Parents/guardians who are sent letters of warning regarding impending problems with attendance shall also receive a copy of the appropriate portion of this procedure.

### **SUMMER CREDIT COMPLETION PROGRAM**

1. Definition

The purpose of the Summer Completion Program is to provide an opportunity for students in a “non-credit status” to fulfill attendance requirements while participating in educational activities. Reading and writing skills are to be emphasized throughout the program. Students who are required to attend the Summer Credit Completion Program will be required to pay a registration and per diem fee to be established by the Board of Education.

A student who has exceeded ten (10) Level I/Level II absences and has not made up the time and credits by attending Saturday School sessions will be in a “Non-Credit Status”. The time owed must be made up in a Summer Credit Completion program or the student will repeat the previous school year. A senior who has exceeded ten (10) Level I/Level II absences and owes Saturday School sessions will not participate in graduation. A diploma will not be issued to any student until excess absences have been made up in either Saturday School session(s) or the Summer Credit Completion program.

The Department Supervisor for each state-required content area will be responsible for designing a unit of study requiring a minimum of twelve (12) hours of work. These units of study are to be forwarded to the assistant principal in charge of the Summer Completion Program by the last school day annually.

Depending upon the number of students, one (1) teacher per twenty-five (25) students will be hired by the Board of Education to supervise and assist the students in the Summer Completion Program. Teachers will award a pass/fail grade to the students in the program.

## 2. Procedures for the Summer Credit Completion Program

Students will be required to make up one (1) day for each absence in excess of ten (10) Level I/Level II absences. The length of one (1) make-up day will be three (3) hours, equal to one (1) Saturday School session.

Make-up days must be served consecutively. The only permissible reasons for missing a make-up day are:

- a. Religious Holidays
- b. Death in the Family
- c. Confirmed legal appointment
- d. Absences approved in writing by a doctor or a dentist.

Any absences, other than those listed above, will result in the student being removed from the Summer Completion Program; thus, the entire school year must be repeated.

A student arriving late to the Summer Completion Program must make up the time minute for minute. On the third lateness, the student will be dropped from the Summer Completion Program and will have to repeat the entire school year.

A student must complete designated sections of a unit of study during the three-hour day to earn a passing grade. Any student who is disruptive in the Summer Completion Program will be referred to the administrator in charge. The student will be sent home and receive no credit for the day. In the event the student does not complete the required days by the end of the program he/she must then repeat the entire school year.



# Summer Credit Completion



The purpose of the Summer Completion Program is to provide an opportunity for students in a "non-credit status" to fulfill attendance requirements to promote to the next grade level or graduate. Students who are required to attend the Summer Credit Completion Program will be required to pay a registration and daily fee.

A student who has exceeded ten (10) unexcused absences and has not made up the time and by attending Saturday School sessions will be in a "Non-Credit Status". The time owed must be made up in a Summer Credit Completion program or the student will repeat the previous school year. A senior who has exceeded ten (10) unexcused absences and owes Saturday School sessions will not participate in graduation. A diploma will not be issued to any student until excess absences have been made up in either Saturday School session(s) or the Summer Credit Completion program.

#### Procedures for the Summer Credit Completion Program

- Students will be required to make up one (1) day for each absence in excess of ten (10) unexcused absences.
- The length of one (1) make-up day will be three (3) hours, equal to one (1) Saturday School session.
- Make-up days must be served consecutively. The only permissible reasons for missing a make-up day are:
  - Religious Holidays
  - Death in the Family
  - Confirmed legal appointment
  - Absences approved in writing by a doctor or a dentist.
- Any absences, other than those listed above, will result in the student being removed from the Summer Completion Program; thus, the entire school year must be repeated.
- A student arriving late to the Summer Completion Program must make up the time minute for minute. On the third lateness, the student will be dropped from the Summer Completion Program and will have to repeat the entire school year.
- Any student who is disruptive in the Summer Completion Program will be referred to the administrator in charge. The student will be sent home and receive no credit for the day. In the event the student does not complete the required days by the end of the program he/she must then repeat the entire school year.

**NOTE: Students will be charged \$30.00 to register for the program plus an additional \$10.00 for each day to be made up, to a maximum of 8 days.**

Summer credit completion information can be found online by going to the high school website-Students-Summer Credit Completion.

## **Substance Abuse/Alcohol (Policy No. 5530)**

The Washington Township Board of Education policy outlines a set of administrative procedures to evaluate, to discipline and to provide counseling services to students who are involved with dangerous substances or alcohol misuse.

## **Zero Tolerance for Drugs in School (Policy No. 5530)**

The Washington Township Board of Education and local police officials have adopted a zero tolerance policy for drugs or other illegal substances in school. To combat this issue our schools will continue to implement the START Program. The BOE has implemented the following anti-drug procedures: school officials will post notices of locker searches in school, bring in professional handler with drug-sniffing canines, make a greater use of surveillance cameras, conduct more frequent, unannounced locker searches, provide sensitivity training for professional and support staff and conduct random drug testing of athletes.

## **Student Athlete Drug Policy R 5530.1**

### **STUDENT ATHLETE DRUG TESTING**

#### **1. Definitions**

**Drug:** any substance considered a controlled, dangerous substance pursuant to N.J.S.A. 2C: 35-2, including steroids and alcohol.

**Student-Athlete:** any student, grades 9-12, participating in freshman, junior varsity or varsity interscholastic athletic programs for the Washington Township Public School District, including cheerleading.

**Athletic Season:** the time period established by the New Jersey State Interscholastic Athletic Association for each sports season, i.e. Fall, Winter and Spring.

#### **2. Consent Form**

All students who wish to participate in District athletic programs shall be provided a copy of this Student-Athlete Drug Policy ("Policy") and thereafter shall be required to sign a form consenting to random testing. The student must also provide written consent to such testing from his/her parent(s) or guardian(s). Any student who does not have the consent form signed by his/her parents or legal guardian, or who refuses to be tested, will

be suspended from participation for the upcoming athletic season and will not be allowed to participate in any future interscholastic athletic program until he/she is in compliance with the Student Athlete Drug Policy.

### 3. Random Selection for Testing

Twenty-five percent (25%) of each team will be tested randomly during the course of the season, Monday through Saturday. 80% of the athletes tested should be in-season with the other 20% representing out of season athletes. The testing periods for Student Athletes will be in effect for an entire year from the first date of eligibility of their first athletic program. The confidential student code numbers of the student-athletes participating in each given sport will be placed in either an in-season or out-of-season pool from which the authorized collector will draw the student code numbers for random drug testing. Those selected for testing shall be immediately notified and tested the same day.

### 4. Collection of Urine Samples

The collection of urine samples will be administered primarily during the school day, but may be collected after school or on Saturday at the discretion of the principal/designee. Student-athletes will be called to the 9/10 or 11/12 wing main offices under the direction of a grade level Assistant Principal. The grade level Assistant Principal will provide for a confidential escort of the student-athletes to the Office of the Assistant Principal for Athletics/Student Activities and/or the nurse's office.

After the sample is produced, the student shall give the sample to the monitor who shall check the sample for temperature and signs of tampering, and, if satisfied with the integrity of the sample, the monitor shall promptly transfer the sample to a specimen bottle provided by the testing laboratory that bears the assigned identification number.

### 5. Testing Facility

The Board of Education shall determine which testing laboratory facility is to be used to test student-athlete urine samples. Selected facilities shall be federally approved testing facilities that demonstrate sufficient accuracy in results to the satisfaction of the Board. A split urine sample will be taken for all students. The second sample must be collected at the same time as the first sample to be sent to the District's approved testing facility. Chain of custody procedures, discussed below, must be followed by the District's chosen facility. The student-athlete shall have the option to send a split sample to an approved testing facility of his/her choosing, at his/her expense. Appropriate weight will be given to the results of tests run by the student's facility of choice. Additional testing may be deemed necessary by the administration.

### 6. Test Procedure

Urinalysis will be the preferred testing method. If the student-athlete refuses to submit to any test, and or tampers with the testing procedures, such student-athlete shall forgo his/her privilege of participation in the District's athletic program and will be subject to #9 "Procedures Upon Positive Test Result". In addition, any student athlete who has tampered with the testing procedures will be subject to disciplinary action, or any student who has refused to submit to a random drug test, may be subject to disciplinary action. If the student-athlete is unable to complete the urinalysis during the prescribed time the collector is present in the building, the following procedure shall be implemented: The student-athlete will be required to produce a urinalysis at the John F. Kennedy Hospital Access Center prior to the close of the working day. The student-athlete's inability to provide a urine sample at the conclusion of the day will be treated as a refusal to submit to testing and will be subject to the policy outlined in #9 "Procedures Upon Positive Test Result".

### 7. Screening and Confirmation

Procedures to be used by the Testing Facility and Levels Determining Positive or Negative Results:

The testing facility shall screen each urine specimen by an immunoassay method, e.g., EMIT RIA, FPI, for each illegal drug or drug group as directed by the administration. Specimens may also be analyzed for acid, neutral and basic drugs by thin layer chromatography. If either or both of the screenings are positive, gas chromatography/mass spectrometry must be used to confirm positive test results. In order for a specimen to be considered positive, either or both of the first level tests and the gas chromatography test must report positive results. A negative result of both tests on the first level or of the gas chromatography test will preclude a finding that the specimen is positive. The levels below which specimens are deemed negative are as follows:

<b>Substance</b>	<b>Initial Test Level (NG/NL)</b>	<b>Confirmatory Test Level (NG/NL)</b>	<b>Confirmatory Method</b>
Amphetamines	1000	1000	GC/MS
D-Amphetamines	1000	1000	GC/MS
Barbiturates	200	200	GC/MS
Amobarbital	200	200	GC/MS
Butalbital	200	200	GC/MS
Pentobarbital	200	200	GC/MS
Phenobarbital	200	200	GC/MS
Secobarbital	200	200	GC/MS
Benzodiazepine	200	200	GC/MS
Metabolites			
Nor diazepam	200	200	GC/MS
Temazepam	200	200	GC/MS
Oxazepam	200	200	GC/MS
Cocaine	300	300	GC/MS
Marijuana	50	50	GC/MS
Delta-9-Carboxy			
THC			
Methadone	300	300	GC/MS
Methaqualone	300		GC/MS
Opiate			
Metabolites	300	300	GC/MS
Codeine	300	300	GC/MS
Morphine	300	300	GC/MS
Phencyclidine	25	25	GC/MS
Propoxyphene	300		GC/MS
Steroids	*		GC/MS
Alcohol	50 MG/DL	50 MG/DL	

*\*Complete list provided upon request*

*- Standard Panel Used by International Olympic Conference.*

*Please Note: If any illegal drug not listed is detected, the cut-off levels commonly used for that drug by accredited testing facilities shall be used. The testing facility will promptly forward the test results to the Superintendent or his/her designee in a confidential manner.*

#### 8. Chain of Custody

The adult monitor at the collection site, in the presence of the student, shall cap and seal the sample with evidence tape and attach the label to the specimen bottle. The monitor shall fill in the required information on a chain of custody form and enter the date and time that the specimen was taken and sealed. The chain of custody form, a copy of the release form and the specimen shall be sent to the testing laboratory. The testing facility shall record the temperature, specific gravity and creatinine level on the label for the sample and sign the label.

Upon arrival at the testing laboratory, personnel from that laboratory shall mark on the chain of custody form, the date and time that the laboratory received the specimen. While the specimen is at the laboratory, any technician or laboratory personnel who opens the bottle or otherwise handles the specimen shall mark his/her name, the date, time and the purpose for which the specimen was handled, on the chain of custody form. The testing laboratory shall ensure that the specimen is shipped or couriered to the facility as quickly as possible. If



a test result is positive, the specimen shall be re-secured with evidence tape, signed, and dated by the testing personnel. When the testing procedure is complete, testing reports will be prepared and signed by the testing personnel. The Medical Review Officer must review the form listing medications the student is taking and note whether such medicine could cause a positive test result. If at any time during the process, inadequacies in the chain of custody occur, such inadequacies shall be reported to the appropriate laboratory authority who shall in turn notify the District. The testing facility shall retain the specimen in a locked freezer until they receive further direction from the District regarding the disposition of the sample.

If, after consulting with appropriate medical authorities, the District determines that the inadequacies in the chain of custody will affect the results of the test, the District shall direct the testing facility to dispose of that specimen. The district shall then collect another specimen and follow the procedures in this policy.

#### **9. Procedures Upon Positive Test Result**

If a sample tests negative, no further action shall be taken by the District. If the sample tested produces a positive result, and the student-athlete is taking prescription medications, he/she shall identify such medications by providing a copy of the prescription or a physician's authorization. The student-athlete shall not be required to disclose the medical condition requiring such medication. Upon a positive test, the student-athlete's parent(s) or guardian(s) shall be notified immediately, and the Superintendent or designee shall promptly thereafter convene a meeting with the student-athlete, and his/her parent(s) or guardian(s).

In the case of a positive test result, consequences for the in-season athlete and the out-of-season athlete will vary as outlined below; however, an offence for an in-season athlete shall be considered an offence for an out-of-season athlete and vice versa for the purposes of the accumulation of offenses. The progression of offenses shall span a student-athlete's entire high school career.

#### **In-Season Athletes**

- **First Offense:** Student athlete forfeits the remainder of that sports season and may not engage in a subsequent sports season until the athlete completes an in-house drug education program and gives two consecutive clean urine samples before regaining eligibility.

#### **Out of Season Athletes**

- **First Offense:** Student athlete may not engage in a subsequent sports season until the athlete completes an in-house drug education program and gives two clean urine samples before regaining eligibility.

#### **All Athletes**

- **Second Offense:** Student athlete will be ineligible to participate in sports for one calendar year from the date of the second offense. In addition, the student athlete will be required to undergo a formal drug and alcohol abuse assessment at the athlete's expense and provide documentation that such an assessment was completed. Furthermore, the student athlete will provide a copy of the results of that assessment to one of the high school SAC Counselors and complete any course of therapy recommended by the assessment at their own expense. The course of therapy will have to be completed within the one-year suspension from athletics in order for that student to be eligible to play sports. Lastly, the student athlete will be required to give two consecutive clean urine samples before regaining eligibility.
- **Third Offense:** Student Athlete will be ineligible to participate in sports for the remainder of his/her years at WTHS.

#### **10. NJSIAA Regulations**

NJSIAA regulations and procedures for drug testing shall apply to all interscholastic athletes. Selection procedures, testing and sample collection procedures, lab facilities and consequences shall be in accordance with NJSIAA standards for all testing done at the request of NJSIAA. Such testing shall be conducted at NJSIAA expense. Any positive test of a student-athlete pursuant to random drug testing conducted by the New

Jersey State Interscholastic Athletic Association (NJSIAA) shall be considered an "offense" under this regulation. To the extent that the NJSIAA consequences for a positive test result are more severe than outlined in this Regulation, the NJSIAA consequences shall prevail.

#### 11. Confidentiality

The District respects the privacy of its students and shall maintain confidentiality regarding any drug testing. All records of tests and subsequent actions shall be kept in a file, separate from the student's regular file. The District will not release records of drug tests or any resulting action to anyone, other than the student athlete and/or his/her parent(s) or guardian(s), who is not directly involved with the testing without written authorization from the student and/or his/her parent(s) or guardian(s). Results of any tests taken pursuant to this policy shall be destroyed after one year unless otherwise requested by the student and/or his/her parent(s) or guardian(s).

#### Renaissance Program

*"Teachers have the right to teach, and students have the right to learn."*

The Renaissance Program is designed to promote and reward strong academic performance, good attendance, and effective decision making leading to positive behavior and participation in school and community activities. At the end of each semester the students' records are reviewed to determine eligibility. Renaissance cards are issued twice a year, in September and March, to eligible students based on their records from the previous semester. Renaissance students are eligible for a variety of rewards and incentives in recognition of their commitment to academic excellence and school involvement. Below are the criteria for earning a GOLD, BLUE or RED Renaissance Card.

#### GOLD CARD

- 93 or above non-rounded GPA (weighted).
- No subject failures.
- Participation in at least one extracurricular activity in school or in the community or other responsibilities worthy of recognition.
- No more than 4 unexcused absences per semester.
- No discipline referrals which result in administrative detention, Saturday School or suspension.

#### BLUE CARD

- 85 to 92.99 GPA (weighted).
- All other criteria remain consistent with Gold Card.

#### RED CARD

- 80 to 84.99 GPA (weighted).
- All other criteria remain consistent with Gold Card.

#### RULES OF THE CARD:

- Card must always be presented with photo ID.
- Cards are non-transferable. Anyone caught transferring a card to any other student will be denied a card for the remainder of the year.
- Cards will be revoked upon any suspension being issued. Cards may be revoked for other serious infractions or repeated pattern of offenses as determined by the assistant principal.
- Cards will be issued at the beginning of the semester and will be reissued only if the criteria have been maintained.
- Lost cards will be replaced for a \$1.00 fee.
- Any tampering of cards will result in revocation.
- A semester failure in any subject will lead to revocation of the card.

#### National Honor Society

The National Honor Society is an organization whose membership consists of well-rounded high school student leaders, whose academic achievement, integrity, and commitment to their school and community are evident and tangible.

Students cannot "join" the National Honor Society; they must be inducted based on the following criteria:

- Determination of academic eligibility in either the student's junior or senior year.
- Completing an application process that thoroughly documents the student's service, leadership, and character.

Qualifications needed for acceptance into the National Honor Society are:

- A non-rounded cumulative GPA of 90.0 or higher after 4 semesters as a Junior or after 6 semesters as a Senior.
- Consistent, tangible, and continuous evidence of varied volunteer service (both in and outside of school) in grades 9, 10, 11, and 12.
- Active membership and participation in at least **2 extra-curricular or co-curricular activities per year** for grades 9, 10, 11, and 12.
- Consistent, tangible, and continuous evidence of leadership in grades 9, 10, 11, and 12.
- Upstanding character in grades 9, 10, 11, and 12.
- Maintaining a cumulative GPA of 90.0 or higher after induction.

*If belonging to the National Honor Society is a goal for you, your academic achievement, activities, and volunteer service in your Freshman, Sophomore, and Junior years are critical! Interested students may pick up more detailed information on the NHS and steps toward induction from your school counselor or the NHS advisors.*

#### Athletics and Extra-Curricular Activities

### **RULES & REGULATIONS FOR INTERSCHOLASTIC SPORTS**

Fall Season: August 12 through December 1  
Winter Season: November 11 through March 15  
Spring Season: March 6 through June 15

#### **I. Attendance and Punctuality at Practices and Games**

A. Attend every practice. If you miss practice, you must have a note from your parents. Missed practices will be made up in some other way.

B. If you miss the practice before a game - **you may not play that game!**

Exceptions:

1. A note previous to that day for a doctor's appointment or a legal reason.
  2. Death in the family.
- C. Internal or External Suspension: You may not practice or play if you have an internal or external suspension that day.

#### **II. Conduct In School**

A. Suspension for drinking, smoking or drugs - immediate expulsion from the team. This includes sale, use or possession.

B. Detention or restriction - students receiving detentions or restrictions will be disciplined.

C. Unexcused lateness/early dismissal or absence on the day of the game eliminates students from playing in a game that day.

#### **III. Care Of Athletic Equipment/Uniforms**

All of the equipment issued to the student-athlete must be returned to the head coach or the designee no later than five school days after completion of the season or withdrawal or suspension from the program.

Charges will be made for lost or excessively worn equipment. Failure to comply with the above will render a pupil ineligible for any additional co-curricular activities.

#### **IV. Away Trips Transportation & Behavior**

A. Student-athletes are expected to travel with the team on the bus to and from away contests. The only

exception would be by a pre-arrangement made with the parents, coach and administration which would then permit other means of transportation to be used.

- B. On away trips athletes are responsible for leaving the visitors' locker room in good order. Any defacing of the facility or its equipment will be dealt with according to our disciplinary code.

### **Participation in Activities**

A student may not participate in co-curricular activities such as practice sessions, plays, concerts, debates and athletic contests if he/she is absent or under suspension the day on which the activity occurs. The only exceptions are prearranged appointments. Unexcused absences or suspension on Friday disqualifies students from participation on Saturday. Any student attending a school activity under the influence of drugs or alcohol or in possession of an alcoholic beverage or drugs or showing disorderly conduct is subject to suspension.

### **Eligibility For Interscholastic, Extra-Curricular, and Co- Curricular Activities**

The Washington Township Board of Education and staff believe that one of the important goals of education is to provide opportunities for students to develop their full potential. As such, the Washington Township Board of Education, and staff, recognizes the importance of student participation in extra - curricular and co- curricular activities. This participation should contribute to the full development of the student.

#### **A. Credits**

1. To be eligible for participation in interscholastic, extra-curricular and co-curricular activities for the first semester of a given year, with the exception of ninth grade, a student must earn 32.5 credits (25% of the total credits required for graduation) in the previous school year.
2. To be eligible for the second semester of a school year, a student must have a passing numerical average in at least 16.25 credits (12.5% of the total credits required for graduation) of first semester subjects.

Credits are determined as follows:

5 credit course	=	2 1/2 credits
2 1/2 credit course	=	1 1/4 credits
1 credit course	=	1/2 credit

3. Students may be eligible in the second semester of their senior year even when they carry less than 12.5% of the State minimum (16.25 credits) during the first semester, provided they are meeting their school district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester. Seniors who withdraw from courses with a passing grade (wp) will be eligible provided they are carrying sufficient credits for graduation purposes.

#### **B. Second Semester Eligibility**

If a student is eligible at the start of a season, he/she may complete the season.

#### **C. Eligibility Rules for Students Transferring In**

1. Students who transfer in during the first semester must have passed 25% of the credits required for graduation by the State of New Jersey during the immediately preceding academic year.
2. Students who transfer in during the second semester must have passed 12.5% of the credits required for graduation by the State of New Jersey at the close of the preceding semester.

#### **D. Eligibility Rules of NJSIAA**

As a member school of the NJSIAA, all eligibility rules, as outlined in the NJSIAA Constitution and Bylaws will apply to Washington Township High School student athletes.

#### **E. Summer School**

Any summer work for makeup purposes for failed courses completed and approved by the school before the sixth school day, in the fall semester, may be used for eligibility purposes.

## **Student Activity Eligibility Requirements**

Student Athletic Eligibility requirements for Washington Township High School are as follows:

1. Students must meet the NJSIAA eligibility requirements to participate on an interscholastic team. These requirements are posted on the athletic department website and can be found in the Student Handbook.
2. Parents and students must complete the student athlete participation agreement online with both student and parental signatures signed electronically. By signing the participation agreement students and parents are both aware of the eligibility requirements of Washington Township High School.
3. Students must satisfactorily undergo and pass a physical examination by their personal physician and submit the form to the Athletic Director's Office before being permitted to participate in a particular sport.
4. In order to attend or participate in any activity (athletics, dance, play, etc.) sponsored by the school, students are required to be in attendance the day of the activity.

## **Student Activities**

The following list of student activities is published for the students at Washington Township High School. Hopefully, this will provide the students with a guide to the many co-curricular and interscholastic activities offered during their years in high school.

There are many benefits gained by the students while participating in a co-curricular activity. Students who participate in activity programs tend to have higher grade-point averages, better attendance records and fewer discipline problems. In addition, students learn self-discipline, build self-confidence and develop skills needed to be productive citizens in today's society. Studies have concluded that colleges and future employers select students who have participated in activities over non-participants because active students are more likely to accept the challenges and responsibilities needed to become successful in life.

Remember, activities are considered by many experts as the Other Half of Education. So be part of our High School's Co-Curricular Program and reward yourself with many fond memories and a valuable educational experience.

## **[Clubs and Activities link](#)**

## **Sportsmanship**

The New Jersey State Interscholastic Athletic Association and Tri County Conference are taking steps to ensure good sportsmanship by all spectators at our athletic events.

Unsportsmanlike conduct will not be tolerated, and violators will be removed from the area.

It is all of our jobs to be good spectators and enjoy the contest. Unsportsmanlike conduct shall include but not be limited to the following:

- a. Any person, athletic department staff member, student-athlete, fan or spectator who strikes or physically abuses an official, opposing coach, player or spectator.
- b. Any person, athletic department staff member, student-athlete, fan or spectator who intentionally incites participants or spectators to violent or abusive action.
- c. Any person, athletic department staff member, student-athlete, fan or spectator who uses obscene gestures or profane or unduly provocative language or action towards officials, opponents or spectators.

## **Interscholastic Athletics**

Interscholastic athletic programs provide opportunities for students with superior athletic talents to develop and utilize these talents fully in organized competition with students of similar ability from other schools. Rather than limiting inter-school athletics to competition between varsity teams, competition between several levels of teams should be encouraged and fostered to provide opportunities for increased numbers of students to participate and develop skills for a higher level of competition.

Because the extreme interest of the spectators and players in the outcome of contests often creates highly emotional situations, interscholastic athletics rank among the most effective means in the total educational program through which positive lifelong values may accrue.

To utilize the full potential of interscholastic athletics for positive educational experiences, the athletic programs should be organized and conducted in accordance with basic principles. The interscholastic programs should:

1. be regarded as integral parts of the local educational program and should be conducted in keeping with the worthiness of the whole educational program;
2. supplement, rather than serve as substitutes for basic physical education, recreation and intramural programs;
3. be so conducted that the physical well-being and safety of the participants are protected;
4. be conducted in accordance with the letter and the spirit of the rules and regulations of appropriate conference, state and national athletic associations to which the school district belongs.

## **Washington Township High School Sports Offerings**

### **[Sports Teams Directory link](#)**

**Certified Athletic Trainers:** Dr. Eric Schwartz and Mrs. Stephanie Mosiondz

## **New Jersey State Interscholastic Athletic Association Eligibility Requirements**

**ELIGIBILITY RULES** apply to All Varsity, Junior Varsity, Sophomore, and Freshmen teams representing a High School (Girls and Boys).

**STUDENTS - IT IS RECOMMENDED THAT YOU DO NOT PARTICIPATE ON ANY TEAM OUTSIDE OF YOUR SCHOOL** under any circumstances until you have permission from your Director of Athletics.

### **STUDENTS ARE:**

**ELIGIBLE** if they have not reached the age of 19 prior to September 1.

**ELIGIBLE** for eight consecutive semesters following a students' entrance into the ninth grade.

**ELIGIBLE** if they are in full residence.

**ELIGIBLE** if they transferred because of a change of residence by parents or as approved by the Executive Committee.

**ELIGIBLE** if the district had no influence to retain or secure the student for academic advantage.

**NOT ELIGIBLE** after the class in which they originally enrolled graduates, regardless of transfers during the 3rd or 4th year.

**NOT ELIGIBLE** if a student's parents move from the district and the student remains in the original school unless this happens in the 2nd half of Junior Year (February 1).

**TRANSFERS: Refer to <https://www.njsiaa.org/schools/student-eligibility> .**

## **General Information**

### **Graduation**

All students and parents should be aware of the following procedures concerning commencement and the graduation ceremony:

1. The principal has the authority to end the graduation ceremony if conditions before or during the ceremony would disrupt the intended dignity of the occasion.

2. Eligibility for Participation:

The privilege of participating in graduation is reserved for those students who have met all requirements and obligations set forth in Board of Education policy #5460. A student will be denied the privilege of participation if he/she:

- a. Has not met academic requirements or lacks sufficient credits.
- b. Has an attendance record which has placed him/her in non-credit status.

- c. Has been involved in a serious violation of school rules, has been suspended 5 times in the course of the year, and/or been placed in an out-of-district program due to disciplinary infractions.
- d. Fails to conduct themselves during the ceremony in a manner conducive to the purpose of the ceremony.
- e. Fails to attend graduation practice (unless absence is properly excused) or is uncooperative during graduation practice.
- f. Has not met financial or other obligations such as fines, lab fees, returned books, etc.

3. Decorum:

a. Student Dress

Students are required to wear caps and gowns during the ceremony. No slogans or writing is permitted on caps/gowns. Boys are required to wear a dress shirt with a collar, a tie, long dress pants, socks and dress shoes. Sneakers, sun glasses, signs, etc. are not to be worn. Students who do not comply with the dress code before or during the ceremony will not be permitted to participate or continue to participate in the graduation ceremony.

b. Student Conduct:

Students are required to conduct themselves in a manner reflective of the dignity and honor of the occasion. Shouting, cheering, and hurling of objects is not permitted. Students who are boisterous or disruptive will be removed from the ceremony. Materials, such as balloons, horns, etc. will not be permitted during this ceremony.

c. Guests:

To be seated, guests should arrive one-half hour before graduation begins. Late arrivals cannot be seated during the graduation processional. Guests are expected to abide by the following guidelines:

- a. Guests are expected to dress appropriately for this occasion. Shirts must have a collar. No tee shirts, tank tops, jeans or Bermuda shorts. Short pants are not allowed for persons over 12 years old.
- b. No food or beverages allowed.

**Senior Trip and Dance/Prom Requirements-BOE Regulation 5850.1**

The senior trip, *and all formal, semi-formal, and informal dances, including but not limited to the junior and senior proms* are adjuncts of the Washington Township School District's high school program. Consequently, participation and attendance at any of these functions are to be considered special privileges and should be available to those students who have earned these privileges.

Attendance in all assigned classes and in school when school is in session, is an important component of a student's success and responsibility in school. In addition, proper student behavior is essential to the successful maintenance of a school environment which is conducive to learning. In order to achieve the above, the following procedures are established:

1. School Attendance Requirements for Participation

Any student who exceeds ten unexcused absences will not be eligible for participation in the senior class trip.

Any student in "non-credit status" will be ineligible for participation in semi-formal and formal dances including but not limited to the junior and senior proms. Non-credit status is defined as any student with more than ten unexcused absences who has not attended the required number of Saturday School sessions for attendance. Students may only participate in the WTHS senior class trip one time during their high school career.

2. Student Discipline Requirements for Participation

If a Senior accumulates two (2) suspensions for disciplinary infractions involving drugs/alcohol, fighting, assault, defiance of authority, and/or flagrant disrespect, he/she is ineligible to participate in the Senior Class Trip. Furthermore, any senior who is suspended, internally or externally, three (3) times for any disciplinary infraction(s) or combination of infraction(s) will not be eligible to participate in the Senior Class Trip.

If a student accumulates four (4) suspensions for disciplinary infractions involving drugs/alcohol, fighting, assault, defiance of authority, and/or flagrant disrespect, he/she is ineligible to participate in all formal/semi-formal dances and proms. Furthermore, a student suspended five (5) times for any disciplinary infraction(s) or combination of infraction(s) will be ineligible to attend formal, semi-formal, and informal dances including but not limited to the Junior and Senior proms.

Any student: 1) who chooses not to participate in the school-sponsored senior class trip; or 2) who is ineligible to participate in the senior class trip, and arranges a personal trip that coincides with the time and venue of the high school senior class trip, will be subject to disciplinary action if he/she interferes with or disrupts the operation of the senior class trip *or the rules governing eligibility for participation in the trip*. Disciplinary action may include, but not be limited to, the loss of privilege to participate in graduation exercises and/or any remaining formal, semi-formal, and informal dances (e.g., the Junior and Senior Proms).

### 3. Guests at School-Sponsored Social Events

Social events are not part of the thorough and efficient system of education provided by the Board. The high school administration has the right to restrict dance attendance to Washington Township High School students on specific occasions, as necessary. When guests are permitted to attend, the high school administration has the right and responsibility to review guest lists. Guest participation may be denied for disciplinary reasons, attendance matters, or other good cause. Any student disenrolled from Washington township High School and not in attendance in another educational program, as well as any student who has been expelled or has disenrolled from Washington Township due to excessive absenteeism and/or excessive or serious infractions of the Student code of Conduct will not be permitted to attend district/school dances.

### 4. Parent/Guardian Senior Trip Meeting

A student may attend the senior trip only after his/her parent/guardian has attended a parent/guardian meeting, or in the event that the parent/guardian was not able to attend the meeting, the parent/guardian will be responsible for contacting the building principal or designee to make alternative arrangements, so as to ensure that the parents/guardians have received the necessary information. The purpose of the meeting will be to review the trip itinerary and behavioral expectations.

### 5. Consequences of Disciplinary Infractions Occurring at Dances and/or the Senior Trip Dances/Proms

Any student found in violation of Policy 5530 - Substance Abuse at a dance/prom will be barred from attending any subsequent dances/proms held for the current school year as well as the following school year. Any senior found in violation of Policy 5530 - Substance Abuse, at the senior prom will be denied the privilege of participation in the graduation ceremony.

#### 1. Senior Trip

Any student found with or using alcohol or drugs on the senior class trip may be sent home, and if sent home, it will be at the parent's/guardian's expense. Any student involved in a civil violation such as theft, disorderly conduct or fighting may be sent home at the parent's expense. Parents/guardians are required to pay any additional expenses incurred from sending a student home early from the trip including the travel expenses of a staff chaperone. Any student sent home for disciplinary reasons will not be eligible to attend the prom and graduation. Students who violate the drug and alcohol policy will be suspended, as per Administrative Procedure, #5440, upon returning to school. Drug involvement may result in a Board of Education hearing. Disciplinary infractions, which occur during the course of the trip, will result in detentions and/or suspensions upon the student's return to school.

The Board reserves the right to search student luggage for alcohol and/or drugs. As deemed necessary, such searches may be performed by the local law enforcement authorities and could include the use of trained canines. Any student found in possession of alcohol and/or drugs will be withdrawn from the trip at the parent's or guardian's expense and will be suspended, as per Administrative Procedure #5440.

Furthermore, *seniors* involved in serious disciplinary infractions may be deemed ineligible to participate in senior end-of-year ceremonies and events including the graduation ceremony.





# Working Papers



**Step 1:** Pick up a copy in the 11/12 main office or download online by going to the high school website- Students-Working Papers

**Step 2:** Student and a parent/guardian complete Section A

**Step 3:** After student is offered a position the employer completes Section B

**Step 4:** Have a doctor complete Section C (skip if you have an athletic physical on file at the high school)

**Step 5:** Bring completed working papers to the 11/12 main office to be signed & submitted to the state

Working papers information can be found online by going to the high school website-Students-Working Papers.

## Voluntary Fingerprinting

The Board of Education will provide a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with local law enforcement officials. This program is available to all pupils in grades Kindergarten through nine upon written authorization of their parent or guardian. Additional information will be sent home early in the school year.

## Lockers

Lockers are issued to students on the first day of school for their individual use and storage of books and clothing. The lockers are the property of WTHS, and as such, can be searched - see Locker Search.

The following are guidelines for student use of lockers:

1. WTHS is not responsible for the loss of any contents of the locker.
2. Any problems with the operation of the assigned locker should be immediately reported to the Main Office so that the problem can be corrected.
3. Locker combinations should not be given to your friends; lockers are assigned to individual students.
4. Students will be held responsible for any damage to their assigned locker. Students are not to write/draw on lockers or place decals/stickers on lockers
2. All materials are to be removed from the locker by the student prior to the closing of school in June; materials left in the locker will be discarded when the custodians clean the lockers.

## Locker Search

The Washington Township Board of Education believes that, in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by maintaining discipline, order and safety at all times in all school locations. It also recognizes that each student locker remains the property of the school district and remains under the joint control of both the school district and the student.

The Board believes the right to inspect school lockers is inherent in the authority granted it, and as such, has had administrative procedures developed to ensure that every safeguard is employed to protect the well-being of all students. The procedures are to be followed in order to conduct a reasonable search when it is necessary to maintain safety, order and discipline within the schools. Lockers will be searched periodically by the administration. Canines may be used as part of the search of student lockers and vehicles parked on school

property. Full procedures are listed in Board Policy & Regulation #5770.

### **School Non-Responsibility for Personal Property**

The School District is not responsible for the loss of any personal items, of either a student or staff member, while the item is inside or on the premises of School District buildings or property. This includes loss which occurs as a result of lockers which are broken into or rooms which are entered illegally. The School District does not and cannot carry sufficient insurance to cover these losses.

Parents and staff members are advised, therefore, to obtain sufficient insurance to cover such valuable articles as jewelry, watches, musical instruments, etc., through their own homeowner's insurance. It is possible for parents to obtain riders on these policies at a very minimal cost to cover belongings while they are outside of the household premises.

Students are strongly discouraged from bringing valuables and large sums of money to school.

### **Emergency School Closing**

In case of emergency when school must be closed, notification will be made via the Global Connect phone messaging system, email and the school districts' website WTPS.org.

### **Lost and Found**

Please do not leave valuables of any kind in lockers, etc. Found articles should be brought to any of the 3 main offices, where students who have lost them may claim them. Personal student items are not covered by school insurance.

### **Safe Walking Procedures**

Students who miss their bus or other means of transportation must use the following procedure:

Walk only where pavements are provided, such as:

- A. Pavement path from behind the High School to Ganttown Road.
- B. Pavement bordering Ganttown Road.

Any students who use an alternate route in which pavements do not exist, does so at their own risk. In accordance with our bus policy, students are required to walk where appropriate "sidewalks" are provided. High School telephones are available for students who must contact their parents for means of transportation other than a school bus.



# Student Parking



Parking spots will be issued in numerical order on a first come, first served basis. In order to be eligible for a parking permit students must have a valid New Jersey driver's license, a current vehicle registration, and acknowledge receipt of the Student-Athlete and Student Parking Permit Drug Policy forms. **If a student obtains a license or a vehicle after the start of school they can obtain a parking permit in the 11/12 main office at any time.** Parking permits are for the use of the designated student only. Any student who sells or gives their parking tag to another student or who parks in a spot not assigned to them will receive disciplinary actions.

## Driving Rules and Regulations

1. Only those with a valid New Jersey Driver's license may apply for parking privileges, learner's permits are not acceptable.
2. No smoking, vaping, or use of e-cigarettes in cars at any time while in the school parking lot, all students are subject to the district policy on smoking.
3. Driving speed in the parking lot should not exceed 10 m.p.h.
4. Students must follow the designated traffic pattern in the parking lot and should not drive across empty parking spaces.
5. All drivers must stop for pedestrians.
6. Students are to arrive to school on time and may not leave the building or grounds without a proper dismissal. Students who leave without permission are subject to discipline via the student code of conduct.
7. Students will not be permitted to store and/or retrieve items from their vehicles during the school day unless given permission by an administrator.
8. The parking lot hanger must be visible at all times while in the school parking lot.
9. The parking hanger can only be used in your vehicle registered with the main office, should you change vehicles please visit the office to update your information.
10. Students will be assigned a specific parking space with a corresponding hanger number issued on a first come, first served basis.

**Student Parking information can be found online by going to the high school website-Students-Student Parking.**

## Fire Drills

Fire drills are held monthly. Promptness and silence are required. Near the door in each classroom is a card giving directions as to the exit to be used by the pupils in the room. If an alarm sounds while classes are passing in the halls, the students should proceed toward the exit in the section of the hall in which they are located. Students should remember that perfect order is an essential requirement of complete safety. Unless directed otherwise, students should remain with and return to the building with their assigned teacher.

Violations of this are subject to disciplinary action.

Fire alarm equipment is governed by State and Federal Laws. Any student tampering with fire alarms/fire extinguishers will be subject to suspension, arrest and prosecution.

## Drugs and Medications

### **Administration of Medication While at School**

1. A letter or authorization for each prescription must be submitted by the parent and physician and will be placed on file in the nurse's office. If it is necessary for a student to take medication on a regular basis (for example: menstrual cramps, allergy, headaches, etc.), permission must be on file from a physician and parent which will permit a student to come to the nurse's office and take medication when required. In those instances, the medication may be retained by the student with prior knowledge of the school nurse and a physician's order. No student will be permitted to take any drug except in the presence of the school nurse.
2. Medication, properly identified, must be given to the school nurse in order to ensure correct administration of the medication. Students may not carry medication with them at school unless authorized by the physician and parents.