

Washington Township High School 2023-2024

Student / Parent Handbook

509-529 Hurffville – Cross Keys Road

Sewell, New Jersey

(856) 589-8500

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Washington Township Central Administration

Dr. Eric Hibbs – Superintendent

Janine Wechter – Business Administrator/Board Secretary

Dr. Pamela Nathan - Assistant Superintendent for Curriculum & Instruction

Annette Miller – Assistant Superintendent for Special Education

Katherine Carey – Director of Assessment, Data, Technology, Registration and School Community Outreach

Jennifer Grimaldi – Director of District School Counseling

Gretchen Gerber – Director of Elementary Education

Steve Gregor – Director of Diversity, Equity, Inclusion and Belonging

Director of Special Education – Kathryn Ashbridge

Washington Township Board of Education

Carol Chila – President

Elayne Clancy – Vice President

Connie Baker

Stacey DiMeo

Kathleen Gallinaro

Scott Laliberte

Sean Lindsay

Ralph Ross Sr.

David Tomczak

Washington Township High School Administrative Team

Raymond F. Anderson III – Executive Principal

John Saverase – Executive Assistant Principal

Kevin Murphy – Assistant Principal, Director of Athletics

Angela Costello - Assistant Principal

Dr. Gregory B. Muscelli – Assistant Principal

George Passante - Assistant Principal

Dan Saia - Assistant Principal

Washington Township Department Supervisors

English – Melissa Barnett

Mathematics – Carole English

Special Education – Joseph Hoopes

Social Studies/Business – Jeff Snyder

Science/Technical Education – Malika Moore

Visual / Performing Arts – Casey Corigliano

World Languages/ESL/Family & Consumer Science – Meike Kirk

WASHINGTON TOWNSHIP PUBLIC SCHOOLS 2023-24 CALENDAR

August/September (T 21 S 18)

M	T	W	T	F
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October (T 22 S 21)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November (T 20 S 18)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December (T 16 S 16)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January (T 21 S 21)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August

- 30 Opening Day: Teachers
- 31 Staff Inservice (Grs. PS-12)

September

- 1 Schools Closed
- 4 Labor Day
- 5 Staff Inservice (Grs. PS-12)
- 6 Opening Day: Students

October

- 11 Early Dismissal:
Staff Inservice (Grs. PS-12)
- 25-26 Early Dismissal:
Staff Inservice (Grs. 6-12)
Parent Conf. (Grs. PS-5)
- 27 Staff Inservice (Grs. 6-12)
Parent Conf./Staff Insr. (PS-5)

November

- 9-10 NJEA Convention
- 22 Early Dismissal (Grs. PS-12)
- 23-24 Thanksgiving Break

December

- 12 Early Dismissal (Grs. PS-12)
Staff In-Service
- 22 Early Dismissal (Grs. PS-12)
- 25-29 Winter Break

January

- 1 New Year's Day
- 2 Students & Staff Return
- 15 Martin Luther King Jr. Day
- 23 Early Dismissal:
Staff Inservice (Grs. PS-12)

Please note: Early dismissal days are subject to change based upon Board approval and appropriately early notice to parents.

February

- 16 Staff Inservice (Grs. PS-12)
- 19 Presidents' Day

March

- 20-21 Early Dismissal:
Staff Inservice (Grs. 6-12)
Parent Conf. (Grs. PS-5)
- 29 Spring Break

April

- 1-5 Spring Break
- 8 Students & Staff Return
- 19 Early Dismissal:
Staff Inservice (Grs. PS-12)
Junior Prom

May

- 23 Early Dismissal:
Staff Inservice (Grs. PS-12)
Senior Prom
- 24-27 Memorial Day Break

June

- 17-20 Early Dismissal (Grs. PS-12)
(Lunch will not be served)
- 20 Last Day: Students & Teachers
Graduation (tentative) 7pm
- 21 Juneteenth (observed)

- Schools Closed
- Staff Only
- Early Dismissal – Students Only
- Early Dismissal – Staff & Students

February (T 20 S 19)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March (T 20 S 20)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (T 17 S 17)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (T 21 S 21)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June (T 9 S 9)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

*This calendar assumes five snow/emergency days. The last student day will be June 20th. Unused snow days will be deducted in the following order: June 20, 19, 18, 17, 14. No snow days will make the last student day June 13. Additional snow days, above the five built in, will be added in the following order (as possible): April 5, 4, 3, 2, & 1.

When adjusted for snow days, this calendar represents 187 teacher days and 180 student days.

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
 GRADING AND MARKING PERIOD TIMELINES
 SCHOOL YEAR 2023-2024

SECONDARY

Item	1 ST SEMESTER	2 ND SEMESTER
End of Semester	Friday, Jan. 26, 2024	Thurs., June 13, 2024 Last day for students (<i>Tentative</i>)
End of Semester Grades/Comments Entered by Teacher	Friday, Feb. 2, 2024	Thurs., June 13, 2024 Last day for teachers (<i>Tentative</i>)
Report Cards Issued	Thurs., Feb. 8, 2024	Monday, June 17, 2024 (<i>Tentative</i>)

TEACHER-STUDENT TIME SCHEDULE 2023-2024

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/WTHS Location	8:20	8:45	2:55	3:35

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/WTHS Location	8:20	8:45	1:25	3:35

**GRENLOCH TERRACE EARLY CHILDHOOD CENTER
DELAYED OPENING**

2 HOUR DELAYED OPENING GRENLOCH ECC	TEACHER IN	STUDENT IN	STUDENT OUT	TEACHER OUT
Full Day Preschool GTECC/WTHS Location	10:40	10:45	2:55	3:35

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

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

TWP PRIDE BELL SCHEDULE – REGULAR DAY

	RED	WHITE	BLUE	GOLD
Homeroom 7:20-7:28 (8)	Homeroom	Homeroom	Homeroom	Homeroom
Block A 7:32-8:29 (57)	1	4	3	2
Block B 8:33-9:30 (57)	2	1	4	3
Block C 9:34-10:31 (57)	3	2	1	4
C: 10:35-11:32 (57)	6A	9A	8A	7A
L: 11:32-12:12 (40)	L2	L2	L2	L2
L: 10:31-11:11 (40)	L1	L1	L1	L1
C: 11:11-12:08 (57)	6B	9B	8B	7B
Block E 12:12-1:09 (57)	7	6	9	8
Block F 1:13-2:10 (57)	8	7	6	9
Dropped	4,9	3,8	2,7	1,6

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 may 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

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.

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.

Affirmative Action Officer/Goal

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

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.

Athletic Program

Athletics Directory

Athletic Teams

Student Athlete Drug Testing Policy R 5530.1

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:

Substance	Initial Test Level (NG/NL)	Confirmatory Test Level (NG/NL)	Confirmatory Method
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 and 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).

Athletics and Extra-Curricular Activities – Interscholastic Sports

Fall Season:	August 7 through December 1
Winter Season:	November 15 through March 15
Spring Season:	March 15 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, vaping, 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, except for ninth grade, a student must earn **30 credits** 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 **15 credits** of first semester subjects. Credits are determined as follows:
5 credit courses = 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 (**15 credits**) during the first semester, provided they are meeting **our** 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.

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.

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 guardian move from the district and the student remains in the original school unless granted approval to remain in the district by the Board of Education.

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

Attendance

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 (11th and 12th 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 marking period); 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 marking period); subsequent late arrivals will result in 2 Administrative Detentions

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:

<u>Days Absent</u>	<u>Saturday Sessions Assigned</u>
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(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 (10th) 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.

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.

WTHS Clubs and 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.

Student Code of Conduct

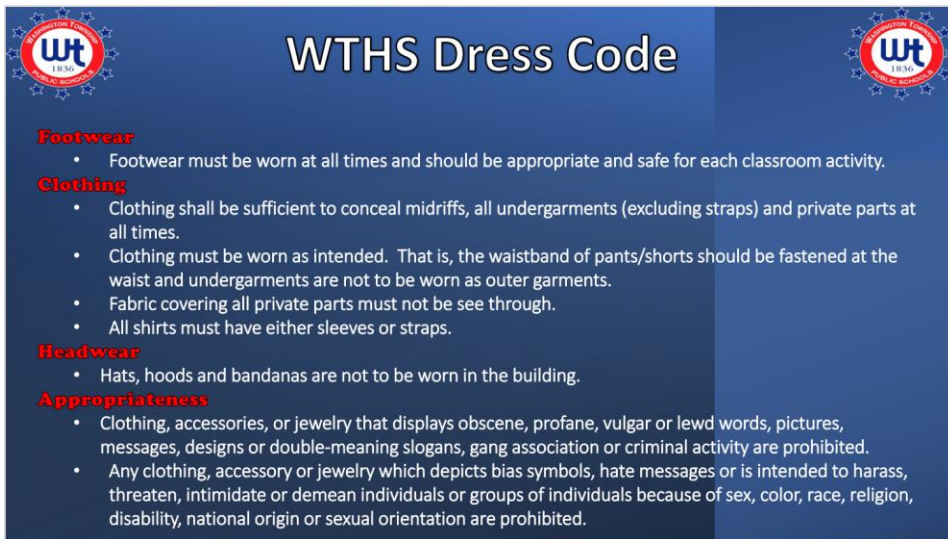
Counseling Office

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. Visit our website for information about your school counselor, Accuplacer, ACT, SAT, Advanced Placement, Asvab, Naviance, Financial Aid, Scholarships, Summer School, etc.

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.

Dress Code

A blue poster titled "WTHS Dress Code" with the WTHS logo in the top corners. The poster lists dress code rules under four categories: Footwear, Clothing, Headwear, and Appropriateness.

WTHS Dress Code

Footwear

- Footwear must be worn at all times and should be appropriate and safe for each classroom activity.

Clothing

- 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.

Headwear

- Hats, hoods and bandanas are not to be worn in the building.

Appropriateness

- 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.
- 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.

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.

Harassment, Intimidation or Bullying (HIB)

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.

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. 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.

The most up to date information regarding the IMC can be found on our homepage, at the link above, or by visiting the IMC Schoology Group - IMC Student Resources. For specific questions please contact the School Library Media Specialist, Mrs. Dowdell at cdowdell@wtps.org.

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
1. 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.

Medications and Authorization


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.

Parking



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.

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 cell phones, earbuds/headphones, 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.

Physical Education Rules and Regulations and Drivers Education

Physical Education Rules and Regulations

Participation for Physical Education Classes

Students MUST change into their required Physical Education clothing (athletic attire) to earn participation points and participate in Physical Education class.

Attendance for Physical Education Classes

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.

Required Dress for Physical Education Classes

1. Sneakers with tied shoelaces must always be 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. Athletic attire is required for Physical Education classes and should represent our school colors, Red, White and / or Blue. Only T-shirts, appropriate length shorts and sweatpants are acceptable. No tank tops or half shirts are permitted. 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. Physical Education 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.
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.

Saturday School

Seniors – Senior Trip and Dance/Prom Requirements

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.

6. 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.

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 and alcohol misuse.

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.

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.

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.
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 - 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.

[Technology Resources](#)

PowerSchool, [Schology](#), etc.

[Transportation Policy](#)

[Working Papers](#)