

**Washington Township High School
2019-2020**

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

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Jack McGee – Assistant Superintendent for Curriculum and Instruction
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Steve Cordner – Assistant Principal 11-12 Wing
Dan Saia – Assistant Principal 11-12 Wing
Steve Selby – Executive Assistant Principal 9-10 Wing
Angela Costello – Assistant Principal 9-10 Wing
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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.

AFFIRMATIVE ACTION OFFICERS

Janine Wechter and Jack McGee for Personnel & Students: 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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Resume of Important Dates

	1 st Marking Period	2 nd Marking Period	3 rd Marking Period	4 th Marking Period
End of Marking Period	Wednesday, Nov. 13	Friday, Jan. 31	Tuesday, April 7	Wednesday, June 17 (Tentative)
End of Marking Period Grades/ Comments Entered by Teacher	Wednesday, Nov. 20 3:00 pm	Monday, Feb. 10 3:00 pm	Wednesday, April 22 3:00 pm	Thursday June 18 (Tentative)
Report Cards Issued	Friday, Nov. 22	Wednesday, Feb. 12	Friday, April 24	Report Cards mailed June 24 (Tentative)
Incomplete grades due in Counseling Office	Monday, Dec. 2	Wednesday, Feb. 19	Thursday, April 30	No incomplete grade(s) without permission of the Building Principal.

Regular High School Bell Schedule

HR	7:20 a.m. - 7:30 a.m.
1	7:35 a.m. - 8:20 a.m.
2	8:25 a.m. - 9:10 a.m.
3	9:15 a.m. - 10:00 a.m.
4	10:05 a.m. - 10:50 a.m.
5	10:55 a.m. - 11:40 a.m.
6	11:45 a.m. - 12:30 p.m.
7	12:35 p.m. - 1:20 p.m.
8	1:25 p.m. - 2:10 p.m.
9	2:15 p.m. - 3:00 p.m.

Length of Periods:

Homeroom - 10 minutes
 Periods 1-9 - 45 minutes

There is a 5-minute passing time between classes.

Early Dismissal Bell Schedule

HR	7:20 a.m. - 7:28 a.m.
1	7:33 a.m. - 8:02 a.m.
2	8:07 a.m. - 8:36 a.m.
3	8:41 a.m. - 9:10 a.m.
4	9:15 a.m. - 9:44 a.m.
5	9:49 a.m. - 10:18 a.m.
6	10:23 a.m. - 10:52 a.m.
7	10:57 a.m. - 11:26 a.m.
8	11:31 a.m. - 12:00 p.m.

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)

More information is distributed directly to parents/guardians as the winter months approach.

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.

Frequently Asked Questions

Our WTHS Counseling Webpage has information to assist you at www.wtps.org/wthscounseling has information to assist you. Here are some of the frequently asked questions in the Counseling Office:

Q. Who is my school counselor?

Individual counselor Information can be found on the WTHS Counseling Webpage at <https://www.wtps.org/Page/6041>.

Q. How do I schedule an appointment with my counselor?

Come to the Counseling Office before school begins, during your study hall, during lunch, or after school to complete an appointment request. Your counselor is available via telephone and e-mail, which is located on our WTHS Counseling Webpage.

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

They are Mrs. Petolicchio in the 9-10 Wing Room I-113 and Mr. Oliver in the 11-12 Wing Room B-18. The SACs are also located on the WTHS Counseling Webpage.

Q. Can I change my schedule?

No course selection changes can be made after May 1st - prior to the new school year.

Q. What is our ACT or SAT CEEB code?

311364

Test Dates

Various tests are administered during the course of the school year. Students are encouraged to perform to the best of their ability in order that accurate assessment of their progress can be determined.

PSAT & NMSQT

Wednesday, October 16, 2019

Will be given at Washington Township High School to all Freshmen, Sophomores and Juniors.

SAT & SAT Subject Test Dates

August 24, 2019

October 5, 2019

November 2, 2019

December 7, 2019

March 14, 2020

May 2, 2020

June 6, 2020

ACT Test Dates

September 14, 2019

October 26, 2019

December 14, 2019

February 8, 2020

April 4, 2020

June 13, 2020

July 18, 2020

Advanced Placement (AP) Course and Exam Information

It is expected that students who enroll in AP courses will sit for the AP exam in that course. AP exams cost approximately \$95 each, and there is tremendous value for students to potentially earn college credit for performing well on their AP exam(s). Additionally, students are eligible for a final exam exemption for each AP course in which they are enrolled if they take the AP exam for that course **AND** finish the course with an unweighted grade of 85. A 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. For more information, contact your AP teacher, your counselor, and visit our WTHS Counseling Webpage.

Grading System

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

Power School Grade Reporting

The Washington Township Public Schools have utilized the web-based student information system (SIS) PowerSchool, providing information on student grades and attendance to parents.

Parent - Teacher Conferences

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding of the student's growth and development and to exchange valuable information that may help the student realize his/her fullest potential.

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. Although Washington Township High School does not offer a summer school program, our WTHS Counseling Webpage and counselors can provide a list of schools.

Study Halls

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

Instructional Media Center – Where Learning Never Ends

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, CDs, DVDs, online databases, word processing programs, 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 home page. <http://wtps.org/Page/6203>

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 IMC Home page: www.wtps.org/Page/561. The Homepage includes 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 the following topics:

- Art
- Biography
- Business
- Careers
- Current Events
- Controversial Issues
- Geography & Culture
- Health
- Literature & Reading
- Music
- Professional Development
- General Reference
- Science
- Social Studies
- World Languages

Students can use the databases from home by going to the database page and then clicking on "Databases Home Access." The same user name and password that they use in school should be entered when directed to do so. <https://www.wtps.org/Page/23823>

Students can use the online catalog, Destiny Discover, to access print and e-books, CDs, and DVDs.

Student Use of the IMC

Study Hall Procedures

1. Students may come to the IMC when they have a scheduled study hall.
2. Students report first to study hall and check in with the teacher, who will take attendance. It is expected that students report directly to the IMC unless noted on the pass.
3. If a student wants to return to study hall, this must be noted on the pass.
4. Students will not be permitted to return to study hall during the last ten minutes of the period.
5. Students can always get a Priority Pass to come to the IMC.

Cafeteria Procedures

1. Students may come to the IMC during their lunch period.
2. Students must report first to the cafeteria. Within the first five minutes of the lunch period, The moderator will issue IMC passes. It is expected that the students will report directly to the IMC unless otherwise noted on the pass.
3. If a student wants to return to the cafeteria, this must be noted on the pass.

4. Students will not be permitted to return to the cafeteria during the last ten minutes of the period.
5. Only cafeteria moderators may issue passes to the IMC.

Priority Pass

1. Priority passes are given to students who cannot get a study hall or cafeteria pass.
2. Students must stop in the IMC to obtain a priority pass signed by the librarians.

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 14 days with two renewals. Students need their ID cards to renew a book. The circulation period for CDs, videos & DVDs is 1 week.
4. Students who fail to return overdue materials in a timely manner will lose all IMC privileges.
5. Students who owe materials to the IMC will have their names added to the school's obligation list and will be unable to attend social functions until the materials have been returned. Additionally, parents will be notified.

After School Procedures

1. Students must present their student ID to use the IMC after school. We are open until 3:30 p.m. on Tuesdays, Wednesdays, and Thursdays only. On Monday and Friday, we close at 2:15 p.m.
2. Bus passes will only be issued to students who arrive by 2:30 pm and stay in the IMC until 3:15 pm.
3. All school rules apply.

IMC Student Assistants

Students may volunteer to work in the IMC during their lunch or study periods. Please stop in the IMC and speak to one of the librarians if you are interested in volunteering.

Physical Education Rules and Regulations

Required Dress for Physical Education Classes

1. Students must change for PE class from their clothes into their required PE class uniform.
2. The required PE uniform may be purchased through the student store. This is the required uniform for maximum activity.
3. Sneakers* are the only approved foot wear. They are required for safety and protection of the indoor gymnasium floor. Black soled sneakers are not to be worn on the gym floors.*Sneakers must have laces (no slip-on, Velcro, wheels or buckles) and have at least half inch soles (no soft-soles, no studs).
4. Socks must be worn with sneakers to avoid blisters and to absorb foot perspiration which contributes to fungal growths.
5. Gym shorts with elastic or drawstring waist in RED, WHITE, or ROYAL/NAVY BLUE (boxer-type) with your name printed inside for identification purposes in the event of a loss. No spandex pants. No one piece outfits. No inside-out clothing.
6. Gym shirts (color T-shirt) in RED, WHITE, or ROYAL/NAVY BLUE. No "muscle" shirts or undershirts. No suggestive messages permitted on T-shirts. WTHS or Washington Township High School is the only printing permitted on clothing.
7. Sweatshirts are recommended for outside gym classes. Sweatpants of the elastic/drawstring type are recommended. No jeans. If a student chooses to wear sweatpants/shirt, they must be in shorts/shirt when roll is taken and can then put on their sweats after roll is taken.
8. NO JEWELRY IS TO BE WORN in physical education classes for safety reasons.
9. No food or drink is permitted in the gymnasium or health education classrooms. NO GUM CHEWING for safety reasons.
10. Students are responsible for bringing in a combination lock to secure personal belongings during the physical education class period.

Physical Education Class Attendance

New Jersey State Law requires that students take and pass health and/or physical education for each year that they are enrolled in high school. Each student will be permitted to miss up to 2 classes per marking period, without penalty, due to absence from school or class. Students involved in **school related functions** will be permitted up to two additional absences per marking period without point loss. The student will be required to make up additional absences to avoid a reduction in grade.

If not made up, each class missed will result in a 3-point deduction from the final marking period grade (i.e. 3 classes not made up will result in 9 points taken off the marking period grade.)

On extended illnesses or injury, the student will be scheduled for adaptive physical education pending notification from the doctor. The student has the responsibility to contact the school nurse for the proper medical forms and the student

should return the medical note/forms within 5 school days. The family doctors must fill out the appropriate forms identifying proper activity for the student. The student will then be assigned to individualized physical education in the adaptive room until released by the doctor to resume normal physical activity. These students will continue to receive grades and credit for the course.

Excessive absence due to suspension will be handled as an incomplete grade with an extension of two weeks to complete the requirements of the course if the suspension occurs in the last two weeks of the quarter. (Exception is the fourth quarter.)

Lateness to Physical Education Class

Any student who is more than 5 minutes late to class, as in any other class, will be considered as "cutting" the class and will be disciplined according to the policy.

Disciplinary Actions Taken for Unprepared for Physical Education Class

Any student not wearing the proper attire for physical education class (sneakers, athletic shorts, and colored T-shirt or a sweat suit when the weather is cool) will be considered "unprepared".

1st Offense - Student will receive a 5-point grade deduction.

2nd Offense - The student receives a 5-point grade deduction. A teacher-student conference will be held. The teacher will send the departmental form home notifying the parent.

3rd Offense - The student will receive a 10-point grade deduction (no make-up). A conference will be held with the teacher, counselor, parent and student.

4th Offense - The student will receive a 10-point grade reduction. At this point the student will FAIL physical education for the marking period. Since the New Jersey State Law requires 150 minutes of health/physical education per week, the student who is continually unprepared is now in violation of the State Law.

Two make-ups per marking period are permitted. Please arrange make-ups with your PE teacher. Being excessively absent and/or unprepared for class may result in failure of this required course. The student must pass four years of physical education in order to meet graduation requirements. A grade below 60 may not be made up in Summer School.

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. Is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, beliefs, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and
2. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
3. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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 after their regular school day. Participation in extra-curricular activities and/or work does not excuse a student from attending detention. In addition, students who are assigned to detention are not permitted to leave the building or school grounds before reporting to detention. Students may be restricted during their regular school day at the discretion of the Administration (e.g. - endangering the well-being of another student, continual class disruption, disrespect).

A letter will be sent to parents informing them of the infraction(s) which has resulted in their child's restriction, detention or suspension.

The Administration will secure work from the student's teachers so they may continue their school work while restricted/suspended and receive credit for the work completed when it is returned to the teacher.

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 Internal 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 (Incl. 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.
- * 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.
- * 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;
- * Placement of student on probation;
- * Placement of student in an alternative school program;
- * Board of Education hearing for possible long-term suspension or expulsion

Regulation #5200

Attendance and Excuses, Grades 9-12

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.

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 third period on a full day (10:00 a.m.) shall be marked absent for the day. An early dismissal prior to the end of the fifth period on a full day (11:40 a.m.) 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 will be permitted a maximum of two (2) 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 or accumulate units of lateness/ instructional time loss (ITL) as follows:

Late Arrival between 7:20 a.m. and 7:34 a.m. (H.R.) a student will receive 5 warnings (per semester); subsequent late arrivals will result in Administrative Detention.

Late Arrival between 7:35 a.m. and 8:24 a.m. (1st Pd.) = 1 unit of lateness/instructional time loss (ITL)

Late Arrival between 8:25 a.m. and 9:14 a.m. (2nd Pd.) = 2 units of lateness/instructional time loss (ITL)

Late Arrival between 9:15 a.m. and 10:00 a.m. = 3 units of lateness/instructional time loss (ITL)

Early Dismissal from School

If a student requests early dismissal from school, the student shall accumulate units of lateness/instructional time loss (ITL) commensurate with the amount of school time he/she misses as follows:

Early Dismissal between 1:25 and 2:10 PM (8th Pd.) = 1 unit of lateness/instructional time loss (ITL)

Early Dismissal between 12:35 and 1:24 PM (7th Pd.) = 2 units of lateness/instructional time loss (ITL)

Early Dismissal between 11:40 AM and 12:34 PM (6th Pd.) = 3 units of lateness/instructional time loss (ITL)

Consequences of Accumulated Units of Lateness/Instructional Time Loss (ITL)

Cumulative units of lateness/instructional time loss (ITL) due to repeated instances of lateness to school and/or requests for early dismissal shall result in the following consequences:

8 Units *per Semester*

8 Units and every

8 units thereafter (*per semester*) Student will be assigned Saturday School session(s)

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.

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.

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. Absences taken during posted mid-term and final examination periods are greatly discouraged.
4. 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.

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.

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.

Use and Abuse of Controlled Dangerous Substances and Alcohol

The Washington Township Board of Education recognizes that the use of dangerous substances by any pupil seriously impedes that pupil's education and threatens the welfare of the entire school community.

The Washington Township Board of Education also recognizes that alcoholism and the misuse of alcohol are serious social problems that have far-reaching implications for both the consumer of alcohol and for the entire school community.

The Board prohibits the use, possession, sale and/or distribution of any dangerous substances and/or alcohol on school premises or at any event away from the school premises that is sponsored by the Board, or on any transportation vehicle provided by the Board.

This policy and administrative procedures have been prepared based upon meetings and continuous involvement with local government and community agencies, such as the Washington Township Police Department and SODAT.

In a situation where school personnel have determined that a student is in possession of or may be under the influence of alcohol or other illegal drugs, the following will occur:

- a. The student will be removed to a protective environment for observation and care by the school nurse.
- b. The student's parent(s) or guardian(s) will be notified of the incident.
- c. The student will be examined by a doctor. The school will provide the physician and pay the doctor's fee. If at the request of the parent or guardian, the medical examination is conducted by a physician other than the doctor provided by the school, such examination will not be at the expense of the Board of Education.
- d. A written report of the medical examination shall be furnished to the student's parent or guardian and the principal by the examining physician within twenty-four (24) hours.
- e. If it is determined the student is under the influence of alcohol or other drugs, he/she will be excluded from school according to the board approved discipline code (see Student Code of Conduct in this handbook).

In a situation where school personnel have determined that a student is in possession of illegal drugs for purposes of distribution or administering alcohol or other illegal drugs, he/she will be excluded from school pending a Board of Education Discipline Hearing (see Student Code of Conduct in this handbook).

Involvement of Local Authorities

The Board of Education and administration believe that the safety and well-being of students and staff is of primary importance to the smooth operation of the school and the educational process. Students who attend Washington Township High School are therefore required to conduct themselves at all times in a manner which demonstrates respect for themselves, respect for the rights and safety of others, respect for school property, and respect for a climate conducive to their education and the education of others.

In support of this expectation, the school district reserves the right and responsibility to refer to the local police those student infractions of Board Policy involving fighting, assault, possession and/or use of weapons and firearms, possession and/or use of alcohol and illegal drugs, repetitive instances of smoking in school buildings and other infractions which endanger the safety of others or seriously disrupt the educational process.

The Student Code of Conduct outlines several of the circumstances under which the police will be contacted. In such cases, the police will be contacted, formal complaints will be filed and when necessary referred to the court system. Whenever the police are called in to file a complaint, question students or remove students to police custody, the building principal or his/her designee will make every effort to contact the student's parent or guardian to apprise them of the circumstances. However, parental consent is not a precondition to police questioning of the student or the release of the student into police custody.

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:

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).

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. Students who meet all of the Renaissance criteria and who perform well academically, earning straight A's in all four marking periods may be eligible for a final exam exemption. (Excludes AP courses. See AP information regarding criteria for exemption from AP final exams.) Below are the criteria for earning a GOLD, BLUE or RED Renaissance Card.

CRITERIA FOR EARNING CARDS:

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 quarter failure in any subject will lead to revocation of the card.

National Honor Society

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

You cannot join NHS. You must be inducted. In order to be inducted, you must first be deemed academically eligible and then apply for membership by completing a Student Activity Information Form that documents Service, Character and Leadership. Only Juniors and Seniors who are academically eligible may apply. However, if belonging to the NHS is a goal of yours, your activities as a Freshman and Sophomore are critical.

The qualifications for entry into the NHS are as follows:

- Non-rounded 93.0 cumulative GPA after 4 semesters as a Junior and after 6 semesters as a Senior.
- Maintenance of a cumulative GPA of 3.0 after induction.
- Upstanding character.
- Continuous tangible evidence of service and leadership in grades 9-12.
- Membership in at least 2 extra-curricular activities per year for grades 9-12. Interested students may pick up more detailed information on the NHS and steps toward induction from your counselor, Mrs. Deacon or Mrs. Scardino-Welch, 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 30 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 15 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 (13.75 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 Activity Eligibility requirements for Washington Township High School are as follows:

1. Students must meet the Washington Township eligibility requirements in order to participate on an interscholastic team. These requirements are posted in the Athletic Director's office and can be found in the Student Handbook.
2. Students must submit to the head coach of the sport for which they are trying out, a dated and completed Athletic Permission Slip with both student and parental signatures affixed. By signing the permit, 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.

AACC- African American Culture Club

Advisors: Ms. Jackson and Ms. Lafleur

The African American Culture Club (AACC) helps students of all races celebrate, embrace, and expand their knowledge of African American history and culture. We work to foster student success through cultural awareness, leadership, and community service. Each meeting provides students with a safe place to share personal experiences and discuss cultural and social issues surrounding African Americans in our country. The club is open to all WTHS students who are interested in learning more about the history, traditions, and customs of African Americans.

Air Force Junior ROTC Drill Team

Advisors: MSgt. Harris and MSgt. Hood

Enrollment in the Aerospace Science Course (Air Force Junior ROTC) allows students to audition for its award-winning Drill Team. The team consists of Armed and Unarmed Basic Drill, Armed and Unarmed Trick Drill, Armed and Unarmed Inspection. The team attends a minimum of six competitions per year. Team membership enables students to earn a Freshman, JV or Varsity letter.

All School Productions - Plays and Musicals

Advisor: Mrs. Molotsky

Each year open auditions are held for 9 - 12 grades for the fall and spring plays. Students are also selected to become members of the tech crew, costume crew, props crew and set/scenery construction crew. Publicity and refreshment committees need student volunteers. During the season rehearsals are held after school in the 11-12 auditorium.

Art Club

Advisor: Ms. Henry

The Art Club has done murals, silk screen shirts and art work for the yearbook and the school newspaper. In the past, we have also participated in art exhibitions and traveled to art related functions. The Art Club is open to any student from grades 9 to 12 - you don't need an art background.

Asian-Awareness Club

Advisor: Mr. Wong

Asian Awareness is a student group with an open call for membership from the high school community with a view towards promoting knowledge, understanding, tolerance and appreciation of Asian culture. Club activities range from the purely social, to service and charitable works. Meetings are held bi-monthly, with executive sessions in-between. The club looks to build its membership and network more effectively with other school-wide organizations in the coming school year.

Class Advisors

Freshmen:	Mrs. Griffiths	Sophomore:	Mrs. Hamer and Mrs. Mulvihill
Junior:	Mrs. Costello	Senior:	Mr. Giberson

Colorguard

Advisor: Mr. Spencer

The WTHS Colorguard is an integral part of the Minutemen Marching Band. Members use flags, rifles and other assorted equipment to provide an added dimension to the marching bands performances on the football field, parades and marching band competitions.

Colorguard membership is open to students in grades 9 - 12. The group starts each spring for the following school year. Practices are held throughout the summer, usually on Monday and Thursday evenings. Band camps are held in the month of August. Fall rehearsals are Monday and Thursday evenings with performances on Friday evening and/or Saturday.

Colorguard - Indoor

Advisor: Ms. Williams

The WTHS Indoor Colorguard, known as MIRAGE, uses flags, rifles, sabers and other pieces of equipment to present a combined program of equipment and dance on a basketball-size court. Recorded music is used with the drill to enhance the work. Students compete between January and May on Saturdays and/or Sundays. Practices begin during the first week of December on Monday and Thursday evenings.

Clinics for this performing group are held at the end of November. Basic skills are taught; however, it is helpful if students are well versed in the basics before coming out.

Debate Team

Advisor: Mr. Parker

The WTHS Debate Team competes in the South Jersey Debate League against other area high schools. Each season, the SJDJL establishes a debate topic for which schools must provide teams arguing for and against solutions. Participation involves research and debate preparation in the Fall and early Winter and debating during the Winter debate season. Students who participate on a high school debate team gain valuable experience in research, critical thinking, public speaking, and teamwork.

DECA

Advisor: Mrs. Ackley

DECA is a student organization established for Business Education Students. Students in Business Education will have the opportunity to be a DECA member. By doing so, these students will learn leadership skills, gain vocational understanding, learn social intelligence and work on civic consciousness projects.

Some of the activities carried on by the WTHS DECA Chapter will be our Annual Volleyball Tournament, Fundraising events, and community service events. In addition to the events, students will have the opportunity to compete at Regional, State and National DECA Conferences.

Drama Club

Advisors: Mrs. Molotsky and Mr. MacNamara

Drama Club: a place for theater kids to get together to discuss theater, see theater, participate in theater, support the WOBP, and get involved in theater if none of the other outlets for theater are available for them. Students have the opportunity to see local and Broadway theater and participate in workshops with theater professionals. Students can participate in NJDFL competition which is competition team theater and participate and plan a Broadway Cabaret.

Engineering By Design Club

Advisor: Mrs. S. Wong and Mr. M. Wong

The Engineering by Design Club is an after-school activity that is designed for the student interested in design and problem solving. The organization is open to all students who have taken or are taking a Technology Education class. The association participates in state and national competitions in areas such as architecture, flight, engineering and web site design to name a few. The EBD Club also competes in the VEX Robotics program, where students work in teams to design, build, program and drive robots to perform specific tasks.

FBLA - Future Business Leaders of America

Advisor: Mrs. Simpson

The FBLA club offers students with an interest in the field of business the opportunity to gain valuable insight into the many facets of the business world. Through Regional, State and National Competition students will demonstrate their knowledge in business and acquire leadership skills. Students will participate in various fund-raising activities and will go on an exciting field trip to a popular business establishment.

French Club

Advisor: Mrs. Lester

Parlez-vous Francais? Oui? If so, you are probably a member of our "CLUB FRANÇAIS"! The club promotes more cultural activities for French students than are possible in the classroom. Meetings are relaxed get-togethers where students of all languages are welcome to experience French culture and get to know one another. Join us for trips to French Bistros or Crêperies in Philadelphia and South Jersey. Come eat crêpes, chocolate croissants or French cheeses after school. Celebrate French holidays with us, such as Noël, Mardi Gras or la Chandeleur. Other seasonal activities are possible as offered locally so come and share your ideas. The French club is also the sponsor for the Société Honoraire de Français, where French students in levels Honors 3 and up can be inducted their junior year and can earn their graduation cord their senior year.

Game Club

Advisor: Mrs. Wong

The Game Club is an after-school activity that gives all students the opportunity to socialize with other students while playing an array of board games, card game, and other table top activities. Games played include titles popular titles such as Risk, Chess, or Magic the Gathering among many others. The Game Club meets every Thursday in the IMC.

Jazz Band

Advisor: Mr. Appello

Jazz Band is the premier jazz organization at Washington Township High School. Membership is attained through competitive audition. The Jazz Band travels throughout South Jersey and the Delaware Valley area, competing against other high school jazz bands. Concert performances are held during the winter and spring months. Members are eligible to audition for the All South Jersey and All State Jazz Band. Rehearsals are held after school in the 11-12 Wing Band Room.

Marching Band

Advisor: Mr. Spencer

The Minutemen Marching Band is a performance-oriented group that provides entertainment for school and community activities, and also performs competitively in regional and national events. Some of the activities of the marching band include parades, halftime at varsity football games, competitions and festivals, and professional football and collegiate football games. The band has performed at Giants Stadium (Meadowlands), Veterans Stadium and the Spectrum, and has traveled to Canada, Kentucky, Ohio, Virginia, Florida, Maryland, Pennsylvania, Delaware, Texas, West Virginia, Washington, DC, Tennessee, and Louisiana for performances. The Band performed on New Year's Day, 1998 in the Tournament of Roses Parade in Pasadena, California, 2004 Gator Bowl, in Orlando, Florida, and 2018 the Marching Band performed in All States Sugar Bowl Parade.

Math League

Advisors: Mr. Giberson and Mrs. Pinder

Building student interest and confidence in mathematics through solving worthwhile problems.

The Math League is dedicated to bringing challenging mathematics materials to students. The Math League specializes in math contests designed to stimulate interest and confidence in mathematics for students from the 9th through 12th grades. Over 1 million students participate in Math League contests each year, nation-wide. Contest problems are designed to cover a range of mathematical knowledge for each grade level. The contest consists of a series of six mathematics tests of six questions each. Members complete the answers on an individual basis.

Mock Trial

Advisor: Ms. Callahan

The Mock Trial Club is an organization of students that participate in the state-wide Mock Trial activities. Students role play lawyers, defense attorneys, prosecutors, witnesses, etc. Cases are prepared in the same manner as in the professional legal world. Student performance is constructively critiqued by staff advisors. This club begins to meet in October and participates in official Mock Trial competitions from January through March.

Model United Nations (Model UN)

Advisor: Mrs. Bacher

Model UN is a club for students who are interested in their world and its diverse peoples. Students represent nations of the U.N. at a 900 student convention in Hershey, Pa. in December. Students will have to cover the costs of this weekend's program and preliminary session.

Ninth Period Specialty Choral Ensembles

Advisor: Mr. Zachowski

TWP Choir offers three after choral ensembles open to all WTHS students: A Cappella Pop Choir, Men's Chorus, and Chamber Choir. Students are selected for these ensembles through a singing audition held at the beginning of the school year. Students selected for the ensembles will be enrolled at that time and will receive 1 credit for each ensemble in which they receive a passing grade. These courses include rehearsals once a week with an allowance for additional rehearsal time as needed. Required responsibilities include attendance and participation in all scheduled rehearsals and performances. Student assessment is based upon rehearsal/performance attendance, participation in all ensemble activities, musical development and vocal quizzes/exams.

Orchestra

Advisor: Mr. Hoblitzell

Participation in the High School Orchestra involves rehearsals and performances, individual preparation of assigned music literature, scales, and technical studies, attendance in rotating lessons, and attendance at after school rehearsals and concerts. The program is open to students in grades 9 - 12.

Peer Outreach Club

Advisor: Mrs. Brodzinski

Peer Outreach is an after-school club that is designed to create an opportunity for students with and without disabilities to get together and have fun while making friends. We play games, enjoy ice breakers, create crafts, celebrate with holiday parties, and just have fun together. We do some community service projects, such as making decorations for the elderly, creating signs for Autism Awareness month, and helping out the "Festival of Friends." Peer Outreach meets every other week after school. We are planning some evening events as well. This is the club for you if you want to meet people and make new friends!

Pieces - Creativity Literary Magazine

Advisor: Ms. Waller

All members of the student body are invited to participate by submitting creative writing and artwork to be reviewed for possible publication.

Students on the staff attend bi-monthly meetings to judge submitted materials and proofread type written work. Staff members are sought for all areas of publication including writing, typing, proofreading, editing, and distributing.

Project Unify

Advisor: Mrs. Brodzinski

Project Unify is a club that empowers students to be engaged in creating a school community of acceptance for all. We are affiliated with Special Olympics of New Jersey's Unified Champion Schools program. The focus is on sports, awareness and social activities that bring students with and without disabilities together. Our motto is "Celebrate Differences, Build Respect, Spread Kindness." We hold meetings on Mondays in the IMC where we plan for Unified sports clinics, events like the "Week of Kindness," as well as social events like "Friday Night with Friends." This is the club for you if you want to make a difference at WTHS!!

Renaissance Program

Advisor: Mrs. Mroz

See page 19

Rotary Interact Club

Advisor: Ms. Renzetti and Mr. MacNamara

The Rotary Interact Club has a purpose of helping promote international understanding and serving the community. Interact is a service club. It gives you the opportunity to work with friendly people. The people involved also benefit and learn from the experience. There are many different and exciting activities (i.e. fundraisers, helping senior citizens, bike-athon, Citizens with Special Needs, etc.) sponsored by the Interact Club.

Students need to display leadership potential and good grades as prerequisites for membership. Meetings are held once a month to share new ideas and plan new activities.

S.A.V.E. - Students Against the Violation of Earth

Advisor: Ms. Pancari

S.A.V.E. is Washington Township's Environmental Club. Through our regular meetings and activities, S.A.V.E. seeks to increase environmental awareness of both members and the greater school community. Past activities include field trips to The Wetlands Institute, a solar powered organic farm, and a local community garden. S.A.V.E. also installed and

maintains a rain garden on the high school campus and conducts monthly presentations on such topics as local food advocacy, energy efficient living, and environmental activism.

School Newspaper - The Patriot

Advisor: Mrs. Pierson

The Patriot is the student-produced newspaper at WTHS. Under the guidance of the advisor and editor-in-chief, student volunteers write articles for news, editorials, features, entertainment, and sports stories. Students with special interests are encouraged to write columns (such as movie reviews or advice columns).

Student volunteers are also needed to work as photographers, illustrators and cartoonists. Those with a knowledge of or interest in learning layout and design are also encouraged to participate.

The Patriot is published several times per year. No prior writing experience is needed. Anyone interested in learning the aspects of producing a newspaper is welcome to join the staff. Meetings are held weekly. Please listen to the morning announcements for notification of this year's first meeting.

Science League

Advisors: Mrs. Carpinelli and Mrs. Howard

Science League focuses on providing the motivated student of science an opportunity to compete against other schools in science competition. Teams in Biology, Chemistry, and Physics participate in local, statewide, and national competition.

Spanish Club

Advisor: Mrs. Ramos

The Spanish Club provides the opportunity for students to enhance their understanding and appreciation for the Spanish and Hispanic cultures. This club also affords the students the opportunity to get better acquainted with their language teachers and fellow students.

Activities, such as performing in the spirit parade & singing carols at Cardinal Village Retirement Home as well as dinner field trips to various Mexican & Spanish restaurants are offered to the members of the club during the school year. Students who are invited to join the Spanish Honor Society must be an active member of the Spanish Club in order to meet induction requirements.

Student Council

Advisors: Ms. Mason and Ms. Molloy

Student Council is the high school student government organization. Officers are elected each year from the general student body memberships in grades 9-12. Homeroom representatives are elected each September and serve for the entire school year. Any member of the student body in good academic standing may run for Student Council office or homeroom representative.

Student Council meets weekly to conduct business and plan activities. Additional committee meetings are scheduled as necessary after school.

Student Council is involved in various activities throughout the year. Some activities include: organizing Homecoming; sponsoring and organizing a semi-formal dance, Pictures with Santa, Candy grams and flower grams, Halloween Costume Day, School Spirit Week, Mr. Washington Township and fund raising.

Student Council provides students with opportunities to display their leadership skills. In planning and implementing various Student Council activities, students learn organizational skills and responsibilities that have value throughout life.

Students In Action

Advisors: Ms. Jackson and Mrs. Radziak

Students In Action (SIA) empowers students to think big, choose their own public service passion, engage their entire school and broader communities, create maximum impact, and become leaders within our school and community. Each year, we compete for state and national recognition for our commitment to community service. WTHS has been recognized for several years as the Top Ambassador School for Community Service in the US.

S.U.R.E. - Students United for Respect and Equality

Advisors: Ms. Lafleur

The Students United for Respect and Equality Club provides an awareness of and sensitivity to multicultural and multiethnic issues. Students will help promote a positive school climate by building cooperation and understanding among students of diverse cultural, religious and ethnic backgrounds.

Tech Crew

Advisor: Mr. Lindstedt

The Tech crew has been established to teach students how to operate the various sound and lighting systems in the

auditorium, football field and gymnasiums in Washington Township High School for both school and community activities. Tech Crew is a non-paid activity for school events and becomes a paid activity for community use of facilities.

Membership is available to any student grade 9 through 12 who shows an interest in this type of activity. Students are trained by Mr. Lindstedt to operate the stage lighting console, follow spots, PA systems, microphones, etc. They are then approved by the Board of Education to work all events. For all community rental activities, the students are paid an hourly rate. All activities are usually held at night and on weekends.

Some of the activities carried on during the school year include the all school play and musical, Mr. Washington Township and school musical concerts. Community activities include Spotlighters Community Theatre, dance studio recitals and competitions, concerts and various other rentals.

Tri-M Music Society

Advisor: Mr. Spencer

The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools. Tri-M is under the sponsorship and supervision of MENC: The National Association for Music Education (MENC), 1806 Robert Fulton Drive, Reston, VA 20191.

Washington Township Athletic First Responders

Advisor: Mrs. Dargusch

First Responders is a club that provides assistance to the athletic training department and athletic teams. You will work closely with the certified athletic trainers and will learn injury prevention and first aid. There is an opportunity to receive a varsity letter. In addition, the club attends workshops and field trips that will expose you to all aspects of medical care for the athlete.

Requirements: Grades 10-12 only and must be First Aid and CPR certified.

Yearbook

Advisor: Mrs. Brewer and Mrs. Smith

The Yearbook Club is in charge of production, organization, and distribution of the school's yearbook, The Musket. The club executes the creation of the yearbook through monthly deadlines. Much of our coverage is of sports, clubs, performances, and events, the majority of this coverage requires working with after-school activities, attending various sporting events, contacting coaches and advisors, and maintaining presence at many major school activities and events.

After being trained in how to use the Yearbook Online Design Program, Yearbook Avenue, students are given the opportunity to design yearbook spreads that they can work on both at our bi-weekly meetings or at home. In addition to designing pages, throughout the course of the year students also help out with various other yearbook-related tasks, including photography, working on promotions, and eventually yearbook distribution.

Sportsmanship

The New Jersey State Interscholastic Athletic Association and Olympic 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 interschool 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

Fall	Head Coach
Boys Cross Country	Rich Bostwick
Girls Cross Country	Rhonda Patterson
Football.....	Michael Schatzman
Field Hockey	Jeannine O'Connor
Boys Soccer	Shane Snyder
Girls Soccer.....	Katie Sachs
Girls Tennis	John Basile
Girls Volleyball	Jeffrey Hood
Cheerleading.....	Jenny Kerfoot
Girls Gymnastics	Lauren Pellecchia

Winter	
Boys Basketball.....	Matt Kiser
Girls Basketball	Jennifer Natale
Boys Swimming.....	Jacob Klavens
Girls Swimming	Jessica Slates
Boys Winter Track.....	Chris Mitchell
Girls Winter Track	Amanda Williams
Wrestling	Eric Ring
Boys/Girls Diving.....	TBD
Cheerleading.....	Jenny Kerfoot
Bowling (Co-ed)	Nicholas Guerrieri

Spring	
Baseball.....	Bob Kelly
Golf (co-ed)	Shane Snyder
Girls Lacrosse	Sandy Stockl
Softball	Tracy Burkhart
Boys Tennis	John Basile
Boys Track	Chris Mitchell
Girls Track.....	Amanda Williams
Boys Volleyball.....	Barb McBrearty
Boys Lacrosse.....	Josh Hanlon

Certified Athletic Trainers: Mrs. Tanya Dargusch and Mr. Eric Schwartz

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: See Athletic Director.

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.

5. 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

If you plan to work in New Jersey and are not 18 years of age, you must obtain Working Papers. This may be done by following the procedure below:

1. Come to the 9-10 or 11-12 main office or to the counseling office and ask for a Working Paper Form. Complete the form as per the attached instructions.
2. When the form has been completed, bring it with your birth certificate to the Main Office in the 11-12 wing. You will be issued your Working Papers and have your Birth Certificate returned to you.

If you plan to work out of state and are under 18 years of age, you must:

1. Obtain an Age Certificate from the Main Office which must be signed by the principal or his designated official.
2. Working Papers must be obtained in the state in which you plan to work since laws differ in each state. Your employer can advise you where they may be obtained.
3. Your legal guardian must be present when you apply for working papers out of state and you must also present the School Record Form you obtained from the Main Office.

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.

Telephone

In case of emergency, a pass to the main office may be obtained from a teacher for administrative approval to use the school phone. Unauthorized use of a cell phone is prohibited in the building during school hours.

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
6. 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.

Visitors/Student Guests

Student guests are discouraged; however, under certain rare circumstances the principal may grant permission for visitors. When permitted, by prior approval, student guests must register in the main office. They must have a letter with them from the principal of the school he or she attends granting permission for the student to visit our school. The student will then be given a "Visitor's Pass" which they will take to each class with them. In all such cases, advance notice and administrative approval are required.

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 Remind101 texts and the Global Connect phone messaging system, as well as being posted on the school districts' website WTPS.ORG and given over Philadelphia radio and TV stations. The official code number for Washington Township is 803.

High School Cafeteria

Lunch will be served in the cafeteria for all students. Appropriate behavior and manners are expected at all times. Student procedures in the cafeteria are as follows:

1. Report directly to the cafeteria to which you have been assigned on your class schedule. You must report to the cafeteria during your lunch period, and remain there the entire period, unless you have an authorized pass to be elsewhere.
2. Students arriving late will be subject to disciplinary action.
3. Upon entering the cafeteria, sit at your table immediately.
4. Once attendance is taken, the teacher in charge will admit tables of students to the kitchen for either "hot" or "bag" lunches - ONE TABLE AT A TIME. Remain seated until your table is called.
5. Try to purchase all of your food at one time, so you do not have to get in line again. Food sales will end and clean up procedures will begin with approximately 10 minutes remaining in the period.
6. After you have finished eating, return trays, dishware and utensils to the kitchen; and discard all bags, paper, milk cartons, etc. Your area (FLOOR AND TABLE) must be litter and food free before you will be dismissed.
7. Removing food from the cafeteria is not permitted; leftovers must be thrown away.
8. Return to your seat after completing clean up and remain seated until your table is dismissed by one of the supervising teachers.
9. After being dismissed, secure your books and proceed directly to your next class.
10. Disregard for ANY of the above procedures will result in disciplinary action and could result in the loss of your privileges to use the cafeteria.

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 pupils 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.

Pupil Accident Insurance - Board Policy #8760

The Board of Education provides an accident policy for all students during the school year. This plan protects the student:

1. At school: During the hours/days when school is in regular session.
2. Traveling: Directly to and from the student's residence and the school, for regular school sessions, for such travel time as is required. Such shall not exceed one hour before regular school classes begin, or more than one hour after regular school classes are dismissed. If additional travel time on the school bus is required, coverage shall extend for such necessary additional travel time.
3. At school-sponsored activities: Participating in or attending an activity exclusively organized, sponsored and supervised by the school district. This includes direct and uninterrupted travel to or from an activity. Coverage has been purchased on a full-excess basis. This means that you must first claim benefits under any other medical expense coverage you have. This would include Blue Cross/Blue Shield or any private accident and health policies or group policies through your employer or other sources. This policy becomes effective if there is a balance due (including deductibles) after payments made by the other carrier and all the medical bills incurred on the claim for consideration of payment have been submitted.

NOTE: Insurance forms are available through the nurse's office. Please file the student claim form as soon as possible after the injury! Do not wait for your own company to pay before filing.

Parking Lot

A security guard will be on duty during and after school. Students are not allowed in the parking lot during the school day. Cooperative Education students will be issued a permanent early dismissal pass. Students must have a valid parking hanger to park on school grounds.

Student parking in the faculty parking lot is prohibited and subject to disciplinary action.

Use of Automobiles and Parking

Parking in the student parking lot is a senior privilege. Students must register in the main office to receive a parking hanger, parking assignment and a list of rules and regulations. Failure to follow rules and regulations will result in suspension of parking privileges and could result in forfeiture of parking privileges. No student should park in the faculty parking lot. Students who have not been issued a parking hanger are not to park their cars on the school grounds.

Driving Rules and Regulations

1. No smoking in cars at any time while on school grounds.
2. Driving speed in the parking lot should not exceed 15 mph. Drivers should stop for pedestrians.
3. Student drivers are to arrive at school on time and are not to take their vehicles off the school grounds without an approved early dismissal.
4. Students will not be permitted to store books, gym clothing etc. in their cars during the day. They will not be permitted to go out to their cars during the day.
5. A parking hanger must be displayed at all times while the car is on school grounds. The hanger must be attached to the car's rear-view mirror.
6. Lost or stolen hangers will NOT be replaced.
7. The identification hanger can only be used in your car or another family member's car. Those requesting a new hanger must turn in the original one before a new one will be issued.

****Important Notice to all Student Drivers: All cars driven to school by students are subject to search if the administration determines that there is reasonable suspicion to do so.**

Penalties

1. Leaving school grounds by car without permission:

1st offense 15-day suspension of driving privileges plus internal suspension as per policy.

2nd offense 30-day suspension of driving privileges plus internal suspension as per policy.

3rd offense Forfeiture of driving privileges for the remainder of the year plus internal suspension as per policy.

2. Careless driving and/or excessive speed in parking lot:

1st offense 15-day suspension of driving privileges

2nd offense 30-day suspension of driving privileges

3rd offense Forfeiture of driving privileges for the year.

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. 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.

HIGH SCHOOL STUDENT CODE OF CONDUCT

(Regulation 5600)

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive, since no list can be. It is also intended that the administration and/or the Board of Education have the power to administer discipline for any other offense which is in violation of what is deemed accepted standards of conduct for students in the Washington Township School District. The student code of conduct will be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory ability or disability or by any other distinguishing characteristic.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment, which is conducive to learning. This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior
2. Procedures to determine violations of rules
3. Consequences for such violations
4. Measures to foster a positive learning environment by restoring relationships

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority, and this code of conduct, extends to school sponsored functions at whatever location they are conducted. This also applies to events outside of school that negatively impact the school environment.

Each student is guaranteed the right:

1. To be heard;
2. To have fair and consistent rules; and
3. To due process procedures.

These student rights are accompanied by student responsibilities:

1. To attend school and classes regularly;
2. To respect school property; and
3. To refrain from conduct that disrupts or threatens to disrupt the learning of other students.

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness. The administration, through the Superintendent or his/her designee, and/or the Board of Education, reserves the right to follow different courses of action other than those listed. These courses of action may include a review and/or hearing by the Board of Education with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulation. In addition to or in lieu of any other disciplinary action taken, the administration reserves the right to have a Child Study Team evaluation conducted.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the school's website. Individuals may report an alleged HIB to any staff member, or by requesting a Form A at the main office or by downloading it from the school's website.

If you have questions or concerns you may contact Mrs. Petolicchio, Anti-Bullying Specialist (9/10 wing) at ext. or 7664 or Mr. Oliver, Anti-Bullying Specialist (11/12 wing) at ext. 7013.

RESTORATIVE PRACTICES

Restorative practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013). The following is a partial list of recommended restorative practices that may be used when appropriate and when time and resources permit (see documents associated with each of these actions at the end of this guide):

1. [Student Reflection](#)
2. [Restore Relationships](#)
3. [Restitution or Repair](#)
4. [School Community Activities](#)

Restorative Discipline

Goals of the Restorative Code of Conduct

1. To prioritize learning and instruction
2. To promote mutual respect for all members of the school community
3. To ensure that students take full advantage of their educational opportunities
4. To create a safe environment for learning

Note: An * indicates that the violation is found on more than one tier level.

Tier 1: Minor Infractions

Disrupting the orderly educational process of self or others

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Lateness to class without a valid pass (per marking period)	Documented Warning	Documented Warning Teacher/Parent Contact	1 Administrative Detention Teacher/Parent Contact	1 Administrative Detention Teacher/Parent Contact	2 Administrative Detentions Teacher/Parent Contact Referral to Counselor for Reflection
Late to homeroom (per marking period)	Documented Warning	Documented Warning	Documented Warning	Documented Warning	1 Administrative Detention
Physical displays of affection	Documented Warning	Documented Warning	1 Administrative Detention	1 Administrative Detention Referral to Counselor for Reflection	2 Administrative Detentions Referral to Counselor for Reflection School Community Activities
Dress Code Violation <i>*Note – Student will not be permitted to return to class until proper attire is secured.</i>	Documented Warning	1 Administrative Detention	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities
Minor Violation of Acceptable Use of Technology/ Internet Agreement	Documented Warning	1 Administrative Detention	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities
Inappropriate use of Cell Phone/Social Media (May include restoring relationship depending on the nature of the infraction.)	1 Administrative Detention	1 Administrative Detention Referral to Counselor for Reflection	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Eating or drinking outside assigned areas except for water	Documented Warning	Documented Warning Teacher/Parent Contact	1 Administrative Detention Teacher/Parent Contact	1 Administrative Detention Teacher/Parent Contact Referral to Counselor for Reflection	2 Administrative Detentions Teacher/Parent Contact Referral to Counselor for Reflection
Misuse/abuse of a pass	1 Administrative Detention	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Minor theft of property <i>*Note – “Minor theft” is defined as theft of an item(s) valued at \$20 or less.</i>	2 Administrative Detentions Restitution Restoring Relationship	1 Saturday Suspension Restitution Restoring Relationship Referral to Counselor for Reflection	2 Saturday Suspensions Restitution Restoring Relationship Referral to Counselor for Reflection <u>Police may be notified.</u>	2 Internal Suspensions Restitution Restoring Relationship Referral to Counselor for Reflection School Community Activities <u>Charges will be filed with the police department</u>	3 Internal Suspensions Restitution Restoring Relationship Referral to Counselor for Reflection School Community Activities <u>Charges will be filed with the police department</u>
Failure to produce an ID Badge <i>*Note – Students will be required to produce an ID badge anytime requested by a staff member. Students will need their ID badge in order to enter a restroom during the school day. Students will be able to get a replacement ID badge at anytime during the school day by visiting the principal’s office. Replacement ID badges will cost \$5 each.</i>	Warning	1 Administrative Detention	1 Administrative Detention	2 Administrative Detentions	1 Saturday School Referral to Counselor for Reflection
Failure to report to assigned detention	2 Administrative Detentions	2 Administrative Detentions Referral to Counselor for Reflection	3 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities

Tier 2: Intermediate Infractions

Devaluing the importance of school and classroom attendance

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Any lateness to class of more than 5 minutes will be considered a class cut.	2 Administrative Detentions Teacher/Parent contact	2 Administrative Detentions Teacher/Parent contact Referral to Counselor for Reflection	1 Saturday School Teacher/Parent contact Referral to Counselor for Reflection	1 Saturday Suspension Teacher/Parent contact Referral to Counselor for Reflection School Community Activities	2 Saturday Suspensions Teacher/Parent contact Referral to Counselor for Reflection School Community Activities
Lateness to school (per semester)	8 Units of lateness will be made up in Sat School				8 Units of lateness will be made up in Sat School
Truancy <i>*Note – Cutting 3 or more classes in a school day is considered truancy.</i>	1 Saturday School	1 Saturday School Referral to Counselor for Reflection	2 Saturday Schools Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities	2 Saturday Suspensions Referral to Counselor for Reflection School Community Activities
Cutting Saturday School	1 additional Saturday School	1 Saturday Suspension	1 Internal Suspension Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Cutting Saturday Suspension	1 additional Saturday Suspension	2 additional Saturday Suspensions Referral to Counselor for Reflection	1 Internal Suspension Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Leaving class without permission	2 Administrative Detentions Teacher/Parent Contact	2 Administrative Detentions Teacher/Parent Contact Referral to Counselor for Reflection	1 Saturday School Teacher/Parent Contact Referral to Counselor for Reflection	2 Saturday Schools Teacher/Parent Contact Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Teacher/Parent Contact Referral to Counselor for Reflection School Community Activities
*Being in an unauthorized area	2 Administrative Detentions	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection	2 Saturday Schools Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Disruptive behavior in class and/or during school day (May include restoring relationship depending on the nature of the infraction.)	1 Administrative Detention Teacher/Parent Contact	2 Administrative Detentions Teacher/Parent Contact Referral to Counselor for Reflection	1 Saturday School Teacher/Parent Contact Referral to Counselor for Reflection	2 Saturday Schools Teacher/Parent Contact Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Teacher/Parent Contact Referral to Counselor for Reflection School Community Activities
Disruptive behavior on the school bus (May include restoring relationship depending on the nature of the infraction.)	1 Administrative Detention	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School Referral to Counselor for Reflection School Community Activities	2 Saturday Schools Referral to Counselor for Reflection School Community Activities	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities
Disruptive behavior in Administrative Detention (May include restoring relationship depending on the nature of the infraction.)	1 Additional Administrative Detention	1 Saturday School, Referral to Counselor for Reflection	1 Saturday Suspension Referral to Counselor for Reflection	2 Saturday Suspensions Referral to Counselor for Reflection School Community Activities	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Forgery and/or altering of a pass or document	1 Saturday Suspension Referral to Counselor for Reflection	1 Internal Suspension Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities	4 Internal Suspensions Referral to Counselor for Reflection School Community Activities
*Destruction/tampering of school or individual's property	1 Saturday Suspension Restitution or repair Restoring Relationship	1 Internal Suspension Restitution or repair Restoring Relationship Referral to Counselor for Reflection	2 Internal Suspensions Restitution or repair Restoring Relationship Referral to Counselor for Reflection School Community Activities	2 External Suspensions Restitution or repair Restoring Relationship Referral to Counselor for Reflection School Community Activities Police may be notified.	3 External Suspensions Restitution or repair Restoring Relationship Referral to Counselor for Reflection School Community Activities Charges will be filed with the police department
Gambling and/or unauthorized profitmaking	1 Administrative Detention Referral to Counselor for Reflection	2 Administrative Detentions Referral to Counselor for Reflection School Community Activities	3 Administrative Detentions Referral to Counselor for Reflection School Community Activities Police may be notified.	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities Charges will be filed with the police department	2 Saturday Suspensions Referral to Counselor for Reflection School Community Activities Charges will be filed with the police department

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Physically violating the rights of others including, but not limited to, shoving, pushing, poking, roughhousing	A minimum of 1 Saturday School Restoring Relationship	A minimum of 2 Saturday Schools Restoring Relationship Referral to Counselor for Reflection	A minimum of 1 Internal Suspension Restoring Relationship Referral to Counselor for Reflection School Community Activities	A minimum of 2 Internal Suspensions Restoring Relationship Referral to Counselor for Reflection School Community Activities	A minimum of 2 External Suspensions Restoring Relationship Referral to Counselor for Reflection School Community Activities
Disrespect towards school employee	2 Administrative Detentions Teacher/Parent Contact Restoring Relationship	1 Saturday School Teacher/Parent Contact Restoring Relationship Referral to Counselor for Reflection	1 Saturday Suspension Teacher/Parent Contact Restoring Relationship Referral to Counselor for Reflection School Community Activities	2 Saturday Suspensions Teacher/Parent Contact Restoring Relationship Referral to Counselor for Reflection School Community Activities	1 Internal Suspension Teacher/Parent Contact Restoring Relationship Referral to Counselor for Reflection School Community Activities
Interfering with a school Program (May include restoring relationship depending on the nature of the infraction.)	Minimum of Internal or External Suspension, Referral to Counselor for Reflection	Minimum of Internal or External Suspension, Referral to Counselor for Reflection	Minimum of Internal or External Suspension, Referral to Counselor for Reflection	Minimum of Internal or External Suspension, Referral to Counselor for Reflection	Minimum of Internal or External Suspension, Referral to Counselor for Reflection
Inappropriate Language in halls or classroom (May include restoring relationship depending on the nature of the infraction.)	1 Administrative Detention	2 Administrative Detentions Referral to Counselor for Reflection	1 Saturday School, Referral to Counselor for Reflection	1 Saturday Suspension Referral to Counselor for Reflection School Community Activities	1 Internal Suspension Referral to Counselor for Reflection School Community Activities
Parking in Unauthorized Area (May include restoring relationship depending on the nature of the infraction.)	3 Administrative Detentions	1 Saturday School Loss of Parking Privileges for 60 Calendar Days	1 Internal Suspension Loss of Parking Privileges for Remainder of School Year Referral to Counselor for Reflection School Community Activities	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities

Tier 3: Major Infractions

Engaging in unsafe, threatening or inappropriate behavior that may jeopardize the welfare of an individual or the school community

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Leaving the school grounds or site of school activity without permission	1 Saturday Suspension Referral to Counselor for Reflection	2 Saturday Suspensions Referral to Counselor for Reflection School Community Activities	1 Internal Suspension Referral to Counselor for Reflection School Community Activities	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities Police may be notified.	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities Police may be notified.
Trespassing on school grounds while on suspension.	3 External Suspensions Referral to Counselor for Reflection Police may be notified.	4 External Suspensions Referral to Counselor for Reflection School Community Activities Charges will be filed with the police department			
*Being in an unsafe unauthorized area (roof, etc.)	1 Saturday Suspension Referral to Counselor for Reflection	1 Internal Suspension Referral to Counselor for Reflection School Community Activities	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities Police may be notified.	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities Police may be notified.	A minimum of 4 External Suspensions Referral to Counselor for Reflection School Community Activities Charges will be filed with the police department
Disruption of the Educational Process/School Operations (May include restoring relationship depending on the nature of the infraction.)	1 Internal Suspension, Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities	4 Internal Suspensions Referral to Counselor for Reflection School Community Activities	5 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Disruptive Behavior in Saturday School (May include restoring relationship depending on the nature of the infraction.)	1 Additional Saturday School	1 Internal Suspension Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Referral to Counselor for Reflection School Community Activities	4 Internal Suspensions Referral to Counselor for Reflection School Community Activities
Disruptive behavior in Internal Suspension room (May include restoring relationship depending on the nature of the infraction.)	2 Saturday Suspensions Referral to Counselor for Reflection	2 Saturday Suspensions Referral to Counselor for Reflection School Community Activities	3 Saturday Suspensions Referral to Counselor for Reflection School Community Activities	4 Saturday Suspensions Referral to Counselor for Reflection School Community Activities	5 Saturday Suspensions Referral to Counselor for Reflection School Community Activities

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
Inappropriate sexual conduct	A minimum of 2 External Suspensions, Referral to Counselor for Reflection Restoring Relationship	A minimum of 3 External Suspensions Referral to Counselor for Reflection Restoring Relationship School Community Activities	A minimum of External/Internal Suspensions for 7 to 10 Days Charges will be filed with the police department Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. Charges will be filed with the police department	
Possession or use of cigarettes, tobacco products, matches, lighters, pipes, and/or any other type of smoking or vaping paraphernalia on school property	1 Saturday Suspension Referral to Counselor for Reflection	2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	3 Internal Suspensions Charges will be filed with the police department Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal	4 Internal Suspensions Charges will be filed with the police department Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. Charges will be filed with the police department

Violation	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	Subsequent
<p>Major theft of property</p> <p><i>*Note – “Major theft” is defined as theft of an item(s) valued in excess of \$20.</i></p>	<p>3 Internal Suspensions</p> <p>Restitution</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p> <p>Charges will be filed with the police department</p>	<p>4 Internal Suspensions</p> <p>Charges will be filed with the police department</p> <p>Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance</p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p>Charges will be filed with the police department</p>		
Provoking a fight/altercation	<p>1 Saturday Suspension</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p>	<p>2 Internal Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p>	<p>3 Internal Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p> <p>Police may be notified.</p>	<p>4 Internal Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p> <p>Police may be notified.</p>	<p>5 Internal Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p> <p>Police may be notified.</p>
Aggressive or threatening acts against a student	<p>A minimum of 1 Internal Suspension</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>Police may be notified.</p>	<p>A minimum of 2 Internal Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>Police may be notified.</p>	<p>A minimum of 3 External Suspensions</p> <p>Referral to Counselor for Reflection</p> <p>Restoring Relationship</p> <p>School Community Activities</p> <p>Police may be notified.</p>	<p>A minimum of 4 External Suspensions</p> <p>Charges will be filed with the police department</p> <p>Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or</p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p>

				other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	<u>Charges will be filed with the police department</u>
Aggressive or threatening acts against an employee	A minimum of 4 External Suspensions, Teacher/Parent Contact Referral to Counselor for Reflection Restoring Relationship School Community Activities <u>Police may be notified.</u>	A minimum of External/Internal Suspensions for 7 to 10 Days <u>Charges will be filed with the police department</u> Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u>		
Defiance of school employee	A minimum of 1 Internal Suspension Teacher/Parent Contact Referral to Counselor for Reflection Restoring Relationship	A minimum of 2 Internal Suspensions Teacher/Parent Contact Referral to Counselor for Reflection Restoring Relationship	A minimum of 3 Internal Suspensions Teacher/Parent Contact Referral to Counselor for Reflection Restoring Relationship	A minimum of 4 Internal Suspensions Teacher/Parent Contact Referral to Counselor for Reflection Restoring Relationship School Community Activities	A minimum of External/Internal Suspensions for 7 to 10 Days Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and

					regulations, Parent conference with the Executive Assistant Principal prior to re-admittance
Inappropriate language referencing a member of a protected group or someone with a distinguishing characteristic	A minimum of 1 Saturday Suspension, Referral to Counselor for Reflection Restoring Relationship	A minimum of 1 Internal Suspension Referral to Counselor for Reflection Restoring Relationship School Community Activities	A minimum of 2 Internal Suspensions Referral to Counselor for Reflection Restoring Relationship School Community Activities	A minimum of 3 Internal Suspensions Referral to Counselor for Reflection Restoring Relationship School Community Activities	A minimum of 4 Internal Suspensions Referral to Counselor for Reflection Restoring Relationship School Community Activities
Continuous disruption of the learning environment (May include restoring relationship depending on the nature of the infraction.)	A minimum of 1 Saturday School, Referral to Counselor for Reflection	A minimum of 1 Saturday Suspension Referral to Counselor for Reflection	A minimum of 1 Internal Suspension Referral to Counselor for Reflection School Community Activities	A minimum of 2 Internal Suspensions Referral to Counselor for Reflection School Community Activities	A minimum of 2 External Suspensions Referral to Counselor for Reflection School Community Activities
Sexual contact including, but not limited to, grabbing, touching intimate parts of another individual's body	A minimum of 4 External Suspensions , Referral to Counselor for Reflection Charges will be filed with the police department	A minimum of External/Internal Suspensions for 7 to 10 Days Charges will be filed with the police department Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. Charges will be filed with the police department		
*Major Violation of Acceptable Use Policy for Technology	A minimum of 2 Internal Suspensions with possible supervision or	A minimum of 3 Internal Suspensions with possible supervision or	A minimum of 4 Internal Suspensions with possible supervision or	A minimum of External/Internal Suspensions for 7 to 10 Days	

(May include restoring relationship depending on the nature of the infraction.)	suspension of network privileges, Referral to Counselor for Reflection Police may be notified.	suspension of network privileges, Referral to Counselor for Reflection School Community Activities Police may be notified.	suspension of network privileges, Referral to Counselor for Reflection School Community Activities Police may be notified.	Charges will be filed with the police department Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance	
*Major Violation of Cell Phone/Social Media (May include restoring relationship depending on the nature of the infraction.)	A minimum of 2 Internal Suspensions based upon the nature, severity and or the repetition of the infraction. Referral to Counselor for Reflection Police may be notified.	A minimum of 3 Internal Suspensions based upon the nature, severity and or the repetition of the infraction. Referral to Counselor for Reflection School Community Activities Police may be notified.	A minimum of 4 Internal Suspensions based upon the nature, severity and or the repetition of the infraction. Referral to Counselor for Reflection School Community Activities Police may be notified.	A minimum of 5 Internal Suspensions based upon the nature, severity and or the repetition of the infraction. Referral to Counselor for Reflection School Community Activities Police may be notified.	A minimum of External/Internal Suspensions for 7 to 10 Days Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance Police may be notified.
Trespassing on school grounds while on suspension.	3 External Suspensions Referral to Counselor for Reflection	4 External Suspensions Referral to Counselor for Reflection	A minimum of External/Internal Suspensions for 7 to 10 Days		

	<p><u>Police may be notified.</u></p>	<p>School Community Activities <u>Charges will be filed with the police department</u></p>	<p><u>Charges will be filed with the police department</u> Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance</p>		
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Tier 4: Severe Infractions

Engaging in egregious and/or criminal activity in the school or at a school function that could result in harm to the school community

Violations shown below are cumulative over the course of a student’s time while enrolled in high school (including violations that occurred at another high school). Administration reserves the right to recommend additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.

Violation	1 st Referral	2 nd Referral	3 rd Referral
Fighting	<p>A minimum of 4 Internal Suspensions <u>Charges will be filed with the police department</u> A parent conference with Assistant Principal must be held prior to re-admittance Referral to Counselor for Reflection (after re-entry conference with parents) Restoring Relationship (after re-entry conference with parents) School Community Activities</p>	<p>A minimum of External/Internal Suspensions for 7 to 10 Days <u>Charges will be filed with the police department</u> Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance Referral to Counselor for Reflection (after re-entry conference with parents) Restoring Relationship (after re-entry conference with parents) School Community Activities</p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u></p>
Possession or use of fireworks, smoke bombs, etc.	<p>A minimum of 4 Days External Suspension Confiscation A parent conference with Assistant Principal must be held prior to re-admittance Referral to Counselor for Reflection (after re-entry conference with parents) School Community Activities <u>Charges will be filed with the police department</u></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. Confiscation <u>Charges will be filed with the police department</u></p>	

Violation	1 st Referral	2 nd Referral	3 rd Referral
Tampering with fire extinguisher	A minimum of 4 Internal Suspensions Repair or restitution Referral to Counselor for Reflection School Community Activities <u>Charges will be filed with the police department</u>	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u>	
Causing public alarm	A minimum of 4 Days External Suspension <u>Charges will be filed with the police department</u> Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Executive Assistant Principal prior to re-admittance Referral to Counselor for Reflection (after re-entry conference with parents) School Community Activities	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u>	
Assault of a Student <i>*Assault, as defined, in N.J.S.A. 2C: 12-1, and includes the intent to cause, or causing, bodily injury to another student(s), or attempts physically to put another student(s) in fear of serious bodily injury.</i>	External/Internal Suspension of 10 days <u>Charges will be filed with the police department</u> A parent conference with Executive Assistant Principal must be held prior to re-admittance Referral to Counselor for Reflection (after re-entry conference with parents) Restoring Relationship (after re-entry conference with parents) School Community Activities	External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u>	

Violation	1 st Referral	2 nd Referral	3 rd Referral
Dating violence at school as defined in Policy 5519	<p>A minimum of 4 Internal Suspensions</p> <p><u>Charges will be filed with the police department</u></p> <p>A parent conference with Assistant Principal must be held prior to re-admittance</p> <p>Referral to Counselor for Reflection (after re-entry conference with parents)</p> <p>School Community Activities</p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>	
Sexual assault	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>		
<p>Possession or use of a weapon as defined in Regulation 8467</p> <p><i>*Note - The Administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger.</i></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>		
<p>Possession and/or Use of Firearms, as per N.J.A.C. 6A:16-5.5</p> <p><i>*Note - The New Jersey Administrative Code includes in its definition of a firearm "any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile, slug, pellet, missile or bullet, or any gas, vapor, or other noxious thing"</i></p>	<p>Any pupil in possession of and/or committing a crime using a firearm on school property, on a school bus, or at any school sponsored function shall be immediately removed from the school's general education program for a period of not less than one calendar year, and placed in an alternative education school or program pending a Board of Education</p>		

	<p>disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Refer to Addendum: Procedure for Student Threat Assessment Immediate notification of local authorities.</u></p> <p><u>Charges will be filed with the police department</u></p>		
Assault of employee or Board member	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>		
Pulling a fire alarm without cause, and/or making telephone threats, which affect school/students' safety (i.e. bomb threats; starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate)	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>		
Terroristic threats against staff, students, and/or facility	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p>		

	<u>Charges will be filed with the police department</u>		
Being under the influence of a substance as defined in Policy 5530, including alcoholic beverages, controlled dangerous substances (e.g., marijuana or other dangerous drugs) and/or inhalants. This includes possession of drug paraphernalia.	<p>The student will be suspended from school for 10 days: 4 external suspensions and 6 internal suspensions.</p> <p>The student will be subsequently referred to the Student Assistance Counselor for School Community Activities</p> <p>A conference involving the Assistant Principal, student, parents, and counselor must take place prior to re-admittance to school.</p> <p><u>Police may be notified.</u></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>	
Positive urine screening subsequent to the first offense as defined in Policy 5530.	<p>The student will be suspended from school for 10 days: 4 external suspensions and 6 internal suspensions.</p> <p>The student will be subsequently referred to the Student Assistance Counselor for School Community Activities</p> <p>A conference involving the Assistant Principal, student, parents, and counselor must take place prior to re-admittance to school.</p> <p><u>Police may be notified.</u></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Police may be notified.</u></p>	
Possession of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530	<p>The student will be suspended from school for 10 days: 4 external suspensions and 6 internal suspensions.</p> <p>The student will be subsequently referred to the Student Assistance Counselor for School Community Activities</p> <p>A conference involving the Assistant Principal, student, parents, and counselor must take place prior to re-admittance to school.</p> <p><u>Charges will be filed with the police department</u></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</p> <p><u>Charges will be filed with the police department</u></p>	

Violation	1 st Referral	2 nd Referral	3 rd Referral
<p>Sale and/or distribution of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530</p>	<p>The student will be suspended from school for 10 days: 4 external suspensions and 6 internal suspensions.</p> <p>The student will be subsequently referred to the Student Assistance Counselor for School Community Activities</p> <p>A conference involving the Assistant Principal, student, parents, and counselor must take place prior to re-admittance to school. <u>Charges will be filed with the police department</u></p>	<p>External suspension indefinitely pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. <u>Charges will be filed with the police department</u></p>	
<p>Unauthorized possession, distribution, and/or use of any medication</p> <p><i>*Note - Medication includes both prescription drugs and over the counter medicines including aspirin or nutritional supplements. If the medication is determined to be a substance as defined in Policy 5530, refer to consequences as noted above.</i></p>	<p>A minimum of 1 Internal Suspension Referral to Counselor for Reflection School Community Activities <u>Police may be notified.</u></p>	<p>A minimum of 5 Internal Suspensions Referral to Counselor for Reflection School Community Activities <u>Police may be notified.</u></p>	<p>The student will be suspended from school for 10 days: 4 external suspensions and 6 internal suspensions.</p> <p>The student will be subsequently referred to the Student Assistance Counselor for School Community Activities</p> <p><u>Charges will be filed with the police department</u></p> <p>A conference involving the Assistant Principal, student, parents, and counselor must take place prior to re-admittance to school.</p>

Administration may consider any unique circumstances on a case-by-case basis when determining whether disciplinary measures are appropriate for a child with a disability who violates a school code of student conduct.

To the extent that they also take such action for children without disabilities, administration may, for up to ten school days, remove a child with a disability who violates a code of student conduct from his/her current placement to an internal or external suspension in consultation with the student's case manager.

Once a child with a disability has been removed from his/her current placement for more than ten school days in the same school year, the district will determine if the behavior is a manifestation of the student's disability. If the behavior that violated the student code of conduct was not a manifestation of the child's disability, administration may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities. If the behavior is a manifestation of the student's disability, the disciplinary action cannot be imposed by district administration. Administration must determine if the student needs a functional behavioral assessment, behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not happen again. The child's IEP Team shall determine if the student needs an interim alternative educational setting. The student will receive educational services, participate in the general education curriculum and progress toward meeting the goals set out in the child's IEP.

Revised & Approved: 24 September 2019

Washington Township High School

WTHS Student Reflection

Student's Name: _____ **Grade:** _____ **Date:** _____

1. What was your violation of our code of conduct?

2. What were you thinking at the time of the violation?

3. How has your violation affected you and/or others?

4. What do you think you need to do to make things right?

5. In a similar situation in the future, how will you act differently?

6. How can we help you move forward in a positive direction?

Student Signature: _____

Staff Member Signature: _____

Washington Township High School

WTHS Restoring Relationships

Student's Name: _____ **Grade:** _____ **Date:** _____

You have engaged in behavior that is deemed hurtful in some way to another person. In order to make things right, you will write a letter of apology to the individual(s) that you may have hurt through your actions. Take some time to gather your thoughts and prepare your words before jotting them down below. Once completed, you will be sharing this letter with the individual(s) affected by your actions either by reading it to them or by giving them a copy of your written words. We will support you with this.

Washington Township High School

School Community Activities

For certain violations of our student code of conduct, students will be required to participate in a school or community activity in order to help learn and grow from the violation. Below is a brief bulleted list of school community activities that may be required of students, depending on the nature of the violation.

- [MD Anderson tobacco prevention and cessation curriculum \(ASPIRE\)](#)
- Individual counseling
- Group counseling
- Mentoring
- Substance Abuse Prevention (SAC)
- Student/Parent consultation with SRO
- Structured Learning Experience