

**Watchung Hills Regional High School
Administration**

Superintendent
 Business Administrator/Board Secretary
 Principal
 Vice-Principal
 Vice-Principal
 Vice-Principal/Director of Athletics & Co-Curricular
 Director of Guidance
 Director of Curriculum & Instruction
 Director of Science & Technology
 Director of Special Services

Dr. Frances C. Stromsland
 Mrs. Kersti Kolu
 Dr. Thomas F. DiGanci
 Mr. Terrence MacConnell
 Mr. Michael John Waluk
 Mr. Nicholas Serritella
 Ms. Linda Gannon
 Mrs. Beverly DiGeronimo
 Dr. Jeffrey Charney
 Mrs. Beth Scheiderman

**SCHOOL CALENDAR
2006-2007**

September 5/6 (2)	Staff Reports – Staff Development Day
September 7	First Day of Classes – Half Day 12:10 PM Dismissal
September 28	Back to School Night
September 29	Half Day 12:10 P. M. Dismissal
October 2	Yom Kippur – School Closed
October 9	Columbus Day – School Closed
November 9-10	NJEA Convention -School Closed
November 22	Thanksgiving Recess – Half Day 12:10 P.M. Dismissal
November 23-24	Thanksgiving Recess – School Closed
December 25-29	Holiday Recess – School Closed
January 1	Holiday Recess – School Closed
January 15	Martin Luther King Jr. Day – School Closed for Students
February 15	School Closed – Staff Development Day
February 15-19	Winter Recess – School Closed
March 30	School Closed – Staff Development Day
April 2 - 6	Spring Recess – School Closed

May 28	Memorial Day - School Closed
June 21	Graduation (Tentative Date)
June 22	Last Day of School – Half Day 12:10 P.M. Dismissal

Dates are tentative; school closings may alter the calendar

IMPORTANT DATES

	Interim Progress Reports	Marking Period Closings
Week of:	October 13	November 8
	December 15	January 24
	March 9	April 13
	May 18	June 15
	First Semester Exams	End of Year Exams
	January 25 - Period 1 & 2	June 12 – Senior Exams Begin
	January 26 - Period 3 & 4	June 18 – Underclass Exams Begin
	January 29 - Period 5-9	
	January 30 - Period 10 & 11	

EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSALS

School closings and delayed openings are announced between 6:30-7:30 AM on the following radio stations:

WMTR 1250 AM	Morristown	WOR	710 AM
WCTC 1450 AM	New Brunswick	WMGQ	98.3 FM
WKMB 1070 AM	Stirling	WKXW	101.5 FM
WDHA 105.5 FM			

Watchung Hills Regional High School is a separate district from Warren, Watchung, Long Hill and Green Brook schools. The closings may not be uniform. Do **not** call the local police; instead, please access our web site at <http://www.whrhs.org>.

IF A DELAYED OPENING IS ANNOUNCED, THE SCHOOL SCHEDULE AND MORNING BUS SCHEDULE WILL BE ADJUSTED ONE HOUR AND THIRTY MINUTES LATER. SCHOOL WILL BEGIN AT 9:05 A.M.

BELL SCHEDULE

Daily Schedule

Period 1	7:30 – 8:16
Period 2	8:21 – 9:03
Period 3	9:08 – 9:50
Period 4	9:55 – 10:37
Lunch "A" (5)	10:42 – 11:07
Period 5/6	10:42 – 11:24
Period 6/7	11:12 – 11:54
Lunch "B" (7)	11:29 – 11:54
Period 7/8	11:29 – 12:11
Period 8/9	11:59 – 12:41
Lunch "C" (9)	12:16 – 12:41
Period 10	12:46 – 1:28
Period 11	1:33 – 2:15

Homeroom Schedule

Homeroom	7:30 – 7:40
Period 1	7:45 – 8:16
Period 2	8:21 – 9:03
Period 3	9:08 – 9:50
Period 4	9:55 – 10:37
Lunch "A" (5)	10:42 – 11:07
Period 5/6	10:42 – 11:24
Period 6/7	11:12 – 11:54
Lunch "B" (7)	11:29 – 11:54
Period 7/8	11:29 – 12:11
Period 8/9	11:59 – 12:41
Lunch "C" (9)	12:16 – 12:41
Period 10	12:46 – 1:28
Period 11	1:33 – 2:15

Delayed Opening Schedule

Period 1	9:05 – 9:35
Period 2	9:40 – 10:10
Period 3	10:15 – 10:45
Period 4	10:50 – 11:20
Lunch "A" (5)	11:25 – 11:50
Period 5/6	11:25 – 11:55
Period 6/7	11:55 – 12:25
Lunch "B" (7)	12:00 – 12:25
Period 7/8	12:00 – 12:30
Period 8/9	12:30 – 1:00
Lunch "C"(9)	12:35 – 1:00
Period 10	1:05 – 1:35
Period 11	1:40 – 2:15

Half Day Schedule

Period 1	7:30 – 8:05
Period 2	8:10 – 8:40
Period 3	8:45 – 9:15
Period 4	9:20 – 9:50
Period 5/6, 6/7	9:55 – 10:25
Period 7/8, 8/9	10:30 – 11:00
Period 10	11:05 – 11:35
Period 11	11:40 – 12:10

Bus Departure Time 2:25 PM
Activity Bus Departure 4:00 PM

Asbestos Removal

The Watchung Hills Regional High School District Board of Education has an approved Asbestos Management Plan filed with the New Jersey Department of Health. A copy of this plan may be read in the Board of Education office during normal business hours. During 1989, asbestos was removed from the South Building boiler room in preparation for the boiler replacement project. In subsequent years, removal of asbestos containing material such as pipe elbows and ceiling surfacing materials was removed from both buildings.

Attendance Policy

Compulsory attendance is a long standing state law and district policy, and has been upheld by the courts of New Jersey and the United States Supreme Court as a matter of public concern and legislative regulation. The Board of Education has an obligation to require that pupils of this district be present in school to be educated. This policy exists for the benefit of the pupils, their parents, and the community at large. Strong emphasis is placed on achievement in all subject areas. Pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in order to achieve maximum benefit of a thorough educational program. This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm. Rather, it assumes absences will occur for personal illness, religious holidays, and other emergencies.

Absenteeism

Absence Verification

In the event of non-attendance, it is the parent's/guardian's responsibility to notify the attendance office on the morning of the child's absence. Unless legitimate prior notice has been

given, the attendance office will contact a student's parent/guardian to verify the absence. Upon the student's return to school, the parent/guardian **must** supply a note indicating the date(s) and reason(s) for absence. Any student who returns to school with a medical note following an illness/injury must report to the attendance office who, in turn, will direct the student to the health office.

Planned Absences

Parents are discouraged from removing children from school for vacation purposes.

1. A planned absence of more than **3** days requires that the student pick up a "planned absence" form from the attendance office.
2. This form must be initialed by the student's teachers, signed by the parent/guardian, and returned to the attendance office at least three days in advance.
3. The student will be responsible for all material missed.
4. The responsibility of the school shall be limited to giving assignments of work covered in absentia. Teachers shall not be asked to give additional time to explain work covered during time of absence.
5. All end of the year requests must be made before June.

Planned Absences During Exams

Students will be allowed to reschedule mid-term and/or final exams only under the following conditions: permission must be granted through administrative channels for purposes that are unique and extenuating and a written request must be submitted for consideration to the attendance office at least one month prior to the scheduled examination. Students and parents/guardians should be aware that exams may need to be completed after the exam cycle has ended.

Loss of Course Credit:

Students missing over 18 meetings of a full year or over 9 meetings for a semester course (excused or unexcused) will not qualify to receive the assigned credit for the course. Also, students missing over 14 meetings of their physical education class or over 5 meetings for their health course will not qualify to receive the assigned credit for the course. (See "Tardiness to School" and "Cutting")

1. If a student contracts a serious illness, has an accident, or has other unique circumstances, the administration will have the right to waive loss of credit.
2. Exceptions to the attendance requirement: school sponsored activities, religious holidays, suspensions, and home instruction.
3. Any student who has lost credit for a course because of excessive absences will have the following options: Option A; Student remains in the class to audit all class-work, but will receive no credit towards graduation for this course. The student will, however, be eligible to attend summer school for credit. Option B; Student will be removed from the class and placed into a restricted study for that period of the school day. The student, however, will not be eligible to attend summer school, and will be placed in the appropriate level course the following year.
4. Appeals
 - a. The Board is cognizant of possible unforeseen factors, which may create hardships relating to the execution of the attendance policy.
 - b. Written petition for an appeal hearing must be presented to the administration by the parent/guardian no later than 5 school days after the receipt of no credit status notification. The administration

will select a committee to hear the appeal.

- c. Appeals to the principal relating to decisions of the attendance committee must be made in writing no later than 7 school days after the receipt of no credit status notification.
- d. Appeals to the superintendent relating to the decision of the principal must be made in writing no later than 10 school days after receipt of the principal's decision.
- e. Appeals to the Board of Education relating to the decision of the superintendent must be made in writing within 10 school days after receipt of the superintendent's decision.
- f. The Board of Education's decision may be appealed to the Commissioner of Education.

Incomplete School Day

Tardiness and early dismissals hinder the learning process and impose a distraction leading to a loss of instruction time for students properly in attendance. In addition, it is the school's obligation to teach and to emphasize to students that promptness will be expected of them in the working environment when they have completed their education.

Tardiness to School

Students are required to be in Period 1 by 7:30 AM.

1. If a student arrives after 7:30 – 7:35 AM, they must report immediately to their Period 1 class. The student will still be considered late and disciplined accordingly.

2. If students arrive between 7:35 and 8:10 AM, they must report to the designated sign-in table located in either the North or South Buildings.

3. After 8:10 AM, students must report to the Attendance Office to sign into school.

Failure to sign into school will result in points being assigned from the Personal Assessment System.

1. *Excused tardies*: Tardiness due to personal illness, religious observance, medical appointments, and other compelling reasons approved by the administration will be considered excused if a parental/medical note is provided.

All other tardies will be considered unexcused, including automotive problems.

2. *Unexcused tardies*: For unexcused tardies to school (students arriving 7:30 – 7:50), the student will be assigned one detention upon the 5th and 10th tardy. Upon the 15th tardy, the student will be assigned an extended detention. For every additional five tardies accumulated, extended detentions will be assigned.

3. *Excessive tardiness to class*: This is handled through the point system.

4. Any student who is assigned a parking space on campus is responsible for maintaining a commendable attendance record. After 15 tardies, **whether excused or unexcused, he/she will lose the parking space for the remainder of the school year.**

Early Dismissals

Any student who wishes to be excused from school before 2:15 PM must present a written note from the parent/guardian to the attendance office **one day in advance**. The note must include a verification telephone number and

reason for the early dismissal. This includes students who drive.

Cutting

Students are required to attend all assigned activities including classes, study hall, homeroom, and detention. Unless a student is legitimately absent from school or has the prior approval of a teacher or administrator to be out of an assigned area, a student who is not in attendance will be marked as cutting. Administrators will assign the student 7 points with the appropriate penalty for each offense.

Cuts are considered serious violations. Students who lose credit due to cutting class will not be afforded the opportunity to participate in the appeals process.

Cutting Physical Education/Health

In P.E., the student loses credit upon the fourth cut; in Health, the student loses credit upon the third cut.

Cutting same class (semester)

1. 1st, 2nd, 3rd cut: Administrator assigns the student 7 points for each infraction with the appropriate penalty. Parent/Guardian will be notified by letter.
2. 4th cut: 7 points assigned. Student conference with the administrator to determine the status of the student. Loss of all credit for that course with no option to audit. Notice to parent/guardian.

Cutting same class (year course)

1. 1st, 2nd, 3rd cut: Administrator assigns the student 7 points for each infraction with the appropriate penalty. Parents/Guardians will be notified by letter.
2. 4th cut: Administrator will assign the student 7 points. Penalties from the Personal Assessment System will be applied. The student

is placed on academic probation for the class.

3. 5th cut: Student conference with administrator to determine status of student. 7 points assigned and student will lose credit for the course with the option to audit. Notification will be sent to parents/guardians.

Truancy

Truancy is defined as an unauthorized absence taken by the student without parental/guardian permission. A pupil who is truant will receive an "F" for any graded work in class. Twenty-eight (28) points from the Personal Assessment System will be assigned, and the parent/ guardian will be notified. Twenty-eight (28) points will be assigned for each additional incident of truancy and the appropriate disciplinary action for the particular level of points reached will be dispensed.

Academic Probation:

Academic probation means that the student has jeopardized status in a particular class because of poor attendance (excused and/or unexcused). If a student continues the same pattern while on academic probation, the student will lose all credit for the course. The student will, however, have the opportunity to audit the class and be eligible to attend summer school.

Bulletin Boards

Students who wish to post announcements on bulletin boards must receive permission from the ASC advisor.

Bus Regulations

All students are assigned bus routes. Each student will be notified of this route. Bus drivers are in charge of the bus and are responsible for student behavior. They are required by law to report all infractions of school regulations to an

administrator. Any misbehavior on the bus will result in disciplinary action. Intentional and repeated infractions can result in loss of the privilege to ride the bus. The following rules should be observed at all times:

1. Arrive at the bus stop on time.
2. Wait on the side for the bus or within the designated confines of the loading zone.
3. Because many stops are adjacent to private homes and businesses, respect the property of others.
4. Remain seated while the bus is in motion and keep arms inside the bus at all times.
5. Do not distract the driver or ask to make unscheduled stops.
6. Do not litter the bus or the road, and do not throw objects from the bus.
7. Do not smoke on the bus.
8. Do not use improper language on the bus.
9. Immediately report any damage on the bus to the driver
10. Cooperate during the mandated emergency drill.

Students must ride the bus to which they have been assigned. They are not permitted, under any circumstance, to ride on another bus.

If a bus becomes disabled, students must remain in the designated waiting area until another bus arrives to take them to their destination.

Cafeteria Guidelines

All students are assigned one lunch period in the cafeteria.

1. Students are expected to arrive on time and remain for the entire period. At the end of the period, students may not leave the cafeteria with food or drinks.

2. Every effort must be made to keep the school reasonable clean. Students are responsible for returning trays and disposing of their garbage. The throwing of any time will not be tolerated. Violators will be subject to suspension.
3. Any student caught stealing will also be subject to suspension.

During passing time, students are not permitted to purchase food or drinks to take to a classroom, nor are they permitted to leave a class to purchase food or drinks.

Cheating/ Plagiarism Statement

Cheating is an intolerable act and as such is condemned in virtually all social, legal, and academic circles.

First Reported Occurrence: The teacher will determine and document the cheating incident. The teacher will assign a grade of zero to the student's work. The teacher will provide copies of the documentation to the department supervisor, to the guidance counselor, and to administration. The parent/guardian will be contacted to schedule a formal conference so that the student may be heard with the teacher, department supervisor, counselor, and parent/guardian present. After this conference, additional appropriate action may be warranted.

Additional Reported Occurrences: The teacher will determine and document the cheating incident and assign a grade of zero. The teacher will provide copies of the documentation to the department supervisor, to the guidance counselor, and to administration. The guidance counselor will contact the parent for a formal conference. The administration will determine the appropriate course of action.

Co-curricular Activities

Purpose

The Board of Education believes that student participation in co-curricular activities is an invaluable aspect of the educational process. Participation must be in concert with acceptable overall academic achievement and standards of appropriate responsibility to set an example for others by the compliance with the rules and regulations of the school as well as with the academic requirements.

Philosophy

The faculty and administration are responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in co-curricular activities. The Board of Education, the administration, and faculty want students to participate in as many co-curricular activities as possible. High school is a time to experiment. Although specialization in one sport or activity may have advantages for a few students, studies have shown that for the majority of students, specialization can cause psychological and physiological burnout. Consequently, whenever possible, multi-sport participation is encouraged.

The Board of Education recognizes that participation in co-curricular activities carries with it certain responsibilities. Student participants represent the school and community and must project positive images of both. They should maintain satisfactory academic achievement and standards of conduct. Both players and spectators have responsibilities:

The Responsibilities of Sportsmanship – The Player

- Treats opponents with respect.
- Plays hard, but plays within the rules.

- Exercises self-control, setting an example for others.
- Respects officials and accepts their decisions without gesture or comment.
- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the school and community.

The Spectator

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders.
- Shows compassion for an injured player and acts in an appropriate way.
- Respects the judgment of the coach and performance of other players.
- Respects property of others and authority of those who administer the competition.
- Censures those whose behavior is unbecoming.

Eligibility for Athletics

1. *Academic*

- a. A student will be considered academically eligible for the first semester (September 1 – January 31) if the student has passed twenty-seven and one-half (27.5) credits required by the State of New Jersey for graduation, for the preceding school year as evidenced by the final report card in June. Successful completion of summer school courses will also satisfy the requirement.
- b. A student will be considered academically eligible for the second semester (February - last day of school) if the student has passed thirteen and three quarters (13.75) of the

credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31), as evidenced by the second marking period report card. Full-year courses shall be equated as one-half of the total credits to be gained for the full year in order to determine credits passed during the immediately preceding semester. **A student who is eligible for a co-curricular activity at the beginning of the winter season shall be allowed to finish that season.**

2. *Attendance*

Students must be in attendance for four hours (excluding the lunch period) under the New Jersey Department of Education regulations in order to be marked “present” in the attendance register. If a student has not signed in before 9:45 AM, the student is considered “absent” and, therefore, is not eligible to participate or practice in co-curricular events that day.

3. *Drugs/Substance Involvement*

A student found to be in possession of, in control of, or under the influence of any controlled dangerous substance (drugs, alcohol) shall immediately forfeit his/her eligibility for a period of three consecutive months. In addition, the student will be suspended from school for a minimum of three days and will be subject to the school’s drug and alcohol procedures.

4. *Parents or Guardian/Physician Permission*

In order to participate in interscholastic athletics (player or manager) and cheerleading, a student must show evidence of written permission from a parent/guardian and must be examined by a physician and found to be physically fit.

5. Appeals Process

Students and/or their parents/guardians have the right to appeal the decision of the administration regarding eligibility except when a student is in direct violation of the minimum academic requirements established by the NJSIAA.

- a. Appeals must be submitted in writing to the principal within five (5) school days after receipt of the notice of ineligibility.
- b. The appeals committee will be composed of the principal/vice-principal, athletic director, supervisor of the related activity, and two faculty members.
- c. The appeals committee will be charged with the responsibility of rendering decisions related to all appeals in a timely manner.

The successive order of appeal is as follows:

- Appeals Committee
- Superintendent
- Board of Education

Media Center

The Media Center will be open daily from 2:15 - 4:00 PM for student after-school use.

Daily Announcements

Announcements are read over the loud speaker during first period, posted in each office, emailed to all staff, and posted on the website for the community. The announcements contain information students must know for their interest and welfare.

Statement of Non-Discrimination

Watchung Hills recognizes the contributions of all people to our society. We find the practice of discrimination abhorrent to the proper conduct of

a public school, and therefore will not tolerate discriminatory practices. Persons perpetrating an act of bias will be subject to suspension as well as possible criminal prosecution. The Watchung Hills Regional High School District complies with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title XI"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 (the "ADA"), and the Age Discrimination Act of 1975 (the "Age Discrimination Act"), and their respective implementing regulations which prohibit discrimination on the basis of race, color, national origin, sex, disability, age, marital status, affectional or sexual orientation, atypical hereditary cellular or blood traits. The district provides equal access and opportunity in employment and enrollment in all its programs and activities, regardless of race, color, national origin, sex, disability, age, marital status, affectional or sexual orientation, atypical hereditary cellular or blood traits. Student questions or complaints of discrimination should be directed to Mrs. Beverly DiGeronimo, Vice Principal and Affirmative Action Officer, at (908) 647-4800.

Persons who believe that they are the subjects of discrimination may seek redress through the following procedure:

1. Present a written complaint to the affirmative action officer within 30 calendar days. The AAO shall investigate and try to resolve the complaint on an informal basis.
2. If the grievant or AAO is not satisfied with the disposition, then a written complaint is filed with the principal. The principal shall communicate a decision in writing within 10 days school days.

3. If the grievant or AAO is not satisfied with the principal's disposition, then a written complaint should be made within 15 days to the superintendent. The superintendent shall communicate a decision in writing within 10 school days.
4. If the grievant or AAO is not satisfied with the superintendent's disposition, then a written complaint should be made within 15 days to the board to request a review. The board will have 10 days to respond to said request.
5. In addition, inquiries or complaints concerning the application of Title VI, Title IX, Section 504, the ADA, or the Age Discrimination Act may also be directed to the U. S. Department of Education, Office for Civil Rights, 26 Federal Plaza, Room 33-130, New York, New York 10278, (212) 264-4633.

Appropriate Student Dress

The personal appearance of every student is an important component of establishing a safe environment for optimal learning. Although dress is reflective of personal style, taste, and expression, students are expected to dress in an appropriate style and manner while on our school campus. They are expected to be neat and clean and to present an appropriate appearance that will be a credit to the student, parent, and school. Appropriate personal appearance shall be such that it does not disrupt schoolwork or school order, distract others, negatively affect the educational setting, and/ or violate health and safety rules. Therefore, certain types of clothing which may be acceptable for recreational wear may not be suitable for school.

The following are the general guidelines regarding items of clothing that are prohibited:

Clothing, which in the opinion of school personnel is excessively tight, revealing or immodest including very short dresses /skirts/ shorts/skorts, halter-type tops, tube tops, backless/off the shoulder garments, single strap tops and attire revealing bare midriffs;
Clothing which reveals undergarments and/or anatomy;
Clothing which violates acceptable safety standards;
Clothing which bears words or symbols deemed offensive by teachers or administration;
Clothing which promotes/endorse/advertises alcohol, drugs, and/or tobacco products;
Clothing which displays biased, prejudicial, and/or profane language;
Sunglasses (unless by medical order to be worn indoors);
Sleeveless tee-shirts/undershirts (for male students); and
All clothing that is see through.
Shoes must be worn at all times. Footwear considered unsafe will not be permitted.

The administration has the sole authority to determine when personal appearance and dress style do not meet school expectations. In these instances, administrators may request parents/guardians to bring appropriate clothing to school so that the student may change or the student may be sent home with parent/guardian to change into appropriate attire. Students who fail to comply will receive points under the Personal Assessment System. These guidelines are in effect from the first day of school through the last day including weeks of mid-term and final examinations and for all school related activities including off campus events and field trips.

Drugs and/or Alcohol

Any student suspected of being under the influence of alcohol and/or drugs is dismissed in the custody of parents/guardians through the health office by an administrator. If the student tests positive, he/she is suspended for a minimum of not less than 3 days or a maximum of no more than 10 and is not allowed to return to school until a written report by a physician is received by the administrator certifying that the student is physically and mentally able to return to school. If a student is in possession of or suspected of dealing drugs, the police will be notified.

Electronic Devices: Cell Phones

The use of cellular phones on campus during school hours (7:30 AM to 2:15 PM) is prohibited. Students who violate this policy will have their phones confiscated; the phones will be returned to their parents.

If a student refuses to hand over his/her phone when violating this policy, the student will be considered insubordinate and be suspended from school.

Electronic Devices: iPods

iPods are not permitted to be used in the classroom. Failure to adhere to this policy will result in disciplinary action ranging from points to suspension.

Electronic Devices: Pagers

According to law, electronic paging devices (“beepers”) are not permitted in schools. Student possession of a beeper will result in confiscation of the item and a report to the local police who will be given the confiscated item. *State law prohibits student possession of beepers on school property. Violation is a disorderly person’s offense.*

Parents/Guardians/Students are strongly cautioned against bringing such items into the school setting during school hours due to the possibility of loss or theft.

Field Trips

Although field trips are an important part of the educational process and serve to enhance classroom lessons, students are not automatically entitled to participate in these trips. Only those students who have demonstrated good academic and disciplinary behavior will be permitted to attend. If students are not permitted to participate in a field trip, they are expected to be in school and attend all of their classes.

Fire Drills

New Jersey State Law requires at least two fire drills per month. During a drill, students are to move quickly and quietly out of the building. Fire exits and directions are posted in each classroom. Students should familiarize themselves with these directions in each classroom.

Firecrackers/Fireworks/Weapons/Facsimile Weapons

It is illegal to possess and/or use firecrackers/ fireworks, and any item viewed to be a weapon or facsimile weapon. Possession and/or use of these items on school grounds at any time will result in suspension from school as well as police notification. If there is a report of a weapon or facsimile weapon, including mace, the police will be called immediately to investigate the matter.

Grades

90-99 = A Superior	AUD = Audit
80-89 = B Above average	WN = Withdrawn
70-79 = C Average	no credit
60-69 = D Below average	NC = Failure P.E.
MED = Medical Excuse	HON = Honors

All students who require medication during school hours on a permanent or temporary basis must keep medicine locked in the health office to be administered by the nurse and have an “Administration of Medication in School Form” completed and signed by the parent/guardian on file in the health office. Those students with significant medical conditions (i.e. diabetes, severe allergies, asthma, heart condition etc.) must complete an individual “Health Plan Form” at the beginning of the school year and submit it to the Health Office. Any student who returns to school with a medical note following an illness/injury must report to the attendance office who, in turn, will direct the student to the health office.

Home Instruction

Whenever a parent/guardian becomes aware that a student will be confined at home or in a hospital for more than two weeks because of illness or injury, the parent/guardian should obtain a note from the physician indicating the nature of the illness or injury and the expected period of absence. It should be sent to the counselor as soon as possible so that the instruction can begin as soon as teachers can be assigned by an administrator’s office.

Homeroom

Homeroom has been eliminated. Every student must be present in Period one where attendance will be taken. Also, the Pledge of Allegiance will be recited and morning announcements read at the end of period one. As noted on schedules, students are assigned a homeroom for reportage on special occasions.

Homework

All requests for homework due to illness or other reasons must be made through the guidance

office. Twenty-four hours’ notice is required in order to process the request.

Honor Roll

Each marking period, the names of students achieving honor roll status are recorded and published. A student who achieves a 90 or better in all courses and a “P” or “H” in physical education qualifies for the high honor roll. A student who achieves an 80 or better in all courses and a “P” or “H” in physical education qualifies for the honor roll.

Insurance

In September, each student is given the option of purchasing insurance against accidents for the school year, beginning with the date that the insurance premium is paid. This insurance covers accidents that occur in school, in physical education classes, on school grounds, or in intramural sports and activities. The Board of Education provides insurance for accidents occurring in interscholastic sports. This insurance covers all varsity, junior varsity, and freshman athletes.

Intervention and Referral Team

The Intervention and Referral Team (IRT) provides assistance to staff and parents/guardians for pupils who demonstrate learning, behavior and/or health problems. A collaborative problem solving approach is used to collect information and to develop action plans. To initiate services for at-risk students, a “Request for Assistance Form” should be submitted to the Student Assistance Program mailbox in the main office. Forms can be obtained in the main office.

Library/Media Center Services

The Media Center is open daily from 7:30 a.m. to 4:00 p.m. All students must have a pass to enter the Media Center from 7:30 a.m. to 2:15 p.m.

Passes are not required after school. Students who want to use the Library//Media Center during study hall, gym/health study, senior lounge, or lunch must obtain a valid pass from one of their current subject area or study hall teachers. Students must present their ID card to borrow materials.

Lockers

Lockers are assigned to students. Students must use the locker assigned to them and should report any malfunction to the designated administrator.

Lockers must be locked at all times. Lockers are the property of the Board of Education and, as such, may be inspected based on reasonable grounds that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or rumor. The extent or scope of the search shall be reasonably related to the objectives of the search and the nature of the infraction. **Valuables should not be brought to school and kept in lockers! Students may not share lockers! The school assumes no responsibility for lost or stolen articles.**

Lost and Found/Vandalized Personal Property

If a student believes that personal property has been vandalized or is missing, the designated administrator’s office should be notified immediately. The student should fill out the proper form detailing the missing or vandalized property. The administrator will interview the student, investigate the matter, and make every effort to help the student recover the item. The filed report will be included in a monthly report to the principal. The student should periodically check the lost and found.

Students should **not** bring valuables and large sums of money to school. All physical education

lockers should be locked and items should not be left on the benches. **The school assumes no responsibility for lost or stolen articles.**

Return of Books, Equipment, and Other School Materials

Students are responsible for all books, equipment, and/or materials issued to them by the school each year. If books, equipment, and/or materials are not returned as required, students will be charged the replacement costs for the items provided them by the school. Students who owe money to the school for lost and/or damaged items will **not** be eligible to enter the lottery system for parking spaces until any and all obligations are settled and verified. Other actions as determined by administration to be appropriate may also be imposed upon students who do not comply with these procedures.

Lunch Program

The school cafeteria serves nutritious lunches daily at reasonable prices. Students whose family income is within the pre-set income scale determined by the state are eligible for the free lunches or for reduced-price lunches. To apply for free or reduced price lunches, students must complete an application form available through the main office. Once the application is completed, returned, and processed, the family will be notified of their eligibility for free or reduced price lunch.

National Honor Society

The National Honor Society (NHS) is an organization that recognizes seniors who have “demonstrated outstanding performance in the areas of scholarship, service, leadership and character.” Students who have a cumulative grade point average of 3.8 (on a 4.0 scale) are eligible. In addition, these students must have a requisite number of J, H and/or AP classes as

follows: class of 2006 – 13 J, H and/or AP classes; class of 2007 – 15 J, H and/or AP classes; class of 2008 and beyond – 16 J, H and/or AP classes. Students meeting these requirements will receive an application, which once completed, will be reviewed by a faculty council. Selected students will receive an acceptance letter and an invitation to participate in the evening induction ceremony. NHS members are required to provide peer tutoring.

Parking Regulations

PARKING IS A SENIOR PRIVILEGE ONLY.

1. All cars must be registered through the designated administrator’s office.
2. Parking tags must be affixed to the rear view mirror. A parking tag and designated space will be issued to seniors. Students may not share tags or spaces. Doing so is just cause for immediate revocation of campus driving/parking privileges.
3. Cars **MUST** be parked only in the assigned parking lots.
4. There are parking places reserved for the handicapped in both the north and south lots.
5. Visitor parking is provided in both the north and south lots. Students are prohibited from occupying these spaces.
6. The Warren Township Police Department will issue a parking summons to cars parked in the wrong area or to cars not displaying the correct tag.
7. Any willful violation of the campus driving/parking contract is just cause for immediate revocation of the student’s driving/parking privileges for the remainder of the school year.
8. Students amassing 15 tardies (excused or unexcused) and/or 28 points, September

through June (inclusive), will have their campus driving/parking privileges revoked **immediately.**

Personal Assessment System

This program is designed to provide a consistent and predictable response to violations of school rules or behavior that disrupt the educational opportunities of other students. The basis for the system is the assignment of a maximum number of points which may be assessed for violations of unacceptable student behavior and defining specific actions which will be taken when a specific cumulative total is reached. **However, administrative discretion applies in all circumstances.** Some of the important foundations of the system are:

1. Points will be assessed in accordance with the following guide:

Possession/use of electronic paging device/ cell phone/personal stereo /headset /game/ iPods /other electronic device:	
1 st Offense	5
2 nd & subsequent offenses	10
Misconduct in halls/cafeteria/class	5
Disrupting class	5
Accumulation of 5/10/15/+ tardies to class (periods 2-11)	5+
Unauthorized presence in halls/café	5
Failure to report to call down	5
Failure to follow school procedure	5
Violation of dress code	5-10+
Defacing school property	5-10+
Use of profanity/obscenity	5-10+
Failure to report to teacher detention	7
Failure to sign in when tardy	7
Class cut	7
Failure to provide accurate information to staff upon request	7
Leaving class without permission	10
School bus disruption	10

Forging passes and notes	10
Failure to report to administrative regular detention	10
Unauthorized presence in parking lot	10-20
Smoking	14
Leaving school grounds w/o permission	14
Parking without permission	14+
Failure to report to extended detention	15
Truancy	28
Violence/Vandalism	5-28+
Bullying/Harassment	5-28+

2. Ten points will be subtracted from the total accumulation of points if a student does not accumulate any points over a two month period.
3. Teachers will assign individual detentions for infractions, which primarily affect the student and the teacher only. Students will be given at least 24 hours notice before serving the detention.
4. In addition to the assignment of assessment points, students may be assigned clean-up responsibilities in those cases that involve damage to school property or littering.
5. The yearly schedule for cumulative points and penalties will be:
7 points – 1 detention; parent notification
14 points – 2 detentions; parent notification
21 points – 3 detentions; parent notification; parents of seniors notified of potential loss of driving privileges
28 points – 4 detentions; parent notification; parents of seniors notified of loss of driving privileges; optional parent conference with vice-principal; parents of juniors notified of student placement on deferred driving list for senior year

35 points – 5 detention; 1 extended detention; parent notification; parents of juniors notified of student loss of driving privileges for senior year

42 points– 5 detentions; 2 extended detentions; parent notification; optional parent conference with vice-principal

50 points – 7 detentions; 2 extended detentions; parent notification

65 points – 10 detentions; 4 extended detentions; parent notification; parent conference with vice-principal

80 points – 10 detentions; 5 Saturday detentions; parent notification

80+ points - administrative judgment which may include suspension; parent notification; parent conference with principal.

Consequences for Missing Detention/

Removal from Detention

1 st Offense	2 detentions
2 nd Offense	10 points
3 rd & subsequent offenses	10 points and one day suspension for each incident

Consequences for Missing Extended

Detention/ Removal from Detention

1 st Offense	2 detentions
2 nd Offense	15 points
3 rd & subsequent offenses	15 points and 2 days suspension for each incident

Consequences for Missing Saturday Detention/ Removal from Detention

1 st Offense	2 Saturday detentions
2 nd Offense	1 day suspension
3 rd & subsequent	3 day suspension

Detention

Consideration will be extended to parents when detentions will be assigned. Students must choose their dates of detention carefully. After-school employment is not an excuse to miss detention. Detentions will be assigned in a timely manner. If they interfere with after-school obligations, it is the student’s responsibility to make arrangements with employers.

Suspension

The high school administrator may suspend a pupil from school when it is deemed necessary in the interest of student discipline and the well being of the educational program. Suspension does not vacate the assignment of points nor does it mitigate the ancillary discipline. Returning to classes following a suspension shall require a parent conference. The following might result in suspension from school:

- a. Accumulation of more than 80 points
- b. Fighting
- c. Gambling
- d. Willful destruction of school property
- e. Insubordination or disrespect
- f. Possession of drugs/alcohol
- g. Possession of fireworks/explosives/weapons or facsimiles
- h. Reckless driving
- i. Theft
- j. Intimidation/threats/bullying/harassment
- k. Disorderly conduct
- l. Involvement in a food fight
- m. Trespassing while suspended
- n. Conduct of such character as to constitute a danger to the physical well-being of others
- o. Unsportsmanlike behavior at a public event

The above-cited infractions are also subject to assignment of points based upon administrative discretion.

There is a reciprocal agreement between Watchung Hills and Somerset County Vocational School which stipulates that a suspension in one school will be in effect in the other. A re-entry conference will take place in the school where the suspension originated.

Pledge of Allegiance

In accordance with New Jersey State Law 18A:36-3, the Pledge of Allegiance will be recited each morning during first period. Students must respect this morning exercise.

Problems/Concerns

Parents/Guardians may wish to question the practices/procedures at the school concerning their child's classroom activities, attendance, discipline, or participation in clubs/ activities/ athletics. Parents are urged to bring these concerns to the attention of the person immediately overseeing the child: teacher/counselor/coach/advisor; department supervisor; vice-principal or principal.

Program Changes

During the spring semester, students will register for the following year's courses with the assistance of their teachers, counselors, and parents. Sometimes a course change is necessary because of progress, summer school results, or computer error. However, once the master schedule has been developed, it is often difficult, if not impossible, to change courses. For every course dropped, another course or a study hall must be elected in its place. The procedure for making such a change depends on the time of the year the request is being made:

1. Between February-May: students should see

their counselor.

2. Between May-September: written parent/guardian approval must be presented to the appropriate department supervisor and/or counselor.
3. Once the school year begins: computer errors will be corrected. We cannot change classes based upon preference.

Students must attend class until the teacher has been officially notified that a change has been approved and arranged. **Failure to attend class will result in disciplinary action.**

Students who request to drop a course must follow the deadlines as described below.

- If the request is made 22 school days for a semester course and prior to the end of the first marking period for a year-long course, the course will not be reported on the report card or transcript.
- If the request is made after 22 school days for a semester course and after the end of the first marking period for a year-long course, a grade of WP (withdrawn passing) or WF (withdrawn failing) will be issued.
- If the request is made after the first marking period for a semester course or after the second marking period for a year-long course, the request will not be granted, and the student must remain in the class.

Rank in Class

Both weighted and unweighted ranks are computed but not published or disseminated. Grades included in rank are final grades obtained for course taken at W.H.R.H.S. Weighted ranks excludes non-grouped and non-academic courses.

Saturday Detention

Saturday detention is a discipline program that will be used to enforce the school discipline code. The program will run **from 8:00 AM to 12:00 PM**. The students will spend four hours in a quiet study. With permission of their parents/guardians, students may also be asked to help clean school grounds. Students not in compliance will be addressed through the Personal Assessment System.

School Store

The school store is maintained to offer a variety of school supplies. In addition to pencils, paper, and notebooks, the store sells various clothing items, locks, and newspapers. Prices are established at the minimum possible to provide a maximum service to students. The store is open before first period and during designated times throughout the day. A schedule is posted outside the store.

Skateboarding/Rollerblading

Skateboarding/Rollerblading is forbidden on all school property. Skateboards/Rollerblades will be confiscated.

Smoking Policy

It is the policy of Watchung Hills Regional High School to prohibit students from using, carrying, or distributing tobacco products on school premises, at any school function, or on school buses.

Smoking

Smoking by students will not be permitted on school buses, school grounds, or in school buildings or at school events. Penalties for students found smoking are cumulative over the four years of their high school career and are based on the following:

First Offense: 14 points (aligned discipline) and two extended detentions

Second Offense: 14 points (aligned discipline) and one day suspension. Complaint filed with the local Board of Health.

Third Offense and Subsequent Offenses: For each incident, 14 points (aligned discipline) and two day suspension from school. Complaint filed with the local Board of Health with municipal judge determination.

All students found smoking will be sent to the Student Assistance Counselor for a referral to a smoking cessation program.

Possession, Carrying, or Other Use of Tobacco Products

Students found to have been possessing, carrying, or using (other than smoking) tobacco products (including chewing tobacco) on school premises, at any school function, or on school buses will be subject to the following penalties and referred to the SAC for a cessation program:

First Offense: One extended detention.

Second Offenses: 10 points (aligned discipline) and two extended detentions.

Third and Subsequent Offenses: 10 points (aligned discipline) and three extended detentions for each offense. Administrative discretion for students who habitually break school rules.

Smoking Policy Implementation Procedures

Restrooms will be carefully monitored by teachers and administrators.

1. School grounds will also be carefully monitored by teachers and administrators.

2. School buses will be carefully monitored by bus drivers.
3. Students are required to sign-in and sign-out of classrooms when using restrooms.
4. Students who are suspected of possessing tobacco products will be referred to an administrator who will require that the student demonstrate that he/she is not in possession of the same. No random or arbitrary accusations of tobacco possession will be made. Just cause will prevail.

Student Assistance Program

The Student Assistance Program at WHRHS is an extension of the services offered by the Special Services and Guidance Departments.

The program provides crisis intervention, counseling, substance abuse education and referral services for students who are struggling with issues related to substance abuse, interpersonal problems and school difficulties. There are two designated student assistance counselors; one is assigned to grades 9-10 and another to grades 11-12.

The Student Assistance Program addresses a variety of issues/problems encountered by students. These include: alcohol and other drug use, suicidal ideation/assessment, depression, school difficulties, peer problems, conflicts with parents, parental substance abuse, divorce, child abuse, pregnancy, eating disorders, low self-esteem, school phobia, and death or chronic illness of a family member.

Counseling is private and confidential. Students must give their permission to inform or involve their parents/guardians in the counseling process. Parents/Guardians are always notified in a life-threatening situation. Prior to engaging in counseling, students are informed of their rights

pertaining to confidentiality. The confidentiality of alcohol and drug counseling self-referrals are protected by federal regulation; this information can only be released with the student's written permission.

Students Records

Parents/Guardians and adult pupils have the right to review the pupil's entire record or any part(s) of it within 10 days of their request to do so, to have copies made, to challenge the contents of the record, and to insert any comments. Parents/guardians and adult pupils must give their written permission, or in other situations, receive prior notice before the school discloses student record information to an organization, agency, or person outside the district, unless the school has been instructed by law or court to do otherwise.

Student directory information, which may be released without permission, consists of the following: name, address, phone number, date/place of birth, participation in recognized activities/sports, height/weight (if a member of athletics), awards received, and previous schools attended.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local schools receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents/guardians have advised

the district that they do not want their student's information disclosed without written consent.

Summer School

If a student has lost credit in a course due to failure or violation of the school attendance policy, the student must audit the course to be eligible for summer school.

Student I.D. Cards

Students will be issued identification cards in early fall and are expected to have this card with them at all times. Noncompliance in this regard may result in loss of privileges and/or disciplinary action.

Study Hall Guidelines

The following guidelines apply:

1. Study halls are considered as a regular class for attendance and discipline purposes.
2. Students who have a guidance appointment or who wish to visit the career center must have a pass pre-signed by their counselor, and attendance will be verified by the study hall teacher.
3. Students who wish to go to a teacher's room must have a pre-signed pass by the content area teacher, and attendance will be verified by the study hall teacher.
4. Students who wish to go to the nurse due to illness, to the lavatory, or to leave for any reason, must sign out with the teacher. The teacher for that class will verify the student's arrival and departure with the school nurse.

Telephone Messages

Only emergency or extremely important messages can be relayed to students. All such messages must be directed to the main office, not to the student through a cell phone or other electronic device. Please do not to call the office

for non-essential messages that tie up the phone lines, consume staff time, and disturb classes.

Textbooks

Classroom teachers issue textbooks. Each student must handle the books with care. The user is responsible for the condition of the book. The student completes a book receipt upon receiving the book, and the receipt is destroyed upon the book's return. If books are not returned, fines are carried over until graduation. Students are not issued transcripts or diplomas until all obligations are met.

Vehicle Regulations

The following will be enforced:

1. Speed limit on campus in 20 m.p.h.
2. Observe all one-way roads.
3. Students are not allowed in their cars or the parking lots during the school day. 1st offense - 10 points. 2nd offense - 20 points and loss of driving privileges. Loss of driving privileges means that the student is prohibited from driving and/or operating any vehicle on school grounds.

Visitors /Returning Graduates Procedures

All visitors to the school **MUST** register by signing in to the main office in order to receive a visitor's pass. Upon entry, visitors may be required to show some form of identification, such as a driver's license. Visitors must return their visitors' pass and sign out before leaving the building.

Parents/guardians of prospective students who wish to visit the school must call the guidance office for an appointment.

Students returning to the high school to report on their colleges and careers provide a valuable resource for current students and are most welcome. However, procedures must be in place

to avoid disrupting the classes of former teachers. Students who wish to visit teachers must call the school to arrange an appointment. The teacher will arrange a visit during his/her prep period only and will notify either main office of the date and time of the pre-arranged visit. The visiting student must sign in at the main office to receive a visitor's pass.

After the visit, the student must sign out in the main office.

Withdrawal from School

Students wishing to withdraw from school for any reason must adhere to the following procedures:

1. Consult the counselor.
2. Obtain a "School Clearance Form" from the Guidance Department.
3. Return all book, uniforms, and other school property to appropriate personnel.
4. Satisfy all library and or text obligations.
5. Clear out hall and gym lockers.
6. Return completed "School Clearance Form" to the Guidance Department. School transcripts will not be sent until all obligations have been met.

Working Papers

The State of New Jersey requires any worker under age 21 to obtain working papers. Forms can be picked up in the main office.

Display of Public Images

The Watchung Hill Regional High School Board of Education often strives to include staff and students in a number of meaningful media-based activities. "Personally identifiable" information about a student may not be placed on the district's website without prior written consent from the student's parent/guardian. "Personally identifiable information" means student names,

student photos, student addresses, student e-mail addresses, student phone numbers, locations, and time of class trips. A consent form will be sent home for parent/guardian approval.

However, it is possible that photographic images of our students may find their way into newspapers, television, etc. These images will be “public” images; that is, photographs or images taken when in public places at school. Unless students or their parents/guardians have objections to photographic images being displayed in such media, the images will be displayed as appropriate by the district. If students or their parents/guardians have any objections to the potential display of such images in the media, kindly contact the high school main office for referral to the designated administrator.

**Section 504/ADA
Annual Publication of Notice to
Parents/Guardians**

Policy of Nondiscrimination on the Basis of Disability in Programs and Activ Children who have substantial limitations of one or more life functions may be entitled to special services in school under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and various state and city laws. These laws protect the rights of students with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications.

Contact the building principal, Dr. Thomas DiGanci, or the Watchung Hills Regional High School's 504 Coordinator, Mr. Terrence MacConnell, vice-principal, at (908) 647-4800. Give your child's name, school and class. Describe your child's special needs, and the kind and frequency of help needed. Information about your child is confidential.

**Notice of Child Find Activity
Pursuant to Individual with Disabilities
Education Act**

The Watchung Hills Regional High School (WHRHS) has a duty to locate, identify and evaluate all resident children with exceptional educational needs, regardless of the severity of their disability. Therefore, the school district has a special outreach program to locate all children with suspected disabilities who are residents of the district.

Upon request, the school district will provide information to determine whether a special educational referral is appropriate. Such a request may be made by contacting Mrs. Beth Scheiderman, Supervisor of Special Services, at 108 Stirling Road, Warren, NJ 07059, or by calling her at (908) 647-4800. Many educational opportunities are available in the community for children with disabilities.

WHRHS provides special education and/or related services for children ages 14-21.

**Notification of Rights Under FERPA
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students **over 18** years of age (“eligible students”) certain rights with respect to the students’ education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal, Dr. Thomas DiGanci a written

request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, Dr. Thomas DiGanci, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These

include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or

use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Watchung Hills Regional High School will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Watchung Hills Regional High School will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. Watchung Hills Regional High School will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected

information survey not funded in whole or in part by Education Department.

- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. ~ 1232h, requires Watchung Hills Regional High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Please note that this notice and consent/opt transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Policy on Computer Usage

It is the policy of Watchung Hills Regional High School to: (a) prevent user access over it computer network, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].