



WATCHUNG HILLS REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PhD
SUPERINTENDENT

TIMOTHY M. STYS, CPA
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA
PRINCIPAL

Updates to Student Responsibilities for Hybrid Instruction

During this unprecedented time, we are required to make adjustments to our Student Responsibilities and Student Code of Conduct in order to meet the health and safety needs of our students, faculty, and staff. We must keep in mind that it is all of our responsibilities to ensure the health and safety of our school community members, as such, all behaviors that undermine public safety will result in immediate and appropriate disciplinary action.

Student Responsibilities and School Protocols

Students are expected to be present and prepared for instruction at the scheduled class time whether students are in person or virtual. Class attendance will be recorded every period.

- Virtual Days
 - All school policies and school rules will apply during virtual instruction.
 - Students are required to be present with their video turned on during their scheduled class time, attendance will be recorded.
 - Taking pictures and recording video of online lessons using your school or personal device is strictly prohibited.
 - Posting or sharing pictures or videos of teachers and other students in a school setting, in person or virtual, is prohibited.
 - Students are responsible to demonstrate active participation during virtual instruction.
 - Students should dress appropriately for school meetings.

- In school days
 - There will be a health screening and temperature check for all students upon arrival.
 - Once the screening is complete, students are to report to their first period class.
 - Students are required to wear a face mask that covers the mouth and the nose at all times (no gators or bandanas).
 - Students are expected to maintain proper social distancing when it is feasible. When possible, maintain a six-foot distance from all others.
 - Students should avoid personal contact with others, no high-fives or handshakes, hugging.
 - Eating or drinking is prohibited anywhere in the building, except during the designated snack time and location.
 - At the end of the day, students are to exit the building and board their bus in a timely, appropriate manner.



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- Attendance
 - Please refer to our attendance policy in the [Student-Parent Handbook](#) located on our website.
 - Attendance will be taken each period during in-person and virtual instruction days.
 - If a student is not physically or remotely attending school on a given day, parents need to call the attendance office at 908-647-4800 ext.4830 to inform the school of absence and reason for absence.
 - You are encouraged to stay home if you are not feeling well. You may attend your classes virtually if you are well enough to do so.
 - Vice Principals will conduct required parent meetings for students with excessive absences.

- Visits to the Nurse's office
 - Return to school post illness may require a doctor's note stating return to school is approved.
 - Students must obtain a pass from their teacher if they need to go to the nurse's office during the school day.
 - Students are not permitted to go to the nurse's office in between class periods
 - Students that need to go to the nurse's office during snack time must obtain a pass from the administrator covering the snack area

- Restroom Use
 - There is no loitering or congregating in the bathrooms.
 - Should a line form, students should wait outside the bathroom for the next available opening.
 - All students will need a pass from their teachers.
 - Teachers will limit passes to one student at a time.
 - You are expected to return to class promptly.
 - During snack, students must obtain a pass from the administrator covering the snack area. Please note that groups of students will not be permitted to use the restroom at the same time.

- Guidance/SAC/Care Plus
 - Students must schedule appointments with counselors via school email.
 - Counselors to email the student and teacher about scheduled appointments.
 - Students are not permitted to enter the guidance, SAC, or Care Plus office unless a pre-arranged appointment is scheduled.



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- For SAC/Care Plus emergencies, students should inform their teacher who will contact a vice principal or security personnel.

- Expected Hallway Behavior
 - Masks are to be worn at all times during movement in and around classrooms and hallways.
 - Students must maintain social distance, as much as possible in hallways.
 - Students are expected to move from one class to another, without stopping anywhere between class periods.

- Snack Time
 - Students must report to their assigned snack area. Students can not attend other snack areas.
 - Students should be mindful of social distancing during snack time.
 - Students must immediately report to class once snack time is over.
 - Students must wash hands or sanitize hands after eating.
 - Students must have masks on while leaving the snack area.
 - Snack area must be kept neat and clean. Each individual must dispose of their garbage prior to leaving the snack area
 - Students will need a pass to leave the snack area. Passes for the restrooms can be obtained from the teacher on duty.
 - At this time, snacks will only be available for those that pre-purchased.
 - No food or water will be permitted in the classroom

Behaviors that undermine public safety include, but not limited to the following, will result in the appropriate disciplinary action.

1. Failure to wear or the improper use of Face Masks (*No gators or bandanas*)

For the health and safety of our students and staff, all students will be required to wear masks at all times (excluding scheduled snack breaks) throughout the building. If a student is not wearing a mask, the following actions will take place:

- First offense – Removal from class, issued a warning with parent notification, and 7 points will be assigned.
- Second offense – Removal from class, mandatory meeting with student and parent. Students can not return to in-person instruction until the meeting is held, and 14 points will be assigned.
- Third offense – Removal from class, suspension for 3 days of in-person learning, and 14 points will be assigned.



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- Fourth offense – Removal from class, suspension for 4 weeks of in-person learning, and 21 points will be assigned.

- 2. Coughing or sneezing towards another person recklessly or with the intention to cause fear.
 - 21 points assigned, Suspension assigned (to be served via virtual instruction)

- 3. Failure to maintain social distancing (this may include avoidable physical contact with others, such as high-fives and handshakes).
 - 7 points assigned, Conference and parent notification

Modifications to Discipline Actions

As a result of the health crisis, it may be necessary to make the following modifications to the disciplinary actions.

1. Detention - For the health and safety of students and staff, we have canceled all after school detentions. In lieu of a detention, there will be a required conference with parents, students and an administrator.
2. Suspension from school - For the health and safety of students and staff we may elect to close in-school suspension. Students assigned in-school suspensions will be moved to virtual instruction for the duration of the suspension. Students are not permitted to attend any school related functions or activities.