

Henry Hudson Regional School

One Grand Tour
Highlands, NJ 07732

Student-Parent Handbook



2019-2020

This agenda belongs to:

NAME: _____

ADDRESS: _____

PHONE: _____

HENRY HUDSON REGIONAL SCHOOL DISTRICT

One Grand Tour
Highlands, NJ 07732

School Accredited by:
New Jersey State Department of Education
Middle States Association of Schools and Colleges

BOARD OF EDUCATION

Karen Horner, President
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Superintendent
Janet Sherlock
Business Administrator/Board Secretary
Lenore M. Kingsmore
Principal
Vincent Esposito
Dean of Students/Athletics & Activities
Christina Egan
Tri-District Director of Curriculum & Instruction
Sam Angona
Tri-District Supervisor of Special Services

EMERGENCY SCHOOL CLOSING

When a storm or other emergency situation makes it necessary to close school or delay the opening, the following options are available:
Henry Hudson Web Site — <http://www.hhrs.us> or <http://www.henryhudsonreg.k12.nj.us>
Facebook
ABC News - NBC News - Fox 5 News - News 12-NJ - Verizon Fios1 News

SCHOOL PHONE/FAX NUMBERS

Main Office	732-872-0900
Main Office Fax	732-708-1409
Board of Education Office	732-872-1517
Board of Education Office Fax	732-872-1315
Child Study Team	732-291-3205
Child Study Team Fax	732-872-2206
Guidance Office Fax	732-291-1535
Attendance Fax	732-291-1535
Nurse Fax	732-872-1609

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HENRY HUDSON REGIONAL SCHOOL DISTRICT
SCHOOL CALENDAR
2019-2020

Monday-September 2, 2019	LABOR DAY SCHOOL CLOSED
Tuesday-September 3, 2019	Teacher In-Service SCHOOL CLOSED for students
Wednesday-September 4, 2019	Teacher In-Service SCHOOL CLOSED for students
Thursday-September 5, 2019	SCHOOL OPENS/12:30 PM DISMISSAL Staff Meetings/Mandated Training
Friday-September 6, 2019	12:30 DISMISSAL Staff Meetings/Mandated Training
Thursday – September 12, 2019	Back-to-School Night
Monday-September 30, 2019	ROSH HASHANAH SCHOOL CLOSED
Wednesday-October 9, 2019	YOM KIPPUR SCHOOL CLOSED
Monday-October 14, 2019	Teacher In-Service SCHOOL CLOSED for students
Thursday-November 7, 2019	NJEA Convention SCHOOL CLOSED
Friday-November 8, 2019	NJEA Convention SCHOOL CLOSED
Wednesday-November 27, 2019	Thanksgiving Recess Begins 12:30 PM DISMISSAL
Thursday-November 28, 2019	THANKSGIVING DAY SCHOOL CLOSED
Friday-November 29, 2019	Thanksgiving Recess SCHOOL CLOSED
Thursday – December 5, 2019	Parent/Teacher Conferences – MP1 12:30 pm DISMISSAL for students
Monday-December 23, 2019	Winter Recess Begins 12:30 PM DISMISSAL
Tues – Tues-December 24-31, 2018	Winter Recess SCHOOL CLOSED
Wednesday-January 1, 2020	Winter Recess SCHOOL CLOSED
Wednesday-January 2, 2020	SCHOOL REOPENS
Monday-January 20, 2020	MARTIN LUTHER KING JR. Birthday SCHOOL CLOSED
Friday-February 14, 2020	President’s Weekend 12:30 PM DISMISSAL
Monday-February 17, 2020	PRESIDENT’S DAY SCHOOL CLOSED
Thursday-February 20, 2020	Parent/Teacher Conferences – MP2 12:30 pm DISMISSAL for students
Friday-March 20, 2020	Teacher In-Service SCHOOL CLOSED for students
Thursday-April 9, 2019	Spring Break Begins 12:30 PM DISMISSAL
Fri – Fri April 10 - 17, 2020	Spring Break SCHOOL CLOSED
Monday-April 20, 2020	SCHOOL REOPENS
Friday-May 22, 2020	MEMORIAL DAY WEEKEND – 12:30 DISMISSAL
Monday-May 25, 2020	MEMORIAL DAY SCHOOL CLOSED
Friday-June 19, 2020	LAST STUDENT DAY 12:30 P.M. DISMISSAL

Senior Awards Program – 6/11/2020 - 7:00 pm
7th/8th Grade Awards & 8th Grade Moving-Up Ceremony – 6/10/2020 - 6:00 pm
Graduation – 06/19/20 - 6:00 pm (tentative)

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE.

Marking Period	MP Starts	MP Ends	Report Cards
1	09/05/19	11/13/19	11/20/19
2	11/14/19	01/28/20	02/03/20
3	01/29/20	04/06/20	04/20/20
4	04/07/20	06/19/20	TBA

Progress Reports: 10/7/19, 12/17/19, 2/28/2020, 05/15/20

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE.

TIME SCHEDULE

Period 1	07:45 – 08:28
Period 2	08:31 – 09:21
Period 3	09:24 – 10:07
Period 4	10:10 – 10:53
MS Lunch	10:56 – 11:21
Period 5H	10:56 – 11:39
HS Lunch	11:42 – 12:07
Period 5M	11:24 – 12:07
Period 6	12:10 – 12:53
Period 7	12:56 – 01:39
Period 8	01:42 – 02:25

EARLY DISMISSAL

Period 1	07:46 – 08:18
Period 2	08:21 – 08:56
Period 3	08:59 – 09:32
Period 4	09:35 – 10:08
Period 5	10:11 – 10:44
Period 6	10:47 – 11:20
Period 7	11:23 – 11:56
Period 8	11:59 – 12:30

AFFIRMATIVE ACTION STATEMENT

It is the policy of Henry Hudson Regional School District to prohibit discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, social or economic status, or any other distinguishing characteristic prohibited by law in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, the Civil Rights Act, the New Jersey Law Against Discrimination, the School Laws, and N.J.A.C. 6:1.1 et seq. Inquiries regarding compliance may be directed to Mr. Vincent Esposito, Affirmative Action Officer, Henry Hudson Regional School, 732-872-0900 – Ext. 2041.

The following grievance procedure is designed for lodging discrimination complaints:

- A written form to the designated Grievance Officer;
- Grievance Officer takes steps to protect the grievant from further harm and retaliation;
- Grievance Officer promptly investigates, prepares a written report;
- Grievance Officer files written report with recommendations to the Superintendent;
- Superintendent determines final course of action and authorizes response to grievant;
- Grievant may appeal to the Superintendent;
- Response by the Superintendent;
- If denied grievant may appeal to the Henry Hudson Board of Education;
- Response from Board of Education.

Grievant may file complaint to the Director of the Office for Civil Rights.

TITLE IX

The purpose of Title IX is to prohibit sex discrimination against students and employees of educational programs and activities receiving federal funds. The Title IX regulations provide that females and males must be afforded equal opportunity with regard to:

- Access to and treatment in curricular and extracurricular programs;
- Treatment under regulations and policies governing student benefits, services, conduct and dress;

- Admissions to educational institutions;
- Access to employment in educational agencies;
- Terms, conditions and benefits of such employment.

The Henry Hudson Regional Board of Education has designated Mr. Vincent Esposito Title IX officer. He is to coordinate compliance efforts and to investigate any complaints of sex discrimination as pertains to the above. As required by federal regulations, all employees and students must be notified of the name, office address, and telephone number of this employee:

Name: Mr. Vincent Esposito
 Office Address: Henry Hudson Regional School
 One Grand Tour, Highlands, NJ 07732
 Phone Number: (732) 872-0900, ext. 2041

AMERICANS WITH DISABILITIES ACT

Inquiries should be directed to:

Name: Janet Sherlock, Business Administrator/Board Secretary
 Office Address: Henry Hudson Regional School
 One Grand Tour, Highlands, NJ 07732
 Phone Number: 732-872-1517, Ext. 2005

504 OFFICER

Name: Lenore M. Kingsmore, Principal
 Office Address: Henry Hudson Regional School
 One Grand Tour, Highlands, NJ 07732
 Phone Number: 732-872-0900 - Ext 2023

MISSION STATEMENT

Henry Hudson Regional School provides a personalized learning experience that enables students to meet and exceed all content area learning standards by maintaining small class size; securing low student-to-teacher ratio; utilizing highly engaging curriculum that fosters academic achievement in a changing global, technological society; and embracing a strong partnership with its community. Henry Hudson students will be equipped with the skills needed:

- To develop self-esteem and character;
- To communicate effectively;
- To think critically to solve problems;
- To learn respect for cultural differences;
- To work cooperatively with others.

ATHLETICS

NJSIAA ELIGIBILITY REGULATIONS

1. To be eligible for athletic competition during the first semester (September 1 thru January 31) of the 10th grade or higher, or the second year of attendance at the secondary school or beyond, a student must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

2. To be eligible for athletic competition during the second semester (Feb. 1 thru June 30) of the 9th grade or higher, a student must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for

graduation (120) at the close of the preceding semester (Jan 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Students ejected from an athletic event will be suspended a minimum of 2 days and barred from attending future athletic events for the remainder of the school year.

Parents ejected from an athletic event will be banned from attending future athletic events for the remainder of the school year.

Please note that any middle school student who fails 2 or more classes for the marking period will be removed from a sport or may not participate on a sports team until they satisfy academic requirements.

GENERAL PLAYER RESPONSIBILITIES

Student athletes may not compete on a team if they are not academically eligible.

Athletes are to abide by the following rules:

1. Attend all practices. Be dressed and ready before practice starts. If unable to attend, see or call your coach beforehand.
2. Be ready for games on time.
3. All players must be transported by the team bus unless the student has a valid reason, note from parent/guardian and the player RECEIVES permission from the administration.
4. Conduct on and off the field/court reflects on the team and school. Dress appropriately for away games. Players are expected to follow the state and conference rules. Any student who violates a school rule that results in suspension will not be permitted to participate in activities the date(s) of the suspension(s).
5. Use of illegal substances will result in expulsion or suspension from the team.
6. Take care of equipment and uniforms.
7. Comply with NJ Executive Order 72, which gives consent to random steroid testing for all individual players on teams qualifying for state championship tournaments or competitions. In accordance with NJSIAA Rules, the student athlete, parent or guardian must consent in writing to random testing. Failure to sign the consent from results in ineligibility to participate.

FALL

Boys Soccer Varsity, JV ~ Field Hockey Varsity, JV ~ Girls Tennis Varsity
Boys Cross Country Varsity ~ Girls Cross Country Varsity ~ *Football Varsity, JV, Freshman
*Cheerleading Varsity ~ *Girls Soccer Varsity, JV ~ *Girls Volleyball Varsity
MS Field Hockey ~ MS Boys Soccer ~ MS Girls Soccer
MS Boys Cross Country ~ MS Girls Cross Country

WINTER

Boys Basketball Varsity, JV ~ Girls Basketball Varsity, JV
Girls Bowling Varsity ~ Boys Bowling Varsity
Boys Winter Track Varsity ~ Girls Winter Track Varsity
Chess Varsity ~ Cheerleading Varsity ~ *Wrestling
MS Boys Basketball ~ MS Girls Basketball
MS Cheerleading

SPRING

Baseball Varsity, JV ~ Softball Varsity, JV
Boys Spring Track Varsity ~ Girls Spring Track Varsity
Boys Tennis Varsity ~ *Boys Volleyball Varsity
MS Baseball ~ MS Softball

* Cooperative Sports - Keyport High School

CLUBS AT HENRY HUDSON

Art Club ~ A Cappella Choir ~ Ambassadors for Change ~ Book Club ~ Echo School Newspaper
Gay/Straight Alliance ~ Health Careers Club ~ Journalism Club ~ Key Club
Marching Band ~ Pit Band ~ Jazz Band ~ Concert Band ~ Pep Band
National Honor Society ~ National Junior Honor Society
Science Club ~ SkillsUSA ~ Student Council
Technology Club ~ Yearbook Club

AFTER-SCHOOL ACTIVITIES

Students not engaged in supervised after-school activities are to leave the building immediately after dismissal. At no time are students to be in the halls unsupervised.

DAILY ATTENDANCE PROCEDURES

In accordance with Board Policy, the following rules and regulations are issued concerning student attendance.

Students absent from school are responsible for the completion of missed assignments. Unexcused or unexplained absences from school shall constitute trancies and will be subject to the discipline policies of the school.

Certain procedures have been developed for students to follow in regard to attendance. These procedures help to insure both accurate records as required by law and the orderly functioning of the school.

When a student is **absent from school** a parent phone call will be accepted prior to or on the day of an absence, **but the student must submit a note upon return to school!** An additional day grace period may be granted by the Attendance Clerk. A student who is absent from school must provide a reason for the absence to the Attendance Office. The note must state the date(s) of absence as well as the reason for that absence.

Please note that the Board of Education policy specifically does not permit the use of "parental" or "personal" as an excused reason for absence. The absence will be considered excused if the reason is on the Non-Cumulative Absences Excused list (see Page 9) and if the note is received within five (5) school days of the actual absence.

All absences for which no explanation is received or for which the explanation is unacceptable will be considered unexcused.

A parent or guardian may receive a phone call from the Attendance Office inquiring about a student's absence. This is a courtesy call and does not take the place of a written excuse. Parents may also receive a phone call when the Attendance Clerk is unsure of a phone call or note. The HHRS Automated Communication at 10:00 am and 6:00 pm is designed to contact parents in the event of a student's absence or tardiness.

NON-CUMULATIVE (EXCUSED) AND CUMULATIVE (UNEXCUSED) ABSENCES

All absences and incidences of tardiness will be categorized as non-cumulative or cumulative. Home-bound instruction is not to be recorded as an absence.

NON-CUMULATIVE ABSENCES (EXCUSED)

1. Illness verified by a doctor's note submitted to Attendance Clerk within five (5) school days upon return to school
2. Death in the immediate family
3. Religious holiday
4. School sponsored activities and athletic contests
5. Out-of-school and in-school suspension
6. Special assemblies
7. Outside activities with prior approval by the administration (i.e. medical appointments, family emergencies, full-day court appearances)
8. Students sent home from the Health Office at the discretion of the school nurse
9. For each day (1) of Excused Absence, student will be allowed (1) make-up day for school work
10. Juniors and seniors visiting colleges will be permitted a total of four (4) excused absences (2 per year) as long as **the student provides written documentation of such visit from the college.**

CUMULATIVE ABSENCES (UNEXCUSED)

(Any reason not listed under non-cumulative absences) i.e.

1. Illness verified by a parent/guardian
2. Faulty private transportation
3. Family vacations
4. Personal business without prior approval from administration
5. Truancy (See Discipline Code)
6. Class cutting (See Discipline Code)

Note: Students are responsible for making up all work missed to the satisfaction of his/her teacher. Whenever possible, the teaching staff will develop meaningful alternative make-up assignments in lieu of guest speakers, films, and other experiences that cannot be duplicated. Students who are absent due to truancy or class cutting will forfeit the opportunity to earn credit by completing work missed.

LOSS OF CREDIT DUE TO UNEXCUSED ABSENCES

Absence from class will be defined as **missing 15 or more minutes** of a class. Excessive cumulative unexcused absences from class(es) will result in **no credit** for the class(es). The cumulative unexcused absence limit for grades 9-12 is defined according to the number of times a course is scheduled to meet.

Length of Course (Cumulative)	Credit Loss
Full Year (180 days)	16 Absences
Half-Year Course - Semester (90 days)	9 Absences
Quarter Courses (45 days)	5 Absences

Note: If a student reaches the point of the unexcused limit noted above, the final transcript will show "no credit" (NG). When a student reaches the unexcused limit (no credit) the student must remain in the class if a schedule change cannot be made. Students may appeal the loss of credit (see Avenue of Appeal). Transfer students will have absences pro-rated accordingly.

**Withdrawal of Credit Due to Excessive Unexcused Absences for Students in Grades 9-12
Avenues of Appeal for Restoration of Academic Credit and Any Other
Student Related Issues**

When a student is notified of the loss of credit for a course, the student has a right to appeal the decision. The student must provide documentation to reduce the number of cumulative unexcused absences below the course limit or offer valid reason(s) to restore credit for the course(s). If the student neglects to appeal within the designated time, credit will be withdrawn for the course(s) in question resulting in a Final Average of "No Credit (NG)" in the student's permanent transcript.

1. An Attendance Review Board will be established; the committee may involve the Dean of Students, Guidance counselor, teachers, SAC, attendance clerk and nurse. The actual composition is at the prerogative of the Principal.
2. If a student's appeal is denied by the Attendance Review Board, the student may appeal to the Principal of the school within one (1) week.
3. If a student's appeal is again denied, the student may appeal the Principal's decision to the Superintendent within one (1) week.

EXCESSIVE ABSENCES

When students age sixteen or under remain away from school without proper authorization, the law states that the parents may be taken to municipal court where truancy charges may be filed against them. Official five (5) day warning notices will be delivered to their parents to make them aware of pending court action should the situation continue. In addition, there may be circumstances that require notification to the Department of Children Protection and Permanency (DCPP).

HOME INSTRUCTION

Home instruction occurs when a student is confined to the home or another out-of-school setting due to temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general education or special education.

To request home instruction due to a temporary or chronic health condition, the parent shall submit to the school district a request that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or treatment setting for more than ten (10) consecutive days or 20 cumulative school days during the school year. The school physician will determine if home instruction is needed and will provide approval or denial of the request.

Once approved, the parent shall be present at all times for home instruction. A certified teacher will be provided for academic instruction. Five (5) hours of home instruction will be provided for a general education student and ten (10) hours for a special education student.

The student who is on home instruction is considered unable to attend school; therefore, the student is unable to participate in any and all school activities like dances, athletic competitions, proms, field trips, etc. In order to participate in the activity, the student is to obtain medical clearance to return to school and then will be granted permission to participate in an activity. The student is to attend school during the day of the activity.

When a student is cleared to return to school, a conference will be held with the student, parent/guardian, school counselor, and administrator to plan a return to school.

TARDINESS

Students arriving late during period 1 and 2 should report to the North Door (#5) to enter and sign in. Students arriving during periods 3-8, please use the Main Entrance and report to the Attendance Office. Students will be given three (3) opportunities per marking period to be late before disciplinary action is taken.

See Discipline Code for student consequences. If a student is more than 15 minutes late to class after arrival to school their daily attendance time may be adjusted and/or disciplinary action may be taken. More than 15 minutes from class is counted as an absence from that class. **Students must be in school for a minimum of 4 hours in order to have attendance credit for the day and/or participate in Extra Curricular Activities/Athletics.**

VACATIONS

Vacations during the school year are discouraged. When a parent decides that the student should not be left unsupervised and must join the family on vacation, the school expects a letter covering the period of absence from school in advance. The official school position is as follows:

- **The absence is a matter of record;**
- **The student is expected to obtain all work five (5) days in advance from each teacher and must submit the completed work the day he/she returns to school;**
- **Time in which to make up work missed will not be granted;**
- **This absence, while discouraged, is categorized as a CUMULATIVE UNEXCUSED absence, upon receipt of a parental note.**

EARLY DISMISSAL

Administrative Code: Only 18-year-old students may sign themselves out of school. A courtesy call will be made to the parent/guardian at that time.

All other students requiring **early dismissal** must present a note from their parent/guardian to the Attendance Office prior to the start of the school day. If approved, the parent/guardian **with proper identification** must then report to the Attendance Office at the appropriate time to sign out the student in order for the student to be released. **No student will be released to anyone who is not on the Student's Emergency Contact List.**

Students must be in school for a minimum of 4 hours in order to have attendance credit for the day and/or participate in Extra Curricular Activities/Athletics. If early dismissals cause excessive absences the student may lose credit for each class missed.

DISRUPTION OF SCHOOL DAY

Instructional time is valuable and we must avoid interruptions. In our efforts to prepare your child for higher education and/or career, we encourage student responsibility for their assignments and belongings. We request that you do not drop off forgotten items such as homework, cell phones, gym clothes, athletic equipment, Chromebooks, money, etc. If your child forgets his/her lunch, our cafeteria will always allow them to eat a lunch and the lunch will be charged to the student's account. No student will be refused a meal if one is needed. If there is an emergency and you need to drop off something for your student, it can be picked up by them at the end of the school day. **No items will be given to students from the office during the school day.**

BACKPACK POLICY

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school **but are not permitted to carry between classes.** **String type backpacks are permissible to transport clothing to and from the gymnasium.** Please see discipline code for ramification for not adhering to the backpack policy.

PERFECT ATTENDANCE

To qualify for perfect attendance, a student must be present every scheduled school day and for every scheduled class and/or activity. **A student who is tardy or dismissed early does not qualify for perfect attendance.**

POSITIVE CODE OF CONDUCT

Levels of Recognition, Response and Intervention

- In order to properly address student conduct, Henry Hudson Regional School District believes in a tiered system of responding to the student code of conduct. Our number one priority is to promote positive behavior and to have all of our students be model citizens of the Henry Hudson Regional School Community. By promoting and rewarding time-tested fundamental values of respect, accountability and social responsibility, the Administration and staff hope to encourage all students to be empathetic to their fellow classmates and staff.
- 1st Tier of our Code of Conduct: Recognition and Reward system:
 - 0 Lates in a Marking Period - Recognition Breakfast at the end of each marking period.
 - 0 Absences in a Marking Period - Recognition Breakfast at the end of each marking period.
 - 0 Insubordination to Staff - Recognition Breakfast at the end of each marking period.
 - 0 Disrespect to Students - Recognition Breakfast at the end of each marking period.
- 2nd Tier of our Code of Conduct: Conference and Remediation
 - If a student does not adhere to the Henry Hudson Regional Code of Conduct each student will be given an opportunity to have a conference with an administrator and if warranted a school counselor. Following the conference, if remediation is possible between the two parties (student to student or student to staff member) administration will ensure both parties agree to remediate the issue. By doing so [1][2], we are teaching our students to be accountable for their actions and that steps can be taken to restore and maintain positive relationships with staff and students.
- 3rd Tier of Code of Conduct: Disciplinary Actions
 - The Henry Hudson School District recognizes that certain actions taken by students warrant swift and decisive disciplinary action. In these cases, each student will be provided their due process rights and the administrator in charge will make disciplinary decisions with the best interest of student safety and security.

DISCIPLINE CODE

The classroom teacher clearly has the primary responsibility for maintaining a sound educational atmosphere in the classroom. Teacher responses to unacceptable behavior may include a warning, parental contact, loss of class participation credit, a conference, detention, etc. Habitual offenders and/or incidents of a more serious nature will be referred to the Dean of Students or the Administrator in Charge.

All discipline matters will be handled on an individual basis and administrative discretion will be used in the final adjudication of the discipline. The consequences outlined in the following chart are supplemental to our broad discretionary power to maintain safety and/or discipline at HHRHS. Community Service will be assigned to students with Out-of-School Suspension (OSS) when deemed appropriate.

CD - Central Detention
3HRDET- 3 Hour Detention

ISS – In School Suspension
OSS – Out of School Suspension

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Cutting assigned class period – missed work cannot be made up	(2) Lunch Detentions	(2) Central Detentions	(1) ISS
Truancy – missed work cannot be made up	(2) 3HRDETs	Parent conference + (2) 3HRDETs	1 day suspension (OSS) with community service
Late to School (per marking period)	3, 4 lates – (1) lunch detention	5 – (1) CD	6 lates – Loss of driving privileges 7+ ISS 6+ lates Non Driving Students - ISS
Late to Class	1, 2,3 Lates – Teacher Detention @ teacher's discretion	4,5,6 lates – (2) CDs each	7+ lates – (1) 3HDET each
Leaving school building or going out to the parking lot (car) without permission (requires contact of police and parents: students may be subject to urine screening upon returning to school)	(1) 3HRDET	(1) 3HRDET	1 day OSS with community service
Leaving class without permission or not returning to class	(2) Lunch Detentions	(2) Central Detention	(1) ISS
Disruption of class or school	(2) CDs	(4) CDs	(1) 3HRDET with parent conference
Insubordination to staff member	(1) 3HRDET	(2) 3HRDETs	1 day suspension with community service
Failure to report to teacher detention	(1) CD	(2) CDs	ISS (Period of class)
Failure to report or disruption of CD	Reassignment of CD + (2) additional CDs	(1) 3HRDET	1 day OSS with community service
Failure to report or disruption of 3HRDET	Reassignment of 3HRDET + (1) additional 3HRDET	1 day OSS with community service	2 days OSS
Use of profanity, obscene or inappropriate language	(2) CDs	(1) 3HRDET	(2) 3HRDETs
Profanity directed at staff member	1 to 5 days OSS with community service	1 to 5 days OSS with community service	1 to 5 days OSS with community service
Defacing or damaging property	(2) CDs + monetary restitution	(1) 3HRDET + monetary restitution	1 day OSS with community service and monetary restitution

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Gambling	1 to 10 days OSS, possible police report filed	1 to 10 days OSS, possible police report filed	1 to 10 days OSS, possible police report filed
Theft (See pg. 29 for locker rules and regulations)	1 to 3 days OSS and monetary restitution, police report may be filed	4 to 6 days OSS, monetary restitution, loss of extracurricular activities, police report	Possible expulsion
Use of cell phone device during class without teacher permission	Lunch Detention	(2) CDs contact parents	(1) ISS, parent meeting
Sleeping in class	Sent to nurse, subject to urine screening	(1) CD, subject to urine screening	(2) CDs, subject to urine screening
Smoking, Vaping and or Possession of Tobacco/VAPING Products	1 to 3 days of OSS and mandatory urine screening	3 days of OSS Mandatory urine screening, loss of driving privileges for marking period	5 days of OSS and mandatory urine screening, parent meeting
Under the influence of any mood altering substance on school grounds during any school event (See policy on pg. 29)	OSS and/or community service (length of OSS is at the discretion of the Administrator in Charge and/or SAC; mandatory evaluation by a physician; treatment plan if warranted	OSS and/or community service (length of OSS is at the discretion of the Administrator in Charge and/or SAC, mandatory evaluation by a physician; treatment plan if warranted	OSS and/or community service (length of OSS is at the discretion of the Administrator in Charge and/or SAC. mandatory evaluation by a physician; treatment plan if warranted, possible expulsion
Backpack offense	Confiscate Backpack for the day (1) Lunch Detention	Confiscate Backpack for the day (2) Lunch Detentions	Confiscate Backpack for the day (1) Central Detention, contact parents
Possession of drug paraphernalia	OSS and/or community service	OSS and/or community service	OSS and/or community service
Possession of alcohol, drugs or illegal substances NJAC 6:29-6.3(a)	OSS and/or community service, police informed, appropriate treatment referrals	OSS and/or community service, police informed, appropriate treatment referrals	OSS and/or community service, police informed, appropriate treatment referrals
Distribution, transferring or selling dangerous substances, possession of amount large enough to indicate intent to distribute, transfer or sell.	Minimum of 5 days OSS with Board of Education hearing to determine if expulsion is warranted, police informed.	Minimum of 5 days OSS with Board of Education hearing to determine if expulsion is warranted, police informed	Minimum of 5 days OSS with Board of Education hearing to determine if expulsion is warranted, police informed
Dress code violation (See Page 19)	Change clothing, warning	Change clothing, parent notified, (1) CD	Change clothing, parent notified, (1) 3HRDET

BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Forgery	(2) DCs	(1)3HRDET	(2) 3HRDETs
Cheating/Plagiarism	Grade of zero for the assignment, possible disciplinary action taken	Grade of zero for the assignment, possible disciplinary action taken	Grade of zero for the assignment, possible disciplinary action taken
Extreme displays of affection	Warning	Parent notification	(1) CD
Violation of Acceptable Use Policy	(1) CD	2 weeks loss of technology privileges	1 month loss of technology privileges
Sexting	OSS – 1 to 5 days Police will be Notified	OSS – 1 to 5 days Police will be Notified	OSS – 1 to 5 days Police will be Notified
Threatening or harassing another student	*(1) 3HRDET	(2) 3HRDETs	1 to 3 days OSS with possible intervention referral
Threat to staff member	*1 to 5 days ISS or OSS if the threat is an assault on the staff member; Board of Education hearing, possible removal from school	*2 to 5 days of ISS or OSS if the threat is an assault on the staff member; possible removal from school	*2 to 5 days of ISS or OSS if the threat is an assault on the staff member; Board of Education hearing
Assault (unprovoked attack on another student)	* 1 to 10 days OSS, police report filed,	* 1 to 10 days OSS, police report filed,	* 1 to 10 days OSS, police report filed,
Possession or assault with weapon	* 1 to 10 days OSS, police report filed; removal from school	* 1 to 10 days OSS, police report filed; removal from school	* 1 to 10 days OSS, police report filed; removal from school
Endangering the safety of others	* 1 to 5 days OSS	* 1 to 5 days OSS	* 1 to 5 days OSS
Fighting	* 1 to 5 days OSS, police report filed	* 1 to 5 days OSS, police report filed	* 1 to 5 days OSS, police report filed
Incitement (action which disrupts normal school functioning and/or causes violent behavior) participating in or inciting a food fight	* 1 to 10 days OSS, parent conference, 1 to 10 days OSS with community service	* 1 to 10 days OSS, parent conference, 1 to 10 days OSS with community service	* 1 to 10 days OSS, parent conference, 1 to 10 days OSS with community service
Terroristic threat (e.g. bomb threat)	* 1 to 10 days OSS, parent conference, police involvement	* 1 to 10 days OSS, parent conference, police involvement	* 1 to 10 days OSS, parent conference, police involvement

Consequences are always at the discretion of the Dean of Students or the Administrator in Charge and may vary depending on the severity of the offense

*A psychological screening is required if a threat is made to the safety of self, other student(s), staff or property at the parent/guardian's expense. If parent/guardian is unable to pay, student will be on out-of-school suspension pending an appointment with a Board of Education approved psychiatrist selected by the Principal.

DETENTION

Teachers may assign individual detention whenever they deem it necessary. A twenty-four (24) hour notice will be given by the teacher. If students are assigned detention by a teacher, they are to report to that teacher at the assigned time.

If a student fails to report for a teacher detention, central detentions may be assigned. When assigned a central detention, students are expected to report promptly to the assigned room prepared to work.

In central detention, students are not permitted to talk, sleep, or behave inappropriately. If a student is absent on the date of a central detention, upon returning to school, the student must report to the Attendance Office to reschedule the detention.

Central detention (CD) will be 1 hour in length (2:26 pm - 3:26 pm). Students must come prepared with written work. If not, work will be provided. Technology device will be permitted for school work purposes only.

IN-SCHOOL SUSPENSION (ISS) - 7:45 am to 2:26 pm

When a student is suspended, he/she may be assigned in-school suspension by an administrator. All students will be required to make up all class work according to the policy of missed assignments.

3-HOUR DETENTION (3HRDET) - 2:26 pm to 5:26 pm

School administrators may assign a 3-Hour Detention for flagrant violations of school rules and regulations. Students assigned to a 3-Hour Detention are expected to bring work and conduct themselves according to the school handbook. Students will be required to obtain their own transportation home.

OUT-OF-SCHOOL SUSPENSION (OSS)

When a student is suspended, he/she will be required to make up all class work according to the policy on make-up of missed assignments. It is the sole responsibility of the student to secure and prepare all class work. **Students are not permitted to frequent school property or attend school activities during suspension.** Community Service may be assigned with out-of-school suspension. A parent conference is required with an administrator or designee upon the return of the student to school.

***In the event that a psychiatric evaluation is necessary, a re-entry conference with the student's counselor and an administrator will be required.**

SOCIAL RESTRICTION (WITHDRAWAL OF PRIVILEGES)

Social restriction will come as a result of educational and/or disciplinary difficulties. Most often we are genuinely proud of the conduct of our students. Over the years, privileges have been granted **to students due to their sense of responsibility.** **Students who habitually violate school regulations and procedures** and/or consistently demonstrate a lack of responsibility will forfeit their privileges. Some privileges include use of buses, eating in the cafeteria, use of hall passes and driving privileges.

In addition, participation in social activities such as athletic contests, dances, special school functions, school/class assemblies, elected office, senior privileges, senior class trip, prom and graduation are considered privileges.

FIELD TRIP RESTRICTION

Field trip restriction will come as a result of academic/disciplinary difficulties. Restricted students will not be permitted to go on any field trips during the marking period in which they are restricted. Field trip exceptions are at the discretion of the administration.

PASS RESTRICTION

Students who abuse hall privileges and are habitually in the halls, may be placed on pass restriction.

SCHOOL BUSES

All students being transported to and from school must be considerate of the safety and well-being of fellow passengers. Misconduct on a school bus can distract the driver and will not be tolerated. The driver is in full charge of the bus at all times. Cameras may be installed on buses.

For the safety and convenience of all riders, students will be required to:

- Be at the assigned bus stop five minutes before the scheduled pick-up time;
- Show respect for the driver at all times;
- Enter and leave the bus in an orderly fashion; there should be no pushing and shoving;
- Be seated while the bus is in motion;
- Keep all body parts within the confines of the bus;
- Use seatbelts, if available;
- Obey the **no smoking** regulation on school buses at all times;
- **NO VAPING;**
- Talk in a reasonable tone of voice, there is to be no calling out to passersby;
- Refrain from throwing objects of any kind from or in the bus;
- Refrain from eating or drinking on the bus;
- Refrain from any behavior that would jeopardize the safety of the bus and its occupants.

Appropriate disciplinary action including suspension of bus privileges, may be taken by the administration for any student not abiding by the aforementioned rules.

HARASSMENT, INTIMIDATION, & BULLYING POLICY AND PROCEDURES

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil'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.

Harassment, intimidation, or "bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the

- school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 5. Has the effect of insulting or demeaning any pupil or group of pupils; or
 6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone or computer.

The Board of Education authorizes a prompt investigation of reports, violations and complaints of harassment, intimidation and bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of this incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information
3. The results of the investigation shall be reported to the Superintendent of School within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L. 1068, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of School may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten days of the request.

- b. The Board shall meet in executive session for the hearing to protect the confidentiality of the pupils; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next Board of Education meeting following its receipt of the report, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulations, no later than ninety days after the issuance of the Board's decision.
 9. A parent, pupil, legal guardian, or organization may file a complaint with the Division of Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945,c.169 (C.10:5-1 et seq.).

**Complete Policy can be found on the HRS website under
Board Office/School Policies – #5512.**

All HIB violations should be reported. If a student, parent/guardian or staff member needs to report a HIB violation it should be reported to the student's counselor: Rachel DeWyngaert (Ext. 2056) or Kate Caldwell (Ext. 2057). If the counselors are unavailable, please report to: Mr. Vincent Esposito, Anti-Bullying Coordinator, Ext 2041.

DRESS CODE
Revised July 2019

Henry Hudson Regional School District Dress Code:

The Henry Hudson Regional School District respects students' rights to express themselves in the way they dress. All students who attend Henry Hudson Regional are also expected to respect the school community by dressing appropriately for 7-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff and parents.

Minimum Requirements:

1. Clothing must cover from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in the clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies and caps are not allowed unless permitted for religious, medical, or other reason by school administration.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.

3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Apparel, jewelry, accessories, tattoos or manner of grooming that, by virtue of color, arrangement, trademark or any other attribute denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

GUIDANCE

TESTING DATES

Testing Dates to Remember – 2019-2020
SAT Registration and Testing

2018-2019 Test Dates	Test	Register By Date	Late Registration Online/Phone only
October 5, 2019	SAT & Subject Tests	September 6, 2019	September 24, 2019
November 2, 2019	SAT & Subject Tests	October 3, 2019	October 15, 2019
December 7, 2019	SAT & Subject Tests	November 8, 2019	November 26, 2019
March 14, 2020	SAT only	February 14, 2020	February 25, 2020
May 2, 2020	SAT & Subject Tests	April 3, 2020	April 14, 2020
June 6, 2020	SAT & Subject Tests	May 8, 2020	May 19, 2020

AP EXAMS

Environmental Science	May 11, 2020
Spanish Language & Culture	May 12, 2010
Physics	May 4, 2010
English Literature & Composition	May 6, 2020
United States History	May 9, 2020
Studio Art	May 8, 2020
Biology	May 11, 2020
Calculus AB	May 5, 2020
English Language & Composition	May 13, 2020
Music Theory	May 13, 2020

NJSLA

Spring Administration (Grades 7-10)	April 20 – May 29, 2020
Science End of Course Assessments (Grades 8 and 11)	May 4 – June 5, 2020

MIDTERM EXAMS

January 23, 24, 27, 28, 2020	High School Classes Only
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FINAL EXAMS

June 15 – June 19, 2020 (tentative)	High School Classes Only
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GRADING POLICY

The responsibility of determining a marking period grade is that of the individual teacher. Evaluation in each course will be determined by the classroom teacher on the basis of class work, homework, quizzes, tests, attendance, responsibility, cooperation, initiative and other established criteria. Teachers will specify grading criteria and minimum course proficiencies at the beginning of each course. Students should report to the classroom ready for work with pens, pencils, notebooks, calculators for math, and textbooks, or whatever is required for that course that day.

Students in grades 9-12 will not receive any grade lower than a 50 for the first marking period. This is to assure that the student is able to recover in the three marking periods and pass the course for the year. **After the first marking period, however; the student will receive the numerical average that is posted on the portal from the teacher.**

Students in grades 7-8 will not receive any grade lower than a 50 for the first and second marking periods. This is to assure that the student is able to recover in the second half of the year and pass the course.

GRADING SCALE

The following grading scale was adopted by the Henry Hudson Regional Board of Education in February 2011

A+ = 100 – 97	B = 86 – 84	C- = 73-70
A = 96 – 94	B- = 83 – 80	D = 69 - 65
A- = 93-90	C+ = 79-77	F = 64 and below
B+ = 89-87	C = 76-74	

HONOR ROLL

Students will be recognized for their outstanding academic performance by being placed on the honor roll at HHRS. To receive the **Principal's High Honor Roll**, a student is to receive all grades of a 95 or above. To receive **Distinguished Honor Roll**, a student is to receive all grades of an 89 or above. In order to be placed on the **Honor Roll**, a student is to receive all grades of an 86 or above (this is the numerical average in the course-not the weighted equivalent of the course).

DISTANCE LEARNING (ONLINE COURSES)

Online course providers include, but are not limited to, Educere and MOESC. A contract must be signed by the student and parent/guardian prior to registration. There may be a fee incurred by the parent/guardian for a course that is dropped after the add/drop period as defined by the provider. Reimbursement to the district will be required for a failed course as stated in the contract. Student progress will be directly reported via email by the provider throughout the duration of the course. **Students may only enroll in courses NOT offered at HHRHS. HHRHS will not report grades until the course is completed and a final grade is posted by the online provider. If enrolled in an online course during senior year, in order for the final grade to be calculated into your third marking period GPA, the course must be completed by the end of the third marking period. Students are limited to two (2) online courses – 2 periods per day.**

PARENT PORTAL

The Genesis Parent/Student Web Access tool is a safe, secure way to view your child's school records for the current school year. The Parent Portal gives you access to attendance, grades, gradebook assignments, report cards, fines, and discipline. At the beginning of the school year, you should receive an email with a temporary password and instructions on how to set up the account, provided we have a current email on file. If you previously had an account, no email will be sent to you as your account is still active.

- Please keep your password confidential
- Expect a reasonable amount of time for grade posting, keeping in mind that preparing lessons is the first priority. In addition, expect differences in posting time between content areas.
- Be aware of the fact that an average may not be the exact average as grades fluctuate based on the weight of the assignment.
- If you have a question about a grade, speak to your child first. There may be a situation of which your child is aware and may save you from making a call to a teacher.
- Remember: The gradebook for each teacher will be current eight times a year: interims & marking periods. These dates are listed on the school calendar and in this handbook.
- Grades are not finalized until the end of the marking period.

ACADEMIC RESTRICTION

Students will be placed on the academic restriction list for the (1) marking period following any marking period in which they fail 2 or more subjects in that marking period and may forfeit their privileges. These privileges include participation in the following social activities:

- Athletic participation;
(MS students always/HS follows NJSIAA regulations);
- Dances;
- Elected Office;
- Senior Privileges;
- Senior Class Trip;
- Prom.

COURSE ADD/DROP PERIOD

Schedule changes must occur during the add/drop period. Course drop requests initiated by students must be approved by the administration by the end of the second full week of classes (September 20, 2019). **Student should see his/her school counselor to initiate dropping a course. If a course is dropped after the initial drop period, the student will receive a withdrawn (W) on his/her permanent transcript.**

HONORS PLACEMENT

Students are recommended by their teachers for Honors level classes based upon multiple measures: NWEA & PARCC scores, grades; work and study habits, etc. If the student was not recommended to be in an Honors class, you can request an appeal from the Guidance Office.

CREDIT POLICY

Any student who does not achieve the following credits will be retained in their current grade level and be deemed ineligible for privileges afforded the promotional grade level:

- 30 credits to be considered a sophomore;
- 60 credits to be considered a junior;
- 95 to be considered a senior.

7TH/8TH GRADE PROMOTION POLICY

1. Students failing two (2) or more of their academic subjects (English, Mathematics, Science, Social Studies and Physical Education) may be retained.
2. Students can receive credit for failed courses by:
 - A. Attending an approved summer school with prior approval of the administration.
 - B. Being tutored a minimum of 60 hours during the summer and passing an examination given by the school after the completion of the course. The tutor must possess a valid New Jersey Teaching Certificate in the subject to be tutored and receive prior approval by the administration.
 - C. Students may take on-line courses via Educere in order to avoid retention.
3. No more than two (2) courses may be made up over the summer.
4. Attendance is a factor in progressing to the next grade.
5. The final responsibility for determining the promotion or retention of each student will be at the discretion of the Principal.

NEW JERSEY HIGH SCHOOL GRADUATION REQUIREMENTS

District boards of education shall develop, adopt and implement local graduation requirements for a state-endorsed diploma, including no fewer than 120 credits in courses designed to meet the New Jersey Student Learning Standards. Credits include, but are not limited to:

- 20 credits in Language Arts Literacy;
- 15 credits in mathematics, including algebra I or the content equivalent effective with 2008-09 freshman class, geometry with the 2010-11 freshman class, and a third year of mathematics that

- builds on algebraic and geometry concepts and prepares students for college and the 21st century ;
- 15 credits in science, including at least 5 credits in laboratory biology/life science effective with the 2008-09 freshman class, one additional laboratory/inquiry-based science course (chemistry, environmental science, or physics) effective with 2010-11 freshman class, and one additional laboratory/inquiry-based science course effective with the 2012-13 freshman class;
- 15 credits in social studies including the integration of civics, economics, geography and global content in all course offerings;
- 2.5 credits in financial, economic, business and entrepreneurial literacy effective with the 2010-11 freshman class;
- 3-3/4 credits in health, safety and physical education during each year of enrollment, distributed as 150 minutes per week;
- 5 credits in visual and performing arts;
- 5 credits in world languages;
- 5 credits in 21st century life and careers, or career-technical education;
- Technological literacy integrated throughout the curriculum.

HENRY HUDSON REGIONAL SCHOOL REQUIREMENTS

Credit requirements: 125

- 20 credits Language Arts Literacy;
- 15 credits in mathematics;
- 15 credits in social studies;
- 15 credits in science;
- 1 year for every year enrolled in high school in physical education;
- 4 marking periods of health;
- 5 credits in visual and performing arts;
- 5 credits in world languages;
- 5 credits in 21st century life and careers, or career-technical education;
- 2.5 credits of Financial Literacy;
- Technological literacy integrated throughout the curriculum.

THE CLASSES OF 2020, 2021 AND 2022

The high school assessment graduation requirements that are in place for the Classes of 2020, 2021 and 2022 are:

1. Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra I; or
2. Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
3. Demonstrate proficiency in ELA and/or mathematics by submitting, through the district a student portfolio appeal to the NJDOE.

Proficiency levels/cut scores for the Classes of 2020 – 2022 are specified in the chart (see page 25).

NOTE: Special Education students, whose individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

The Class of 2023 and Beyond

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.

ELA AND MATH ASSESSMENT REQUIREMENTS FOR THE CLASS OF 2020, 2021 and 2022		
Pathways	English Language Arts (ELA)	Mathematics
#1 Pathway: Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra 1	NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4)	NJSLA/PARCC Algebra 1 \geq 750 (Level 4)
#2 Pathway Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments	NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), or NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3) or SAT Critical Reading (taken before 3/1/16 \geq 400, or SAT evidence –Based Reading & Writing Section (taken 3/1/16 or later) \geq 450, or SAT Reading Test (taken 3/1/16 or later) \geq 22, or ACT Reading or ACT PLAN Reading ¹ \geq 16, or ACCUPLACER WritePlacer \geq 6, or ACUPLACER WritePlacer ESL \geq 4, or PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15 \geq 40, or PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, or ACT Aspire Reading ¹ \geq 422, or ASVAB-AFQT Composite \geq 31	NJSLA/PARCC Geometry \geq 725 (Level 3), or NJSLA/PARCC Algebra II \geq 725 (Level 3) or SAT Math (taken before 3/1/16 \geq 400, or SAT Math Section (taken 3/1/16 or later) \geq 440, or SAT Math Test (taken 3/1/16 or later) \geq 22, or ACT or ACT PLAN Math ¹ \geq 16, or ACCUPLACER Elementary Algebra \geq 76, or Next Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (Beginning January 2019) ² \geq 255, or PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, or PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, or ACT Aspire Math ¹ \geq 422, or ASVAB-AFQT Composite \geq 31
#3 Pathway Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

¹ Test is no longer administered but can be used for the graduating year.

² Beginning on Monday, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school before the end of the school year should bring to his/her guidance counselor a note from a parent stating the reason for this withdrawal and granting permission to do so. A parent conference must be scheduled to discuss this matter with the counselor.

WORKING PAPERS

Working papers can be obtained in the Guidance Office. (NOTE: If you are planning to use your school athletic physical for your working papers, you must have them filled out before the last day of school.)

NURSE'S OFFICE MEDICATIONS

Over-the-counter first aid and hygiene products may be administered by the school nurse as needed for student safety and well-being. Over-the-Counter medications including Tylenol (Acetaminophen), Advil (Ibuprofen) and Benadryl (Diphenhydramine) may be administered to students with completed medication consent on the Student Emergency Card. Without written consent, permission will not be taken over the phone. Other medications will not be dispensed to students unless ordered by a doctor.

Medication ordered by a doctor or dentist will be administered to a student by the school nurse under the following conditions: The school nurse must have written doctor's orders and a completed Authorization for Medication form with signed physician and parental permission. The medication must be in the original container and brought to the school nurse by the parent/guardian. The label must identify the medication, state the student's name, the dosage/time to be administered, the date, and the doctor's name.

Students may not carry any medication without authorization by the school nurse or administrator.

Parents or guardians of students having special medical issues that may require self-administration should contact the Nurse's office for specific instructions.

ILLNESS

If a student becomes ill during the day, he/she is to go to the Health Office with a hall pass filled out by the classroom teacher. Any student reporting to the Health Office will be signed into the Health Office log. If the nurse is not available, the student is to report to the Main Office. An excused early dismissal will only be granted to students sent home by the nurse. When a student goes home without being sent home by the nurse, it is an unexcused early dismissal, unless a doctor's note is received. Please support us in this effort by encouraging your child to go to the school nurse before calling you to pick them up.

Students under the age of 18 must be picked up by a parent/guardian or an individual authorized by parent/guardian and who is also on the student's emergency contact list. Students who become ill in school are not permitted to leave the building without authorization from the nurse or an administrator.

Students may be excused from physical education with a doctor's note presented to the school nurse. The note should state the length of time student is excused. Physical Education packets must be completed in lieu of participation while excused. The same holds true with excused absences from Physical Education.

**STUDENT GOVERNMENT
CLASS OFFICERS**

Class of 2020

President	Louise Nastasi
Vice-President	Olivia Crowther
Secretary	Alyssa Curry
Treasurer	Cecelia Crowther
Board Representative	Ralph D'Antonio

Class of 2021

President	Alexis Soriano
Vice-President	Gabriella Caracappa
Secretary	Noah Lathrop
Treasurer	Lili Mednis

Class of 2022

President	Anthony Martignetti
Vice-President	Maeve Sherlock
Secretary	Lauren McCahon
Treasurer	Layla Ilarraza

Class of 2023

President	Marykate Sharkey
Vice-President	Emily Ramos
Secretary	TBA
Treasurer	Gabrielle Balter

Class of 2024

President	Chester Haas
Vice-President	Grace Schutzenhofer
Secretary	Emily Renata Herman
Treasurer	Abigail Hesterhagen

Class of 2025

TBA

SCHOOL PROPERTY

Students are expected to take care of any school property that is issued to them. Books are to be covered at all times and shall be kept free of writing and other markings. Fines will be levied for any property that shows unusual wear or evidence of neglect. If the property is lost or stolen, the student must pay the cost of the property before receiving a replacement.

A clean building reflects credit on all students and school personnel. Students are asked to help keep the building clean and tidy by making use of the trash cans.

Marking on desks, walls or other equipment belonging to the school is a serious offense. Students will be responsible for repair or replacement of all school property abused by them.

CAFETERIA

The following guidelines are to be obeyed while at breakfast or lunch in the cafeteria:

1. Students are not permitted to leave the school building during lunch;
2. ** Students may not have food delivered to the building during the school day;
3. When eating, students should follow rules of good behavior;
4. Sitting on tables is not permitted;
5. All refuse is to be placed in the proper receptacles;
6. Students are expected to clean up after themselves;
7. **No food is to be eaten outside the cafeteria except at the discretion of a teacher;**
8. Students must remain in the lunch room area unless supervised by a staff member;
9. Cell phones will be permitted in the cafeteria prior to the start of the day and during lunch.

**Exception – Senior privileges.

DISPLAYS/BULLETIN BOARDS

Displays, bulletins or official notices may not be posted or removed without permission from the administration. Signs are posted for specific reasons and should not be tampered with by any student. All posters, displays, etc. must be approved by the administration before being posted.

SECURITY AND EVACUATION DRILLS

At least one evacuation drill and one security drill is held each month. Each person should walk rapidly and should refrain from any conversation or comments to his/her neighbor during a drill. Directions for drills are posted in each room. When the exit customarily used has been blocked, pupils are to raise their hands, turn and quietly use the nearest exit. **Do not panic.** Any violation may result in discipline by the administration.

PRIVATELY OWNED TECHNOLOGY

The use of privately-owned technology by a student in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Cell phones may be used in the cafeteria before the start of the school day and during lunch time at the discretion of the staff. No cell phones or ear buds/headphones during Announcements.

NO ear buds or headphones may be worn in the hallways.

Any student who is seen with a device as listed above and fails to give it to a staff member when requested will receive consequences and a parent or guardian may be required to pick up the item.

HALL PASSES

Anytime it is necessary for a student to leave a classroom while school is in session, the student must have a pass or passbook. This is to be presented for inspection upon the request of any staff member.

HALL REGULATIONS

- 1 Three (3) minutes are allowed for travel between classes.
2. Each student is requested to enter his/her classroom promptly so that there will be no congestion at the doors. Students are not to congregate in the halls.
3. To facilitate the traffic flow up and down stairways, please stay to the right.
4. Socially unacceptable conduct will not be permitted in the halls. Running, shouting, banging on lockers and public displays of affection will not be condoned.

LOCKER RULES AND REGULATIONS

Lockers are loaned to students for temporary storage of school materials and clothing. **All lockers are school property and will be subject to regular inspection by school officials without notice even if locked.** The Board of Education directs that periodic general inspections of lockers may be conducted for purposes of

appropriateness of materials/display, health, welfare and safety. **Locks are provided to students at the beginning of the school year. The school assumes no responsibility for the safety of personal belongings while in student lockers.** Since the school is not able to include personal effects of student property on the school insurance policy, it is recommended that parents investigate and acquire a rider on their family or homeowner's policy which would cover theft of personal property.

PARKING PRIVILEGES

The school prefers that all students use the buses for transportation to and from school. Students who drive must apply for a parking pass and a designated parking space will be assigned to them. Their parking pass must be displayed clearly in the vehicle at all times while on school property. Students who violate parking lot rules may lose parking privileges. **Students are not permitted to go to their cars during the school day.**

VISITORS

Visitors will not be permitted in the building at any time without permission and a visitor's pass from the main office. Students may not bring friends or relatives to class with them without administrative approval.

SUBSTANCE ABUSE PROGRAM

The following procedures are established in implementation of Policy 5530, Substance Abuse.

- A. Definitions: See Policy/regulations on our HHRS website homepage under Board Office > Board Policies.
- B. Discipline
 - 1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:
 - a. First offense: 2 – 10 day suspension; evaluation; police notified for possession and/or distribution.
 - b. Second offense: 5 – 10 day suspension; completion of treatment program, police notification.
 - c. Third offense: 5 – 10 day suspension; expulsion hearing; treatment requirements.
 - 2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:
 - a. First offense: Department of Children and Families (DCF) referral.
 - b. Second offense: DCF referral, home instruction; expulsion hearing.
- C. Intervention, Referral for Evaluation, and Referral for Treatment Services
 - 1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

- a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
- b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student

reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
 - e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
 - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

- (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
- (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the

medical examination by the school physician or the physician in an emergency room; and

- (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
- (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a

physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

(3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

I. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

(1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

Remainder of the Regulation can be found on the website as indicated above.



Thank you to the Henry Hudson Regional PTO for sponsoring this student handbook/agenda for all HRS students. It is through their generosity that this book was printed and distributed to all students and staff. Support the Henry Hudson Regional School PTO by attending meetings and events that benefit Henry Hudson Regional School