

SECTION I: GENERAL INFORMATION

STUDENT AND PARENT HANDBOOK

The purpose of the Hawthorne High School Student/Parent Handbook is to serve as a reference. Included in the handbook are the procedures and regulations of Hawthorne High School. All procedures and regulations are supported by Hawthorne Board of Education Policies and New Jersey State Statutes and Codes. Also listed are calendar dates, attendance, academic and co-curricular information.

OPEN DOOR POLICY

The Principal and Assistant Principals welcome and encourage visits from any student. Students are requested to make an appointment with the secretaries, in the event that the administrators are not available at the time a student arrives at the offices. In an emergency situation, the Principal and/or Assistant Principals can always be reached.

PARENT CONFERENCES

Students and parents may wish to see an administrator, guidance counselor, and/or teacher about educational, vocational, and/or personal concerns. Parents are urged to work closely with any member of the Hawthorne High School administration and/or staff by calling the school at the following numbers:

- Principal's Office ☐ 973-423-6415 X 2400
- Assistant Principal's Office ☐ 973-423-6415 X 2401
- Assistant Principal/Athletic Director's Office ☐ 973-423-6415 X 2502
- General Office (Teachers) ☐ 973-423-6415 X 2402
- Guidance Office ☐ 973-423-6415 X 2403
- Health Office (Nurse) ☐ 973-423-6415 X 2607

STUDENTS' RIGHTS AND RESPONSIBILITIES

The right to a free public school education, for all New Jersey children between the ages of five and twenty-one, is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students, who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to consequences that could include suspension or expulsion from school.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through an active involvement in the Student Council, each student can help our school attain the proper balance between students' rights and responsibilities.

BUILDING SECURITY

In order to ensure the safety of our students, parents, faculty and staff members, building security is a priority. Therefore, we have instituted measures designed to limit access to the building.

Prior to 8:00 a.m. students can enter the building at the main entrance (Parmelee Avenue) and the south entrance, by the cafeteria (Bamford Avenue).

The exterior doors at Hawthorne High School are kept locked at all times during the school day. Student entry, during the school day between 8:00 a.m. and 2:46 p.m., is possible through the security monitoring station at the main entrance (Parmelee Avenue). (Please note that classes for the first time slot begin at 8:00 a.m., and that the warning bell for students rings at 7:55 a.m.)

Staff members are assigned to monitor student egress/ingress on a daily basis. Please be advised that all exterior doors open to the outside, so that the building can be exited through any exterior door for emergencies and fire drill needs, at all times.

Students are required to have their school picture ID cards, in their possession, at all times. Also, students are to have proper hall passes any time that they are not in class. In addition, all authorized visitors to the school are required to wear a visitor ID. With the exception of parent visitations, and entering students involved in the enrollment process, no visitors are permitted in Hawthorne High School classrooms.

The Hawthorne High School Administration works closely and cooperatively with the Hawthorne Police Department. Patrol cars are visible throughout the day, and the police conduct ongoing and routine surveillance. In addition, there is always a police officer present at school dances, most athletic contests and student activities.

VISITATION POLICY

Visitors, such as graduates, former students, or friends of current students are not permitted to be in the school building or on school

grounds at any time while school is in session. Any exceptions to this rule must be arranged in advance through the high school administration.

Only those persons with official business, parents and/or guardians are permitted to visit Hawthorne High School. All visitors must present a valid photo ID, sign in and out at the main front door security station, (Parmelee Ave) and wear a visitor's badge throughout their stay in the building. Student visitations during the regular school day are permitted ONLY as a part of the enrollment process. Any persons who enter the building or who appear on school property without proper authorization shall be considered trespassing, and may have a formal complaint signed against them.

STUDENT IDENTIFICATION CARDS

Students will be photographed and provided with a laminated ID card. Students must have this ID card in their possession, at all times, for instant identification.

FIRE DRILL/SECURITY DRILL/SCHOOL EVACUATION PROCEDURES

Routine fire drills and security drills are an important part of the safety program at Hawthorne High School. As directed by New Jersey Statutes 18A:41-1, all high school students and personnel are hereby directed to comply with the statutes regarding "Fire Drills and Security Drills".

During a fire drill, every person is to evacuate the building at the sounding of the fire alarm in a quiet, orderly, efficient and safe manner as directed by responsible staff members. Students are to follow all directions given by staff, and proceed to the fire exits, as posted throughout the building. Under no circumstances is anyone permitted to remain within the building when the fire alarm is sounded.

A security drill is an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation or lockdown.

PUBLIC ADDRESS SYSTEM

Each morning, at the end of the first time slot, the upcoming activities are announced over the PA system. Notices must be printed, signed by a faculty member and approved by the high school administration, before they will be announced.

LOCKERS/LOCKS

A. Hallway Lockers

In their Freshman year, all students will be issued a combination lock. The lock must be returned to the General Office prior to graduation, or at any time that a student signs out of Hawthorne High School. ALL STUDENTS ARE REQUIRED TO USE THE SCHOOL LOCKS, WHICH HAVE BEEN ISSUED TO THEM. ANY UNOFFICIAL LOCK SHALL BE REMOVED. If a lock is lost or stolen, it must be replaced through the General Office. The replacement cost is the retail price of the lock. Students should try to limit the number of trips to their lockers throughout the day. In order to assure student security, lock combinations should be kept confidential, not shared with others.

Lockers must be locked at all times and kept in good order. Vandalism or damage to a locker will result in disciplinary action and/or payment for damages. Nothing may be hung on the outside of a locker without permission from the Assistant Principal's Office. In addition, students MAY NOT write on the outside or inside of their lockers. Only articles in good taste may be displayed on the inside of a locker.

B. Physical Education Lockers

1. All personal equipment will be locked in a locker during physical education classes and removed after class.
2. All personal valuables, jewelry, wallets, etc., must be given to the instructor for safe-keeping prior to class exiting the locker room.
3. Athletic teams may use individual lockers during regularly scheduled practices or game situations. All personal equipment will be removed after each session.
4. Individual instructors and coaches will be responsible for locker supervision during regularly scheduled activities.
5. The Hawthorne Board of Education will not be responsible for any lost or stolen items not secured in locked lockers.

LOCKER INSPECTION

In schools having lockers which are assigned to individual students, lockers are and shall remain the property of the Board of Education. Consequently, student lockers are routinely searched by the high school administration throughout the school year. Any contraband goods found in lockers shall subject students to suspension or expulsion charges, as well

as a hearing with the Superintendent of Schools and/or the Hawthorne Board of Education.

LUNCH PROGRAM

Type "A" Varieties

1. Hot Meal: Protein, Vegetable, Fruit, Bread, and Milk
2. Soup, Sandwich, Fruit, and Milk

Type "B" A La Carte

Anything from the cafeteria at the listed prices, which vary from item to item and also includes salad bar.

OPEN LUNCH

Open lunch is a senior privilege with Board of Education approval. Senior students may leave the building during their lunch period on regular day schedules, weather permitting. **Due to safety concerns, during open lunch, senior students must exit and re-enter the building through the Bamford Ave doors near the Cafeteria.** Upon returning, seniors must show their "Senior ID" to security personnel. Seniors must report to class on time after lunch. Failure to do so may result in their open lunch privilege being revoked for a period of time. (Failure to arrive back to HHS 'on time' will result in the following: 1st offense-warning/2nd offense-one week suspended privilege/3rd offense-two weeks suspended privilege). Any attempted entry or exit through an unauthorized door will result in 1 day OSS. Parents must sign permission slips detailing the rules and regulations of this privilege. For additional information, you may contact the Assistant Principal's Office.

FREE OR REDUCED LUNCH

Each household will receive an application for free or reduced lunch. These forms must be completed by the students' parent/guardian and returned to school. All forms are reviewed in order to determine eligibility. Eligibility requirements and criteria are explained on the application.

EXCUSES FROM CLASS

No student is to be excused from any class unless called by one of the school offices (Principal's Office, Assistant Principal's Office, General Office, Guidance Office, Athletic Office, or Health Office), or the teacher secures permission from one of these offices. In any case, no student should be permitted to leave the room without a pass (See *HALL PASSES* - Below). For previously scheduled appointments, standard forms or passes will be issued in advance. Except in cases of emergency, students

claiming illness or injury may be sent to the Health Office only if the teacher has given the student a proper pass.

Teachers will use their own judgement when considering student requests to leave the classroom for health or any other reason.

No teacher is authorized to request another teacher release or excuse a student from class, nor should a teacher excuse any student from his/her class. This responsibility must rest solely with the administration, and teachers' requests for such excuses must go through the administration.

HALL PASSES

Students are not permitted in the halls during class periods. All students must carry a hall pass whenever they are excused from an assigned class. **Hall passes will not be issued during the first 10 minutes or last 10 minutes of a period.** Students who fail to follow this procedure are subject to disciplinary action. Students will be assigned restrictive passes if excessive abuses of regular passes persist.

BATHROOMS

Bathrooms may be used before and after school, between class periods, during the common lunch period and, with permission, during classes. Please keep them clean. Do not smoke, loiter, write on walls, or damage the facilities in any way. If a student is feeling ill, he/she must report to the Health Office - DO NOT remain in the bathroom.

Students who are given permission for bathroom use must go directly to the closest open bathroom on the same floor as their assigned class or lunch. Students who do not follow these rules are subject to disciplinary action.

DELAYED OPENING/EMERGENCY CLOSING

School emergency information (delayed openings and school closings) will be available beginning at 6:00 a.m. as follows:

- A recorded announcement from the Superintendent of Schools via the school notification phone system. **DO NOT CALL THE POLICE DEPARTMENT.**
- ON-LINE: Hawthorne Public Schools www.hawthorne.k12.nj.us

In the event of a delayed opening, school will begin at 9:30 a.m. and will remain in session until 2:46 p.m.

STUDENT PARKING

Students who drive automobiles to school may park on Parmelee Avenue, Warburton Avenue, and on Bamford Avenue, beyond the school. Students may not park in the school parking lots, as these areas are reserved for faculty parking. Cars parked in RESERVED PARKING AREAS or NO PARKING ZONES will be towed at the owner's expense. All students driving an automobile to school must fill out the vehicle registration form in the Assistant principal's office.

Students who exhibit unacceptable patterns of behavior or who abuse their parking privilege will lose that privilege.

TELEPHONE CALLS

All emergency phone calls may be made from the Assistant Principal's Office only. Other office telephones are not to be used by students unless authorization is given by the administration.

STUDENT ORGANIZATIONS

Student councils, clubs, societies, and other organizations shall be recognized as authorized school-sponsored student organizations if they:

- Are organized by the school;
- Are sponsored by school personnel;
- Are directed by a faculty advisor recommended by the HHS Administration and Superintendent of Schools for approval by the Board of Education;
- Are comprised completely of current student body members;
- Hold their meetings at school;
- Have a democratic plan for the selection of members; and
- Establish aims which are educational and/or of school and community interest.

Prohibited Organizations

The existence of any organization which is not available to all members of the school's student population, by either an approved selection procedure, or the students own free choice, is absolutely prohibited within Hawthorne High School. Any such organization which seeks to organize, perpetuate, or maintain itself by having its members recruit from among the student body is considered a fraternity, sorority, or secret society. FRATERNITIES, SORORITIES AND SECRET SOCIETIES ARE ILLEGAL IN NEW JERSEY PUBLIC SCHOOLS, AND ARE OFFICIALLY LOOKED UPON AS GANGS. Prohibited activities include, but are not limited to, the following and will result in disciplinary action (see DISCIPLINE CODE - page 21).

- Initiation or hazing

- Physical harm to self or others
- Destruction or damage to property or other vandalism
- Use of fraternity/sorority/gang related signs or symbols
- Participation in functions that violate board policies, local ordinances, or state law
- Any violation of administrative procedures or school rules/regulations/procedures

Eligibility for Student Organizations and Athletic Programs

A student is eligible to participate in Board approved student organizations and student athletics, provided a student has met the following conditions:

- The student has passed any required physical examinations;
- The student has met any other requirement unique to that particular student organization and/or athletic team for which he/she wishes to participate; and
- The student and parent/guardian have signed a pledge agreeing to the terms and conditions set by the Board and enumerated on said pledge.

MONITORING DEVICES ON SCHOOL VEHICLES

In order to maintain a safe and secure environment for all pupils transported on school vehicles, the Supervisor of Building and Grounds may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times. Each school vehicle shall have a sign, prominently displayed stating that: "Video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time".

The school district personnel will include annual notice in parent/pupil handbooks that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

AFFIRMATIVE ACTION

Affirmative Action exists in the Hawthorne Public Schools in order to ensure that all Federal, State and Local laws and policies which guarantee the rights of students are enforced. Basically the laws state that: No student in a public school in this State shall be discriminated against in admission to, or in obtaining any advantages, privileges, or courses of study of the school by reason of race, color, creed, sex, handicap or national origin. Students who have any questions or believe they have been discriminated against, in any way, including sexual harassment by other students or staff members should contact one of the Hawthorne High School Affirmative Action Officers and/or HIB Specialist:

- Ms. Alyssa Schlossberg, HHS Affirmative Action Officer ☐ 973-423-6415
- Mrs. Kristen Trabona, District Affirmative Action Officer and District 504 Officer ☐ 973-427-1300
- Mr. John Codomo, HHS HIB (Harassment, Intimidation and Bullying) Specialist ☐ 973-423-6415

FRESHMAN GUIDE

Facts and Information

1. When ill, report to the Nurse's Office at the south end of the main corridor.
2. When late for school, enter the building at the front main entrance (Parmelee Ave), obtain an admittance/late pass from the security station and proceed directly to class.
3. To visit a Guidance Counselor, go to the Guidance Department on the main corridor.
4. The Lost and Found Department is in the General Office in the main corridor.
5. The Library Media Center is located on the second floor.
6. Until such time as Freshman Class Officers are elected, the Vice President of the Student Council shall serve as the acting President of the Freshman Class.

STUDENT GRIEVANCE PROCEDURE

The following procedure has been developed for use in processing Hawthorne High School student grievances. The procedure will be made known to every student, and will be strictly adhered to whenever a student wishes to process a concern regarding his or her high school experience. This is official school policy, approved, and in use for any problems which may arise.

The Hawthorne High School Administration places major emphasis upon student rights and responsibilities. Furthermore, students are provided with the opportunity to voice their concerns to those who have the authority to act upon them.

Procedures

The following procedure has been developed in order to provide the means whereby this philosophy can be implemented in Hawthorne High School in an efficient, timely and systematic manner:

1. The individual student (or group of students) who is concerned or dissatisfied with some aspect of his or her educational experience, and wishes to initiate a change, shall first submit her/his proposal in writing to the Student Council.
2. The Student Council, at its regularly scheduled meeting, shall take the matter in question under consideration and process the matter in one of the following ways:
 - a. Declare the proposal indefensible and deny its support.
 - b. Modify the student's proposal, and with the student's approval, forward the revised proposal to the High School Principal in the form of a recommendation.
 - c. Agree with the proposal in its original form, and submit same to the High School Principal in the form of a recommendation for implementation.

The decision of the Student Council shall be submitted in writing to the originator of the proposal within five (5) school days following the meeting at which the matter was considered. A copy of the decision by the Student Council should be forwarded to the High School Principal together with a brief review of the deliberation proceedings of the Student Council.

3. Matters forwarded by the Student Council to the High School Principal for determination shall be taken under advisement and given full consideration. In considering the proposal, the High School Principal shall utilize any one, combination, or all of the following processes:
 - a. Confer with the originator of the proposal.
 - b. Confer with the Officers of the Student Council, or its entire Membership, in conjunction with the Coordinator of Student Activities.
 - c. Confer with the Superintendent of Schools.

The High School Principal shall issue his/her first communication in the form of a progress report to the Student Council within five (5)

school days from the date the referral was received from the Council.

A copy of the decision submitted to the Student Council shall be forwarded to the Superintendent of Schools together with a brief review of the proposal and the deliberation proceedings related thereto.

4. In the event that the proposal submitted to the High School Principal calls for a final determination by the Superintendent of Schools, the Principal shall forward the proposal with a brief review of background information to the Superintendent of Schools within five (5) days from the date the referral was received.

The Superintendent of Schools shall normally render a decision within ten (10) school days following the receipt of the referral from the High School Principal. If a longer period of time is required to make a decision, a progress report will be submitted to the Principal within the designated ten (10) day period. A copy of the progress report will be forwarded to the Student Council who in turn, shall share the report with the originator of the proposal.

If the originator of the proposal is dissatisfied with the decision rendered by the responsible party at any level of the aforementioned procedure, he or she shall have the right to appeal the decision to the official at the next higher level of responsibility within three (3) school days of the receipt of the decision.

The levels of involvement in the decision making process are: originator of the proposal (Student or group of Students), Hawthorne High School Student Council, Hawthorne High School Principal, Superintendent of Schools, and ultimately, the Hawthorne Board of Education.

5. Every Hawthorne High School student, once having been made aware of this procedure, shall be expected to follow the procedure in the formal processing of school concerns or dissatisfactions. Circumvention of or ignoring the procedure in processing student dissatisfactions shall be dealt with as an infraction of school policy.

SECTION II: ATTENDANCE INFORMATION

ATTENDANCE POLICY

Students shall be required to attend school in accordance with the provisions of the Compulsory Education Law.

REGULATIONS FOR ATTENDANCE POLICY

The following regulations are promulgated to ensure that students are in attendance when school is in session as required by law:

A. Acceptable Reasons for Absence from School and/or Classes

1. School sponsored activities approved by the administration
2. *Religious holidays as defined by the NJ Dept. of Education
3. *Death in the family
4. *Up to 3 days for college visitation with verification
(limited to Juniors and Seniors only)
5. *Court subpoena with verification
6. *Physical and/or emotional illness verified by a doctor's note - **must be the original note, copies not accepted.**
7. Suspension from school
8. *Other special reasons approved by the school administration, such as medical emergencies, family emergencies, and driver's license examination

*Written verification must be submitted to the Vice Principal's Office.
(See *ABSENCE VERIFICATION* - Page 12)

B. Unacceptable Reasons for Absence from School and/or Classes

1. Any reasons other than those listed above are unacceptable.
- 2. Routine appointments (i.e. Medical or dental treatments or legal advice) are to be made after school hours. Absences stemming from family or student vacations count toward cumulative absences.**
3. These absences are still counted and are not considered a truancy or a cut. A maximum of eighteen (18) days each year have been provided for such absences.

Absence Verification

Regular daily attendance is necessary if a student is to maintain high scholastic standards. Daily attendance will be taken at the end of the first time slot between 8:55 a.m. - 9:02 a.m.

When a student is absent from school for any reason, a parent/guardian must call the school before 9:06 a.m. to report the absence. The following phone numbers should be used:

- Attendance Office ☐ 973-423-6415 X 2401
- General Office ☐ 973-423-6415 X 2402

Please be aware that if we do not receive a call from you by 9:06 a.m., the high school will be contacting your home or place of business to check on the absence.

Absentee notes to describe acceptable reasons for an absence from school and/or class must be presented to the Assistant Principal's Office by the student within **10 SCHOOL DAYS** of the student's return to school. (See *ACCEPTABLE REASONS FOR ABSENCE* - Page 11)

All absentee notes must be on file if a student wishes to appeal any decisions made regarding attendance. (See *APPEAL PROCESS* - Page 20)

C. After-School Activities

Any student who is absent from school may not participate in, attend, or be involved in any co-curricular programs or after-school/evening activities (including athletic practices/games) on the day(s) of absence.

D. Attendance Standard

The following chart depicts the number of unexcused absences allowed before a student loses credit for a course:

MARKING PERIOD	SEMESTER	THREE M/P (PE)	FULL YEAR
5	9	14	18

Attendance Status/Notification

If a student exceeds the number of absences allowed during the year, he/she will be placed in a "No Credit" status, and may not qualify to receive credit for his/her courses. (See *LOSS OF CREDIT* - Page 14)

To ensure that the parent/guardian is informed regarding attendance problems and imminent consequences, the following procedures are in place:

1. Full year courses
 - a. On the 5th and 10th absence
 - Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor
 - b. On the 15th absence
 - Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor
 - Request conference with the parent/guardian and guidance counselor, administration notified
 - c. On the 19th absence
 - Loss of credit letter sent to parent/guardian and guidance counselor
 - Guidance counselor to counsel student on credit status.
2. Three marking period course (Physical Education)
 - a. On the 5th and 10th absence
 - Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor
 - b. On the 12th absence
 - Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor
 - Request conference with the parent/guardian and guidance counselor, administration notified
 - c. On the 15th absence
 - Loss of credit letter sent to parent/guardian and guidance counselor
 - Guidance counselor to counsel student on credit status
3. Semester (half-year) courses
 - a. On the 5th absence
 - Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor

- Request conference with the parent/guardian and guidance counselor, administration notified

b. On the 10th absence

- Loss of credit letter sent to parent/guardian and guidance counselor
- Guidance counselor to counsel student on credit status

4. Marking period courses (Health/Driver's Ed)

a. On the 3rd absence

- Minimum class attendance electronic school messenger notice sent to parent/guardian and guidance counselor
- Request conference with the parent/guardian and guidance counselor, administration notified

b. On the 6th absence

- Loss of credit letter sent to parent/guardian and guidance counselor
- Guidance counselor to counsel student on credit status

NOTE: 1 CUT in Health or Driver's Education results in an automatic loss of credit for the course.

G. Loss of Course Credit

A student shall not receive graduation credit for a course if the student has been excessively absent or late to class. All absences, except those activities approved by the Hawthorne Board of Education, (See *ACCEPTABLE REASONS FOR ABSENCE* - Page 11) shall be counted in determining the total number of days absent. This should not be construed as a permissive regulation establishing a standard for days that may be missed without penalty, rather, it assumes that absences could occur for legitimate reasons.

In all cases involving loss of credit due to excessive absenteeism or lateness, a parent/guardian will be notified in writing. (See *ATTENDANCE STATUS/NOTIFICATION* - Page 12; *LATE TO CLASS* - Page 16).

We will maintain the student in the class, pending individual scheduling needs. Please be advised that for those courses offered in area summer schools, a student must stay in the class through the end of the course. By remaining in the class, the student is eligible to register in summer school and take the course as a "Make-up" rather than a "New" course. Tuition and classroom hour requirements are doubled for courses taken as new courses in summer school.

Therefore, we urge students to stay in class throughout the duration of the course, despite the fact that they will not obtain credit.

H. Make-Up Work

While all students are expected to make up missed assignments, only students who are absent for acceptable reasons shall be granted credit for assignments that are made up.

It shall be the student's responsibility to contact his/her teachers about making up assignments missed because of absence. Students will be given two (2) days, for each day absent, to make up work (i.e. If a student is absent two (2) days, he/she will have four (4) days to make up work). Upon parental request, the Assistant Principal's Office will obtain assignments only for those students absent three (3) or more days.

I. Early Dismissal

Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities. Exceptions can be made only with the approval of the High School Administration. Specific sign-out procedures based on the age of the student are as follows:

1. 17-Years of age or younger

In the event that a student, who is 17-years of age or younger, needs to be excused from school, prior to the end of the regular school day, his/her parent/guardian must sign the student out at the security station. At no time may a student leave school without signing out at the security station.

If a student is ill, permission from the School Nurse must be given prior to signing out at the security station. Parents must pick up ill students at the security station.

2. 18-Years of age or older

Any student who is 18-years of age or older seeking early dismissal from school and not being signed out by a parent/guardian must present a written excuse before the start of that school day. The excuse must be signed by a parent/guardian and addressed to the Assistant Principal's Office. This note must include a telephone number where the parent/guardian may be reached for confirmation. Students being signed out by a parent need not follow this procedure.

If a student is ill, permission from the School Nurse must be given prior to signing out at the security station. A parent/guardian must be notified before a student can sign himself/herself out of school.

J. Religious Holiday Policy

1. No student who is absent because of a religious holiday may be deprived of any award, or of eligibility or opportunity to compete for any award because of such absence.
2. If a student misses a test or examination because of a religious holiday, that student shall be given the opportunity to take an alternate test or examination.
3. If a student plans to be absent because of a religious holiday, a request for absence, signed by the parent or guardian, must be submitted to the Assistant Principal's Office prior to the religious holiday.

K. Physical Education Procedures Relative to Physical Education Excuses

The following procedures are relative to students who are excused from Physical Education.

1. Students may have a one day excuse from Physical Education which will be given by the School Nurse.
2. For an extended excuse, the student must have a statement signed by a licensed physician. This statement must include the nature of the illness, as well as the duration, designating inclusively, the period during which Physical Education will not be taken by the student. The physician's statement should be taken to the School Nurse.
3. The School Nurse will complete a record for the Physical Education Instructor stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office.
4. Whenever the excuse identifies an indefinite, but lengthy time period, the Physical Education Instructor and the School Nurse will confer at the end of each marking period. The School Nurse will then contact the physician to ascertain the health status of the student.

5. In all cases of an ongoing, serious illness, the physician's statement will be required only at the beginning of each school year.
6. REMINDER: Athletes must participate in Physical Education on the day of any athletic event.

L. Lateness to Class

Students are expected to be in their assigned classes on time. Going to lockers or claiming late dismissal from another location will not be acceptable excuses. Students are required to secure a pass from their teachers before proceeding to their next class, if a teacher detains them. **Students should not go to the Main Office or the Assistant Principal's Office for a late pass in the case of lateness to class, but should report directly to the assigned class.** The receiving teacher shall handle the lateness. Definitions for being late to class are as follows:

1. Lateness to class is defined as failing to be in the classroom when the late bell rings.
2. Every three (3) unauthorized or unexcused lates to class will be counted as one absence from that class.

To ensure that the parent/guardian is informed regarding lateness to class and the imminent consequences, the following procedures shall be taken (See Disciplinary Standards - Page 33):

1. Full year courses (includes Physical Education)
 - a. 1st - 5th Late
 - Teacher reprimand/warning
 - b. 6th Late
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor
 - Teacher reprimand/warning
 - c. 7th - 11th Late
 - Teacher reprimand/warning
 - d. 12th Late
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor

- e. 13th to 14th Late
 - Teacher reprimand/warning
- f. 15th Late
 - Parent conference with guidance counselor
- g. 18th Late
 - Loss of credit (See *LOSS OF CREDIT* - Page 14)
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor

2. Semester (half-year) courses

- a. 1st - 3rd Late
 - Teacher reprimand/warning
- b. 4th Late
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor
 - Teacher reprimand/warning
- c. 5th - 7th Late
 - Teacher reprimand/warning
- d. 8th Late
 - Parent conference with guidance counselor
- e. 9th - 11th Late
 - Teacher reprimand/warning
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor
- f. 12th Late
 - Loss of credit (See *LOSS OF CREDIT* - Page 14)
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor

3. Marking Period Courses (Health, Driver Education)

- a. 1st - 2nd Late
 - Teacher reprimand/warning
- b. 3rd Late
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor
 - Parent conference with guidance counselor
- c. 4th - 5th Late
 - Teacher reprimand/warning
- d. 6th Late
 - Loss of credit (See *LOSS OF CREDIT* - Page 14)
 - Electronic school messenger notice to parent/guardian with copy to guidance counselor

M. Lateness to School

Students are expected to be on time for the start of the school day. All students must adhere to the following procedures when arriving to school late:

1. **If a student arrives to school after 8:00 a.m., he/she must enter the building at the front main entrance (Parmelee Ave) for an admittance/late pass to be issued at the security station. Failure to sign into school upon arrival, for whatever reason, after 8:00 a.m., and proceed directly to class, is prohibited.**
2. When a student is late, he/she will receive an absence for each class in which 20 minutes or more are missed.
3. Lateness to school, as a result of a verified appointment with a physician, dentist, State driver's road test, court appearance, or any other administratively approved reason will not be counted as a class absence.
4. If a student will be late to school, his/her parent/guardian must call and notify the school before 9:06 a.m. or the student must possess a parent note addressed to the Assistant Principal explaining the circumstances that contributed to the lateness. The Assistant Principal will determine if the lateness is excused or unexcused. However, **no lateness will be excused**

without a phone call or parental note. (See *CUTTING POLICY* - Page 22)

5. In order for any student to participate in, attend, or be involved in any co-curricular programs or after-school, evening activities (including athletic practices and games), he/she must have a legitimate reason (see #3) and **sign in to school by 9:30 a.m.** (See *CO-CURRICULAR PARTICIPATION* - Page 58)

N. Withdrawals from School

Hawthorne High School administrators and staff members make every effort to deter students from withdrawing from school. However, when individual circumstances require such action, the appropriate procedure follows:

1. A conference is arranged with the student (16 years of age or older), parent/guardian, counselor, and administrator; the conference is documented, and a written request, signed by a parent/guardian is presented.
2. Written permission to withdraw is processed through the General Office, and subsequently, each of the student's teachers.
3. Before the student is released, all textbooks must be turned in, and all debts must be paid in full.

O. Appeal Process

Students and/or their parent/guardian shall have the right to appeal decisions resulting from the application of the attendance policy and regulations. The following steps shall be taken to ensure due process for individual students and/or parents/guardians who seek redress:

1. An attendance appeals board should be established in the high school by the Principal to hear appeals. The review board shall be appointed by the Principal and consist of the Principal, Vice Principal, guidance counselor, and two of the student's classroom teachers, and any other persons deemed appropriate.
2. The attendance appeals board shall meet at the request of the Principal.
3. A written petition for a hearing must be presented to the principal by the parent/guardian or student within five (5) days of notification of any decision resulting from the application of these regulations.

4. The attendance appeals board shall consider such factors as the nature of the absences, overall school performance, deportment record, etc. in determining whether or not to grant redress from the decision being appealed.

SECTION III: STUDENT DISCIPLINE

CODE OF CONDUCT

Hawthorne High School students are expected to act in a socially appropriate manner - one which will reflect favorably upon the individual and the school. Students are expected to show consideration for their fellow students, and to help create a harmonious school atmosphere. In order to accomplish these goals, and maintain positive school spirit, all students need to accept their individual responsibilities and obligations, and obey all school rules and regulations.

Student conduct at Hawthorne High School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers, and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives.

RESPECT FOR THE NEIGHBORHOOD

From time to time, citizens residing in the Hawthorne High School neighborhood have come to the administration, the Hawthorne Board of Education, and/or the Hawthorne Police Department with concerns and/or complaints regarding some negative actions of Hawthorne High School students. Please remember to respect our neighbors and their property, by adhering to the following guidelines:

1. Do not gather or loiter on private property.
2. Do not smoke, throw cigarette butts, or trash on private property.
3. Do not block driveways and walking paths.
4. Do not use loud and/or inappropriate language.
5. Drive slowly and carefully, making sure to follow traffic laws.
6. Take care at crosswalks and school bus stops - we have many young children in our neighborhood.

DISCIPLINE CODE

While Hawthorne High School places emphasis on student responsibility, it is necessary to specify certain behaviors and their consequences. Listed below are definitions and/or explanations of unacceptable behavior for which the staff members are expected to take preventive and/or corrective action. Following the list is a chart detailing the consequences for these behaviors. **Repeated violations or a pattern of inappropriate conduct will result in greater consequences.**

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the administration's authority. Moreover, the principal has the discretion to suspend student privileges including a student's participation in extracurricular activities and/or athletics. Examples include, but are not limited to: athletic events, practices, meetings, theater productions, concerts, field trips, pep rallies, assemblies, dances, prom, graduation activities and class meetings. Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning.

1. Assault:

Harming, injuring, recklessly striking, or committing an unprovoked physical attack with intent to cause harm to any person.

2. Being in an Unauthorized Location:

Entering areas not meant for students. These areas include, but are not limited to: teacher/faculty rooms, empty classrooms, and pump rooms for the heating and air conditioning. This also includes exiting the building through unauthorized exits.

3. Cutting:

Absenting oneself without permission (after arriving to school) from scheduled periods, including classes, lunch, or activities such as assemblies. Being tardy twenty (20) minutes or more to a scheduled period is also considered a cut.

4. Disrespect:

Rude, insulting, mocking behavior toward another.

5. Disrupting Class:

Student behavior which interferes with teacher instruction and/or student learning.

6. Drugs and Alcohol:

Using, possessing, selling, intending to sell, or distributing alcohol or illegal drugs (multiple packaging) on school property or at school functions as well as being under the influence of alcohol or an illegal drug on school property or at a school function.

Students who are suspected of being under the influence of alcohol and/or drugs will have their parents called and the students will be tested for substance abuse. The cost of the screening is the responsibility of the parent/guardian if the student is taken to their own doctor. If the student is taken to our district facility, the district pays the costs of drug screening.

The Hawthorne High School Administration will provide contact information for seeking substance abuse assistance. The Hawthorne High School Administration shall notify the Superintendent of Schools regarding the nature of the incident and the action taken.

7. Electronic Devices:

Use of cell phones and other electronic devices during the school day, with the exception of the students' lunch in designated lunch period areas, will result in the consequences as outlined on page 31. Our policy is simple, summarized by the idea that we do not want to see or hear your cell phone or other electronic device during school time (except in designated areas during lunch). We ask and expect that at all other times, this equipment, including ear buds, remain out of sight and hearing during the school day. Violations will be cause for consequences that we would rather not deliver, especially the severe consequences that would result from the unauthorized taking of photographs with cell phones so equipped.

8. Endangering the Safety of Self or Others:

Potentially dangerous behavior such as pushing; throwing snowballs, water balloons, or other similarly dangerous objects; using or possessing water pistols, toy guns, or other similarly dangerous objects; climbing on the roof or other prohibited areas; flickering lights. The consequence for this offense is out-of-school suspension ranging from 1 to 10 days depending on the severity of the offense. Student actions which actually cause harm or damage, whether intentional or not, will result in a suspension of 5 to 10 days depending on the severity of the offense.

9. Failure to Attend After-School Detention:

Failing to attend after-school detention or failing to comply with detention rules.

10. Failure to Attend Extended Day Detention:

Failing to attend Extended Day Detention (EDD) or failing to comply with detention rules.

11. Fighting:

Engaging in a physical confrontation with another person.

12. Fireworks and Explosive Devices:

Use or possession of firecrackers or any other explosive device at any time on school property or at school-sponsored activities.

13. Forgery:

Altering notes or passes in any way; possessing school forms such as hall passes; signing someone else's name or giving a wrong name; or having a third party write or sign a document.

14. Gambling:

Any activity or "game" in which the object is the winning of money, favors or other valuables.

15. Harassment, Intimidation or Bullying:

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or elsewhere.

16. Horseplay:

Rowdy, boisterous, noisy behavior.

17. Inciting Interference and/or Participation in an Activity Causing Interference with the School Day:

Being involved in disruptive activities such as a bomb scare, a false fire alarm, a walk-out, the release of animals on school property, a food fight. In addition, occupying any part of the building or school property after having been directed to leave by the principal or his/her designee is prohibited.

18. Insubordination

Failure to respond to any teacher or person having authority by not following classroom/school rules, regulations, or procedures. In addition, the refusal to follow a staff member's reasonable request or directive shall be considered an act of insubordination.

19. Late to School:

A student who arrives to school after 8:00 a.m. All students that are late to school must sign in immediately at the security desk located at the main Parmelee Ave entrance.

20. Leaving the School Building Without Permission:

Leaving the school building without authorization from the principal or his/her designee. This applies to students who go to the parking lot, the stadium, the athletic fields, etc. without permission.

21. Loitering, Wandering, Misuse of Pass:

Being in the hall without a pass or not going directly to and from specified destination.

22. Off Campus:

Arriving on campus and leaving school property without authorization from the principal or his/her designee.

23. Open Defiance of Authority:

Refusal to follow a staff member's request. Includes verbal exchanges and physically refusing to go to a location.

24. Profanity Directed Toward A Student/Adult:

Using obscene, lewd, or inappropriate language directed toward a student or adult on school property or at a school function.

25. Profanity Non-Directed Toward an Individual:

Using obscene, lewd, or inappropriate language on school property or at a school function.

26. Senior Open Lunch - Proper Exit/Entrance of Building:

For Senior Open Lunch students must exit and re-enter the building from the rear Bamford Ave exit door (the ramp) by the cafeteria staffed by security personnel.

27. Shoplifting:

Unauthorized or attempted taking of any item from school property including the cafeteria. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of shoplifting.

28. Smoking:

Burning of a lighted cigar, cigarette, e-cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also prohibited. Vaping is prohibited as well. Possession, sale, or distribution of any tobacco product is also prohibited. Smoking in any form and/or chewing tobacco at school events is also prohibited.

29. Theft:

Unauthorized or attempted taking of personal or school property. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of theft.

30. Throwing Food:

Throwing food or other non-food objects (coins, spitballs, trash, etc.) in the cafeteria.

31. Truancy:

Absences from school without parental or school authorization. **All classes missed while the student is truant will be regarded as cuts.**

32. Vandalism:

Destroying, marring, defacing, damaging, or rendering permanently or temporarily unusable school or personal property.

33. Videotaping, Recording or Taking Pictures Without Permission:

Students may not videotape, record or take pictures during the school day unless they have permission from the teacher and administration.

34. Violation of Acceptable Use Policy for District Computers and BYOD Policies:

Violation of the terms and conditions of the Hawthorne Public Schools Internet Use Agreement. Such violation may constitute a criminal offense and/or school disciplinary infraction.

35. Weapons:

Using or possessing any type of weapon, dangerous instrument or chemical spray on school property, on school buses or at a school function.

Under no circumstances are students allowed to have any weapons, dangerous instruments or chemical sprays in their possession on school property, on school buses or at a school function (on or off campus).

For purpose of this policy a weapon is defined as "anything capable of lethal use or of inflicting serious bodily injury including firearms, firearm components which can be readily assembled for operation, knives, stun guns, and any weapon or device which projects, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air."

The following procedures will be followed for students found with a weapon:

1. A student found or observed on school property or at a school function in possession of a weapon shall be reported to the principal or his/her designee.
2. The principal or his/her designee will make a determination whether a particular object is a dangerous instrument.
3. The principal will notify the chief school administrator and local law enforcement officials.
4. A Violence and Vandalism Report will be filed.
State law (N.J.S.A. 18A: 37-8) provides any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or who is found in possession of a firearm on any school property, or school bus, or at a school sponsored function shall be immediately removed from the regular education program and placed in an alternative program.

State law (N.J.S.A. 18A: 37-2.2) provides any student who assaults a school employee, board member, or another student with a weapon shall be

immediately removed from the regular education program and placed in an alternative program.

Disciplinary Action:

1. Immediate suspension from school for a period of ten (10) days.
2. The Hawthorne Police Department will be notified (If a school event is outside Hawthorne jurisdiction, the appropriate Municipal Police Dept. will be notified.)
3. Parental notification.
4. Possible referral to the Board of Education with a recommendation for expulsion.

DETENTIONS/SUSPENSION/EXPULSION

AFTER-SCHOOL DETENTION

After-school detention may be assigned to students for infractions of school rules. When assigned, students are expected to report promptly at 2:55 PM to the designated room (Media Center) and remain until 3:40 PM. Students are given a minimum of twenty-four (24) hours notice for all assigned detentions and have the option of serving the detention on the day assigned. AM Detention begins at 7:00 AM and ends at 7:45 AM.

Students who are absent for their assigned detention automatically serve it on the next day the student is in school. Detentions will be held Monday through Friday. There may not be Friday detentions prior to vacations and long weekends.

RULES GOVERNING STUDENT AFTER-SCHOOL DETENTION

1. Detention begins promptly at 2:55 PM.
2. Only emergency lavatory passes will be issued.
3. Hats may not be worn in detention.
4. Teachers should not admit late students to detention.
5. No food or drink.

EXTENDED DAY DETENTION (EDD)

Extended Day Detention (2:55-4:55), located in the Media Center, is used for serious infractions of the Hawthorne Public Schools Code of Conduct which do not require immediate removal from school. The purpose of the EDD program is to hold students accountable for their behavior. Students who refuse to attend EDD or who are removed from EDD or leave EDD without permission may be suspended out-of-school and will complete the remainder of the EDD.

IN- SCHOOL DETENTION (ISD)

In- School Detention is used for serious infractions of the Hawthorne Public Schools Code of Conduct which do not require immediate removal from school. A student is removed from his/her regular schedule to attend

instruction in a self-contained classroom setting. The purpose of the ISD program is to hold students accountable for their behavior, receive current school assignments, and learn behavior management skills.

Students who refuse to attend ISD or who are removed from ISD or leave ISD without permission will be suspended out-of-school and will complete the ISD upon return. Students serving ISD will not be allowed to participate in or attend any co-curricular or school-related activity including, but not limited to: pep rallies, assemblies, class meetings, athletic events, practice, awards during the hours of their ISD.

SUSPENSION OR EXPULSION

Removal from the school building is a last resort. New Jersey State Statute (NJSA:18A:37-2) outlines the reasons why students could be suspended from school. Parents of students suspended out-of-school are placed directly into the problem and its solution because the parents must care for him or her during the suspension period. Parents whose children do not need disciplinary actions need to know a conscientious effort is made to foster acceptable behavior, and serious infractions are handled with swift and just action. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For these reasons, principals must uphold their legal responsibilities to ensure students under their jurisdiction have every opportunity for success.

Students serving Out-of-School Suspensions (OSS) cannot come into the school building or be on Board of Education property for the duration of the suspension. Students serving OSS will not be allowed to participate in or attend any co-curricular or school-related activity including, but not limited to: pep rallies, assemblies, class meetings, athletic events, practice, awards, dances, prom and graduation ceremonies, etc. during the day(s) of suspension.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include but not be limited to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him.
3. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils.
4. Physical assault upon another pupil.

5. Taking, or attempting to take, personal property or money from another pupil or from his presence by means of force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property (students are also fully responsible for reimbursement to the school for such damages).
7. Unauthorized occupancy of any part of any school building or school property after having been directed to leave by the Superintendent or his/her designee.
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
9. Incitement which is intended to and does result in truancy by other students.
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sanctioned events.

Prior to suspension, the student will be informed by the Principal or his/her designee of the infraction and an informal hearing will be held. Parents will be notified by telephone and letter when a child receives an out-of-school suspension. **Re-entry conferences with parents shall be required.**

TYPES OF BEHAVIOR	1 st OFFENSE
ACADEMIC INTEGRITY	See page 38-39 for a listing of consequences
ASSAULT- unprovoked physical attack upon another person	5-10 days OSS, Parent contact Re-admission conference with parent/guardian Possible police notification
BEING IN AN UNAUTHORIZED LOCATION WITHOUT PERMISSION	1 EDD
CUT – Full year course	1 absence 0 for class work 1 EDD Parent contacted
DISRESPECT	1 detention
DISRUPTING CLASS	1 detention
<p>DRUGS AND ALCOHOL – possession, intent to sell, sale, use of or under the influence. This includes tobacco products or e-cigarettes or vaping in school, on school grounds, school buses, or school sponsored trips</p> <p>If an incident happens at the end of the year, the penalties carry over to the next school year, pending administrative judgment.</p>	<p>5-10 days OSS</p> <p>2 hour window for drug testing begins from the moment parent is contacted.</p> <p>Periodic random drug tests, as needed.</p> <p>Administrative conference with the principal, student and parents.</p> <p>Possible police notification.</p> <p>Superintendent notification.</p>
USE OF CELL PHONE/ELECTRONIC DEVICE	Administrative warning

2 nd OFFENSE	3 rd OFFENSE
See page 38-39 for a listing of consequences	See page 38-39 for a listing of consequences
6-10 days OSS, Parent contact, Re-admission conference with parent/guardian Possible police notification	6-10 days OSS, Parent contact, Re-admission conference with parent/guardian Possible police notification
2 EDD	1 ISD
1 absence 0 for class work 1 ISD Parent contacted	1 absence 0 for class work Possible multiple days of ISD Parent conference Possible loss of credit
1 EDD, Parent contact	1 ISD, Parent contact
1 EDD	1 ISD, Parent contact
<p>10 days OSS</p> <p>2 hour window for drug testing begins from the moment parent is contacted.</p> <p>Periodic random drug tests, as needed.</p> <p>Administrative conference with the principal, student and parents.</p> <p>Possible police notification.</p> <p>Superintendent notification.</p>	<p>10 days OSS</p> <p>2 hour window for drug testing begins from the moment parent is contacted.</p> <p>Periodic random drug tests, as needed.</p> <p>Administrative conference with the principal, student and parents.</p> <p>Police notification.</p> <p>Superintendent notification.</p> <p>Possible BOE expulsion hearing.</p>
1 Detention, Parent pick up	1 detention Parent pick up

TYPES OF BEHAVIOR	1 st OFFENSE
ENDANGERING THE SAFETY OF SELF OR OTHERS	1-10 days OSS Possible police notification Re-admission conference with parent/guardian
FAILURE TO SERVE AFTER-SCHOOL DETENTION	1 EDD
FAILURE TO SERVE EXTENDED DAY DETENTION	1 ISD
FIGHTING – physical confrontation with another individual	3 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian
FIREWORKS or EXPLOSIVE DEVICES – firecrackers, smoke bombs, etc...	1-10 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian
FORGERY – of notes, grades, passes or signatures	1 EDD
GAMBLING	1 EDD Parent contact
HARASSMENT / INTIMIDATION OR BULLYING – Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic.	Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification.
HORSEPLAY	1 detention

2 nd OFFENSE	3 rd OFFENSE
<p>1-10 days OSS Possible police notification Re-admission conference with parent/guardian</p>	<p>1-10 days OSS Possible police notification Re-admission conference with parent/guardian</p>
<p>1 ISD</p>	<p>2 days OSS</p>
<p>2 ISD</p>	<p>3 days OSS Re-admission conference with parent/guardian</p>
<p>5-10 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian</p>	<p>10 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian</p>
<p>1-10 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian</p>	<p>1-10 days OSS Parent contact Possible police notification Re-admission conference with parent/guardian</p>
<p>1 EDD</p>	<p>1 EDD Parent contact</p>
<p>1 ISD Parent contact</p>	<p>2 ISD Parent contact</p>
<p>Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification.</p>	<p>Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification.</p>
<p>1 EDD</p>	<p>1 ISD Parent contact</p>

TYPES OF BEHAVIOR	1 st OFFENSE
<p>INCITING INTERFERENCE AND / OR PARTICIPATION IN AN ACTIVITY CAUSING INTERFERENCE WITH THE SCHOOL DAY – bomb scare, fire alarms, etc...</p>	<p>1-10 days OSS Possible police notification Readmission conference with parent/guardian</p>
<p>INSUBORDINATION</p>	<p>1 detention</p>
<p>LATE TO CLASS – arriving late to class less than four (4 minutes) without permission 18 Lates= Loss of Credit for Full Year Course</p>	<p>Warning, recorded as 1 tardy</p>
<p>LATE TO SCHOOL – arriving to time slot 1 class after 8:00</p>	<p>Warning for the first four occurrences each marking period</p>
<p>LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION/OFF CAMPUS</p>	<p>1-10 days OSS Possible police notification Re-admission conference with parent/guardian</p>
<p>LOITERING or WANDERING, MISUSE OF PASS</p>	<p>1 detention</p>
<p>OPEN DEFIANCE OF AUTHORITY</p>	<p>1 – 3 days OSS Parent contact Re-admission conference with parent/guardian</p>
<p>PROFANITY – not directed at an individual</p>	<p>1 detention</p>
<p>PROFANITY – directed at an individual student</p>	<p>1 EDD</p>
<p>PROFANITY – directed at an adult</p>	<p>3 days OSS</p>

	Re-admission conference with parent/guardian
--	--

2nd OFFENSE	3rd OFFENSE
<p>5-10 days OSS Possible police notification Readmission conference with parent/guardian</p>	<p>5-10 days OSS Possible police notification Readmission conference with parent/guardian</p>
<p>1 EDD-1 ISD Parent contact</p>	<p>1 ISD-3 OSS Parent contact</p>
<p>Teacher detention and/or parent contact</p>	<p>Teacher detention and/or parent contact, Administrative referral, 1 detention</p>
<p>1 detention for each occurrence between 5-9 (per marking period)</p>	<p>1 EDD and parent contact for each occurrence beyond 9 (per marking period)</p>
<p>1-10 days OSS Possible police notification Re-admission conference with parent/guardian</p>	<p>1-10 days OSS Possible police notification Re-admission conference with parent/guardian</p>
<p>1 EDD</p>	<p>1 ISD Parent contact</p>
<p>3-5 days OSS Re-admission conference with parent/guardian</p>	<p>5-10 days OSS Re-admission conference with parent/guardian</p>
<p>1 EDD</p>	<p>1 ISD</p>
<p>1 ISD Parent contact</p>	<p>2 ISD Parent conference</p>
<p>3-5 Days OSS</p>	<p>5-10 Days OSS</p>

Re-admission conference with parent/guardian	Re-admission conference with parent/guardian
--	--

TYPES OF BEHAVIOR	1st OFFENSE
THEFT	1-5 days ISD or OSS Restitution Possible police notification Re-admission conference with parent/guardian
THROWING FOOD – (isolated incident)	1 ISD Parent contact
USING A LOCKER NOT ASSIGNED ON YOUR STUDENT SCHEDULE	1 EDD
VANDALISM	1 ISD – 10 OSS Cost of repair or replacement Possible police notification
VIDEOTAPING, RECORDING OR TAKING PICTURES WITHOUT PERMISSION	2 ISD – 10 OSS Parent conference Possible police notification
VIOLATION OF ACCEPTABLE USE POLICY FOR DISTRICT COMPUTERS/BYOD	Possible suspension of privileges 1 detention – 10 days OSS
WEAPONS	Minimum 10 days OSS Police notification Parent notification Re-admission conference with parent/guardian

2 nd OFFENSE	3 rd OFFENSE
5-10 days OSS Restitution Possible police notification Re-admission conference with parent/guardian	10 days OSS Restitution Possible police notification Re-admission conference with parent/guardian
2 OSS Parent contact	5 OSS Re-admission conference with parent/guardian
1 ISD Parent contact	2 ISD- 3 OSS Parent Contact
5 OSS – 10 OSS Cost of repair or replacement Possible police notification	5 OSS – 10 OSS Cost of repair or replacement Possible police notification
5 OSS – 10 OSS Parent conference Possible police notification	5 OSS – 10 OSS Parent conference Possible police notification
Possible suspension of privileges Parent conference 1 detention – 10 days OSS	Possible suspension of privileges Parent conference 1 detention – 10 days OSS
Minimum 10 days OSS Police notification Parent notification Re-admission conference with parent/guardian	Minimum 10 days OSS Police notification Parent notification Re-admission conference with parent/guardian

COMMENCEMENT REQUIREMENTS

Students assigned to Out-of-School Suspension and/or In-School Detention for a combined total of ten (10) days during the current school year will not be permitted to attend the Senior Prom or any commencement activity, pending administrative review. Only those students who comply with the policies contained herein can participate in the graduation ceremony.

A. Days following the Senior Prom

For the week immediately following the prom, seniors and all those students attending the prom will be required to document absence with a physician's note, which will be confirmed by telephone if necessary.

B. Attendance Agreement

Parents/guardians and students will be required to sign an agreement indicating their understanding of the aforementioned requirements for the Senior Prom, as well as the penalties for non-compliance.

C. Penalties for Violation of Attendance Requirement

Seniors absent from school during the week following the prom who are unable to submit an acceptable physician's note will not be permitted to participate in graduation.

RULES AND REGULATIONS

A. School ID card

Every student has been issued an updated 2016-2017 school ID card which must be in their possession whenever present in the high school. The ability to identify every person in our high school, as having a legitimate reason for being in our building, is the cornerstone of maintaining a safe school environment, surely our most important responsibility. The original card is issued free of charge with the following procedures in place.

Procedures:

1. A replacement ID will be issued for a \$5.00 service charge.
2. Only current 2017-2018 ID cards may be used.
3. Students who deface ID cards in any manner (including, but not limited to, adding any writing, drawings, stickers, etc. OR cutting) will be fined \$5.00, which is the cost of a new ID.
4. Failure to have a valid student ID in your possession or refusal to show one's valid ID will result in an administrative detention.

5. For each subsequent violation, the number of detentions will equal the number of violations.

B. Secret Societies/Fraternities/Sororities

Fraternal organizations are illegal in New Jersey public high schools, and are now formally classified by the police department as gangs. At no time may any fraternity related clothing, symbols, etc., be worn or displayed at school and/or school related activities.

Action of this sort shall result in IMMEDIATE suspension from school. Initiation "rites" or any other fraternity related violence and/or vandalism shall be reported to the Hawthorne Police Department. It is the teachers' duty to assist the high school administration in enforcing the foregoing Hawthorne Board of Education regulations.

It is not necessary to belong to a secret society, socially, academically or athletically, in order to meet with success in Hawthorne High School. Generally, grades drop and behavior deteriorates when young men and women join secret societies.

New Jersey Revised Statutes Title 18A:42-5, 18A:46-6, declare that secret organizations, fraternities and sororities, have a negative impact on the school system, its principles and ideals. Boards of Education are required to adopt regulations providing for the necessary disciplinary measures in order to enforce the law against their existence in public schools.

C. Cheating

Cheating is defined as an act of deception by which a student misrepresents his/her mastery of material on a test or other academic exercise.

1. Statement of Honesty

Hawthorne High School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source. The assumption of academic honesty is an essential element in the educational process.

2. Cheating Incidents

- a. Copying from another student's work.
- b. Using unauthorized materials such as a textbook, notebook, calculator, etc. during a test.
- c. Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc. during a test.
- d. Collaborating with another person during a test by giving or receiving information without authority.

3. Cheating Consequences

When an act of cheating occurs, the student will be given the opportunity to be heard before parents are notified. As with all matters of discipline, students have the right to due process. These rights include: notice of charge, statement of the evidence, hearing the student's explanation, and the right to an appeal. A written appeal should be made to the principal.

For any occurrence of cheating on homework, quizzes and tests the student will receive a "zero" for the assignment.

For occurrences of cheating the teacher will document the incident and report it to the Assistant Principal. The Assistant Principal will maintain a file of documented occurrences and the following procedures will be implemented:

- a. 1st Offense
 - Student receives a "zero" for the assignment/test
 - Parent/guardian notified by the teacher
- b. 2nd Offense or more
 - Student receives a "zero" for the assignment/test
 - Mandatory conference with guidance counselor, principal, Assistant principal and parent/guardian.
 - 1 EDD- 1 ISD

D. Plagiarism Policy

Taking the work of another person and claiming it as one's own is plagiarism. This includes copying or rewriting material from a book, a website or any other information, without properly crediting the source. It also includes copying homework assignments from another student.

Plagiarism Consequences - All instances of plagiarism will be recorded by the teacher and kept in the HHS Breach of Academic Integrity File. This information will be available to all teachers and administrators in the building and may be used during the selection process for students nominated to Honor Societies. In addition to the filing of this report, the minimum consequences for plagiarism are as follows:

1. 1st Offense

- After a conference with the teacher to discuss the specifics of the plagiarism charge, the student will receive a "zero" for the work. OR, if the student is a freshman, the student may redo the work correctly, in a time frame determined by the teacher, for a grade no higher than a 70. The teacher will contact the parent/guardian and the Assistant Principal.

2. 2nd Offense or more

- After a conference with the teacher to discuss the specifics of the plagiarism charge, the teacher will contact the parent/guardian and the Assistant Principal to advise that the student will receive a "zero" for the work with no opportunity to redo the work for a higher grade.
- 1 EDD- 1 ISD

E. Dance Rules

The Winter Holiday Dance is held in December, immediately preceding the holiday school recess. The Senior Prom is held the first Friday in June. Additional dances may be scheduled throughout the school year.

The Student Council Officers and the Hawthorne High School Administration have agreed upon the following regulations regarding school dances.

1. No suspended or expelled student will be permitted to enter the dance.
2. The dress code shall be in accordance with school regulations, and students are expected to dress in an appropriate manner. Style of dress may be determined by the sponsoring organization.
3. No student shall be permitted into a dance wearing a fraternity or sorority emblem of any kind on any item of apparel.
4. The price of class and club dances will be announced by the sponsors of these organizations.

5. The doors will close one hour after the start time and no one will be permitted to enter after that time. Students will not be allowed to return to the dance once they have left.
6. Each Hawthorne High School student is to have a Student ID Card for identification purposes. In the event that a student loses his or her card, a new one may be issued from the Student Activities Office for a small fee.
7. Any student who fails to comply with the above regulations may not be permitted to attend any high school function thereafter, for a period of time as determined by the High School Administration.
8. Dances are only open to Hawthorne High School students, with the exception of the Winter Holiday Dance, the Senior Prom, and those dances approved in advance by the High School Principal.

F. Lunch Policy

Lunch is an opportunity for students to relax and interact with friends. The atmosphere should be calm and conducive for social interaction. Inappropriate behavior will cause students to lose the privilege of selecting their own lunch location. Please note the following:

1. Students must be in the designated lunch areas within the first five minutes of the lunch period.
2. Students are responsible to clear all garbage from their table and deposit it in the many receptacles located throughout the cafeterias. If garbage is left in any area, all students present are responsible to clean up the area.
3. If it is determined that a student's behavior is unacceptable, a lunch monitor, or administrator will move that student's seat. Failure to comply with this directive will result in disciplinary consequences.
4. No seat may be reserved. HHS is an inclusive environment, not built on exclusion of individuals. If a student claims a vacant space, that student is entitled to it.
5. For comfort and safety, the arrangement of the chairs and tables is not to be altered. Additional chairs cannot be brought to any table.
6. Students must remain at all times in the designated lunch areas and use only the designated bathrooms on the first floor.

Students may obtain a pass at the main entrance security station to go directly to the library media center using the main stairwell no later than twenty minutes after the start of lunch (No full lunches/trays of food allowed anywhere in the library media center - snacks only allowed in the library media center café).

7. Students must report to their assigned lunch period. No students that are supposed to be in class are to be in the lunch areas. Any student found doing so is subject to disciplinary action.

G. Cafeteria Conduct

The following rules have been established for all lunch period designated areas:

1. Students are expected to be on time to lunch, to stand in line, and to wait their turn. Do not push ahead in lines while waiting to purchase food and have money or ID ready to pay the cashier.
2. Students must pay for their lunch, or have an established cafeteria account - credit is not available. Free or reduced lunch applications are sent home in the "summer packets". (See *FREE OR REDUCED LUNCH* - Page 5)
3. All students are responsible for keeping the designated lunch period areas clean. Students are required to follow reasonable directives of any staff member - this includes disposing of any garbage that might not be "their own".
4. Garbage must be disposed of in appropriate waste containers.
5. Return all trays, etc. to the appropriate cafeteria areas.
6. Students are expected to use good table and eating manners. Do not comb hair or apply cosmetics in the cafeteria.
7. Do not put feet on chairs or tables. All chairs must be put back in place.
8. Stealing food, drink, money, and/or panhandling will result in disciplinary action and the student must make restitution.
9. Students will not be given permission to leave the designated lunch period areas unless they are going to the library media

center. Students must always secure a library media center pass from the appropriate location.

10. Throwing food and/or objects is strictly prohibited.

11. Games with dice or cards are prohibited.

H. Food/Beverages in School Building

1. No food and/or beverages are allowed anywhere in the school building, with the exception of the designated lunch period areas and the library media center café. Faculty members who would like to organize an event/activity where food/beverages will be consumed must receive prior approval from the administration.
2. Water Bottle Policy: Students are allowed to possess water bottles to use as needed with the following disclaimers: No water bottle usage will be allowed in science labs/computer labs. Water bottle usage within the classroom will be left to teacher discretion depending on the instructional environment as to ensure that the use does not disrupt instruction. The students are expected to deposit used water bottles in the appropriate recycling receptacles.

DRESS CODE

Philosophy: Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

Purpose: The purpose of the dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. An "acceptable mode of dress" shall be based upon the following criteria:

1. Cleanliness
2. Cause for disruption
3. Good taste
4. Health and safety

The following are examples of unacceptable attire:

1. Any garments with excessive shredding, ripped or cut-off clothing, bare midriff, see-through clothing which exposes the torso, underwear as outerwear, exposed underwear, beachwear, abbreviated leisure or athletic wear as tops or bottoms, tube tops, spaghetti straps or strapless tops, cut-out shirts and sleeveless athletic jerseys are not permitted.
2. Any clothing that has writing or pictures suggesting violence, profanity, sexual connotations, tobacco, alcohol or drug use or is demeaning or offensive in the judgment of the administration is not permitted.
3. No hats, headbands, bandanas, headscarves, hoods or sunglasses may be worn in the building.
4. No coats, jackets, or outdoor wear of any kind are permitted in the hallways or classrooms during the school day. These items must be kept in the student's locker.
5. Shorts and skirts are permitted as long as they are at least mid-thigh in length.
6. No link chains, beaded chains, bicycle chains, spiked collars or bracelets may be worn in the building.
7. Clothing that has writing, signs or symbols on the buttocks is prohibited.
8. Physical Education clothing is prohibited in the classroom.

Consequences: Classroom teachers have the major responsibility for identifying and enforcing these standards. Students are expected to cooperate courteously when faculty and/or administration require compliance with the dress code. In addition to disciplinary action, students who do not comply with the dress code will be asked to change/adjust/alter clothing so that they are in compliance. This may include a parent/guardian being called to bring their son/daughter approved clothing.

SECTION IV: ACADEMIC AND CURRICULUM INFORMATION

GRADING

A. Grading System

1. The grading system is numerical.
2. Final exams are comprehensive, they each cover the entire year's work.
3. The calculation of the final grade is determined by the following percentages: Q1=20%, Q2=20%, Q3=20%, Q4=20%, Final Exam = 20%.
4. When using numerical grades to arrive at a progress report or marking period grade, the following scale will be used:

A	=	94-100
A-	=	90-93
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D	=	65-69
F	=	64 and below

5. Any grade below 65 is failing. This indicates that there is a very serious problem with student performance and that a conference is needed with the teacher, guidance counselor, parent, and student.

B. Make-Up Work/Incomplete Grades

If a student is unable to complete all of the assigned course work during a marking period due to illness or some other legitimate reason, a notation of *Incomplete (I)* in lieu of a report card grade will be given. Students will be given two (2) days, for each day absent, to make up work, at which time the revised grade will be issued. Failure to submit the required work within the allocated days will result in the grade of "zero" being designated for the assignment(s) and factored in to the final marking period grade. Students should confer with their teachers to arrange for make-up opportunities.

Students must complete all work for the fourth marking period, as well as the final examination, during a period of time as ascertained by the guidance counselor and the administration. Students who abdicate this obligation will receive a failing grade for the marking period, the examination, and the course.

PROGRESS REPORTS

Progress Reports are posted on the parent portal at the middle of each marking period to those students who are having difficulty, doing unsatisfactory work, or failing a subject. Students and parents are urged to review progress directly with subject area teachers for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. For the 2017/2018 school year progress reports will be posted on October 6th, December 8th, February 23rd, and May 11th.

REPORT CARDS

Report Cards are posted on the parent portal at the end of each marking period to show student progress in each subject. For the 2017/2018 school year, report cards will be posted on November 15th, January 31st, April 13th and June 22nd. Students and parents are encouraged to contact the Guidance Department at 973-423-6415 X 2403, with questions and/or concerns, at any time throughout the school year.

HONOR ROLL STATUS

Recognition of academic excellence is given to qualified students at the conclusion of each marking period by being named to one of the following honor rolls:

A. High Honor Roll

At the end of each marking period, there is a High Honor Roll for those students who attain a grade of 90 or above in all subjects, as well as a Satisfactory in effort.

B. Honor Roll

At the end of each marking period, there is an Honor Roll for those students who attain a grade of 80 or above in all subjects, as well as a Satisfactory in effort.

HOMEWORK ASSIGNMENTS

Included as a part of the high school grading system, these assignments serve to prepare students for class discussion; to review material

learned; and to reorganize content, so that new insights can be derived. Students consistently receive daily homework assignments in all academic subjects: English, Social Studies, Science, Mathematics and World Languages. Homework assignments in other subject areas may be given as needed. Homework is an integral part of the curriculum.

ACADEMIC MATTERS

A. Individualized Curriculum

Student programs are individualized according to the needs, interests, abilities and goals of the student. Students are programmed on the basis of an individualized Career Pathway curriculum, designed to educate young people in relation to their own distinct goals, aptitudes, abilities and interests.

B. Graduation Requirements

Graduation from Hawthorne High School is contingent upon the following criteria:

The successful mastery of course proficiencies which total no less than 140 Credits.

1. Included in the credits necessary to meet graduation requirements are the following core subjects and/or curricular areas:

COURSES	# OF YEARS
Language Arts Literacy (English)	Four (4)
Mathematics (Including Algebra I or the content equivalent and Geometry or the content equivalent is required.)	Three (3)
Science (Including at least five credits in laboratory biology/life science or the content equivalent. One additional laboratory/inquiry based science course which shall include chemistry, environmental science or physics is required.)	Three (3)
Social Studies: World History (1 year) US History I (1 year) US History II (1 year)	Three (3)
Health and Physical Education (One year of Physical Education for each year of enrollment)	Four (4)
Visual/Performing Arts AND Practical/Career Arts) (This includes electives in English, Art, Music and Business.)	One (1) One (1)
World Language	One (1)

Full year courses carry five credits. Semester courses carry 2.5 credits. Students who do not pass academic courses are expected to make-up the work, either through attendance at a fully certified summer school, or by repeating the course the following year, or through an online credit recovery program that the school uses.

The taking of two required courses in a particular discipline at the same time is strongly discouraged, and often impossible to schedule; however, under extreme circumstances and with the approval of the High School Principal, a student may take two required courses simultaneously. This may be done only once, per discipline, in the student's high school career.

Within the limits imposed by required subjects, students, with the approval of parents and the help of professional staff, are free to select those subjects which will best meet their goals, abilities and needs. All students will be scheduled for eight subjects.

2. TEST REQUIREMENTS - Statewide Assessment Graduation Requirements

The New Jersey Department of Education (NJDOE) transitioned from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students classified with special needs. PARCC is now NJSLA.

Students will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the "cut score" on the NJSLA assessments or meeting the "cut score" on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.

*Passing NJSLA is **one** way to obtain a high school diploma, however, it is not the **only** way. Students in the graduating class of 2020 can also fulfill the graduation requirement by taking one of the following standardized assessments for Mathematics and English Language Arts (ELA) and achieving or surpassing the scores outlined below.*

- SAT Critical/Reading/Math (taken before 3.1.16): 400
- SAT Evidence-Based Reading and Writing Section (taken 3.1.16 or later): 450
- SAT Math (taken 3.1.16 or later): 440
- PSAT Critical Reading/Math (taken before 10.1.15): 40
- PSAT Critical Reading/Math (taken 10.1.15 or later): 22
- ACT Reading/Math: 16
- Accuplacer-Write Placer 6

• <i>Accuplacer Math-Elementary Algebra</i>	76
• <i>ASVAB-AFQT Score</i>	31

Students in the classes 2020 and beyond must demonstrate proficiency on the Algebra I and English Language Arts/Literacy (ELA 10) NJSLA assessments. Students in the class of 2020 who do not demonstrate proficiency via NJSLA will be eligible for the pathways above if they take all applicable NJSLA assessments for each of the courses in which they are enrolled. Starting with the class of 2021 students who do not meet proficiency on the Algebra I or ELA 10 NJSLA assessment will need to participate in the NJDOE portfolio appeal process during their senior year. More information regarding the test requirement for the classes of 2020 and beyond can be found on the Hawthorne High School homepage.

2. Students must comply with all attendance requirements (see page 11).
- 3.

C. Special Education Students

The high school graduation requirements apply to all students in the special education program, unless specifically exempted within the Individual Education Plan (I.E.P.). All students with disabilities must have a current I.E.P. which specifically addresses the high school graduation requirements. Successful completion of the components of the I.E.P. qualifies special education students for a New Jersey endorsed diploma.

D. High School Promotion (Grade to Grade)

In Hawthorne High School, promotion from one year to the next is contingent upon the tally of credits for successfully completed accredited courses as approved by the Board of Education. The tally of credits will be determined at the end of the academic year summer session. Grade to grade promotion will be based upon the accumulation of credits.

E. Schedule Change Procedures

The reasons and procedures, noted below, to effect a change in a student schedule from the original program signed by the parent or guardian are designed to regulate the process of making a program change in an orderly, efficient and timely manner.

1. Procedures and reasons for submitting a schedule change request:
 - a. Students may seek a change under the following conditions:

- A required subject did not appear on the student's schedule.
 - The student wishes to take an additional subject.
- b. Changes shall be authorized between the last day of school and the early part of the new school year (1st progress period) only if:
- The student failed a subject(s), attended summer school, and a schedule change must be implemented.
 - The student failed a subject(s) last year, did not attend summer school, and a schedule change must be implemented.
2. A request for a change in schedule from the original program, signed by the parent or guardian, must be accompanied by an explanatory note from the parent citing one of the above reasons.
3. Exceptions to the prescribed procedure and reasons for a change in schedule may be implemented at the discretion of the high school administration.

SCHOLASTIC APTITUDE TESTS (SAT/PSAT) AND ADVANCED PLACEMENT EXAMS (AP)

A. PSAT/NMSQT (Mandated for Grades 10 and 11) - October 2019

In order to qualify for the October National Merit Scholarship, all college bound juniors must take the PSAT. This test is given only one time per year. All HHS sophomore and junior students are mandated to take the PSAT which will be administered during the school day.

B. SAT Reasoning Test

Juniors are urged to take the SAT Reasoning Test, for the first time, in the spring. The Redesigned SAT launched March 2016.

C. SAT/Subject Tests

Many of the most competitive colleges require students to take three subject tests. Frequently, colleges recommend English composition, Mathematics (level I or II), and a third test, depending on the course of studies. However, the student should refer to the college catalog for specific admission requirements.

October 5, 2019	(SAT Reasoning Test & Subject Tests)	September 6, 2019
November 2, 2019	(SAT Reasoning Test & Subject Tests)	October 3, 2019
December 7, 2019	(SAT Reasoning Test & Subject Tests)	November 8, 2019
March 14, 2020	(SAT Reasoning Test Only)	February 14, 2020
May 2, 2020	(SAT Reasoning Test & Subject Tests)	April 3, 2020
June 6, 2020	(SAT Reasoning Test & Subject Tests)	May 8, 2020

D. AP Tests

AP examinations are held in May for seniors. Students may be able to obtain college credits based on their AP examination scores.

2019/2020 AP Test Dates

- May 5, 2020 - AP Calculus
- May 5, 2020 - AP Human Geography
- May 6, 2020 - AP English Literature
- May 7, 2020 - AP Chemistry
- May 7, 2020 - AP Physics I
- May 8, 2020 - AP Computer Science A
- May 8, 2020 - AP United States History II
- May 11, 2020 - AP Environmental Science
- May 11, 2020 - AP Biology
- May 12, 2020 - AP Psychology
- May 12, 2020 - AP Spanish Language
- May 13, 2020 - AP English Language
- May 13, 2020 - AP Music Theory
- May 14, 2020 - AP Italian Language
- May 15, 2020 - AP Computer Science Principles
- May 15, 2020 - AP Statistics

NATIONAL HONOR SOCIETY

The National Honor Society is a nation-wide service and scholarship organization of students. Selection and induction into the Hawthorne High School National Honor Society is to be considered an honor and privilege - it is not a right because one has achieved a certain academic average. The additional triumvirate of criteria - leadership, character and service are of equal importance in the selection process. The final decision shall rest with the Faculty Advisory Committee.

A. Selection Criteria

1. A cumulative academic average of 90.0 by the end of the first marking period in the junior year, based on a MINIMUM OF FOUR academic courses. However, scholarship is only one of the criteria for membership.
2. Students shall also be required to submit evidence of CONTINUING participation in AT LEAST TWO service activities in either the school or community environment. Students shall also be evaluated by the entire faculty on a 1-5 scale regarding the leadership and character requirements for membership. A minimum

average of 3.2 in the leadership category, and a 3.5 in character are mandated for selection.

B. Tutoring Program

NHS members are available to tutor Hawthorne High School students. Teachers or guidance counselors may recommend students for the tutoring program. HHS students who wish to be tutored must speak to their teachers first about the tutoring program. NHS Tutoring Program applications are available from your guidance counselor.

SPANISH HONOR SOCIETY

A. Selection Criteria

1. A cumulative academic average of 90.0 in all high school Spanish courses and no failing grades on the student's transcript.
2. Students must have completed Spanish III Honors or the equivalent to be eligible and show an ongoing interest in the Hispanic language and culture.

B. Tutoring Program

Spanish Honor Society members are available to tutor Hawthorne High School students in all levels of Spanish. Students may be recommended by Spanish teachers or guidance counselors.

ITALIAN HONOR SOCIETY

A. Selection Criteria

1. A cumulative academic average of 90.0 in all high school Italian courses and an 85.0 cumulative average in all other subjects through the first semester of junior year.
2. Students must be enrolled in Italian III Honors to be eligible and show an ongoing interest in the Italian language and culture.

B. Tutoring Program

Italian Honor Society members are available to tutor Hawthorne High School students in all levels of Italian. Students may be recommended by Italian teachers or guidance counselors.

FIELD TRIPS

All field trips must be approved by the Principal, Superintendent of Schools and the Hawthorne Board of Education two months in advance to enable the Board of Education to review and approve at two consecutive BOE meetings. The school administration will assign faculty chaperones who will provide appropriate supervision. Each student must present a permission slip properly signed by his/her parent or guardian.

HEALTH AND PHYSICAL EDUCATION

The NJ Department of Education and the Hawthorne BOE require every student to take Health and Physical Education for each year of enrollment. Health Education is an integral part of the Physical Education Program. Every student is required to take one marking period each year. The program includes the study of the growth and development of the Human Body-Freshmen, Driver's Education classroom instruction-Sophomores, First Aid Education-Juniors, and Family Life Education-Seniors.

All students are responsible for a gym locker, and are required to supply and dress in appropriate gym clothing. Uniforms are not mandatory, but are suggested. Students must change into clothes, other than those worn to school. Gym clothes should be appropriate: Shorts, T-Shirts and/or Sweatshirts, sneakers and socks. Good taste and the school dress code shall be observed.

SENIOR FINAL EXAM EXEMPTION POLICY

Senior Students may be eligible for exam exemption as follows:

Senior Students must achieve a combined overall average of 90 or better average for all four marking periods AND must receive a 90 or better in the fourth marking period to be exempt from their final exam.

Senior Students eligible for exemption must have a good attendance and disciplinary record. There will be an administrative review of all eligible seniors.

SECTION V: STUDENT SERVICES

GUIDANCE DEPARTMENT

The function of the Guidance Department is to provide services to students, parents, teachers, and administrators. Services to students are given through individual conferences, small and large group meetings, and parent conferences. Services include academic and career planning, personal and social counseling, and planning for college and other post high school experiences.

The Guidance staff aims to assist each student in becoming a self-sufficient individual who can deal confidently and successfully with all of the experiences and responsibilities of the adult world. Any student experiencing serious problems such as substance abuse, pregnancy, abuse or sexual harassment should see his/her Guidance Counselor, or other student support personnel, immediately for confidential and appropriate assistance.

A. Guidance Department/Student Support Personnel:

Guidance Counselors:	Mr. John Codomo Mr. Michael Galluccio Ms. Christine Zakk
School Psychologist:	Dr. Elaine Jorgensen
School Social Worker:	Ms. Debbie Kinney-Chen

B. Procedure For Meeting With Guidance Staff:

In an emergency or crisis situation, counselors are always available. For a routine conference with a counselor, students should stop in the Guidance Office, and request an appointment. The Guidance Counselor will then contact the student as soon as possible with a conference time and date. Parents may call for a conference between 8:00 a.m. and 3:30 p.m. at 973-423-6415 X 2403. Extended Guidance hours are generally held on the last Monday of each month.

C. Course Verification/Schedule Adjustments:

During the "Course Verification Process", adjustments are permitted to a student's schedule. At the completion of this process, the master schedule is built, and no further student schedule changes are permitted with the exception of conditions as stipulated by the BOE (See *Schedule Change Procedures* - page 49).

FINANCIAL AID/SCHOLARSHIPS

It is important for all students and their families to attend Financial Aid Night, which is announced in the press and held at Hawthorne High School. In addition, the following information is always available to students and their families through the Guidance Department:

- Individual and group meetings with guidance counselors
- Informative monthly newsletters
- Information posted on the guidance bulletin boards
- College catalogs
- Reference materials and financial aid forms

LOCAL SCHOLARSHIPS

Each year, community groups and Hawthorne High School organizations offer scholarship awards to Hawthorne resident graduating Seniors. These awards may total over \$90,000. APPLICATIONS WILL BE DISTRIBUTED THE FIRST WEEK IN JANUARY TO ALL SENIOR STUDENTS, ARE AVAILABLE IN THE GUIDANCE DEPT., AND MUST BE RETURNED BY 3:00 P.M. ON THE LAST SCHOOL DAY IN JANUARY.

BOYS' /GIRLS' STATE

Boys' State is a conference, sponsored by the American Legion for young men from New Jersey, which meets at a college site during the last week of June each year. The American Legion Ladies' Auxiliary sponsors a similar conference for New Jersey young women. Both programs are subsidized by the Hawthorne Board of Education. The purpose of these programs is to develop good citizens by inspiring the youth of our nation to take a more active and intelligent interest in the operation of our State and Nation, and in the privileges and responsibilities of citizenship.

At Boys' /Girls' State Conferences, students learn by doing. Members of the State legislature lecture on the operations of government. Highlights of the conference include elections, and the formation of State, county and local offices presided over by those chosen in the election. Candidates are nominated by the faculty in their Junior year. Demonstrated positive qualities of leadership, character, scholarship, and service are required.

PEER LEADERS

A Peer Leader is someone who cares about others. Therefore, the Peer Leaders Program at Hawthorne High School is made up of students who have been trained to be sensitive listeners and to use the communication skills they learn to encourage self-exploration and decision-making. This approach to helping others puts a premium on understanding and acceptance. It involves helping others to explore their world and it is this self-exploration which is critical to the helping process. It is through self-discovery that a Peer Listener can be most helpful.

Peer Listener Advisors: Ms. Kelly Clifford/Mr. Matthew Corvo

MEDICAL SERVICES

The School Nurse is available to students and parents throughout the school day. Responsible for all student health records, she is an important part of the student attendance program. The Health Department at HHS offers the following services:

- Vision and hearing are tested annually, or as needed
- Physical examinations, as required
- Access to all hospitals and clinics
- Mantoux Test for tuberculosis, as required
- First Aid, when necessary
- Accident insurance processing

Students needing to be dismissed from school because of illness must first secure a medical pass from the nurse. The pass is reviewed by the Vice Principal's office, before the student is taken home by parent or guardian.

SUBSTANCE ABUSE

Any student found to be under the influence of a substance while on school property or at a school function shall be placed on an immediate medical leave of absence pending a possible hearing before the Superintendent of Schools, which shall be held within five (5) school days. The student shall remain out of school until medical clearance is provided to the school. The use of tobacco, drugs or alcohol by a student athlete shall result in immediate expulsion from the team for the remainder of the season.

When a student is suspected of selling, possessing or buying substances in school or on school property, there shall be:

1. Immediate notification of the parents. (2 hour window for testing student begins once contact has been made)
2. Immediate notification of the local police.
3. Immediate notification of the Superintendent of Schools.
4. Out Of School Suspension, pending a hearing before the Superintendent of Schools, which will be held within five (5) school days.
5. The Superintendent of Schools will then arrange for a mandatory hearing before the Hawthorne Board of Education.
6. Following the suspension, a conference will be scheduled with the student and parent(s) or guardian(s).

Whenever a student voluntarily seeks help for chemical dependency through a staff member, the staff member shall reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.

If any student is reasonably suspected of using any controlled dangerous substance on the way to or from school, or during a school sponsored activity, the chaperones shall immediately return to the school building and the appropriate disciplinary action shall be taken as per district guidelines.

The Hawthorne Board of Education recognizes the importance of communication and collaboration among those involved with student substance use and abuse. To utilize these resources, the Hawthorne Board of Education, through appropriate staff members, shall maintain communication and work cooperatively in addressing both general and specific issues and incidences of substance use and abuse. These resources shall include parents, local police personnel, and sources of medical assistance and non-school agents who provided input in the development of this policy.

HHS INTERVENTION AND REFERRAL SERVICES (I&RS)

The Intervention and Referral Services (I&RS) is an interdisciplinary committee whose members identify, refer and provide support services for the at-risk student. This group meets on a regularly scheduled basis in order to make recommendations regarding students who have been referred to them. The goal is to facilitate early identification of students with any special needs.

I&RS members provide the school community with reliable intervention strategies and treatment referral processes for these students. Confidentiality and parent involvement are critical components of I&RS programs and procedures. I&RS membership includes Hawthorne High School guidance counselors, child study team members, the school nurse, instructional staff, supervisors and administration.

WORKING PAPERS

Working Papers are required for all minors between the ages of 14 and 18 who plan to work. Students who desire working papers must be in good scholastic standing, and abide by the attendance requirements of the school. Working papers can be obtained in the General Office, and must be signed by the high school principal.

LIBRARY MEDIA CENTER

The Library Media Center is open from 7:15 a.m. to 3:45 p.m. on most days to serve the informational needs of students. Students may use the

Library Media Center at any time for reading, studying, doing research, utilizing the computer center, or viewing audio-visual materials. During class periods, students must have a pass from the appropriate teacher. During the common lunch, students must obtain a pass from the main entrance security station. Suggestions for the purchase of books, magazines, videos and other materials are encouraged.

HAWTHORNE HIGH SCHOOL PARENT/TEACHER ORGANIZATION (HHS PTO)

The major goal of the Hawthorne High School Parent/Teacher Organization is to bring the home and school together in the interest of our students. The aim is for parents and teachers to cooperate effectively in the education of our student body. Meetings are held throughout the school year. All parents and guardians are urged to become a part of this very important group. Check the school calendar and assorted notices and newsletters for listings of meeting dates and upcoming activities.

2019/2020 Executive Board of the HHS PTO

- President Ms. Laura Eckert
- Vice President Ms. Tracy Brudzynski
- Treasurer Ms. Jacki Dion
- Corresponding Secretary Ms. Virginia Beltran
- Recording Secretary Ms. Shana Van Dyk

SECTION VI: CO-CURRICULAR PARTICIPATION SCHOOL ORGANIZATIONS/ATHLETICS

PHILOSOPHY

The Hawthorne Board of Education recognizes the value of a program of co-curricular activities as an integral part of the total school experience to the students of the district and to the community. Through its programs, the Board of Education offers students the opportunity to test and enrich their abilities in a context greater and more varied than that which can be offered within the school district alone. Students who participate in the co-curricular program have responsibility to their parents, school, advisors, coaches, peers and to themselves.

If a student accepts the privilege of being a member of a Hawthorne High School activity or athletic team, he/she must adhere to certain rules and is subject to BOE Policies. A student is eligible to participate in a Board approved student organization/athletic team providing a student has met the following conditions:

- A student has passed any required physical examinations;
- The student has met any other requirement unique to that particular student organization/athletic team for which he/she wishes to participate; and
- The student and parent or guardian have signed a pledge agreeing to the terms and conditions set by the Board and enumerated on said pledge, which is included as part of this policy.

Lateness to School and Participation in Co-Curricular Activities, Structured Learning Experience (SLE):

Students must be present in school by 9:30 a.m., if they are to participate in any activities on that day. SLE students must be present in school by 9:30 a.m. in order to attend their work program. Athletes must be present on Friday by 9:30 a.m., if they are to participate in weekend activities. Students who sign out prior to the end of the regular school day may not attend or participate in any after school activities. Exceptions can be made only with the prior approval of the Hawthorne High School Administration.

SCHOOL ACTIVITIES

A. Assemblies: Assemblies are held from time to time as announced. These are entertaining, educational, and appeal to a variety of interests.

B. Athletic Awards: All athletic awards are presented to athletes at Awards Assemblies held in the evening throughout the school year. The Senior Athletic Awards Brunch is held in June.

C. Bands/Chorus/Concerts:

Under the direction of the Band Director, Mr. Keith Williams, and Band Advisors, the Hawthorne High School Marching Band is an extremely active and visible group. The Marching Band members help to motivate the athletes by playing at all football games and pep rallies.

The Band and Squads take an annual trip to perform at one of the many music festivals held throughout the country. In recent years they have traveled to Toronto, Nashville, Virginia Beach, Orlando, Williamsburg, Myrtle Beach, Chicago, Cleveland and Atlanta.

Concerts are presented during the winter and spring seasons. They are given by the Hawthorne High School Music Department, and include soloists, members of the chorus, jazz and concert bands. Held in the evening, these productions are free of charge for the whole community, and feature classical, popular and show music. The music department often participates in other varied community events.

D. Colorguard: The Color Guard also performs at every football game, during the half-time program. Their routines add to the school spirit displayed at the game. They lead us in victory parades, and represent our school in performances conducted at various locations. Any student may try out for any squad. Tryouts are ongoing, and are usually held in the spring.

E. Clubs:

A wide variety of Clubs are available to the students at Hawthorne High School. Students are not required to become a member of any club, but are expected to participate for at least one full year after joining. Clubs are held before and/or after school, at the convenience of the Faculty Advisor and the membership of the club. Dependent entirely upon student interest and response, clubs are added, revised and deleted each year.

Students interested in forming any additional clubs, are encouraged to see Ms. Danielle Russo, Coordinator of Student Activities, in order to review start-up procedures. All new clubs must be approved by the Coordinator of Student Activities and the Hawthorne High School Principal. All clubs are required to have a Faculty Advisor who is a regular staff member of the Hawthorne Public Schools. Students are permitted to join more than one club, if their individual schedules allow. The following are current club offerings: Art, Broadcasting, Clarion, Creative Writing, Digital Media, Drama, Ecology, GSA,

Italian, Jazz, Math, Robotics, Spanish and SHARE (Students of Hawthorne acting responsibly and effectively).

- F. Drama Productions:** Theatrical productions at Hawthorne High School include a non-musical and a musical production each year. All students are welcome to audition as well as join the behind-the-scenes crews.
- G. Pep Assemblies:** A Pep Assembly is usually held prior to the first athletic event of the fall season. At this assembly, team members, cheerleaders, members of the majorettes and color guard are introduced. Then, led by the cheerleaders and the Hawthorne High School Marching Band, the entire student body joins in, shouting cheers, and singing school songs to build up spirit.
- H. Student Council:** The Student Council meets each week on a rotating period schedule. Announcements will be made the day before the meeting reminding all involved of the specific time and location of the upcoming meeting. Student Council representatives are elected within individual homerooms. Representatives report back to their homerooms. The presidents of each class serve as representatives to the Student Council. The Student Council also selects a representative to observe regular Board of Education meetings **who** serves as a liaison representing all Hawthorne High School students.
- I. Yearbook:** Ursidae is the official Hawthorne High School Yearbook. The Yearbook Committee of the Senior Class is responsible for its publication. Underclassmen are encouraged to work on the yearbook, and can sign up by contacting the Coordinator of Student Activities.
- J. Literary Magazine:** Empyrean is the official Hawthorne High School literary magazine. The Creative Writing Club is responsible for its publication each spring. Students in all grade levels are encouraged to join the Creative Writing Club and contribute to Empyrean.
- K. School Newspaper:** The Clarion is the official Hawthorne High School student newspaper. The Journalism Class and the Clarion Club are responsible for its publication several times per year. Students in all grade levels are eligible to join the Clarion Club and contribute to The Clarion.
- L. 2019-2020 Class Advisors**

Senior Class: Ms. Allyson Gerdes
Ms. Jaclyn Peene

Junior Class: Ms. Marisa Fusaro
Ms. Rachel Ambrogio

Sophomore Class: Mr. Ryan McMann
Mr. Chris Warner

Freshman Class: Ms. Daria Kotlarchuk
Ms. Cristina Redmerski

ATHLETIC PROGRAM

Mr. Art Mazzacca, Athletic Director, heads the Athletic Program at Hawthorne High School. The program consists of Varsity, Junior Varsity and some freshman sports during each season.

Students are subject to New Jersey State Interscholastic Athletic Association (NJSIAA) eligibility and Board of Education policies for participation.

A. Goals and Objectives

The goals and objectives of the athletic program are to:

1. Develop sportsmanship* by learning to play fairly and by the rules of the game.
2. Train athletes to accept winning and losing graciously.
3. Develop self-discipline and confidence.
4. Develop a sense of responsibility.
5. Develop leadership and fellowship.
6. Develop physical fitness in order to meet the demands of the sport.
7. Develop the athlete's skills in a particular sport to his or her maximum potential.

*Sportsmanship applies to both the athlete and the spectator. Student spectators represent their school, just as the athletes do. The conduct of student spectators and athletes at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

B. New Jersey State Interscholastic Athletic Association (NJSIAA) - The Responsibilities of Sportsmanship

1. The Player

- a. Treats opponents with respect.
- b. Plays hard, but plays within the rules.
- c. Exercises self-control at all times, setting the examples for others to follow.
- d. Respects officials and accepts their decisions without gesture or argument.
- e. Wins without boasting, loses without excuses and never quits.
- f. Always remembers that it is a privilege to represent the school and community.

2. The Spectator

- a. Attempts to understand and be informed of the playing rules.
- b. Appreciates a good play no matter who makes it.
- c. Cooperates with and responds enthusiastically to cheerleaders.
- d. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids the use of profane or obnoxious language and behavior.
- e. Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game.
- f. Respects the property of others and the authority of those who administer the competition.
- g. Censures those whose behavior is unbecoming to the school and community.

C. North Jersey Interscholastic Conference

Our Athletic Teams participate in the North Jersey Interscholastic Conference (NJIC). The Colonial Division membership consists of the following eleven high schools:

1. Elmwood Park

2. Glen Rock

3. Manchester Regional
4. Pompton Lakes
5. Eastern Christian
6. Garfield
7. Hawthorne
8. Lodi
9. Mary Help of Christians
10. Rutherford

D. Academic Eligibility Standards for Participation in Athletics and Co-Curricular Activities

The purpose of academic eligibility standards, for the privilege of participation in athletic and co-curricular activities, is to regulate student participation in athletic and co-curricular activities. Policy 2431 ensures an appropriate balance between student academic achievement and participation in athletics and co-curricular activities. The policy reinforces the importance of academic achievement, the value of participation in athletic and co-curricular activities and the importance of a positive relationship and proper perspective between these two areas of the student's educational program. The objective of this policy is to provide the encouragement and necessary guidelines to assist each student in the attainment of his/her academic potential.

- A pupil in grade 10, 11, or 12 who in the previous school year earned twenty-five percent of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. A pupil in grade 9, 10, 11, or 12 who in the fall semester earned twelve and one-half percent of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A pupil who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his/her grades at the end of a marking period. In addition, the student must maintain a minimum grade average of 70 in the previous semester.

This requirement will not apply to incoming students from grade eight for fall and winter sports only.

- A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in sports. No pupil who has been absent for a school day may participate in an athletic competition scheduled for the afternoon or evening of that school day.
- The term "season", applicable to both athletic and co-curricular activities, consists of that period of time for athletics as delineated by the inclusive dates of the

fall, winter and spring periods and any post-season games/activities that may extend the period. The season for co-curricular activities shall coincide with the semester, unless determined otherwise by the administration.

- Administrative Waiver: The minimum grade point average is subject to waiver by the high school administration if, in their judgement, circumstances beyond the control of the student resulted in failure to meet academic standards. The Board of Education will be notified of all academic waivers and kept apprised of any waiver changes.

E. Eligibility for Student Organizations and Athletic Programs

A student is eligible to participate in Board approved student organizations and athletics, provided a student has met the following conditions:

1. The student has passed any required physical examination, including the new state mandated Cardiac Module to be completed by a certified physician;
2. The student has met any other requirement unique to that particular student organization and/or athletic team for which he/she wishes to participate; and
3. The student and parent/guardian has signed a pledge agreeing to the terms and conditions set by the Board and enumerated on said pledge.

F. Lateness to School and Participation in Athletic Activities

Student Athletes must be present in school by 9:30 a.m., if they are to participate in any activities on that day. Athletes must be present on Friday by 9:30 a.m., if they are to participate in weekend activities. Athletes who sign out prior to the end of the school day may not attend or participate in after school activities. Exceptions can be made only with the prior approval of the HHS Administration.

G. Physical Examination

Parental permission and a physical examination, performed by a licensed physician, are required for participation in all school sports, preferably a Primary Care Physician.

1. Parent and athlete must complete a medical/consent form.
2. Upon completion of the physical examination, the coach will be notified if the athlete is permitted to participate on the team. No student athlete is permitted to participate on a team unless cleared by the Athletic Director and School District Physician.

H. Athletic Injury Accident Report

1. All injuries must be reported to the coach and trainer within twenty-four hours of the injury, or the next school day.
3. The coach will follow-up with an accident report.
4. The school will forward the report to the parent.
5. Athletic insurance coverage is no longer available by the district. Parents/Guardians are encouraged to purchase secondary insurance coverage by visiting the district website for further details.

I. Athletic Teams

Athletic programs are an important part of the school's activities. Boys and girls are encouraged to go out for the teams. There is room for every girl and boy in our sports program, whether she or he is a player, or a manager. Players must keep up their grades, and display good sportsmanship as well as good school citizenship.

SPORT	SEASON	LEVEL OF COMPETITION			VARSITY TEAMS ELIGIBLE FOR CHAMPIONSHIPS ON THE FOLLOWING LEVELS:				PRACTICES/GAMES	
		VAR.	JV	FR.	LEAGUE	COUNTY	DIST.	STATE	BEGIN	END
Cheerleading (B & G)	Fall	X	X						TBA	TBA
	Winter	X	X							
Football	Fall	X	X	X	X			X	Aug. 10 th	Nov./ Dec.*

Soccer (B & G)	Fall	X	X		X	X		X	Aug. 14 th	Nov.
Tennis (G)	Fall	X			X	X		X	Aug. 14 th	Nov.
Volleyball (G)	Fall	X	X	X	X	X		X	Aug. 14 th	Nov.
Basketball (B & G)	Winter	X	X	X (B)	X	X		X	Nov. 20 th	Mar.
Bowling (B/G)	Winter	X	X		X	X		X	Nov. 15 th	Feb.
Track & Field (B & G)	Winter	X			X	X		X	Nov. 20 th	Mar.
Wrestling	Winter	X	X		X	X	X	X	Nov. 20 th	Mar.
Baseball (B)	Spring	X	X	X	X	X		X	Mar. 2 nd	June
Golf (B/G)	Spring	X			X	X		X	Mar. 2 nd	May
Softball (G)	Spring	X	X	X	X	X		X	Mar. 2 nd	June
Track & Field (B & G)	Spring	X	X		X	X		X	Mar. 2 nd	June
Lacrosse	Spring	X	X						Mar. 2 nd	June

* The season can extend into December if the team qualifies for the NJSIAA Tournament.

B/G = Boys and Girls competing on a single squad
 B & G = Boys and Girls competing on two separate squads
 G = Sport is only offered to girls
 B = Sport is only offered to boys

Varsity letters, Junior Varsity and Freshman certificates are presented to each athlete who meets the requirements of the specific sport.

There is always a place for those who do not wish to participate on the team. Students are needed in the bleachers, on the field or in the gym, cheering the team on to victory. School spirit demonstrated by student attendance and support at all athletic activities helps us to gain a special victory.

Athletic Department Personnel

Athletic Director:		Mr. Art Mazzacca
Baseball:	Head Coach	Mr. John Passero
	Asst. Coach	Mr. Paul Wojciechowski
	Asst. Coach	Mr. Joseph Letterese
Basketball:	Head Coach	Mr. Chris Ward
(Boys)	Asst. Coach	Mr. Ryan McMann
	Asst. Coach	Mr. Joseph Letterese
Basketball:	Head Coach	Ms. Jaclyn Peene
(Girls)	Asst. Coach	Mr. Ed Iannacone
Bowling:	Head Coach	Mr. John La Forge
Cheerleading:	Head Advisor	Ms. Kacie Schrettner
	Asst. Coach	Ms. Raquel Pisacreta
Football:	Head Coach	Mr. John Passero
	Asst. Coach	Mr. Rick Grofsick
	Asst. Coach	Mr. Angelo Guarneri
	Asst. Coach	Mr. Dave Kunze
	Asst. Coach	Mr. Joseph Oliva
	Asst. Coach	Mr. Paul Wojciechowski
Golf:	Head Coach	Mr. Jeffrey Kolk
Lacrosse:	Head Coach	Mr. Greg Carr
Soccer:	Head Coach	Mr. Ryan McMann
(Boys)	Asst. Coach	Mr. Fatmir Mimini
Soccer:	Head Coach	Mr. Gustav Schell
(Girls)	Asst. Coach	Mr. Todd Kenney
Softball:	Head Coach	Mr. Joseph Oliva
Tennis:	Head Coach	Mr. John Codomo
Track-Indoor:	Head Coach	Mr. Gustav Schell
	Asst. Coach	Mr. Jayson LaVorne
Track:	Head Coach	Mr. John La Forge
(Boys)	Asst. Coach	Mr. Jason Patula
Track:	Head Coach	Mr. Gustav Schell
(Girls)	Asst. Coach	Mr. Jayson LaVorne
Volleyball:	Head Coach	Ms. Laura Mazzacca

	Asst. Coach	Ms. Rachel Ambrogio
	Asst. Coach	Ms. Megan Cockcroft
Wrestling:	Head Coach	Mr. Joseph Mazzacca
	Asst. Coach	Mr. Matt Ambrose
Trainer:		Mr. Christopher Warner

ADMINISTRATION

Mr. Billy Cunningham, Principal

Mr. Craig Jandoli, Assistant Principal

Mr. Art Mazzacca, Assistant Principal/Director of Athletics

Ms. Christine Wegert, Director of School Counseling Services

BOARD OF EDUCATION

Mr. Michael Doyle, President

Mr. Alex Clavijo, Vice President

Mr. Michael Sciarra	Ms. Abigail Goff
Mr. Anthony Puluse	Mr. Bruce Reicher
Ms. Tania Sanford	Mr. Marco Totaro

Mr. Louis B. Turco

Mr. Richard A. Spirito, Superintendent of Schools

Ms. Trude Engle, Business Administrator

Ms. Kristen Trabona Director of Education

Mr. Joseph Brislin, Director of Technology

Mr. Scott Chamberlin, Supervisor of Buildings & Grounds

Ms. Jessica Pignatello, Director of Special Programs

