



# Student – Parent Handbook

**2018-2019**

*“Educating our students...to achieve their maximum potential.”*

## **RHS PARENT/STUDENT SIGN-OFF**

### **INSTRUCTIONS:**

All parents/guardians are to review the school rules/procedures with their child. When the rules have been reviewed, please complete your digital signature by following these procedures:

1. Log into your Realtime Parent Portal on [www.hazlet.org](http://www.hazlet.org)
2. Click “Parent Questions” under Menu
3. Select your answer pertaining to the Student-Parent Handbook statement
4. Press “Save My Answers” to complete the process

**Please complete this request by Monday, September 17, 2018**

# **BOARD OF EDUCATION**

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President – Lauri J. O’Leary  
Vice President – Victor J. Iannello, Jr.  
David Asfour  
Edward Barrett  
Kathryn Bolen  
Steven Grossman  
Natale Iannello  
Joseph Lamb  
Jodie Moreno

Mikayla Brackett – (Student Member)

## **ADMINISTRATION**

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Superintendent – Scott Ridley, Ed.D.  
Assistant Superintendent – Joseph J. Annibale  
Board Secretary/School Business Administrator – Christopher J. Mullins  
Director of Curriculum, Instruction and Testing – Heather Schwarz  
Principal – Andrew R. Piotrowski, Ed.D.  
Assistant Principals – Pamela A. Massimini & Dara H. Van Pelt  
Director of Special Education – Thomas M. Toohey  
Guidance Director – Katelyn Tivald  
English Supervisor – Suzanne Capraro  
Mathematics Supervisor – Lori Joseph  
Science Supervisor – Michael Miller  
Special Education Supervisor – Jacqueline Hafner  
Supervisor of 21<sup>st</sup> Century Learning and Innovation – Katherine Egan  
Athletic Director – John DeGenito

### **TELEPHONE NUMBERS**

RHS Main Office	732-264-8411
Guidance Office	Ext. 1010
Attendance Office	Ext. 1007
Athletic Office	Ext. 1020

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# HAZLET TOWNSHIP SCHOOLS 2018-2019 SCHOOL CALENDAR

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## 2018

Sept. 3	Labor Day – <b>SCHOOL CLOSED</b>
Sept. 10	Staff professional Development/Schools Closed
Sept. 11	Freshman Orientation – 7:45-11:30am
Sept. 12	First Day for Students
Oct. 8	Columbus Day – <b>SCHOOL CLOSED</b> for students only
Nov. 5	Fall Recess – <b>SCHOOL CLOSED through November 10<sup>th</sup></b>
Nov. 12	Schools Reopen
Nov. 22	Thanksgiving Recess – <b>SCHOOLS CLOSED</b>
Nov. 23	Thanksgiving Recess – <b>SCHOOLS CLOSED</b>
Dec. 21	<b>Early Dismissal</b> for Staff and Students
Dec. 24	Winter Recess - <b>SCHOOLS CLOSED</b> through Dec. 31 <sup>st</sup>

## 2019

Jan. 1	New Year's Day – <b>SCHOOLS CLOSED</b>
Jan. 2	Schools Reopen
Jan. 21	<b>Early Dismissal</b> – Parent/Teacher Conferences 7 PM – 9 PM
Jan. 22	<b>Early Dismissal</b> – Parent/Teacher Conferences 12:55 PM – 2:55 PM
Jan. 23	<b>Early Dismissal</b> – Parent/Teacher Conferences 5 PM – 7 PM
Feb. 16	<b>SCHOOLS CLOSED</b> for students only
Feb. 18	Presidents' Day – <b>SCHOOLS CLOSED</b> for students only
Apr. 19	Spring Recess – <b>SCHOOLS CLOSED</b> until Friday, April 26 <sup>th</sup>
Apr. 29	Schools Reopen
May 27	Memorial Day – <b>SCHOOLS CLOSED</b>
June 4	Primary Election – <b>SCHOOLS CLOSED</b>
June 26	<b>Early Dismissal for Students Only</b>
June 27	Last Day for Students - <b>Early Dismissal for Students Only</b>

## **PARENT/TEACHER CONFERENCES**

(High School will be in session for **1/2 day**)

January 21 Evening Conferences 7:00 P.M. - 9:00 P.M.  
January 22 Afternoon Conferences 12:55 PM - 2:55 PM  
January 23 Evening Conferences 5:00 P.M. - 7:00 P.M.

## **STAFF IN-SERVICE DATES**

September 10 First Day for Staff  
October 8 Professional Day – Schools Closed for Students  
February 18 Professional Day – Schools Closed for Students

## **OTHER**

September 27 RHS BACK TO SCHOOL NIGHT 7:00 PM  
November 13 RHS EIGHTH GRADE ORIENTATION (7:00 in the auditorium)

## **MARKING PERIOD AND REPORT CARD SCHEDULE**

1st Marking Period: Progress Reports Available – October 19, 2018  
End of Marking 1<sup>st</sup> Period – November 15, 2018  
Posting of Report Cards – November 21, 2018

2nd Marking Period: Progress Reports Available – December 21, 2018  
End of Marking 2<sup>nd</sup> Period – January 28, 2019  
Posting of Report Cards – February 1, 2019

3rd Marking Period: Progress Reports Available – March 15, 2019  
End of 3<sup>rd</sup> Marking Period – April 5, 2019  
Posting of Report Cards – April 11, 2019

4th Marking Period: Progress Reports Available – May 13, 2019  
Posting of Report Cards – June 28, 2019

**Note: 3 inclement weather days built in. (If not used, these days will be deducted from the end of the school year.) Hazlet Middle School Promotion and Raritan High School Graduation to be determined.**

## REGULAR BELL SCHEDULE

Teachers Arrive

7:15

Teachers Leave 2:25

<b>1<sup>st</sup> Block</b> <i>Periods 1/2</i>	<b>7:30 AM to 8:54 AM</b>
<b>2<sup>nd</sup> Block</b> <i>Periods 3/4</i>	<b>9:01 AM to 10:24 AM</b>
<b>Announcements</b>	<b>10:24 AM to 10:39 AM</b>
<b>3<sup>rd</sup> Block (1<sup>st</sup> Lunch)</b> <i>1<sup>st</sup> Lunch-Period 5</i>	<b>10:46 AM to 11:16 AM</b>
<b>3<sup>rd</sup> Block Class</b> <i>Periods 6/7</i>	<b>11:22 AM to 12:45 PM</b>
<b>3<sup>rd</sup> Block Class</b> <i>Period 5/6</i>	<b>10:46 AM to 12:09 PM</b>
<b>3<sup>rd</sup> Block (2<sup>nd</sup> Lunch)</b> <i>2<sup>nd</sup> Lunch-Period 7</i>	<b>12:15 PM to 12:45 PM</b>
<b>4<sup>th</sup> Block</b> <i>Periods 8/9</i>	<b>12:52 PM to 2:15 PM</b>

## DELAYED OPENING SCHEDULE

Teachers Arrive

8:45

Teachers Leave 2:25

<b>1<sup>st</sup> Block</b> <i>Periods 1/2</i>	<b>9:00 AM to 10:05 AM</b>
<b>2<sup>nd</sup> Block</b> <i>Periods 3/4</i>	<b>10:09 AM to 11:14 AM</b>
<b>Announcements</b>	<b>11:14 AM to 11:23 AM</b>
<b>3<sup>rd</sup> Block (1<sup>st</sup> Lunch)</b> <i>1<sup>st</sup> Lunch-Period 5</i>	<b>11:27 AM to 11:57 AM</b>
<b>3<sup>rd</sup> Block Class</b> <i>Periods 6/7</i>	<b>12:01 PM to 1:06 PM</b>
<b>3<sup>rd</sup> Block Class</b> <i>Periods 5/6</i>	<b>11:27 AM to 12:32 PM</b>
<b>3<sup>rd</sup> Block (2<sup>nd</sup> Lunch)</b> <i>2<sup>nd</sup> Lunch-Period 7</i>	<b>12:36 PM to 1:06 PM</b>
<b>4<sup>th</sup> Block</b> <i>Periods 8/9</i>	<b>1:10 PM to 2:15 PM</b>



**EARLY DISMISSAL**

*Teachers Arrive 7:15*

*Teachers Leave 12:05*

<b>1<sup>st</sup> Block</b> <i>Periods 1/2</i>	<b>7:30 AM to 8:30 AM</b>
<b>2<sup>nd</sup> Block</b> <i>Periods 3/4</i>	<b>8:35 AM to 9:35 AM</b>
<b>Announcements</b>	<b>9:35 AM to 9:40 AM</b>
<b>3<sup>rd</sup> Block</b> <i>Periods 5/6/7</i>	<b>9:45 AM to 10:45 AM</b>
<b>4<sup>th</sup> Block</b> <i>Periods 8/9</i>	<b>10:50 AM to 11:50 AM</b>

## **Mission**

Educating our students...to achieve their maximum potential.

## **Vision**

In the pursuit of excellence, the Hazlet Township Public School District, through a rigorous academic program with high expectations, will provide students with opportunities that lead them to become responsible, independent-thinking, global citizens. The school community will implement this vision through ongoing and honest self-reflection with a commitment to continuous improvement.

### **The Hazlet Township Public School District vision is one where:**

- Students are actively engaged in developing twenty-first century skills.
- Communication among our community of learners is open and engaging.
- Rigor, relevance, and relationships are the cornerstone of our daily practice.
- Data-informed decision-making guides our path to continuous improvement.
- Challenging programs and relevant learning opportunities are provided for our community of learners.
- Active collaboration occurs with partners in Pre-K-16 institutions, businesses, and community organizations on a local, regional, national, and global level.
- Staff members are committed towards achieving high expectations for themselves and our students and model the skills needed to inspire students to maximize their achievement.

## **Goals**

- Academic Excellence
- Highly Effective Professional Staff
- Effective Communication with All Stakeholders

## **Core Beliefs**

- Environment impacts learning.
- High expectations promote high achievement.
- Communities benefit when people act responsibly and respectfully.
- Education is a partnership among students, families, educators and the community.
- Commitment of resources to public education provides long-term benefits to society.
- Continuous improvement is achieved by promoting and managing change effectively.
- All students are capable of ongoing educational growth and behavioral improvement.
- Professional development that is personalized is a core tenet for creating highly effective staff.

## **Hazlet Township School District Profile of the Graduate**

Graduates of the Hazlet Township School District will be prepared to make significant contributions to their community and the larger global society while continuing their life-long journey of personal growth and self-fulfillment. They will demonstrate proficiency in all of the following areas:

### **Core Areas of Knowledge**

English (reading, writing, listening, and speaking)  
Mathematics  
Civics and Government  
Physical Science  
Biology  
Chemistry  
At least one world language other than their native language  
Physical Education  
Economics  
History  
Geography  
At least one of the visual or performing arts

### **21<sup>st</sup> Century Literacy**

Global awareness and the United States' place in the world  
Understanding the inter-connective nature of governments and societies  
Ability to effectively utilize technology to communicate ideas via a variety of media

### **Learning and Thinking Skills**

Critical thinking and problem-solving  
Written and oral communication  
Creativity and innovation  
Collaboration  
Contextual learning  
Information and media literacy

### **Life Skills**

Leadership  
Ethics  
Accountability  
Adaptability  
Personal productivity/responsibility  
Self-direction and reflection  
Social responsibility

### **Personal Attributes**

Self-discipline and a strong work ethic  
Leading a healthy lifestyle  
Self-respect and concern for all life

Revised 1/14/2013

# ATTENDANCE RULES/REGULATIONS

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## REPORTING STUDENT ABSENCE:

1. Parent is to notify the attendance office prior to 9:00 A.M. on the first day of absence by calling 264-8411 x1007. A student must be present a minimum of a half day in order to participate in or attend after school events.
2. Within two (2) days of his/her return, the student must present a written note signed by his/her parent or guardian, or himself/herself in the case of 18 year old students, to his/her first period teacher. The note must include the student's name, date(s) of absence and the reason(s) for the absence(s). Vocational education students will present their notes to the attendance office.
3. Students who miss school have the responsibility of making up work covered during their absence. It is the student's responsibility to arrange with his/her teachers to make up the work within a time period equivalent to double the duration of the absence. Failure to do so forfeits the right of makeup. (cf.6154-Make Up Work)
4. A student is either present or absent, excused for religious observance, or receiving home instruction every day that school is officially open, and he or she is not officially enrolled elsewhere. An excused absence is for religious observance and does not include illness, quarantine, suspensions, extended family vacations, homelessness or other prolonged absence. A student who is more than 10 minutes late to a class is considered absent in that class period.
5. In the event that a student is absent more than 10 class periods for a full year class, or 5 class periods for a semester class, the student will be placed in a no credit status. Parents will receive a warning letter after the 5<sup>th</sup> and 7<sup>th</sup> absence for a full year course and after the 3<sup>rd</sup> and 4<sup>th</sup> for a semester class.
6. When the limit of 10 class periods for a full year class, or 5 class periods for a semester class has been surpassed, the student and parent must enter the appeal at the conclusion of the course. Documentation of a chronic pattern of illness, a contract for makeup work, (or another action plan) will be developed by the guidance staff and administration. Students who miss school due to serious long term medical conditions must arrange home instruction through our guidance office. During the appeal, the parent and student may present a documentable rationale to return the student to good standing. This appeal may include medical reasons, death in the family and college visits.
7. The students and/or parents have the right to appeal the no credit status as follows:  
**Level I** – A request must be presented within five (5) school days to the principal or his/her designee. Following receipt of such a request, the high school administration shall contact the parents to establish a mutually agreeable date and time. Parents shall be informed of the right to provide additional information and material. Appeal hearing shall be formal in nature, and followed by a written report.  
**Level II** – If the parent or guardian is not satisfied with the decision of the Level I hearing, an appeal may be made to the office of the superintendent of schools in writing within five (5) school days of receipt of the finding. The superintendent or designee shall schedule the Level II hearing within five (5) school days following the request. The decision of the superintendent of

schools shall be sent in writing to the parent(s) or guardian within three (3) school days following the hearing.

**Level III** – In the event the parent(s) or guardian are not satisfied with the decision at Level II, an appeal may be made in writing to the board of education within five (5) school days. The board of education shall schedule an appeal hearing and render a decision.

**Note:** Students shall remain in their class or classes during the time period of the above appeal process.

### **LATENESS TO SCHOOL:**

Students reporting to school any time after 7:30 A.M. will be considered late for school.

Lates are defined as arriving to school after the 7:30 bell.

4<sup>th</sup> late – Office Detention (one hour)

5<sup>th</sup> late – Additional office detention

Loss of parking privilege for the remainder of the marking period for seniors.

### **MAKE-UP SCHEDULE:**

Teachers are available for extra help after or before school upon a mutual agreed time discussed with the student and the teacher. All work must be made up within double the length of the absence. In cases of an extended illness of three days or more, assignments may be requested through the guidance office. Please allow one day for this material to be compiled. Home instruction will be available for long term illness. Further information is available through the guidance office.

### **SICKNESS DURING THE DAY:**

A student who feels ill before leaving for school should remain at home. Any student who becomes ill during the day is to report to the nurse's office with a pass from his/her subject teacher. Students will only be sent home for clinical evidence of illness, fever, vomiting, or other medical conditions.

### **TARDINESS TO CLASS:**

Students are expected to report on time to all scheduled classes. Students who are tardy to class three times will receive a teacher detention. A cut will be recorded if the student is more than ten (10) minutes late for any class period without a valid pass. These absences will be included in possible loss of credit consequences.

### **EJECTION FROM CLASS:**

A student who is removed from class for discipline reasons will be given a zero for that day's work and the absence will be charged toward his/her twenty-day credit limit. The student is to immediately report to the Main Office. Failure to do so could result in other disciplinary actions and/or suspension.

# SCHOOL REGULATIONS

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## **AFFIRMATIVE ACTION:**

Hazlet Township Public Schools has an Affirmative Action Policy of equal Educational Opportunity on file in the office of the assistant superintendent of schools. The district's affirmative action officer is Loretta Zimmer, principal, Middle Road School, 264-9012. The school district's existing grievance procedure shall be utilized to hear any complaint or charge of discrimination. Students may submit a complaint to the building principal. If such complaint cannot be resolved, the affirmative action officer will be notified to deal with the issue.

## **ARTICLES PROHIBITED IN SCHOOL/CELL PHONES/ELECTRONIC DEVICES:**

Pocketknives, sharp objects, and weapons of any kind are prohibited. Police authorities will be contacted if violations warrant. Water guns, playing cards, and playing paraphernalia including fidget spinners are not allowed in school and will be confiscated. I-Pods, cell phones, and any other electronic devices are not permitted in class except when being used as an educational tool that is requested and supervised by the teacher. All electronic devices will be held until a parent/guardian comes in to pick them up. Cell phones are prohibited during school hours **EXCEPT** in the cafeteria during the student's scheduled lunch period. Prior to first period, students are to turn off all cell phones and secure them in their lockers. A student who displays a cell phone at any other time will be given an office detention. A student using the cell phone in any manner other than stated above, or refusing to turn in the cell phone will be suspended. **Taking photos/videos is prohibited at all times!** When a cell phone is confiscated, the student will be given an envelope in which to put the confiscated cell phone. The cell phone/electronic device will be placed in the school safe until the parent comes to pick it up.

## **BATHROOMS:**

**NOTE: Bathrooms will remain open during the 7 minute passing time between classes. Students are encouraged to utilize the facilities at this time so as not to take away from their lesson time.**

These facilities are provided for student use and must be maintained in a sanitary condition. Student bathrooms will be open between classes and during class time. Permission from the teacher along with an official RED pass will allow students to use these facilities during class time. Students are to utilize the bathroom nearest their assigned classroom. Students will sign in and out of the bathroom with the teacher who is stationed by the designated restroom.

## **BUS TRANSPORTATION/BUS BEHAVIOR:**

The safe transportation to and from school, on field trips, and to and from athletic events is of immediate concern to all. Any student who, by his/her action or behavior, interferes with the safe operation of a school bus will be referred to their respective Assistant Principal. Smoking and vulgar gestures or remarks are not acceptable behavior. Such an infraction may result in suspension from school, suspension of bus privileges or assignment of office detentions. A student may be excluded from the bus for disciplinary reasons by the administration, and his/her parents will have to provide for transportation to and from school during the period of the exclusion (N.J.S.A. 18A:25-2).

**CAFETERIA:**

To encourage good nutrition, a balanced lunch is offered at a reasonable price. Students are encouraged to keep money in their account so that they may purchase food with their ID cards. Students who throw food will face disciplinary action and financial restitution to pay for damaged clothing and/or custodial overtime.

**CHEATING/PLAGIARISM:**

Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research paper or language translation services. Any form of cheating will result in a grade of zero (0) for the test or assignment for which it occurred or other disciplinary consequences may apply, dependent on the circumstances of the event. The teacher will contact the parent or guardian as well as the student's guidance counselor, assistant principal, and the advisor of the National Honor Society when applicable.

**DELIVERIES TO STUDENTS:**

We do not accept deliveries of flowers, balloons, lunches, etc. for students due to the interruption it causes to our educational program. Sporting equipment can be brought to school prior to the start or at the conclusion of the school day. Sporting equipment needs to be stored in the team locker room.

**DRESS CODE:**

Although the type of dress one decides upon depends to a large degree upon an individual's likes, dislikes, and point of view, there are certain standards which should be followed. Being neat, clean, and adequately clothed are standards for our school. Students dressed inappropriately may be sent home or assigned a discipline consequence.

The following are expressly forbidden:

- A. See-through clothing or overly revealing clothing; this includes tube-tops, spaghetti string tops & halters and shorts with less than a three-inch inseam. Shirts exposing the stomach/torso and pajama attire are forbidden. Straps on shirts for both male and female students should measure an inch in width (3 fingers) and the armholes should not extend below the chest level exposing a bare torso or tube top. Undergarments should not protrude above pants or skirts.
- B. Bare feet are prohibited. Safe, approved footwear is required.
- C. Clothing with studs or other potentially injurious materials.
- D. Clothing which advertises tobacco, alcohol or drugs, or is offensive to ordinary taste, obscene, immoral, or promotes a counterculture inconsistent with public school.
- E. Hats, hoods, bandannas and sweatbands are not to be worn around the school. Hats confiscated will only be returned upon the discretion of the administration.
- F. Students will not wear coats or gloves during school hours.

\*All violations will receive dress code consequences as per board policy.

**EARLY DISMISSAL:**

Requests for early dismissal must be submitted to the attendance office before homeroom of the day in question. Requests must be signed and include the reason, time, and date of dismissal. All requests will be confirmed by a telephone call to the parent or guardian. No pupil shall be permitted to leave the school premises during any school session without permission of the principal of the school or his/her designee.

**EMERGENCY SCHOOL CLOSING:**

In the event of an emergency such as hazardous weather, flooding, or other reasons resulting in the closing of school, the siren at the Centerville firehouse will go off once at 6:30 A.M. and again at 7:00 A.M. For those who do not live within hearing distance of the siren, listen to the following radio stations: WJLK 1310 AM, WCNJ (Hazlet) 89.3 FM, WHTG (Asbury Park) 1410 AM, 106.3 FM, WNJY (Long Branch) 107 FM, NJ 101.5 FM or call 888-2150 or 888-2151. The district website [www.hazlet.org](http://www.hazlet.org) will also list school information. **Parents or guardians who registered with the district's Realtime Parent Portal will receive a phone call, text, and/or email message.**

**FIGHTING:**

Students are subject to suspension or expulsion from school for a physical assault upon another pupil, a teacher, or any other employee of the Board of Education. This liability includes threats of violence directed toward another member of the school community. Students who commit such acts of violence run the risk of criminal charges being brought against them. They and/or their parents could be sued in a court of law by the victim of an assault. Any student involved in a fight will face up to 4 days out of school suspension and sixty (60) day loss of privileges. The incident may also be referred to the police. If any staff member is hurt while attempting to stop a fight, depending on the circumstances involved, a more serious penalty may be imposed.

**FIRE & EVACUATION DRILLS:**

A fire evacuation plan and a school evacuation location site are posted in each room. Teachers will lead their class in exiting the building by following this plan. Emergency drills will take place a minimum of twice a month.

**HALL PASSES:**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a valid official pass from an authorized staff member. RED passes utilized for bathroom usage, while GREEN passes utilized for guidance/nurse/main office privileges.



**HONOR CODE:**

We believe that honesty in academic work is necessary for the effective intellectual development of the students and for the effective evaluation of his/her performance. The following shall constitute academic dishonesty:

- a. Plagiarism – the use of language, ideas, or thoughts of another as if it were one’s own original work.
- b. Copying another student’s answers on class examinations, take-home examinations, laboratory work, class assignments or homework.
- c. Discussing answers during in-class examinations or changing answers after completion of a test or quiz.
- d. The use of crib notes, prepared tests, or other types of unauthorized material.
- e. Attempting to secure a future examination or information regarding the contents of a future examination, unless authorized by the faculty member concerned.
- f. Being in possession of a teacher’s copy of a test or testing material of any kind.
- g. Resubmission of old work, for a new course without permission from the new instructor, or submission of the same paper in two courses without specific authorization from both faculty members concerned.
- h. Impeding the academic progress of other students, including, for example, unauthorized removal or mismanagement of library materials, theft or damage to equipment, and stealing or defacing another student’s work.
- i. Altering, forging, or falsification of school documents is a violation of the honor code and will be consequence accordingly.

**ID BADGE POLICY:**

All Raritan High School students will carry their ID badges for identification purposes. This must be displayed upon request or discipline consequences will be implemented. These badges are to be used for cafeteria purchase, obtaining a student rate discount at athletic events, or other identification purposes. If a student loses his/her card, a fee of \$3.00 will be charged to replace the ID badge.

**INSURANCE:**

Student accident insurance will only be provided during the regular school day. Students involved in after school athletics and co-curricular activities are not covered by the policy. The insurance is secondary insurance that only covers the costs for an accident after the parents/guardian’s primary insurance is utilized.

If your family does not have primary insurance for your child(ren), we encourage you to enroll in the NJ Family Care, a federal and state funded health insurance program created to assist New Jersey’s uninsured children and certain low-income parents and guardians in securing affordable health insurance.

Please see the School Nurse for additional information about the program if you are interested. Information for this program can be found on our district website and through the following link [www.njfamilycare.org](http://www.njfamilycare.org).

**LOCKERS:**

Notification is hereby given to all students that the principal or his/her designee will periodically inspect school lockers. Lockers are assigned to individual students. No student should allow anyone to use his or her locker or give out the combination of the lock. Students are requested to go to lockers before school starts, at lunchtime, and after school. **Students are advised to bring a lock to secure personal items securely in the physical education locker room.** Leaving personal and/or valuable items on the changing benches is not advised.

**PARKING:**

Student parking is reserved for **SENIORS ONLY**. The main office handles requests for student parking permits. Any senior who is eligible for his/her license during the school year may request a parking permit. **NO MEDICAL EXCEPTIONS WILL BE ACCEPTED!** Violations of parking rules shall result in the following:

- Parking Violation 1<sup>st</sup> Offense.....Suspension of Privileges for 30 days
- Parking Violation 2<sup>nd</sup> Offense.....Suspension of Privileges for 60 days
- Parking Violation 3<sup>rd</sup> Offense.....Suspension of Privileges for 90 days

Violations include: Reckless or careless driving, misuse of horn, peeling out, and speeding. Smoking in cars is prohibited. **Violations will result in loss of parking privileges and disciplinary consequences.** A **\$10 fee** will be incurred to replace a loss or stolen parking pass. In instances of emergency, Hazlet Township and/or the Board of Education might provide a small amount of spots for the Junior class students who have their driver’s license.

**PROM ON SCHOOL DAYS:**

Students will be in school until 12:00 noon the day of any RHS prom. To be released at this time, students and parents must complete the release form enclosed with the prom paperwork received at the time a prom bid is purchased. Any student not attending school on the day of the prom will not be allowed to attend the prom. **Attending the prom is a privilege, not a right, granted to students who adhere to the discipline code of Raritan High School. A singular egregious act, or a pattern of less severe infractions, will constitute a rationale to prohibit a student from attending the prom.** Guests who do not attend Raritan High School will be screened by the administration and held to the same standards of character required to earn prom attendance.

**SCHOOL WIDE PASS RESTRICTION:**

At the discretion of the Assistant Principal, students may receive a school wide pass restriction for inappropriate conduct. Such restrictions are appropriate whenever it becomes apparent that the student is abusing his/her pass privilege by wandering the halls or disturbing other classes. Any student on pass restriction will not be allowed a pass from any class except in the case of medical emergency. The length of the restriction will be appropriate to the nature and frequency of the misconduct.

**SMOKING:**

Smoking and chewing tobacco are prohibited for all persons on school grounds, in school vehicles, and in school athletic stadiums. A student's first offense will range from 1 day in-school suspension to 1 day out-of-school suspension, parent notification, confiscation of paraphernalia, a police fine, and a referral to the SAC. Additional offenses will result in additional in-school or out-of-school suspensions. In each case, a complaint is filed in Municipal Court. Please be advised that the most recent cases to go to court have resulted in fines in excess of \$350 each, probation, and possible jail time. Any student seen with a cigarette, cigar, cigarillo, or pipe on his/her person, whether lit or not, including inhaling or exhaling smoke from a device which contains tobacco or any other matter, shall be in violation of the Pupil Smoking Policy (5533) of the school district, and the State of New Jersey (New Jersey Public Law, 1981, Chapter 320, Smoking in Institutions Providing Education or Training). Possession of any tobacco products including chewing tobacco, snus, or, snuff will result in a violation ranging from 1 day in-school suspension to 1 day out-of-school suspension. Further, any student who attempts to impede the law enforcement of the policy by serving as a "lookout" for violators or in any way hinders enforcement, will be guilty of the same offense as the violator and will serve the same school penalty. All students in a stall or at its entrance where smoking is occurring will be charged with violating the non-smoking ban and will be assigned office detentions, whenever smoking is observed to be occurring.

## **Hazlet Township Public Schools Computing Device Student Responsibility Contract and Frequently Asked Questions**

### **Why is Hazlet Township Public Schools providing each middle and high school student with a Chromebook?**

Teaching and learning in the early 21st Century requires students to read, write, collaborate, and research in all content areas. A Chromebook provides them with the capacity to learn by using the latest technologies. Having a Chromebook will empower students with content and skills to prepare them for career and college when they leave Raritan High School.

### **What is a One-to-One initiative?**

A One-to-One initiative is where each student is provided a device to use in school and at home for learning. At the middle and high schools we are using Chromebooks and the Google Apps For Education platform to create a collaborative learning environment. Students are able to share documents, presentations, and other applications with teachers and other students in the Google environment.

### **What is a Chromebook?**

A Chromebook is basically a computer that runs on the Internet. There is no operating system (e.g. Windows, OSX), and all word processing and presentations are done through the Chrome browser, which uses Google Apps For Education to do all the typical things you would do on a computer. Because there is no operating system, a Chromebook needs a Wi-Fi connection to be operational.

### **Expectations:**

Students will bring the Chromebook to school every day. The Hazlet Township Public School Chromebooks are being provided to enhance the educational experience. If a student forgets his/her Chromebook, full participation in that day's classroom activities may be impacted. Students are responsible for arriving to school daily with their district-issued Chromebook. We will not have enough Chromebooks to loan out to students who come to school unprepared. If a student forgets his/her Chromebook at home, he/she will not have it for the day. As with any assigned class work, all work assigned on the Chromebook is the responsibility of the student.

### **Students will charge the Chromebook nightly and will begin each day with a fully charged battery.**

Chromebooks need to be fully charged before school each day, and there will be limited capability for students to charge devices during the school day. Students should be careful when plugging in the power cord. The Chromebook should be charged in a location which is both secure and safe to prevent accidental damage to the Chromebook while it is charging.

### **Using Your Chromebook**

#### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. If available, a classroom loaner may be issued to students who forget to bring their Chromebooks to school. However, students should NOT expect a loaner to be available. Other district computers may be available for student use.

### **At Home**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Hazlet Township School District Acceptable Use Policy of Computers/Networks/Internet (Policy 2361) and all rules of this Guide, regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook that they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the Main Office and logged for repair.

### **General Precautions**

- No food or drink should be placed next to the Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the device
- Heavy objects should never be placed on top of Chromebooks
- Chromebooks should never be exposed to extreme temperatures or direct sunlight
- Chromebooks should never be carried with the screen open
- Students should never disassemble Chromebooks or attempt their own repairs

### **Charging**

- Chromebooks must be brought to school each day in fully charged condition
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home
- Students will be permitted to charge Chromebooks in emergency situations only, in the classroom, at the teacher's discretion
- Charging stations are available in the library and in common areas

### **Screen Care:**

The most commonly damaged feature of a Chromebook is the screen. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not carry the Chromebook by its screen
- Do not put pressure on the top of a Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

### **Asset Tags:**

- All Chromebooks will be labeled with a District asset tag
- Asset tags may not be modified or tampered with in any way while the student is enrolled in the Hazlet Township School District. Asset tags may be removed upon graduation

### **Storing Your Chromebook**

When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened.

- Nothing should be placed on top of the Chromebook when stored in the locker
- Chromebooks should never be stored in a vehicle
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events
- Under no circumstances should a Chromebook be stored in unsupervised areas
- Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or directly supervised
- Unsupervised Chromebooks will be confiscated by staff and taken to the Main Office
- The District is not responsible for safekeeping and protection of Chromebooks

### **Digital Citizenship**

District-issued Chromebooks should be used for educational purposes, and students must adhere to the Hazlet Township School District Responsible Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus. Students are expected to understand and comply with this Guide and Responsible Use Policy at all times when using Chromebooks.

***While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:***

1. **Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. **Protect Yourself** – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. **Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## **Frequently Asked Questions:**

### **How is one student's Chromebook identified from another student's?**

All the Chromebooks are the same in appearance, so they look very much alike. However, each Chromebook will be tagged with an individual asset code to identify the user and includes a serial number. The district maintains that information, so if a Chromebook is misplaced, we can determine who it is assigned to and return it to the student user. Any ID stickers that are on the Chromebook when issued must stay on the Chromebook. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case at any time. While the devices are issued to students, they are still district-owned property. Additional permanent markings on the device or its case will be considered vandalism. Students can add non-permanent identifying items to the case such as ribbon, key chains or other removable items.

### **My child forgot to charge his/her Chromebook before school. Now what?**

Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged. If one is available, students who do not bring a charged Chromebook back to school may be issued a loaner device for the day, which cannot be taken home. Loaners may not be available, and your student may be without the Chromebook for the day. Charging stations will be available in hallways, cafeteria, and the Media Center.

### **Where can you get an Internet connection if the building's wireless connection is not working?**

The devices will only connect to the Web wirelessly. If the district's Wi-Fi network is down during school, the Chromebooks will not have connectivity to the Web. However, some features, such as access to the student's Google Drive, will still work on a limited basis. The work that is done off-line will not be backed up until a wireless Internet connection is restored. The Hazlet public library provides public Wi-Fi access, as do numerous local businesses.

### **What login will students use to get into the device operating system?**

Students will each have an email address that is their primary login and username. Students can change their password, but they cannot change their username. The district cannot recover passwords, and students should remember them to ensure successful logins.

### **Can the Chromebooks be used with another username?**

No. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned email. For example, students will not be able log-in to their personal Gmail account on a district-provided Chromebook. However, if a student logs into another device with his/her school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

### **Will unsafe or inappropriate websites be filtered on the devices?**

We do our best to ensure our child's online experience is safe. Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing an Internet connection. Because of security settings built into the device, it must first route its Internet connection back through our district security settings (firewalls and filters) before any website or online resource is accessible. If your child is using the Chromebook at school, at home or at a public library, the device will always pass through our web filtering and network firewall system before accessing web content. Our web filters are programmed to block inappropriate content as much as possible.

### **What happens if students have been visiting inappropriate websites?**

While we do our best to update security settings, some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher, building principal or assistant principal. Inappropriate web browsing is a violation of the district Acceptable Use Policy and may result in disciplinary action.

### **What happens if the device is damaged or lost?**

Here is what the Certificate of Coverage offers in our Chromebook warranty:

- 1) Includes 3 years of Accidental Damage Protection that starts with the Manufacturer's Warranty
- 2) Only one repair per year per device is allowed due to accidental damage
- 2a) One replacement unit (if needed) is allowed over the lifetime of the Extended Warranty Period
- 3) District insurance does not cover damage as a result of misuse or abuse of the device
- 4) Premium Battery Support includes one replacement of a defective battery per year of warranty

### **Can you Print from the devices?**

Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving the district money. There are methods of printing from the Chromebooks, but it's not encouraged or particularly easy. Most printing of schoolwork should be done at school. However, we are encouraging staff to try and limit printing of assignments.

### **What if another student damages my student's device?**

Incidents of damage will be investigated on a case-by-case basis. School administration will investigate cases of vandalism and intentional damage or irresponsible handling.

### **How would you go about repairing a Chromebook that is not functioning?**

Damaged or non-functioning devices should be turned in to the Technology Department so a repair can be started. District technology staff members can repair many problems in-house, which may take a day or two. Other problems may require the devices being sent out for repair, which can take a several days or perhaps longer.

Students who are without their device due to repairs will be issued a loaner to use during the school day. Loaner devices must be returned to the Main Office at the end of the school day.

### **What are the replacement/repair costs of the Chromebook and accessories?**

Below you will find a list of common repairs and their costs. Prices are subject to change.

Replacement Costs:

Acer C740 - \$312

LCD Panel - \$46

Battery - \$39

Motherboard - \$79

Keyboard - \$69

Charger - \$29

Bezel[ the outside frame of the Chromebook]- \$19

LCD Back Cover - \$25

Bottom Cover - \$29



**How much storage do students have?**

Students using Chromebooks in the Hazlet domain have unlimited online “cloud” storage that is attached to their email and accessible via the Google Drive application.

**What kind of applications (Chrome Apps) are on the devices**

There are thousands of Apps available for Chromebooks covering a wide variety of topics. The apps, which run in the Chrome browser, are downloadable through the Chrome Web Store.

**Can students download apps?**

No. Student access to the web store is limited.

**What applications will be available on my child’s device?**

Different applications will appear on student devices depending on what grade the student is in or what classes he/she is enrolled in. For instance, a student in Science class may have different applications on his/her homescreen than a student who is not in the class. The same goes for online textbooks.

**What devices can be connected to a Chromebook?**

A Chromebook can connect to:

USB storage devices, mice and keyboards

SIM cards

SD cards

External monitors and projectors (via HDMI)

Headphones, earbuds, microphones

**How can students submit work or assignments via their devices?**

Google Drive and Google Classroom have features built into it that allow work to be “shared” between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be “shared” with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student.

**What if a student is out of school for an extended period (illness, travel, family emergency, etc.)?**

Chromebooks will make it even easier for students to receive work from their teachers. Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it back with the teacher.

**Will class lessons ever be recorded so students can review material?**

Possibly. Some teachers are looking at different applications to video/audio record specific course lessons and make them available via the web. This would allow students to view recorded lessons and access related materials (handouts, presentations, etc.) online for review or for students who are out of school to not miss a thing. There may even be options for having courses streamed live. At this point though, we’re still exploring.

**Personalizing Your Chromebook**

Students may add appropriate applications, music, photos, and videos to their Chromebook.

Personalized media are subject to inspection and must follow the Hazlet Township Area School District Acceptable Use Policy.

Students are permitted to decorate the exterior of their Chromebooks with hardcover shell cases or skins. The cases or skins must be school appropriate, removable, and may not affect the working condition of the Chromebook, and may not cover district asset tags or labels.

**Will devices be kept by students over summer?**

Yes. The district will collect the Chromebooks at the end of 12th grade.

**How long should Chromebooks last?**

Chromebooks have very few moving parts in them and generate very little heat. Therefore the life expectancy — so long as they are treated appropriately — is fairly significant. Five years or more is not an unrealistic life expectancy. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.

**Can the district track web history?**

Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

**Are other districts doing this?**

Yes. We've been in contact with other districts around the state that have done one-to-one technology rollouts for students, including using Chromebook devices. Shore Regional is one such district. Before our Chromebook launch, we've sought advice on how to move forward from other one-to-one districts, learning from them what's worked well and how to avoid certain problems. There are also online resources about one-to-one programs in K-12 schools and we are using tips and advice from those sources, as well.

**How can you prevent student copying and/or plagiarism?**

There are ways within the software systems installed to identify if work is copied between students.

**Will paper assignments become obsolete?**

We can't say we'll never have paper or printed projects or work, but it will become less used as time goes on. This can add up to significant cost savings for the district by using less ink, toner and paper. That's good for the environment, too.

**Can parents use the Chromebooks?**

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through our Realtime parent portal or via the student's email. The Chromebooks are not intended for personal use for the student or their parents.

**Can student work be transferred from their Chromebook to another device?**

Student applications, emails, bookmarks, documents, presentations and just anything done in the Chrome browser while a student is logged in is available on another Chrome browser on another device when the student logs in with his or her district email address. The content will be the same on the Chromebook as it is, say, on a PC desktop computer, so long as students are using a Chrome browser and their email login.

Data can also be saved to a USB drive and transported between devices.

**What about computer viruses getting onto the Chromebook?**

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.

**STUDENT ISSUED TECHNOLOGY POLICY:**

**POLICY**

**Hazlet Township  
Board of Education**

Section: Property

**7523. SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

Date Created: August, 2013

Date Edited: August, 2013

**7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

The Board of Education may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;

10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted: 12 August 2013

**TECHNOLOGY – ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS & RESOURCES**

**POLICY**

**Hazlet Township  
Board of Education**

Section: Program

2361. ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

Date Created: March, 2009

Date Edited: August, 2012

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

**M**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

## Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes—for which computer networks/computers are provided.

## Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.



### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

### Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act-  
Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 30 March 2009

Revised: 13 August 2012

**TEXTBOOKS:**

All basic texts are loaned to students for their use during the school year. Notebooks and other supplies are paid for by the student. Please be sure your name, grade, and school are written on a book label in the event the book is misplaced. Students are required to pay for lost or damaged books.

**VISITORS:**

We encourage and welcome parents/guardians and other adult residents of the community to visit our school. We request that you call for an appointment before visiting the school. All visitors are required to enter via the front entrance and present a driver's license or other valid form of state identification. No student currently enrolled in another school will be permitted to visit during the school day unless accompanied by an adult. All visitors shall be required to sign-in, display identification and wear a visitor's pass obtained at the front desk in the main lobby upon entering the building. Graduates wishing to see teachers are to apply in the main office for permission and may not enter the school until students have been dismissed from school.

**VOCATIONAL/WORK RELEASE STUDENTS:**

**“AM” Session Vocational Students** – On half days, students will be expected to attend all classes immediately upon arrival to the high school.

**“PM” Session Vocational Students** – On half days, at the conclusion of the announcement period, students are to report to the cafeteria where attendance will be taken. If Vo-Tech is in session, there will be transportation at the usual time. Failure to follow proper procedure will result in disciplinary consequences. All vocational students will be required to sign-out upon dismissal.

**Work Release Students** – On half days, students are expected to go through their usual classes. At the conclusion of the third block, all work release students will be required to sign-out upon dismissal.

## ACADEMICS

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### CLASS RANK/GRADE POINT AVERAGE:

Class rank is determined on a weighted GPA basis. The student having the highest weighted, numeric grade point average ranks first in the class. Class rank is calculated each year based on cumulative final grades. Physical Education and Health courses are considered within this calculation as of the 2014-2015 school year. Summer School Courses are not included within the GPA calculation. Class rank is distributed on final report cards for each year. The top 10 seniors in the class are r-ranked after the third marking period of the senior year to establish the valedictorian, salutatorian, and top 8 students. In order to qualify as the valedictorian or salutatorian of a graduating class, a student must have attended Raritan High School for three full and consecutive years.

A student's weighted GPA is determined by applying the listed multipliers to the credits associated with each identified course, creating value points for each course. The value points for each course are tallied and then divided by the total amount of credits taken by the student. The result of this calculation is the student's weighted GPA.

Value Point Multiplier	
Level	Multiplier
AP	1.15
Honors	1.10
College Prep	1.05
Other Courses	1.00

### COURSE PROFICIENCIES:

Proficiencies will be provided to each student at the beginning of the course. These proficiencies will inform the students as to what basic subject matter and course standards they must meet to complete the course.

### COURSE SELECTION:

Students are given an opportunity to select the courses which they will take. Selections are based upon teacher recommendation and discussion of choices with the guidance counselor and family.

### HONORS COURSES:

The criteria for placement in honors courses vary by department. Please consult the Program of Studies for information about specific courses.

### **SCHEDULE CHANGES:**

Teacher and class assignments are made on the basis of spring registration. After the initial scheduling, any request for changes must be made prior to July 1, after which the only requests we will consider are those resulting from course failures, poor state standardized test results, course conflicts, or summer school make-ups. At times, every course selected may not fit into a schedule, resulting in a conflict. Under such conditions the student is notified, and an alternate choice may have to be made during the summer.

### **HONOR SOCIETY:**

Selection to the National Honor Society is based on the criteria of scholarship, character, leadership, and service. A review of these characteristics will determine a candidate's qualification for National Honor Society. This review will include the student's performance beginning with the first day of freshman year. In November of each year, the following process occurs:

Freshman Year and Sophomore Year – All freshmen and sophomores will receive information about National Honor Society during their initial meeting at the beginning of the year. In addition, a public service announcement on the announcements will air at various times throughout the year.

Junior Year – In September, all juniors who have met the criteria of “scholarship” and “character” will be invited to apply to National Honor Society. These eligible juniors must submit documentation of the remaining two criteria of “service” and “leadership.” This documentation must be submitted to the National Honor Society advisor in October with the mandatory essay. The students are inducted at the end of November.

Senior Year – All members accepted into the National Honor Society will be monitored to ensure that they continue to model the qualities of scholarship, character, service and leadership. Discipline infractions or academic decline will cause a review meeting and possible probation status.

### **SCHOLARSHIP**

Students who are in the top 20% of their class at the end of their sophomore year will be deemed to have satisfied the scholarship component. The guidance director will certify this qualification.

### **CHARACTER**

The positive aspects of character include honesty, responsibility, tolerance, cooperation, and general good citizenship. Criteria will be determined through administrative disciplinary records. Students with documented infractions of cheating, drug abuse, or breaches in discipline resulting in detention, school suspension, etc. will not qualify for **membership** in the National Honor Society. The assistant principals will screen this component. All records will be reviewed beginning with the first day of freshman year.

### **SERVICE AND LEADERSHIP**

The criteria of service and leadership are defined in terms of performance in school and community activities. As a means of determining whether these criteria are met, students are required to be involved in at least 4 school activities and 100 hours of a variety of volunteer work in the community. Candidates

will submit a sign-off sheet to the National Honor Society advisor in October. This sign-off will list the activities and signatures of advisors of clubs and volunteer work.

### **REPORT CARDS:**

Reports of pupil's grades are issued every nine (9) weeks. If parents have a question concerning their child's achievement, they should contact their child's teacher or assigned guidance counselor to set up an appointment of mutual convenience.

### **GRADING SYSTEM**

<u>PERCENT</u>	<u>PERFORMANCE</u>
94-100	Excellent
87-93	Very Good
80-86	Good
74-79	Fair
65-73	Improvement Needed
Below 65	Failing

### **HONOR ROLL**

Honors: 87 average or above in all subjects with no grade lower than 80%.  
High Honors: 94 average or above in all subjects with no grade lower than 88%.

### **FINAL GRADES**

All final grades will be determined in the following manner:

1. Semester courses:
  - a. Each marking period is worth 40% of the final grade.
  - b. A final examination is worth 20% of the final grade.
2. Full year courses:
  - a. Each marking period is worth 20% of the final grade.
  - b. A midterm and final examination is worth 20% of the final grade.

At the conclusion of each of the first three marking periods of a full year class, no student will receive a marking period grade lower than 55 in any class. At the end of the fourth marking period, students will receive the numerical grade they have earned in each class for that marking period. Each student's final class average will be calculated using all four marking period grades.

In a semester class, no student will receive a grade lower than 55 for the first marking period of the semester. A student will receive their actual earned grade for the second marking period of the semester. Each student's final class average will be calculated using both marking period grades.

## Senior Exemptions

Any senior who achieves a 90 or above in each of the four marking periods and the midterm examination for a full year course may be exempt from the final exam. Any senior who achieves a 90 or above in both marking periods of a semester course may be exempt from the final exam. Exemptions are at the teacher's discretion. Attendance, discipline, and code of conduct will be taken under consideration for exemptions. If a senior decides to take a final examination even though he/she is exempt, the grade on the examination will be calculated in the final grade.

## Rocket University Scholar Recognition

Raritan High School students completing college level work will be recognized in the Rocket University Project in four categories depending upon their achievements in the classroom. Students who attempt Advanced Placement (AP) or Dual Enrollment classes will be enrolled into the Rocket University. For each Advanced Placement or Dual Enrollment class, students will receive one (1) point toward their recognition in the Rocket University. Additional points can be achieved based on the student's successful score on the AP Exam. The sample table below proposes levels of distinction for students that meet Rocket University Project criteria.

**Sample Table**

<b>Commended</b>	<b>Distinguished</b>
8 Points or more	14 Points and above

Dual Enrollment Course – 1 Point per Semester

AP Class – 1 Point per Class

Additional Points based on Successful Grade on AP Exam

“3” – 1 Point

“4” – 2 Points

“5” – 3 Points

Students who achieve “Commended” or “Distinguished” status in the Rocket University will receive recognition during their senior year at graduation.

**REQUIREMENT FOR GRADUATION:**

Graduation from high school shall be based on the following requirements:

1. The accumulation of 140 credits
2. The following specified requirements are to be met:
  - a. Four credit years of English
  - b. Two credit years of U.S. History
  - c. One credit year of World History
  - d. One credit year of Physical Education and Health for each year in school
  - e. Three credits years of Mathematics
  - f. Three credit years of Science
  - g. One credit year of Visual or Performing Arts
  - h. One credit year in Career Education and Consumer, Family and Life Skills, or Vocational-Technical education
  - i. Two credit year of World Language
  - j. Class of 2011 and subsequent classes – semester of financial literacy
3. The following credit hours are required for advancement to the next grade:
  - a. To Grade 10 – 30 credits
  - b. To Grade 11 – 60 credits
  - c. To Grade 12 – 90 credits
4. Prior to graduation from high school, all students must demonstrate a minimum level of competency in reading, writing, mathematics and science by passing state mandated tests. Seniors who need to attend summer school or credit restoration are not permitted to participate in commencement exercises. A high school diploma will be issued in August upon the completion of the course work.

**GRADUATION PROCEDURES AND CEREMONIES:**

No pupil shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. Parents/guardians shall be notified in a timely manner, whenever a pupil may be prevented from participation. The board of education reserves the right to deny participation when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the pupil so affected shall be afforded the rights of review provided in policies of this board. The board reserves the right to withhold a diploma and transcripts until all fines are paid and/or proper decorum is displayed during all graduation procedures and ceremony.

**GUIDELINES FOR GRADUATION YEAR ACTIVITIES:**

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations. Criteria for exclusion from these activities concern behavioral patterns that shall include, but not be limited to:

- A. Consistent involvement in disciplinary action(s);
- B. Suspensions;
- C. Other serious acts regardless of the time prior to graduation.

The final decision shall be made by the chief school administrator. Pupils and parents/guardians shall be given advance notification of these criteria.

### **SCHEDULE PLANNING:**

Planning your schedule for four high school years requires appraisal of yourself as to capabilities, interests, and goals. An uncharted course through high school, which results in an accumulation of unrelated credits, is extremely unwise. If you are planning to go to college, you should talk to your guidance counselor as soon as possible to determine the program and recommended procedures for making a wise decision on a particular school. Colleges vary greatly in their overall atmosphere, academic requirements, and approach to education; therefore it is essential that you clearly analyze your desires and the offerings of the colleges before making a decision. The college catalogues (available in the guidance office), and the guidance counselors can be most helpful in securing the needed information. The college catalogues and a bank of computers are available in the guidance office. Your guidance counselor will be most helpful in securing the needed information.

### **SCHOLARSHIPS AND AWARDS:**

We encourage our students to avail themselves of all opportunities to acquire grants and scholarships. There are several scholarships available to graduates of Raritan High School. All scholarship information is available on the Raritan High School web page. Application forms for all scholarships are available in the guidance office.

### **VARSITY SCHOLAR'S AWARD:**

The Hazlet Township Board of Education has adopted a policy of recognizing the academic achievement of Raritan High School students by the awarding of an academic letter. These varsity scholastic awards are made at a program held annually in the late spring. The academic requirements for the award and the process for presentation to the students are as follows: Any student whose grades result in placement on the High Honor Roll for a marking period will receive a numerical value of four (4) points and those students who are on the regular Honor Roll will receive three (3) points toward the award. A total of forty (40) points must be accumulated to become eligible for a varsity scholastic letter. This academic letter will be an eight inch varsity-type letter that will be done in traditional school colors, green and grey, with the lamp of learning. Any junior who has received the academic award will be eligible to receive a plaque if an additional twelve (12) points are accumulated by the end of the third marking period of his/her senior year. This additional accumulation does not include points earned as a result of 4<sup>th</sup> marking period junior year. Each of the additional 12 points must be earned during senior year.

### **STUDENT INFORMATION OPT-OUT:**

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act," requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. The law requires the school district to notify students and parents of their right to opt-out of having this information released. This notice is published and distributed each year in the Raritan High School Student-Parent Handbook.



As a student or parent/guardian of a student, you have the right to request that your child's personal information not be released to military recruiters. To opt-out a parent/guardian must request in writing with a signature, a letter stating they wish to remove their child's information from the military information release list. Students will be permanently removed from this list unless you request in writing he/she be returned. Requests for the 2014-2015 school year must be received by the Raritan High School guidance office by September 30, 2014.

## **DISCIPLINARY PROGRAM**

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The parent/guardian of a student who is assigned an office detention will be notified of the infraction and the consequences. Failure to attend this assignment shall result in being assigned additional consequences, ranging from additional detentions to suspension from school. On the days a student is assigned to out-of-school suspension, he/she will not be permitted to participate in any other school sponsored extra-curricular activities. Detentions may be issued by a classroom teacher or an administrator. Twenty-four hours notice will be given so that the student who has been assigned to detention may have the opportunity to inform his/her parents of the detention and to make arrangements for transportation home after the detention. **Students in need of rescheduling a detention may do so without penalty provided they reschedule the detention prior to the date assigned.** Students who are engaged in co-curricular events must remember that these events are a privilege not a right. Coaches will be notified of discipline infractions and appropriate consequences will be implemented. Offenses that are of a violent, destructive, or insubordinate nature may result in exclusion from all activities.

A demerit system has been implemented as a means of encouraging proper behavior. Points are accumulated for various infractions with privileges to attend all school events, including the proms, being denied for a period of time ranging from 30 to 365 days. Demerits are noted with a "d" next to each infraction listed on the discipline grid that follows on pages 24-26. **It is important to know that merit points can be accumulated as a means of reducing the total accumulated points.** Students will work with their assistant principal to monitor the accumulated points.

### **CUTTING POLICY:**

Cutting is defined as deliberately missing an assigned class and/or any other scheduled assignment. Students who leave class without the teacher's permission, including visits to the nurse or guidance office will be considered a class cut. A total of four (4) cuts in a full year course will result in a loss of credit in the course.

#### **Consequences:**

- a. **First offense**
  - Conference with assistant principal
  - Two office detentions assigned
  - Zero in class; work cannot be made up
  - Parent phone call and letter sent home
- b. **Second offense**
  - Conference with assistant principal
  - Three office detentions assigned
  - Zero in class; work cannot be made up
  - Parent phone call and letter sent home
- c. **Third offense**

- Parent conference with assistant principal
  - 1 day in-school suspension
- d. **Fourth offense**
- 1 day out-of-school suspension
  - Loss of credit, if fourth cut is within one class
  - Parent/guardian must attend appeal conference
  - Students are required to remain in the class for the duration of the course

### **DRUG AND ALCOHOL ABUSE**

Any student who sells, distributes, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol on school property (including buses) or while attending school related activities, will be disciplined according to board of education policy and reported to the appropriate law enforcement agencies for possible legal action. The administration reserves the right to order a urine test of any student suspected to be under the influence of drugs or alcohol as provided for in 18A140-04.1 & 2. Any participant on a co-curricular or athletic activity who commits a breach of the drug/alcohol policy will be prohibited from participation for a minimum of 60 days. Prior to returning to any co-curricular/athletic program, the participant must complete an individually designed rehabilitation program as designed by the school's student assistance counselor and approved by the principal and athletic director. **See PARENT/STUDENT CONTRACT for a full review.**

### **THREATS AGAINST STUDENTS OR STAFF:**

Whenever a student makes any type of threat to kill or *injure* another student or any school employee the following levels will be identified.

#### **Level I may apply;**

1. In a joking fashion during a playful activity
2. As a part of television/movie vernacular
3. As an expression of irritability
4. *By a student* who is known to be verbally impulsive
5. *By a student* who exhibits limited understanding
6. *By a student* who has been diagnosed with Tourette's Syndrome

#### **Level II may apply:**

1. Is known to act very impulsively and/or react emotionally
2. Is a scapegoated child who is routinely taunted by classmates
3. Appears isolated; has few friends; or does not fit in
4. Exhibits intense anger at the moment of the threat
5. Makes pre-planned indirect threats
6. Seems depressed, is withdrawn
7. Exhibits self-abusive behaviors with a physical result
8. Reveals passive suicidal thoughts, e.g., "I wish I were dead."
9. Makes false allegations of a verbal threat
10. Makes incidental remarks about killing or injuring a staff member

**Level III may apply:**

1. Possesses a weapon (gun, knife, bat, box cutter, nunchaku, etc.)
2. Claims to possess weapon(s) at home or easy access to a weapon
3. Directly threatens to kill or injure a teacher/administrator or peer
4. Direct threat to harm multiple students, teacher/school personnel
5. Serious indirect threats, through a written list
6. Makes obvious threats to destroy school property
7. Displays any behaviors that merit drug/substance abuse testing
8. Makes a violent threat with a known grudge
9. Has been a victim of severe taunts, harassment, or attack
10. History of child abuse, DYFS involvement, or active parental substance abuse
11. Known to identify with a gang/cult, or displays symbolism of such
12. Has a previous **Level II** or **Level III** episode

A complete version of this procedure is listed in Regulation 5114 of Board of Education policy.

**HARASSMENT, INTIMIDATION & BULLYING:**

The Hazlet Township Board of Education prohibits acts of harassing, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. “Harassment, intimidation or bullying” means any gesture or written, verbal or a physical act that takes place on school property, at any school sponsored function or on a school bus and that:

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

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the circumstances, the nature of the behaviors, past incidences or past or continuing pattern of behavior, the relationship between parties involved and the context in which the alleged incidents occurred. It is only after meaningful consideration of these factors that they should decide an appropriate consequence, consistent with the case law, Federal and State statutes, regulations and policies, and district policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment,

intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

At each school, the principal, or the principal's designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors are encouraged to report any act that may be a violation of this policy. While submission of the report is not required, the reporting party is encouraged to use the report form available from the principal of each building.

The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models to training for certificated and non-certificated staff, to participation of parents and other community members and organization, to small or large group presentations for fully addressing the actions and the school's response to such actions and to involvement of law enforcement officers, including school resource officers.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes, and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying, will be subject to applicable Board policies as well as applicable Federal and State statutes, regulations and case law.

This policy is posted on the district's website, [www.hazlet.org](http://www.hazlet.org). The policy applies to all acts of harassment, intimidation and bullying that occur on school property, at all school-sponsored functions or on a school bus.

## RARITAN HIGH SCHOOL DISCIPLINE POLICY

Food Outside the Cafeteria (2d)	1 O.D. Parent Notification	2 O.D. Parent Notification	3 O.D. Parent Notification
Inappropriate public display of affection (2 d)	1 O.D. Parent Notification	2 O.D. Parent Notification	3 O.D. Parent Notification
Electronic Device – Display or use of cell phone or electronic device outside of permitted area/setting (2d)	1 O.D. Confiscation Parent/guardian <u>only</u> may pick up device.	2 O.D. Confiscation Parent/guardian <u>only</u> may pick up device.	1 day ISS or 1 day OSS Confiscation Parent/guardian <u>only</u> may pick up device.
Failure to report to teacher detention (2 d)	2 O.D. Parent Notification	3 O.D. Parent Notification	4 O.D. Parent Notification
Dress Code (2 d)	1 O.D. Remain in VPO until dress code is satisfied. Parent Notification	2 O.D. Remain in VPO until dress code is satisfied. Parent Notification	3 O.D. Remain in VPO until dress code is satisfied. Parent Notification
Cutting (2d)	2 O.D. Parent Notification	3 O.D. Parent Notification	1 day ISS Parent Notification
Pass Misuse (2d)	1 O.D. Parent Notification	2 O.D. Parent Notification	3 O.D. Parent Notification
Failure to follow proper procedures (2d)	1 O.D. Parent Notification	2 O.D. Parent Notification	3 O.D. Parent Notification
Disruptive behavior (2d)	1 O.D. Parent Notification	2 O.D. Parent Notification	3 O.D. Parent Notification
Leaving school building but not grounds (2d)	2 O.D. Parent Notification	4 O.D. Parent Notification	1 day ISS Parent Notification
Leaving school grounds w/o permission (2d)	2 O.D. Parent Notification	1 day ISS Parent Notification	2 days OSS Parent Notification
Truancy (6 d)	2 O.D. Parent Notification	1 day ISS Parent Notification	Up to a 4 days OSS Parent Notification
Failure to report to office detention (2d)	2 O.D. Parent Notification	3 O.D. Parent Notification	1 day ISS Parent Notification
Incitement to cause a disturbance (up to 10d)	Up to 4 days OSS Parent Notification Police Notification if appropriate	Up to 7 days OSS Parent Notification Police Notification if appropriate	Up to 9 days OSS Parent Notification Police Notification if appropriate

Fighting/peer assault	Up to 4 days OSS Parent Notification Police Notification LOP for 60 days	Up to 4 days OSS Parent Notification Police Notification LOP for 180 days	Up to 9 days OSS Parent Notification Police Notification LOP 365 days
Harassing/threatening/or stalking another student (up to 10d)	Up to 3 days OSS Parent Notification Police Notification if appropriate	Up to 4 days OSS Parent Notification Police Notification if appropriate	Up to 5 days OSS Parent Notification Police Notification if appropriate
Tobacco use or possession	Ranging from 1 day ISS to 2 day OSS Parent Notification Confiscation Police fine Referral to SAC (6d)	Up to 2 days OSS Parent Notification Confiscation Police fine Referral to SAC (10d)	Up to 3 days OSS Parent Notification Confiscation Police fine Referral to SAC (14d)
Stealing/theft (up to 10d)	Ranging from 1 day ISS to 2 days OSS Parent Notification Monetary Restitution Police Notification	Ranging from 2 days OSS to 4 days OSS Parent Notification Monetary Restitution Police Notification	Ranging from 4 day OSS to 9 days OSS Parent Notification Monetary Restitution Police Notification
Insubordination (up to 10d)	Up to 3 days OSS Parent Notification	Up to 4 days OSS Parent Notification	4 days OSS Parent Notification
Plagiarism/Cheating/Falsification of Documents (up to 10d)	Depending on the value of the assignment, the penalty may range from 1 O.D. to 4 days OSS. Parent Notification	Depending on the value of the assignment, up to 7 days OSS. Parent Notification	Depending on the value of the assignment, up to 9 days OSS. Parent Notification
Profanity Directed at Staff (4d)	1 day ISS Parent Notification	2 days OSS Parent Notification	4 days OSS Parent Notification
Malicious Damage to School Personnel's Property (up to 10d)	Ranging from 1 day ISS to 2 days OSS Parent Notification Monetary Restitution Police Complaint	Ranging from 2 days OSS to 4 days OSS Parent Notification Monetary Restitution Police Complaint	Ranging from 4 days OSS to 9 days OSS Parent Notification Monetary Restitution Police Complaint
Under the influence of alcohol/drugs/steroids or substances identified in N.J.A.C 6A: 16-4.1(a)	Parent Notification Immediate Medical Exam/Urinalysis If Positive – 4 days OSS LOP for 60 days Police Notification SAC Referral Completion of rehab program	Parent Notification Immediate Medical Exam/Urinalysis If Positive – 10 days OSS LOP for 180 days Police Notification SAC Referral Completion of rehab program	Parent Notification Immediate Medical Exam/Urinalysis If Positive – 10 days OSS LOP for 365 days Police Notification SAC Referral Expulsion Hearing DCP&P Notification Completion of rehab program
Possession of drug paraphernalia not containing any controlled substance otherwise identified in N.J.A.C 6A: 16-4.1(a) (12d)	2 ODs 1 day OSS Parent Notification Police Notification	3 days OSS Parent Notification Police Notification	4 days OSS Parent Notification Police Notification

Possession of drug paraphernalia/alcohol/drugs/steroids or substances identified in N.J.A.C 6A: 16 4.1(a)	Parent Notification Immediate Medical Exam/Urinalysis 4 days OSS LOP for 60 days Police Notification SAC Referral Completion of rehab program	Parent Notification Immediate Medical Exam/Urinalysis Up to 10 days OSS LOP for 180 days Police Notification SAC Referral Completion of rehab program	Parent Notification Immediate Medical Exam/Urinalysis Up to 10 days OSS LOP for 365 days Police Notification SAC Referral Expulsion Hearing DCP&P Notification Completion of rehab program
Distribution, transferring, or selling controlled dangerous substance or possession of amount larger enough to indicate possible intent to distribute, transfer, or sell.	Parent Notification Minimum 10 days OSS Police Notification Expulsion Hearing LOP for 365 days		
Terroristic Threat	A level 1, 2, or 3 assessment for each occurrence. Parent Notification BOE reserves right to take any action necessary to protect the rights and well-being of the entire school body.	A level 1, 2, or 3 assessment for each occurrence. Parent Notification BOE reserves right to take any action necessary to protect the rights and well-being of the entire school body.	A level 1, 2, or 3 assessment for each occurrence. Parent Notification BOE reserves right to take any action necessary to protect the rights and well-being of the entire school body.
Drug abuse violation on or off school grounds	Board of education reserves rights and wellbeing of the Parent notification.	the right to take any action necessary to protect the entire school body.	
Weapons	Board of education reserves rights and wellbeing of the Parent notification.	the right to take any action necessary to protect the entire school body.	

The accumulation of 10 demerits will result in a loss of privileges for 30 days.  
For seniors, this includes parking privileges.

*NOTE: Points can be accumulated for infraction and behaviors NOT specifically noted in chart above.*

## CODE OF CONDUCT

The Principal retains the broad discretionary authority to deviate from the Code of Conduct when addressing the operational security of the district and the overall wellbeing of the students.

**PARTICIPATION DRUG POLICY:**

Please be advised that in order to participate in co-curricular and athletic activities, including proms and graduations, students are required to be drug free (including alcohol and steroids) twenty-four hours a day, seven days a week (24/7), 365 days a year. Students who use or are in possession of these items will receive a 60-day minimum suspension once the violation has been verified by the chief school administrator or his/her designee. Prior to return to any co-curricular/athletic program, the participant must complete an individually designed rehabilitation program as designed by the district's student assistance counselor and approved by the Principal and athletic director. The length of the suspension shall be determined by the superintendent and the plan will be developed by the student assistance counselor based on an assessment of the incident, and an evaluation of the student. Periodic drug/alcohol screenings without prior notice, will take place at the discretion of the student assistance counselor during the 60-day minimum suspension. The cost of the drug/alcohol screening shall be borne by the parent(s)/guardian(s) of the student, who shall also submit all necessary waiver documents to share the results of the screening with the district. If the student is unwilling or unable to successfully complete the rehabilitation program, including all periodic screenings, the suspension will run for 364 days from the date of the incident. Federal regulation 42CFR-Part 2 mandates confidentiality of the information regarding the violation and rehabilitation plan. This plan may include, but not be limited to: counseling, attending Alcoholics Anonymous or Narcotics Anonymous meetings, service projects, and/or educational components, as well as the periodic drug/alcohol screening. A second violation will result in a mandatory 364-day suspension. Attendance at parties or gatherings where drugs (including alcohol and steroids) are present is strictly prohibited. Students must depart from such affairs or situations immediately once these substances are discovered. This rule does not restrict co-curricular participants/athletes from attending family functions where alcoholic beverages are present. The purpose of this rule is to deter underage drinking and/or substance abuse.

**DISQUALIFICATION OF AN ATHLETE OR COACH BY AN OFFICIAL:**

For disqualifications other than flagrant misconduct, an athlete will serve the two game suspension issued by the State of New Jersey. For a flagrant misconduct disqualification an additional two games suspension will be added by the Raritan High School athletic department. The principal and athletic director will review all disqualifications to make a determination of additional game suspensions.



## **The Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parent/guardian.
  - b. Mental or psychological problems of the student or student's family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

The district will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hazlet School District receives a request for access.

Parents or eligible students should submit to the school principal [a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

## **SPECIAL EDUCATION**

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All staff can access and review the district's policies and procedures related to regular and special education student records. Policies and procedures ensuring a free and appropriate public education to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and N.J.A.C.6A:14 are located in the superintendent's office.

### **Referral Procedure:**

Teaching staff members, administrative staff and other professional staff of the district, parent(s), legal guardian(s) and other agencies working in and with the school districts may identify pupils who are experiencing physical, sensory, emotional, communication, cognitive, or social difficulties to the Child Study Team.

Teaching staff members, administrative staff and other professional staff of the district shall provide interventions in the general education program to alleviate education problems prior to Child Study Team referral via the building Intervention and Referrals Services Committee (I&RS). However, if the nature of the pupil's educational programs is such that a direct referral to the Child Study Team is required then interventions in the regular education programs are not a prerequisite to an evaluation of services under N.J.A.C.6A:14.

### **Special Education Services:**

Students found eligible to receive special education and related services are entitled to a continuum of program options to include: general education with supplemental aids and services, in class support, resource room, self-contained and public/private schools for the disabled.

### **Intervention and Referral Services:**

Our I&RS program is a coordinated system for the planning and delivery of interventions and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing student's learning behavior, or health needs. Please contact your guidance counselor if you would like more information on this program.

### **Home Instruction:**

A medical doctor (not a psychologist or social worker) must complete and sign the district Request for Home Instruction Form. A medical diagnosis and anticipated duration of home instruction services must be included. The completed request is given to the principal and/or designee. The principal/designee will copy the building nurse. The Office of Special Services is obligated to forward the request for home instruction to the district physician for verification. It is the responsibility for the principal or guidance department to communicate and organize home instructors and materials and date to begin. Upon return to school from home instruction, the student must bring a medical note from the doctor stating that they are cleared to return to school.

### **Child Find:**

Any parent who has concerns about the development of a preschool child reaching age 3 within the next year, a child between the ages of 3 and 5, or a school age child between the ages of 6-21 who is experiencing physical, sensory, emotional, communication, cognitive or social difficulties should contact: The Hazlet Township Public School, Special Services Department at 732-264-8402. Included in the District's "Child Find" are public and non-public school children from three to five years (preschool) of age and children who are highly mobile such as migrant and homeless students.