
HILLSBOROUGH HIGH SCHOOL



STUDENT-PARENT HANDBOOK
2020 - 2021

WELCOME TO HILLSBOROUGH HIGH SCHOOL

PRINCIPAL'S MESSAGE

The beginning of each school year is an exciting time for everyone. Students are anxious to see friends, start classes, and participate in the many co-curricular activities available at Hillsborough High School. Teachers and other staff members are excited to try great, new ideas that make their classrooms interesting and enjoyable. Everyone is ready for new challenges and new experiences.

This handbook has been created to provide parents and students with an overview of information about the policies and procedures of the school, including important information about attendance requirements, grades, behavioral expectations, and a wide array of other topics. Although the handbook cannot list every practice and procedure of the high school, it can help answer questions and simplify many processes, especially for those new to HHS. Perhaps the most enjoyable pages, however, are those that outline the long list of co-curricular activities available at HHS. I encourage all students to take a good look at those pages to find an activity to join; fun, friends, and great memories will result when students build a strong connection with all the Hillsborough High School has to offer.

As you embark upon your education at HHS this year, I hope you will:

- Study hard and do your homework – you will be amazed at how much success you can find when you work towards a goal.
- Select friends who are good for you – you will find yourself stronger and capable of better decisions when your friends expect you to do good things, too.
- Join clubs or participate in activities – you will find something here that suits your interests and, if you don't, see what you can do to create something new for yourself and your friends.
- Ask good questions – you have access to so many resources at HHS for academic and personal growth; don't be afraid to ask any question you have because there are many people here who would love to help you.
- Enjoy!

Have a wonderful school year!



Karen A. Bingert
Principal

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HILLSBOROUGH HIGH SCHOOL PHONE NUMBER & ADDRESSES

Address: 466 Raider Boulevard
Hillsborough, NJ 08844-1499

Websites: District: <http://www.htps.us>

High School: <http://hhs.htps.us>

[Contact Information for Hillsborough High School Staff](#)

[Directions and Map to Hillsborough High School](#)

[Maps and Instructions for Student Drop-Off and Pick-Up Traffic Patterns](#)

HILLSBOROUGH TOWNSHIP PUBLIC SCHOOLS

MISSION STATEMENT

The Hillsborough Township Public School District is committed to providing a superior education for all students so they will lead us successfully and responsibly into the future.

PHILOSOPHY

Hillsborough Township Public Schools are responsible for the education of all children in the district. In order to fulfill their responsibility, our actions and conduct reflect the following basic beliefs and values.

We believe that education is ...

- the means by which society perpetuates its culture, mores, and aesthetics.
- a birthright which empowers children to become socially conscious, self-aware and reflective adults, capable of achieving their optimal quality of life.
- the process and product of interconnected learning experiences.
- an active partnership which includes students, family, faculty, board members, administration, businesses, civic organizations, and the community-at-large.
- a life-long acquisition of understandings which allows an individual to achieve personal satisfaction and be a valuable contributor to society.

We value ...

- the uniqueness of every individual.
- an educational program which maximizes the potential for human greatness.
- an educational climate in which all people of different races, genders, nations, religions, lifestyles, backgrounds and capacities are welcomed.
- the students' right and responsibility to be active participants in their education.
- the relationship among teacher, student and parent as co-creators of the learning process.
- evolving research and theory and collaboration as fundamental to our professional practices and direction.

SCHOOL CALENDAR

If the four built-in snow days are used by 1-31-20 and additional days are needed, schools will be open in the following sequence: February 17, April 6, and April 7.

If the four built-in emergency days are not used, the Board of Education will determine which days school will be closed.

The Board of Education reserves the right to revise this calendar at any time.

FIRST SEMESTER

September	4	First Day of Classes - Virtual
	22	Financial Aid Workshop
	23	SAT Testing – In School
	28	School Closed
	29	First Day of Classes – In Building
October	7	Home & School Forum
	13, 15	School Pictures (Grades 9 - 11)
	14	SAT Testing – In School
	16	Homecoming Game
November	3	Closed - Staff In-Service
	5, 6	No School
	13	End First Marking Period
	16	Begin Second Marking Period
	19	Report Cards Released to Parent Portal
	23, 24	Teacher Conferences – Half Day for Students
	25	Half Day for Students and Staff
26, 27	No School	
December	8	Home & School Forum
	24 - 31	No School
January	1	No School
	18	No School
	28	Virtual Orientation for Parents of 8th Graders

SECOND SEMESTER

February	1	End Second Marking Period/First Semester1
	2	First Day Third Marking Period/Second Semester
	2	Home & School Forum
	12	Closed – Staff In-Service
	15	No School
	19	Report Cards Released to Parent Portal
	26	Orchestra – Pajama Concert
March	5, 6, 7, 12, 13	All School Musical
	13	SAT Testing
	23	National Honor Society Induction
	24	Financial Aid/College Fair
	25	HHS/HMS Jazz Concert
	29 - 31	No School – Spring Break
April	1, 2, 5	School Closed – Spring Break
	TBD	Every Fifteen Minutes
	6	Home & School Forum
	14	HHS Band - Small Ensembles Concert
	8	HHS College Panel
	16	Junior Prom
	16	End Third Marking Period
	19	Begin Fourth Marking Period
	22	Tri-M Chamber Music Concert
	23	Report Cards Released to Parent Portal
	30	Spirit Night
	TBD	NJSLA
	May	3 - 14
4		Home & School Forum
12		Band - Spring Concert
18		Band - Percussion Ensemble Concert
20		NAHS/Tri-M Induction
21		Senior Prom
24		Orchestra - Spring Concert
27		Choir - Spring Concert
31		No School

June	2, 3	Spring Arts Festival
	5	SAT Testing
	5, 6	Spring Play
	10	Senior Awards Ceremony
	15	Final Exams Begin (Full Day)
	16, 17, 18	Final Exams – Half Day for Students
	21	Last Day of Classes – Half Day for Students
	21	Graduation
	23	Report Cards Released to Parent Portal

SCHOOL MASCOT AND LOGO

Over the years many questions have been asked about the school logo and mascot. Following is a brief description of the historical significance. It should help explain why the student body in 1969 voted to choose these symbols.

MASCOT (Raiders):

Prior to the Revolutionary War, local farmers sold their crops and other items to British troops who occupied the area. In the evening, the farmers, with long rifles in their possession, would “raid” the troops and steal back what was sold during the day. The “colonial raiders” were very effective in helping the revolution. When the student body voted on a choice of mascot, their two final choices were narrowed down to “raiders” and “farmers.” It was a very close vote.



LOGO:

Each section of the logo represents a significant historical characteristic of Hillsborough Township. Following are the descriptions:

- Vertical arrow: represents the Native Americans who occupied the area.
- Horizontal wavy line: represents the Sourland Mountains.
- Horn of Plenty: represents farming, the predominant industry in the area.
- Windmill & Bagpiper: represent the original settlers who were Dutch and Scottish.
- Torch: represents torch of knowledge with Olympic rings symbolizing athletics.
- Schoolhouse with comet: represents sudden explosion of education that was taking place when Hillsborough High School opened in 1969.

STUDENT OFFICERS

STUDENT COUNCIL OFFICERS

President	Mark Colavita
Vice President	Casey Kiernan
Secretary	Rohan Deb
Treasurer	Luke Moleski
Board of Education Representative	Shriya Bhargava

SENIOR CLASS OFFICERS

President	Beth Wong
Vice President	Neev Argawal
Secretary	Sophia Naumovski
Treasurer	Amber Jackson

JUNIOR CLASS OFFICERS

President	Nina Patel
Vice President	Jordan Ludwig
Secretary	Mackenzie Brownlie
Treasurer	Natalie Kort

SOPHOMORE CLASS OFFICERS

President	Joey Kozimbo
Vice President	Adam Hook
Secretary	Meilin Fischer
Treasurer	Sareen Muthyala

BELL SCHEDULES

REGULAR BELL SCHEDULE

Warning Bell	7:27
Advisory Period	7:30 - 7:35
Period 1	7:40 - 8:28
Period 2	8:33 - 9:21
Period 3	9:26 - 10:14
Period 4*	10:19 - 10:44
Period 5*	10:48 - 11:12
Period 6*	11:16 - 11:42
Period 7*	11:46 - 12:10
Period 8*	12:14 - 12:39
Period 9	12:44 - 1:32
Period 10	1:37 - 2:25

* *Lunch Periods*

HALF DAY BELL SCHEDULE

Warning Bell	7:27
Advisory Period	7:30 - 7:34
Period 1	7:40 - 8:12
Period 2	8:18 - 8:50
Period 3	8:56 - 9:28
Period 4/5/6*	9:34 - 10:06
Period 6/7/8*	10:12 - 10:44
Period 9	10:50 - 11:22
Period 10	11:28 - 12:00

* *NO LUNCHESES ARE SERVED ON HALF DAYS*

TWO-HOUR DELAY BELL SCHEDULE

Warning Bell	9:27
Advisory Period	9:30 - 9:35
Period 1	9:40 - 10:04
Period 2	10:09 - 10:33
Period 3	10:38 - 11:02
Period 4*	11:07 - 11:32
Period 5*	11:36 - 12:00
Period 6*	12:04 - 12:30
Period 7*	12:34 - 12:58
Period 8*	1:02 - 1:27
Period 9	1:32 - 1:56
Period 10	2:01 - 2:25

* *Lunch Periods*

20 MINUTE EXTENDED ADVISORY BELL SCHEDULE

Warning Bell	7:27
Advisory Period	7:30 - 7:50
Period 1	7:55 - 8:40
Period 2	8:45 - 9:30
Period 3	9:35 - 10:20
Period 4	10:25 - 10:50
Period 5	10:54 - 11:18
Period 6	11:22 - 11:48
Period 7	11:52 - 12:16
Period 8	12:20 - 12:45
Period 9	12:50 - 1:35
Period 10	1:40 - 2:25

30 MINUTE EXTENDED ADVISORY BELL SCHEDULE

Warning Bell	7:27
Advisory Period	7:30 - 8:00
Period 1	8:05 - 8:48
Period 2	8:53 - 9:36
Period 3	9:41 - 10:24
Period 4	10:29 - 10:54
Period 5	10:58 - 11:22
Period 6	11:26 - 11:52
Period 7	11:56 - 12:20
Period 8	12:24 - 12:49
Period 9	12:54 - 1:37
Period 10	1:42 - 2:25

EXAM HALF-DAY BELL SCHEDULE

Warning Bell	7:27
Advisory Period*	7:30 - 7:40
Exam 1	7:45 - 9:40
Break	9:40 - 10:00
Exam 2	10:05 - 12:00

VOCATIONAL TECHNICAL HIGH SCHOOL HOURS

AM Session: 7:45-9:56

PM Session: 12:09-2:15

Full Time: 7:45-2:15

DELAYED OPENING

In the event of a severe storm or other emergency, special announcements will be made over the radio, on cable TV, and on the district website.

[Emergency school closings](#) or delayed openings will be broadcast using the district's instant alert system, as well as over the following stations from 6:30 a.m. to 8:00 a.m.:

WCTC (1450 on your radio dial)

WOR (710 on your radio dial)

WHWH (1350 on your radio dial)

Channel 27 (on your cable TV)

DELAYED OPENING TIME

Because weather and road conditions sometimes change significantly during early morning hours on inclement days, school openings may be delayed. If weather conditions worsen once school has begun, announcements will be made after 8:30 a.m. using the methods listed above.

Morning Vo-Tech students should be signed in for attendance in the Attendance Office by 10:20 a.m. Afternoon Vo-Tech students are dismissed from classes in Hillsborough High School by 11:15 a.m.

ADVISORY PERIOD

Upon arrival at school in the morning, students may go directly to their lockers. Students may then go directly to their Advisory Period or await the warning bell which sounds three minutes prior to the start of their Advisory Period. At the sound of the late bell all students are to be in their Advisory Period classrooms.

The salute to the flag is conducted and daily attendance taken at this time. See "Tardiness and Early Dismissals" for consequences on tardiness. A limited number of announcements will also occur during the Advisory Period.

Throughout the course of the year, the Advisory Period may be extended to allow for activities and discussions between the students and staff advisors on topics relevant to the high school experience.

PLEDGE OF ALLEGIANCE

Public schools are required by law to conduct the Pledge of Allegiance on a daily basis. However, no student may be required to recite the pledge, stand, or otherwise profess respect for the flag or be sanctioned for declining to do so. **All students, whether they choose to participate or not, must refrain from disruptive conduct.**

CHAIN OF COMMAND

Whenever a parent or student has a question, it is best to go directly to the staff member with firsthand knowledge of a situation and then to proceed up the chain of command after that initial contact if there is either no response or if the parent/student is unsatisfied with the answer given. A chain of command comprises a number of individuals and assists in operating in an organized, communicative, and expeditious manner, and it contributes greatly to maintaining a positive learning community.

For academic concerns, please adhere to the following chain of command:

1. Classroom Teacher
2. School Counselor
3. Department Supervisor
4. Vice Principal
5. Principal
6. Assistant Superintendent for Curriculum and Instruction
7. Superintendent
8. Board of Education

For disciplinary concerns, please adhere to the following chain of command:

1. Classroom Teacher/Involved Staff Member
2. Vice Principal
3. Principal
4. Assistant Superintendent for Curriculum and Instruction
5. Superintendent
6. Board of Education

For athletic concerns, please adhere to the following chain of command:

1. Coach
2. Athletic Director
3. Vice Principal
4. Principal
5. Assistant Superintendent for Curriculum and Instruction
6. Superintendent
7. Board of Education

Should any contact be made further up the chain of command than the first level, the parent/student will be referred to the first level contact to resolve the question/issue at the lowest possible level. Parents/students should only go directly to higher level personnel in the event of allegations of a very serious and potentially unlawful nature, which happen very infrequently in schools. The intent is to resolve typical situations using the staff most familiar with a situation. Since two sides exist to every story, it is appropriate and best to talk directly with the staff member involved before escalating matters to supervisors and administrators.

SCHOOL ELECTRONIC COMMUNICATIONS

As technology advances, we continue to update the district's delivery methods for pertinent information in a timely manner.

For parents of students and district staff members, we offer [SchoolMessenger](#). The notification system is used for emergency broadcasts, student attendance alerts, bus delays, district- and school-wide events, etc. SchoolMessenger employs email, phone, cell phone, and text as a means of message delivery.

SchoolMessenger receives its contact information from Genesis. To change your contact information, please log-in to the District's Parent Portal. To update which phone numbers/email addresses receive specific non-emergency messages, please contact your school's front office. All changes take approximately 48 hours to be effective.

ITEM DROP OFF

Parents/guardians who wish to drop off items for their children must be buzzed in the front door and can leave the item (labeled with the student's name) in the Attendance Office. The parent/guardian is responsible for notifying the student about the item's arrival. School staff will not contact or call a student from class to pick up the item. The school understands that students will occasionally forget something needed for the school day and want to provide a way to get these items to the students without disrupting the school day or the orderly operation of the building itself. However, this is a courtesy being extended to students and parents for occasional (infrequent) use only, and the school reserves the right to suspend this courtesy if it is being abused.

ATTENDANCE REGULATIONS & PROCEDURES

The laws of New Jersey guarantee that every resident between the ages of five and eighteen has the right to a free public education. With this right comes the responsibility to attend school and to attend classes. In the event of an absence/tardiness, however, the parent must notify the school immediately as to the nature of the absence/tardiness.

A mandatory re-entry conference will be provided for returning students and their parent/guardian, with the Principal/Designee, Guidance Counselor, a Student Assistance Counselor, Nurse, and a Psychologist from the student's school and/or the Director of Special Services, if necessary after the following situations:

- **Any hospitalization**
- **Any referral to PESS (Psychiatric Emergency Screening Service)**
- **Any student who misses five consecutive days or more**

The best way for a parent to notify the school is to make use of the feature available in the Genesis Parent Portal. Parents may electronically notify the school via the Parent Portal between 7:30 a.m. and 10:00 a.m. to avoid receiving the [SchoolMessenger](#) truancy alert and before 1:15 to provide a reason for tardiness for consideration regarding any possible disciplinary consequences. The only hard copy notes required are from a doctor or an official legal notice, as applicable, which should be submitted to the Attendance Office when the student returns.

Instructions to Report Absences and Tardies via the [Parent Portal](#) in Genesis (NOTE: Parents are advised to keep passwords secure to avoid student access to parent-only features in the portal)

- Click on the hyperlink on the Student Summary page that indicates “Notify Attendance Office.”
- From the drop-down menu, choose if the student will be absent or tardy, as well as the date or date range.
- Explain in the comment box why the student is absent or tardy.
- Click on “Submit to Office” when completed (A green check mark next to the notification will appear to indicate that the note was processed. Hovering over the check mark will also show any comments left by the Attendance Office).

Once the Attendance Office processes the note for the absence or tardy, parents will be able to view comments from the Attendance Office regarding Daily Attendance by hovering over the calendar date. Parents will be able to view under the **Notify Attendance Office-Submitted Notifications** the date parent submitted the absence or tardy, type, student name, the reason for the absence or tardy, and the date it was processed by the Attendance Office.

To Report Absences via Telephone

The Genesis Parent Portal is the preferred method for attendance/tardiness notifications. However, if parents are **unable** to submit absences in Genesis, they should call the school between 7:30 a.m. and 10:00 a.m. to report an absence, and before 1:15 to report tardiness. Only a doctor's note or official legal notice, as applicable, should be submitted to the Attendance Office in hard copy when the student returns.

To notify the Attendance Office of a student's absence or tardiness by telephone, please call 431-6600 and press '1' for the High School, listen to prompts and press '1' again for the Absence/Tardy line.

Parents only need to use one method of reporting an absence/tardiness to school (Parent Portal OR phone call), and hard copy notes are only required for doctor's notes or official legal notifications.

OBJECTIVE OF ATTENDANCE POLICY

Establishing and maintaining the optimum conditions in order to afford an effective education for all students is the primary function of the Hillsborough Township School System. With this in mind, pupil participation in all daily scheduled classroom learning activities is essential in order for each pupil to receive the maximum benefits of a thorough and efficient educational program. Teacher-student and student-student interaction, as well as insights gained from group discussions, are lost when a student is not present. These experiences cannot be "made up" at a later date. In addition, students who fail to develop responsible attendance habits will approach their adult lives at a distinct disadvantage. The entire process of education requires regular classroom participation in order to achieve continuity of instruction and learning experiences.

In accordance with the [NJSA 18A:38-26](#), the Board of Education has an obligation to REQUIRE that the pupils of this district be present in school for each day and every class in order that they may be taught. (1) This proposal is for the benefit of the students, their parents, and the community at large. Stated in more direct terms, the objective of this proposal is to stop the practice of class cutting and excessive absenteeism in the High School in order to give each student the maximum opportunity to learn. (1) NJSA Admin. Guide. "Compulsory Pupil Attendance," Vol . 1, No. 6, Page 3.

In accordance with N.J.A.C. 6A:16-7.8, in addition to the attendance policy for course credit as outlined in this student/parent handbook, there are additional attendance requirements as follows:

- **For up to four cumulative unexplained absences**, the school shall a) make a reasonable attempt to notify the student's parents prior to the start of the following day; b) investigate the cause of the unexplained absence; c) develop an action plan designed to address patterns of unexplained absences and to return the child to regular attendance at school; d) contact DYFS if abuse or neglect is suspected; e) cooperate with law enforcement and other agencies, as appropriate.
- **For between five and nine cumulative unexplained absences**, the school shall a) make a reasonable attempt to notify the student's parents prior to the start of the following day; b) investigate the cause of the unexplained absence; c) evaluate the appropriateness of the action plan; d) revise the plan if needed and establish outcomes based upon student needs and necessary interventions.
- **For cumulative unexplained absences of ten (10) or more**, the school shall a) make a mandatory referral to the court; b) make a reasonable attempt to notify the parents of the mandatory referral; c) continue to consult with a parent and any involved agency to support the student's return to regular attendance; d) cooperate with law enforcement and other agencies as appropriate; e) compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.

I. Absenteeism

Statistical evidence indicates that the average absentee rate for Hillsborough High School is 5.1 percent. The school curriculum is designed to provide for this level of absenteeism by allowing students an opportunity to make up the missed instruction.

NOTE: STUDENTS WHO, BECAUSE OF A TARDY OR EARLY DISMISSAL, MISS FORTY PERCENT (20 MINUTES) OR MORE OF CLASS WILL BE CONSIDERED ABSENT FOR THE ENTIRE CLASS.

A. Absence Verification (Notes)

School attendance is a basic responsibility of the students and the parent. The student who dodges responsibility for learning by absenting himself/herself from school/class is clearly impeding and complicating the learning process. **If an absence has not been electronically submitted** through the Genesis Portal, or a call has not been received **upon returning to school after an absence, a doctor's note if available must be presented to the Attendance Office. The note should indicate dates of absence, reason, and must be submitted within three days of the absence.**

B. Loss of Course Credit

Students missing eighteen (18) meetings of a full year course or nine (9) meetings of a semester course will not qualify to receive credit for the course. Missing 20 minutes or more of class time will result in an absence for that class. Students who enter a course after the starting date will have this number prorated at the 10% rate. The student's Permanent Record shall indicate WF (Withdrawn Failing), WP (Withdrawn Passing), or NC (No Credit), depending upon the action taken by the student.

1. School Sponsored Activities - Students shall not be considered absent while participating in a school sponsored activity, such as class meetings, counseling, conferences, field trips, athletic contests, etc. Vo-Tech activities which cause a student to miss classes at Hillsborough are explained absences provided the student submits the Vo-Tech field trip permission form in advance of the trip.

Students who miss class because of the above must:

- a. Sign up for the meeting in advance.
 - b. Report to class and get permission to attend the meeting.
 - c. Present a pass to the teacher verifying the meeting.
2. Suspension - Students shall not be considered absent while on suspension.
 3. Home Instruction - Home Instruction status shall be instituted through procedures currently operable. Such regulations are prescribed by the State Board of Education which considers such students in school attendance. Therefore, students properly assigned shall be placed on separate and specific attendance registers.
 4. Religious Holidays – Only those holidays sanctioned by the state of New Jersey attendance code shall be excused.
 5. College Visits – Senior and Junior students may be excused for up to three (3) days for college visits per school year with appropriate documentation.

NOTE: Barring any extenuating circumstances, all absences count toward credit retention. The school is not in a position to allow excessive absences for vacations or other non-school sponsored trips, one-and two-day illnesses, tardiness and early dismissals.

II. Tardiness and Early Dismissals

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness and early dismissals hinder the proper conduct of such activity,

impose a distraction which leads to a loss of instruction time for students properly in attendance, and denotes school time loss by the tardy student.

A. Tardiness to School

1. **Students must report directly to the attendance office to sign into school whenever late.**
2. If a student presents a note from a parent or guardian at the time he/she signs in, or the parent enters the tardiness and the reason in Genesis, or calls the absence hotline **before 1:15 p.m.**, the tardy will be considered an **explained tardy**.
3. If a student does not present a parent/guardian note, or the school does not receive notification through the parent portal in Genesis or a phone call from the parent before 1:15 p.m., the tardy will be considered an **unexplained tardy**.

***See Item 4 (below) regarding accumulated tardies, regardless of whether they are explained or unexplained.**

4. **A student is permitted seven (7) explained tardies within a semester. When a student reaches eight (8) total tardies (explained or unexplained) in a semester, he/she will be assigned a Saturday Detention.** Additionally, for every five subsequent tardies in a semester, the student will be assigned another Saturday Detention. Please note: HHS students are limited to three Saturday Detentions. Any offense that would result in a fourth Saturday Detention will instead result in an In-School Suspension.
5. **Ten or more total tardies (unexplained or explained) in a semester will result in a revocation of senior parking privileges.**
6. **Failure to sign in at the attendance office will result in five (5) demerits.**
7. There are limited reasons where a tardy may be excused by the school administration with proper documentation provided at the time of sign-in. These are limited to:
 - legal proceeding with documentation
 - driver's test with documentation
 - religious holiday with parent note
 - medical appointment with a note from the doctor
 - family/personal emergency with parent note

B. Study Hall Tardiness

Tardiness to study hall will result in loss of study hall pass privileges for that period. An accumulation of three (3) tardies will result in loss of study hall privileges for the marking period. For additional tardies, the student will be referred to the office and assigned an after school detention for each tardy.

C. Early Dismissal

All requests for early dismissal from school must be submitted to the attendance office in writing no later than 7:45 a.m. or upon immediate arrival to school. The request must contain the phone number of a parent or guardian who can be reached between 8 a.m. and the requested dismissal time. If the parent or guardian cannot be reached prior to the requested dismissal time, the request will not be granted and the student must see his/her Vice Principal for permission. Students who are on volunteer squads, regardless of age, will not be excused or released from class to go to a fire/emergency.

The acceptable reasons for an early dismissal are:

1. Released by the nurse for illness
2. Released for driver's test
3. Released for a doctor's appointment with the following stipulations:
 - a. Doctor will be contacted
 - b. Impossible (for a doctor) to arrange appointment at another time
4. Released for funeral
5. Released for sudden and extreme family emergency
6. Released for a verified job or school interview

Unacceptable reasons for early dismissals/late arrivals are:

1. Personal business
2. Getting lunch off campus

NOTE: STUDENTS WHO, BECAUSE OF A TARDY OR EARLY DISMISSAL, MISS FORTY PERCENT (20 MINUTES) OR MORE OF CLASS WILL BE CONSIDERED ABSENT FOR THE ENTIRE CLASS.

II. Course Credits

The school maintains a consistent obligation requiring pupils to be present in school in order that they may be taught. The non-credit status is a temporary condition totally predicated upon the attendance performance of the pupil. The pupil may overcome this condition by making up the school hours in a supplemental summer school program.

A. Requirements for Completion of Courses

Pupils losing credit for excessive absences who remain in class throughout the regular school year may complete the course requirements in a summer school. (Summer school class sessions total thirty (30) hours of instruction for a one-semester course, sixty (60) hours for a full-year course, thereby properly permitting the makeup of lost time.)

C. Withdrawal from Course

Pupils in a non-credit condition who subsequently withdraw from class will have a “withdrawal passing” (“WP”) on “withdrawal failing” (“WF”) recorded on their permanent record. Subjects from which a student has withdrawn cannot be made up in a remedial summer school program. (Remedial Summer School courses do not comply with the total attendance time requirement of one hundred twenty (120) hours.)

IV. Appeals

The school is cognizant of possible unforeseen factors which may create hardship relating to the operation of the attendance policy. Therefore, the following appeals procedure has been established to examine extenuating circumstances. **PLEASE TAKE SPECIAL NOTE OF THE TIME LIMITATIONS ... THEY WILL BE ENFORCED.**

Petition for Hearing

A written petition must be presented to the principal by the parent/guardian no later than ten (10) school days upon the receipt of the notification of no-credit status. **This petition must include the basis of the appeal; extenuating circumstances must be clearly stated. FAILURE TO COMPLY WILL RESULT IN DENIAL OF THE APPEAL.**

Attendance Appeals Hearing

In keeping with the dictates of fairness and procedural due process, a committee of three (3) will hear causes brought by petition from parent/guardian of affected pupils. The

committee will be comprised of three members: the principal or designee, the school nurse and a teacher or guidance counselor.

Appeals Procedure

1. Appeals to the Superintendent of Schools relating to decisions of the attendance appeal committee must be made in writing to the Superintendent of Schools within seven (7) school days of receipt of the attendance appeal committee's decision.
2. Appeals to the Board of Education relating to decision of the Superintendent of Schools must be made in writing within ten (10) school days of receipt of the Superintendent's decision.
3. Board of Education decisions may be appealed to the Commissioner of Education.

V. Class Cutting

A. A STUDENT WHO IS PHYSICALLY PRESENT ON SCHOOL GROUNDS AT ANY TIME OF THE DAY (REGARDLESS OF ADVISORY PERIOD ATTENDANCE OR SIGN IN) AND HAS AN UNAUTHORIZED ABSENCE FROM CLASS SHALL BE DEEMED A CUT.

1. During emergency evacuations and drills, students must report to and stay with their assigned teacher. Failure to do so will result in a cut.
 2. A total of two (2) cuts in a semester course or three (3) cuts in a year-long course shall result in permanent removal from that class with no credit earned for the subject.
 3. The student's Permanent Record shall indicate W/F (withdrawn/failing) or W/P (withdrawn/passing) depending on the student's academic status at the time the action is taken.
- B. The appropriate number of demerit points will be assigned for each cut with the exception of the second in a semester course and the third in a year-long course.
- C. Students removed from a class for cutting will be assigned to a study hall.
- D. If a student is removed from a class and placed in a study hall during the first semester, he/she may, after a reasonable period of time, ask permission of the building principal to enter a second semester course. If a student is removed from a second semester course, he/she may not be placed in another course that semester. The student may not re-enter the course to which he/she was originally assigned.

NOTE: Students who are truant will be assigned to a Saturday Detention, an absence in every class missed, and will not be allowed to make up missed work or tests. There is no such thing as a school-sanctioned “Senior Cut Day.” Students who participate in a “Cut Day” (senior or otherwise) jeopardize course credit should they be in a loss of credit position.

VI. Permanent Early Dismissal & Late Arrivals

Students with permanent early dismissals or late arrivals should not be in the building during release time. Failure to cooperate may result in loss of privilege. Occasionally it will be necessary to be in the building during release time. When this situation arises, the student must report to the Main Office for a pass.

NOTE: All students with permanent early dismissal or late arrival will be issued an identification card that must be carried at all times during school hours.

VII. Faculty Responsibilities

- A. Taking accurate attendance is a primary responsibility for each teacher. This responsibility must not be delegated to a student.
- B. At the beginning of each class period, faculty members will check attendance and record all absences and tardies in Genesis.

VIII. Counselor Responsibilities

- A. Each counselor will examine the attendance records of his/her counselees at the beginning of each year. The counselor shall meet with each student who has an attendance profile that gives indication there may be a reason for concern.
- B. After a student cut has been verified, the appropriate counselor will be notified and shall, in turn, contact the student.
- C. Continuous and frequent counseling of a student dropped from a course is imperative.
- D. Counselors will confer with students who receive a warning notice.

IX. Parent Responsibility

- A. To access the Genesis Parent Portal and see that the child attends school daily and is present in all assigned classes.
- B. To follow through on all reported attendance infractions.
- C. To comply with the procedures as previously outlined.

X. Student Responsibility

- A. To attend school daily, properly prepared and present in all assigned classes.
- B. To be punctual in meeting all commitments. ([Board of Education Policy 5200-Attendance](#))

VO-TECH ATTENDANCE ON HALF DAYS

“A” SESSION VO-TECH STUDENTS

On half days, students arrive at approximately 10:20. They will be excused from any classes which they have prior to arrival. They will be expected to attend all classes immediately upon arrival to the high school.

“C” SESSION VO-TECH STUDENTS

On half days, the student’s last class (Period 6) ends at 10:06. If Vo-Tech is in session, there will be transportation at the usual time of 11:15.

Students are to report to Study Hall in the Commons when done with their last class. Students who wish to be excused from the building and return for the 11:15 bus must bring a request for an Early Dismissal (10:06). The note should be signed by a parent or guardian and submitted to the attendance office.

LOSS OR THEFT OF PERSONAL VALUABLES

The **Lost and Found Department** is run by the Attendance Office. Articles may be claimed at this office before school and during the student’s scheduled lunch. Items such as keys are also turned in to the Attendance Office. Clothing and textbooks may be found in the commons. Students are responsible for personal belongings at all times. Losses will not be covered by school insurance.

Large sums of money should NOT be brought to school. If bringing money to school is absolutely necessary, the student should request that the money be placed in the school's safe in the main office. A receipt will be issued.

Students are encouraged not to wear or bring expensive jewelry, handbags, or other personal articles, which are subject to theft. In addition, students are strongly encouraged to place personal valuables in a secure and locked location, especially during Phys. Ed. classes. If unable to do so, students should speak to their teachers regarding other options for securing their belongings.

STUDENT LIFE

STUDENT DRESS CODE

Careful selection in the choice of clothing and proper grooming set the tone for a good high school. Although it is not within the province of the school to dictate styles, it is our responsibility to strive for an appropriate learning atmosphere. Anything which might distract from that must, in fairness to all, be discouraged. In an effort to assist our students and their parents, the school has established the following dress code, to which all students are expected to abide:

Inappropriate Content for Clothing and Hats

- Obscenities or vulgarities in word or picture.
- Drug, alcohol or weapons references.
- Harassing or biased words or pictures related to race, religion, gender, national origin, or sexual orientation.

Appropriateness of Attire

- Undergarments should not be visible (boxer shorts, bras, panties, etc.).
- Midriffs (abdomens or lower backs) should not be visible.
- Cleavage should not be visible.
- Tube tops, halter tops and single-strap tops are not permitted.
- Spaghetti strap tops and off the shoulder tops can only be worn with another shirt over them.
- Shirts that are sheer and/or expose the torso (without another shirt worn under them) are not to be worn.
- Extremely short tops, shorts, or skirts are not allowed.
- Extremely tight/form-fitting articles of clothing are not to be worn.
- Articles of clothing with tears or slits that expose skin not normally visible under the other guidelines of this dress code are also not allowed.

Additional Requirements

- Footwear must be worn at all times.
- Students may not wear hoods on their heads in the building.
- Although hats may be worn in school, they must be removed upon teacher request and during tests/exams.

Procedures for Dress Code Violations

- The student will be discreetly referred to the office as soon as possible.
- The administrator will explain the inappropriateness of the student's attire.
- The parent/guardian will be contacted and given an explanation of the violation.
- The student will be allowed to change clothes if clothing is available.
- The student will not be permitted to return to class until the inappropriateness is remedied.
- On the second referral of the same student, the student will be in "time out" in the in-school suspension room until a parent can bring in a change of clothes.

CHARACTER EDUCATION

Our staff looks forward to working collaboratively with parents in fostering good character in the students of Hillsborough High School. Our teachers aspire to model the characteristics of trustworthiness, respect, responsibility, fairness, caring, and citizenship, the "Six Pillars of Character." They attempt to establish a positive working climate in their classrooms and throughout the building where mutual respect exists among the staff and students. A caring community lays the foundation to be respectful of one another, to demonstrate respect for our teachers and support staff, and to respect themselves. Respect for self is demonstrated by dressing appropriately for school, by using appropriate language at all times, and by making appropriate use of the school's resources to obtain a good education.

HOUSE PLAN

Hillsborough High School has developed a house plan to create the sense of a smaller environment within a larger school. The plan divides the students and staff into groups (by student surname) to create a comfortable and welcoming environment, to increase interaction between students and teachers, and to minimize the distance traveled in the school building during the course of the day. Additionally, each house will be serviced by a specific group of teachers, guidance counselors, vice principals, and secretarial support staff.

A - Gr
Mr. Jablonski

Gu – Patel D.
Mr. Simpson

Patel E. - Z
Mr. Simborski

HOMEWORK PHILOSOPHY

Good homework is a direct extension of a class period, providing practice and reinforcement of skills. It requires that students integrate thinking skills from a variety of disciplines. Good homework is the natural outgrowth of a current unit serving to amplify and reinforce the concepts that students are learning in class. Providing preparation for final evaluation, homework assignments vary in form from discipline to discipline. Homework need not always be a written assignment, nor should it be “busy work” or “homework for homework’s sake.” Finally good homework can be assigned at any time that it serves to enhance the student’s learning and should not be restricted to any particular days of the week (i.e. Monday through Thursday).

Homework sometimes serves as a springboard into the lesson the following day or provides the foundation for the unit of study. The nature of homework as an individual exercise fosters debriefing and internalization of concepts. Homework promotes individual growth, self-discipline and an ever increasing sense of responsibility.

LOCKERS

Each student will be issued a hall locker for books, coats, etc., and a gym locker for gym clothing. Each locker has an insert lock; it is the student’s responsibility to keep his/her personal valuables secure at all times. Periodic locker inspections and cleanout will be announced. It is the student’s responsibility to keep his/her locker neat and clean, inside and out. Students who deface lockers will be subject to suspension from school, as well as fined for repairs. Although students are allowed to personalize the interior of lockers with removable decorations, they are not permitted to post permanent, inappropriate, profane, drug related, or pornographic materials. Under no circumstances are students to share lockers or combinations with other students. Lockers are the property of the Board of Education and are issued to the student body on a loan basis.

For purposes of safety and maintenance of a suitable climate for learning, the school has the legal right to inspect and search student lockers periodically and at any time during the year.

IDENTIFICATION CARDS

Students will be issued ID cards within the first month of school. They are expected to have these cards with them each day that they come to school. Students must present their ID cards to their classroom teachers when requesting permission to leave the room for any reason. If unable

to produce the ID card, permission to leave will not be granted. In an emergency, an administrator will be contacted.

These cards must be used when students report for SAT testing, among other uses. Students should also have ID cards when attending any school activity and to gain admission to all school dances. For those who choose to do so, ID cards can be utilized for the prepayment (debit card) cafeteria program run by the food services provider.

Students must present ID cards when asked to do so by a staff member. **Students who cannot produce the card upon request will be assigned five (5) demerits.** Students who refuse to produce the card and/or display defiance will be deemed insubordinate.

HALL PASSES

Distribution and acceptance of hall passes is at the teacher's' discretion, including, but not limited to, when a student is requesting to leave class for band or voice lessons. When in the halls during class time, students must carry and present the hall pass and ID card to any staff member when asked to do so.

SENIOR PARKING

Parking is open to Seniors only and is a privilege, not a right. Seniors are eligible upon completion of an on-line application form submitted in accordance with posted deadlines. The application includes:

1. A fee of \$100.00 per semester in a check made payable to Hillsborough High School. No cash.
2. Required documents for parking application include student driver's license, vehicle registration (vehicle must be registered to student or student's family), and proof of insurance, which will be presented when parking tags are distributed. All documents must be current at the time of application and must be updated if they expire during the school year.
3. Completed Random Drug and Alcohol Policy Form.

If the number of applications exceeds the number of available spaces, a computer generated random lottery will be conducted to determine parking assignments.

Parking permits are valid for one semester. Each student who receives a permit will be assigned to a designated lot. However, individual spaces within those lots are not assigned. Permits are issued at the start of school, at the semester change, and throughout the remainder of the school year as space permits.

Application deadlines are as follows:

Fall 2020 – Friday, October 2, 2020

Spring 2021 - Friday, January 15, 2021

Click here for the [Parking Application](#).

Violation of the following guidelines, further detailed on the parking application, will result in revocation of parking privileges. **We will not make exceptions for medical situations.**

The permit is only to be used by the student to whom it was issued and is only valid for the vehicle that is registered with the school. Parking tags CANNOT be counterfeited, sold, gifted or exchanged. Students who sell or accept a parking tag from another student will lose parking privileges.

1. Parking permits must be displayed from the rearview mirror.
2. Each student is permitted to park only in his/her assigned lot. Students are cautioned to avoid restricted areas like handicapped spaces, fire zones, faculty spots, visitors' spaces, reserved spaces, curbs, and driveways.
3. Students are to drive carefully and obey the applicable laws while parking on campus.
4. Excessive noise (stereo, gunning engine, squealing tires, etc.) is not permitted.
5. Students must have written permission from the attendance office to be present in the parking lot during the school day.
6. Students must also have written permission from an administrator to use their vehicles during the students' schedule of classes. Unauthorized use of any vehicle during the school day will result in revocation of parking privileges for those holding permits, regardless of whose vehicle is being used.

Students who have their parking tag terminated for violations of the parking regulations will not be issued a refund.

Students must surrender suspended or terminated hang tag to the vice principal in charge of parking.

In addition to loss of parking privileges, students who are in violation of these regulations are subject to the discipline code of the school (Saturday detention, etc.). Students may also be ticketed by the police and/or towed away at owner's expense without prior warning. Parking privileges will also be revoked for recurring disciplinary infractions. It is the student's responsibility to keep

track of the number of infractions; warnings will not be given prior to revocation of parking privileges. The specific disciplinary infractions are as follows:

1. Two (2) suspensions during the school year.
2. Three (3) Saturday detentions during the school year.
3. **Ten or more incidents of tardiness to school in any semester.**

Seniors who do not get parking privileges during the Fall semester will get first preference in the Spring semester, but they must apply, pay the required fee, and abide by all regulations/deadlines. Seniors who applied and received parking in the Fall semester and want parking in the Spring must apply and be placed into a lottery, due to the large number of applications received during the Spring semester. There is no guarantee that a student will receive parking for both semesters and students are encouraged to make other arrangements, in the event they do not get parking. Students may be placed on a waiting list; however, late and incomplete applications will not be accepted.

*Any senior who does not have parking privileges in the Fall semester and chooses to park here illegally will be subject to the appropriate penalties and will forfeit his/her parking privileges for the Spring semester.

Any student found in possession of or using a counterfeit, lost or stolen parking permit will be subject to the appropriate school penalty, forfeiture of senior year parking privileges during the Fall/next semester (depending on grade level), and prosecution by the police department.

*Underclassmen who park on campus without permission will forfeit their parking privileges during the Fall semester of their senior year and will not be guaranteed parking in the Spring. Those who continue to park illegally will forfeit their privileges for the Spring semester as well, and may face additional disciplinary consequences.

Warnings will not be given before a summons is issued.

For the purposes of maintaining a safe and orderly learning environment, whether inside the school building or outside in the school parking lot, school officials have the legal right to search vehicles under “reasonable suspicion” standard as stated by the New Jersey Supreme Court. Further, under certain circumstances, law enforcement personnel may conduct a search in accordance with statutory requirements.

Note: Student Athletes: Student athletes are not permitted to move their cars at the time of an early dismissal. The parking rules are still fully in effect until 2:25 daily. The lots are still full

prior to that time, and many students park illegally near the gym and elsewhere on campus. Failure to abide by this regulation will result in forfeiture of the parking permit.

Note: All Student Drivers: Take caution when selecting off campus parking sites. Many local businesses, townhouses, apartments, and side streets are posted “No Parking” zones. Violators will be cited by the Hillsborough Township Police Department, and the school is not involved in this in any way. Take notice that the violators will be ticketed and/or towed.

STUDENT RIGHTS

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Board of Education directs that all pupils enrolled in all schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil’s race, religion, gender, ethnicity, sexual orientation, social or economic status, or physical or mental disability

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that insures equivalency of educational opportunity throughout this district. Affirmative action shall be taken to insure that pupils are protected from the effects of discrimination, in accordance with [Board of Education Policy - 2260](#).

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board, and further, are destructive to the self- esteem that this Board wishes to encourage in all pupils. A teaching staff member’s act of derision or enmity, in any form, against a person or persons on the basis of race, gender, age, national origin or ancestry, religion, sexual orientation, handicap, or social or economic status shall be considered conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

GRIEVANCE PROCEDURE

The Board of Education recognizes that to achieve equal educational opportunity within the schools requires continuous action, and that an initial review of all practices would not achieve a thorough corrective program. With this in mind, the Board shall provide a grievance procedure for students, employees, and community members to identify and resolve any discriminatory practice which may violate the Board's Equal Educational Opportunity Policy. In all cases of such grievance, the Board retains its authority, and any final decisions to resolve controversial matters shall rest within this body.

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. ([Board of Education Policy- 5751](#)). It shall be a violation of this policy for any member of the district staff to harass another staff member or pupil through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for pupils to harass other pupils through conduct or communications of a sexual nature. Questions or concerns about sexual harassment should be addressed to the High School Affirmative Action Officer.

A. Definition

1. "Sexual harassment" shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a pupil, when made by any member of the school staff to another staff member or when made by any pupil to another pupil when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- a. Sexual harassment may include, but need not be limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcomed touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or the like.

B. Procedures

1. Any person who alleges sexual harassment by any staff member or pupil in the school district may complain directly to his or her immediate supervisor, building principal, or affirmative action officer. Students with complaints should see their guidance counselor.
2. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
3. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Sanctions

1. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.
2. A substantiated charge against a pupil in the school district shall subject that pupil to disciplinary action including suspension or expulsion consistent with the pupil discipline code.

D. Notification

Notification of this policy will be circulated to all schools and departments of the district on an annual basis and incorporated in teacher/student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

EIGHTEEN-YEAR-OLD STATUS

Eighteen year olds must be treated as adults for all purposes unless there is an applicable statutory exception in L. 1972, c. 81 s3. Just as a person may vote upon reaching his eighteenth birthday, he requires no parental consent and is subject to no parental control with respect to absences from school, participation in athletics, receipt of report cards, attendance on field trips, and other school matters (see No. 4 under "Student Records"). Any state or local school or practice

treating him otherwise is in contravention of law and is void. An eighteen year old student must be treated as would any other adult.

Any rule or practice which is appropriate to the orderly administration of a school community in which there are many children - may be legally applied to all within that community including adults. Even teachers, of course, are subject to regulations at school that do not affect adults outside of school.

Students who wish to exercise their rights as eighteen-year-olds are expected to follow the same procedures required of students under eighteen. Unless the student is fully emancipated from the parents or guardians, the school reserves the right to communicate with them.

STUDENT RECORDS

The following have access to student records:

1. The parent(s) or legal guardian(s) of a student under the age of 18.
2. The student who has the written permission of the parent(s) or guardian(s) (verified by counselor).
3. Students over the age of 18.
4. Parent(s) or guardian(s) of students over the age of 18 who have written permission of the student, except that the parent(s) or guardian(s) shall have access without consent of the pupil as long as the pupil is financially dependent upon the parent(s) or guardian(s) and enrolled in the public school system.
5. A student who has reached the age of 18 and who is graduating or leaving school without graduating.

Procedures for viewing student records:

Parents, guardians, or adult students may request to view records by contacting the counselor assigned to the student. Such contact may be verbal or in writing. Such viewing shall take place no later than the second working day following the receipt of the request, unless a late date is mutually agreed to by the parent, guardian or adult student.

NOTE: In accordance with N.J.S.A. 18A:36-19(a), legislation requires that the school district of last attendance provide the receiving district upon formal request, with all information in the

student's record including disciplinary actions taken against the student by the district, including dismissal from athletic teams. Written consent of the parent or adult student shall not be required as a condition of transfer of this information; however, written notice of the transfer shall be provided to the parent or adult student.

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 school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request. Transfer of records is required from one public school to another within the State of New Jersey, and this handbook serves as notification of this exchange of information.]

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

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Hillsborough Township School District to notify parents/guardians and obtain consent or allow parents/guardians to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student's parent;
2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demanding behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

For surveys and activities scheduled after the school year starts, the Hillsborough Township School District will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, and parents/guardians will be provided an opportunity to opt their children out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

SECURITY CAMERA SYSTEM

A security camera system is in place throughout Hillsborough High School. This system is on and recording at all times. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough Township Public Schools and will only be released to outside parties as legally necessary.

EMERGENCY DRILLS

State laws require at least two evacuation or security drills per month. Students must report to and stay with their assigned classroom teacher after exiting the building. Failure to do so will result in a cut for that class.

During security drills, students must remain inside their classrooms and cooperate completely with teacher instructions. Any students in the hallways or lavatories must cooperate with the hall monitors and move quickly to classrooms as instructed.

Additional types of security drills, such as those that restrict movement outside the building, will also occur. Additional information will be provided to students and staff regarding all drill formats annually.

VISITORS

Visitation days may be arranged for interested parents. On such occasions the school program, activities, and plans will be discussed. Individual requests by parents will be encouraged; however, such visitations should be cleared through the principal's office at least one day in advance. Non-parent visitors are not allowed to visit during school hours. Alumni may visit at 2:25 pm on a school day, unless there is a scheduled appointment with a staff member.

EMERGENCY PHONE NUMBERS AND CONTACTS

Sometimes addresses, phone numbers and jobs change. If so, a parent must update contact information in Genesis on a timely basis for records to be accurate. Please note that address changes require proof of residency and must be handled through the district's database manager. Also, when a parent/guardian is away for a short or long period of time, a parent/guardian must send a note to the Health Office with instructions, including who is responsible for the student's care, in the event of an emergency.

WORKING PAPERS

For anyone under 18 years of age, working papers are required by the state. This is for the student's protection and to protect the employer. Students wishing to obtain working papers must use the following procedures:

1. Pick up the necessary forms in the First Floor Administration Office.
2. Return completed forms with proof of age (**birth or baptismal certificate, passport**).
3. Allow at least three days before working papers are needed to begin a job.
4. Working papers are issued from 7:30 a.m. to 3:00 p.m. during the school year. In the summer, working papers are issued Monday through Friday 9:00 a.m. - 2:00 p.m.

HEALTH OFFICE

ILLNESS OR ACCIDENTS IN SCHOOL

In case of illness a student must obtain a pass from his/her teacher to see the nurse, who will determine the student's fitness to remain in school. No student will be permitted to go home unless the nurse is able to contact the parent/guardian or emergency contact and proper transportation has been arranged. Once a student is sent home by the nurse, he/she will not be permitted to return to

school or permitted to attend any extracurricular activity that day unless prearranged with the nurse or a health care provider note is submitted. No student is to report to the nurse without a pass from their teacher and their student ID, except in the case of an emergency. Students are reminded not to contact a parent/guardian to leave school without first seeing the nurse to take advantage of the medical services provided here. Parents/guardians are reminded to direct students to the nurses' office if called directly by a student who is feeling ill. Students who have not reported to the health office for assessment by the school nurses will not be called to the health office until the end of the period in which their parent/guardian arrives for pick up. Dismissals for illness will not be granted without first seeing the nurse.

In order to protect the privacy of our students and provide a quiet atmosphere for those who are ill, all electronic devices such as cell phones, Chromebooks, laptops, and tablets will be signed in and left in a secure location at the front desk of the Health Office. These items will be returned to the students when they leave the Health Office.

In case of accident, no matter how slight, a student is to report immediately to the teacher in charge who will give permission for the student to report to the nurse. If the nurse is not in the health office, the student is to report to the main office.

Note: If students miss 20 minutes or more from any class, this results in an absence in that class. This policy includes visits to the Health Office.

MEDICATION

The Hillsborough Township Board of Education's policy for the administration of medication during school hours is as follows:

1. Medication must be in its original, labeled container and must be delivered to the Health Office by the student's parent/guardian. Students are NOT permitted to bring medication to school or carry it with them on the school bus or school premises.
2. All medication, including over the counter products (aspirin, acetaminophen, ibuprofen, eye drops, and nasal sprays) require a district medication form completed by the student's health care provider and signed by the parent/guardian. This form may be obtained on the district website www.htps.us or in the health office.
3. Medication administered during school hours shall be kept in the Health Office.
4. Medication shall only be administered by the school nurse, another registered nurse, or the student's parent/guardian.
5. Medication no longer required must be promptly removed by the parent/guardian or it will be discarded by the school nurse.
6. The school will not provide students with any medication.

7. All medication requests need to be submitted each school year. All medication orders expire at the end of each school year.

SELF MEDICATION EXCEPTIONS

Self-administration of medication is permitted under certain conditions which include inhalers, epinephrine, insulin, or pancreatic enzymes. The appropriate medication form must be submitted to the Health Office each school year. Forms may be obtained in the Health Office or on the school website www.htps.us

Parents and/or Guardians are required to update the emergency contact information for each child by visiting the [Parent Portal](#) on Genesis each school year. It is imperative this takes place prior to the beginning of each school year.

INSURANCE

The Board has purchased student accidental medical insurance for all its students for injuries incurred during the school day and interscholastic sports. This policy is a secondary form of coverage to parents' primary insurance coverage. Claim forms are available through the school nurse's office. The Board of Education does not provide insurance coverage for stolen items belonging to students or employees.

CAFETERIA / COMMONS

Students are expected to act in a courteous and responsible manner while in the Commons. Failure to do so may result in demerits, detentions, suspensions or loss of Commons privilege for a specified period of time. Students must remain in the Commons until the period is over. This applies to students assigned to that lunch period as well as other students who visit when they are not supposed to be there, which may result in a cut from the class missed. Students who fail to report to the Commons in a timely fashion when scheduled for lunch will receive 5 demerits.

SENIOR COURTYARD

The Senior Courtyard is reserved for Senior use only, and its use is a privilege granted to the Senior class under the following guidelines developed by the class cabinet and approved by the administration:

1. The courtyard is to be used solely by Seniors.
2. The courtyard may be used **only** during lunch periods.

3. All refuse must be thrown in garbage cans. Any spills are to be cleaned up immediately by the student. The courtyard must be kept clean or it will be closed.
4. Seniors in the courtyard must have their ID badges with them.
5. No ball playing, use of profane language, or unnecessarily loud noises will be permitted.
6. No smoking will be permitted in the courtyard.
7. Students are not to be in the parking lots.
8. The courtyard is closed during inclement weather or as posted for extenuating circumstances.
9. Disregard or violation of any of the above rules will result in suspension of courtyard privileges.

LIBRARY - MEDIA CENTER

The library provides reading and reference services to meet the informational, recreational and instructional needs of the students and staff. Library use fosters life-long reading and critical thinking skills that are essential to the student's academic and personal success.

The library has a collection of over 17,000 books, magazines, newspapers, subscription databases, eBooks and audiovisual materials. The library's online resources and catalog are available 24/7 through the school district website.

LIBRARY VISITS

Library orientation and bibliographic instructional sessions will be scheduled throughout a student's high school career to familiarize each student with the library's resources and to teach the research process. Subject teachers will bring classes to the library for research.

The library staff issues passes to individual students who wish to come to the library during lunch. Students must secure this pass in advance. Study Hall teachers will issue passes at the beginning of the Study Hall. The number of students admitted will depend on the number of scheduled classes in the library at that time. Students from Study Hall and lunch remain in the library for the remainder of the period.

All library patrons must follow the general school rules that are set for the student body. In addition, food and drinks are not allowed in the library. At the discretion of the librarians, library privileges may be revoked.

CIRCULATION

Students must present their HHS ID cards in order to check out library materials. Students may use all library resources and may borrow those materials that circulate. Students may check out books for four weeks. These may be renewed once, if no other patron has requested them. If, at the time of request for renewal, the book is already overdue, the request may be denied.

Reserve books circulate according to the guidelines set by the librarians after consultation with faculty members who put them on reserve. Limits may be placed on the duration and number of items a patron may take out.

OVERDUE, LOST OR DAMAGED LIBRARY MATERIALS

Students will be responsible for returning library materials on time. Overdue notices will be sent to students who keep materials past the due date. At the end of each marking period, report cards will be withheld for all students on the overdue list. Students will be responsible for the replacement cost of any lost or damaged library materials.

TECHNOLOGY

ELECTRONIC DEVICES

The use of electronic devices, including cell phones/smart phones, laptop computers, tablets, e-readers, etc., can provide unique and important access to educational resources during the school day and assist in the effective management of school work.

The use of the district's 1:1 device (Chromebook) provides unique and important access to educational resources during the school day and assists in the effective management of school work. Students are expected to manage the use of this device responsibly in accordance with the student code of conduct and the acceptable use policy of [HTTPS \(Board of Education Policy- 5516\)](#) for educational purposes only and at the direction and discretion of the supervising staff members at all times. Additional guidelines for specific types of devices are outlined below. Misuse of such equipment in any manner that is disruptive or distracting to the learning environment may result in immediate confiscation of the device and referral to the administration for disciplinary action that may include suspension of this privilege or other consequences in keeping with the school's code of conduct.

Failure to surrender a device upon request of a staff member is considered an act of insubordination and will result in Saturday detention, although stronger consequences may be assigned depending upon the nature of the incident itself. Confiscated items will only be returned

to the child's parent or guardian who may retrieve the item during school hours (7:00 AM – 3:00 PM). Students who are 18 years old or older may claim their devices from their vice principals no sooner than dismissal time on the day in which the device was taken, with the express permission of the vice principal. Repeat offenses will result in additional disciplinary consequences.

Use of any device to intentionally cause emotional harm, to discredit another person, or to harass, intimidate, or bully someone is strictly prohibited. Strict consequences will be imposed for hurtful behavior in accordance with the school's code of conduct and the law on harassment, intimidation, and bullying. Students are also reminded that electronic devices cannot be used to transmit or store inappropriate images (nudity, etc.) of minors and that doing so may constitute possession or distribution of child pornography, an illegal act with harsh penalties and lifelong repercussions. In addition, audio or video recording or taking pictures without the knowledge and permission of all involved is prohibited and potentially illegal.

Personal Responsibility in Protecting Belongings and Guarding against Theft

Students are encouraged to take extra care in securing these valuable items in locked lockers or keeping these items on one's person at all times to proactively avoid an opportunity to have the devices stolen or damaged. While every effort is made to keep the building free from theft, items such as these are often lost or stolen. If students wish to have these items at school, please be aware that they do so at their own risk. Hillsborough High School will not be held responsible for any items that are lost, stolen, or damaged.

Etiquette

Often, a person using an electronic device becomes somewhat oblivious to what is happening around him/her. When using any electronic devices in the school building, students are reminded to be polite, cognizant of their surroundings, and safe at all times. Phone conversations should be quiet enough not to disturb others. Care should be taken when moving through the building so that you do not cause injury to self or others or cause a delay to the normal traffic patterns in the building. Passing time is limited so it is important to keep the hallways moving freely. While in the classroom, electronic devices should be used only for educational purposes, and it is critical that one person's use of a device does not inhibit the learning environment for other students or the teacher's ability to teach without interruption.

Additional guidelines for the use of electronic devices in school are as follows:

Cell Phones/Smart Phones

All cell phones/smart phones should have the ringer silenced during the school day (7:30 AM – 2:25 PM). Students are permitted to use phones for making calls and texting during passing time

but not during class time without the express permission of the teacher. During class, use of other features accessible through cell phones such as calendars, task lists, internet access, etc., must be limited to educational purposes at the discretion of supervising staff, must comply with appropriate student code of conduct, and must not disrupt or distract from the school learning environment.

Chromebooks

Students are expected to use the district's portable computing device for instructional purposes during class time and to act in accordance with the directions of the supervising staff member at all times. The use of the computing devices during lunch periods and study hall is at the discretion of the supervising staff member.

Laptop Computers, Tablet PC's & E-Readers

Students may bring portable computing devices and e-readers to school for educational purposes. The use of a computing device in class is at the complete discretion of the instructor. Students are expected to use the device for instructional purposes during class time and to act in accordance with the directions of the supervising staff member at all times. The use of computing devices and e-readers during lunch periods and study hall is at the discretion of the supervising staff member.

iPods/MP3 Players, Portable Game Devices

Electronic entertainment devices for music/games are restricted to use before school, during passing time, during lunch, during study hall, and after school only. All sounds are to be muted or played through headphones only. Usage during class time is at the sole discretion of the teacher. The privilege of using these entertainment devices may be revoked at any time if the student demonstrates an inability to do so responsibly and without disrupting others.

COMPUTER USAGE

Access to Hillsborough Township Public Schools Network facilities is a privilege not a right; therefore, students will be permitted to use these resources upon submission of the Acceptable Use Policy agreement form signed by the student and parent or guardian of minors upon entry to the school district. The signed Acceptable Use Policy form will be kept on file electronically as a legal binding document. Students in grades 5-12 may be issued a computing device for their academic use while a student at the Hillsborough Township Public Schools upon signing the district's

Personal Computing Device Usage Form, which will also be kept on file electronically as a legal binding document. The smooth operation of the computing environment relies upon the responsible use of the network and requires adherence to ethical and legal use of this resource. Failure to comply with the agreement for acceptable use may result in the student's loss of access to network resources as well as other disciplinary and legal actions. Some examples of unacceptable use include, but are not limited to:

- Unauthorized access to restricted files, directories or information.
- Attempts to gain access to restricted files, directories or information.
- Deliberate attempts to crash or obstruct another's use of a system or network.
- Intentional activities around the computer that result in damage to computers, software, or information.
- Installation or copying of any unauthorized software on any district computer.
- Sending, receiving, displaying, or printing offensive or inappropriate text, pictures, audio, or video.
- Transmitting or posting any material in violation of local, state, or federal law including copyrighted material, and threatening or obscene materials.
- Using another's account and/or password.
- Sharing of one's account and/or password.
- Commercial or illegal use of the HTTPS Network.
- Accessing materials which the administration considers inappropriate.
- Attempting to bypass system filters and monitors to gain access to content normally not allowed.
- Revealing a personal address, phone number, photo, or other personal material to anyone unless supervised by appropriate school personnel.

Student Password Policy: During the month of September, the library staff will reset passwords upon request. All students must present their HHS student ID and have an AUP on file. After September 30, in order to reset a password, students must present their HHS student ID, have an AUP on file and fill out an application form. The passwords will be reset for pickup the following morning before advisory period. IDs must be presented again at the time of pickup.

AUP, MEDIA RELEASE AND PERSONAL DEVICE USAGE POLICY FORMS

AUP, Media Release and the Personal Device Usage forms are available online through the Genesis Parent Portal and must be signed online. Students without internet access may submit signed paper copies of the individual forms. ([Board of Education Policy - 2361](#))

EXTRACURRICULAR ACTIVITIES

CO-CURRICULAR PARTICIPATION

Students have a Constitutional right to organize and join groups to pursue common interests and purposes. Such clubs cannot discriminate against any student on the basis of race, religion, ethnicity, gender, sexual orientation, economic status, or physical condition. However, any club which would disrupt the orderly operation of the school is prohibited. Students wishing to participate in co-curricular activities must meet the academic eligibility requirements (see “Athletic Teams: Academic Requirements”). In brief, a student must pass a minimum of thirty (30) credits each year. Successful achievement (65 or above) in all courses is required to maintain full eligibility. Any student who fails (or is failing at the start of the season/club) two courses shall be ineligible for participation. A student who fails (or is failing at the start of the season/club) one course shall be given probationary eligibility, provided the student is passing a minimum of thirty (30) credits.

Any student who wishes to participate in a co-curricular activity (i.e., dances, clubs, athletics, intramurals, drama, etc.) must be in attendance for a minimum of four hours on the day of the activity. **Students wishing to participate in an activity that is held on a day other than a regular school day must have been present for the last day of school prior to that activity. For example, students wishing to participate in a Saturday program must be in attendance on Friday.**

Students on suspension are considered absent and are not permitted to participate in any social or extracurricular activity sponsored by the school.

ACTIVITY PARTICIPATION FEE

In accordance with [HTPS BOE Policy 2436](#), the Activity Participation Fee Program will require each student participating in a school-sponsored athletic or extracurricular activity to pay a participation fee. Specific fees are as follows:

- \$100.00 fee (non-refundable) *per season* for each individual sport. If a student participates in a fall, winter and spring sport, there will be three separate \$100.00 fee payments required with the following exceptions:
 - \$100 fee *per year* for participation in one or more track teams (cross country, winter track, and spring track)
 - \$100 fee *per year* for participation in one or more cheerleading squads
- \$100 fee (non-refundable) *per year* for participation in marching band*, colorguard, and winter guard (*Note: Bands other than marching band are considered clubs. If a student participates in marching band, the student will not be required to pay an additional \$50.00 fee to participate in a club band.)
- \$50.00 fee (non-refundable) *per year* to participate in any of the high school clubs/activities. Once the activity fee is paid, the student may participate in as many of these clubs/activities as he/she chooses, schedule permitting, during the respective school year.

Families who qualify for free or reduced lunch may be eligible for a waiver of the activity fee. The Free and Reduced Lunch Application can be found by clicking [here](#).

Student activity fees for clubs/activities are due at the first formal/organizational meeting of the first club/activity the student joins during the academic year, exclusive of any initial interest or informational meeting where students may attend simply to learn about the club prior to joining.

Student activity fees for interscholastic sports, selective performance groups, or competitive academic teams are due at the time of the final determination of the team/squad, after tryouts or auditions, and prior to the first practice/rehearsal.

Payment of fees shall be in the form of online payment via Genesis (click [here](#) for instructions) or a check made payable to the *Hillsborough Township Board of Education* and provided with the Activity Fee Registration Form to the athletic coach or club/activity advisor. Please submit one form per child and one form for each athletic season barring the exceptions noted above. Refunds will not be made for any reason, including but not limited to:

- Dropping out of a sport/club/activity before the season/year has ended.
- Suspension from a sport/club/activity.
- Becoming academically ineligible.
- Injury or other reason rendering the student unable to compete, perform, or participate.
- Leaving the district.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES AND EVENTS

Exemplary behavior is expected at all extracurricular activities and events. All school rules are in effect at all times. Removal or ejection from any activity or event will result in appropriate school and legal consequences and may result in restrictions from attending subsequent activities or events.

ACADEMIC REQUIREMENTS

It shall be the policy of the Board of Education to require all students in grades nine through twelve who wish to participate in interscholastic athletics and/or interscholastic co-curricular activities to meet the minimum credits required per year as stated below. This shall not apply to ninth grade students during their first semester of high school.

To be eligible for athletic participation and co-curricular activities, a student must be enrolled in a minimum of 30 credits each year. Successful achievements (65 or above) in all courses are required to maintain full athletic eligibility.

In addition to the minimum credit requirements, pupils must earn at least a 65 average in every subject each semester. Pupils failing to achieve a final average of 65 or better in one subject shall be placed on probation for the next semester. Pupils failing to achieve an average of 65 or better in two subjects shall be ineligible for the next semester. If a probationary pupil's academic average in any subject is reported to fall below 65 on any of the quarterly probationary reports, he or she shall be declared ineligible for the remainder of the season (marking period for co-curricular) and possibly the next season (marking period for co-curricular) as determined by the building principal.

A probationary pupil who becomes ineligible for failing to maintain a semester average of 65 or better shall be required to maintain an average of 65 or better in all subjects for one marking period before returning to interscholastic activities (one marking period for co-curricular activities).

According to NJSIAA regulations, which govern all interscholastic athletics, a student must pass 30 credits in the previous school year to be eligible to participate in athletics for the first semester. For spring sports, the student must have passed at least 15 credits in the first semester.

All students participating in our athletic program must adhere to the rules and regulations stipulated in the athletic contract signed by the student and his/her parent or guardian.

As per [Board of Education policy](#), all students will also be registered in the nurse's office for Hillsborough High School's random drug testing. Failure to do so will result in the student's removal from the athletic program.

RANDOM DRUG AND ALCOHOL TESTING

The Hillsborough Township School District acknowledges its responsibility to provide the most conducive learning environment for all students and recognizes that, unless schools and their students are substance free, the best conditions for learning do not exist. School-based initiatives have proven particularly effective in recognizing and remediating students' development of alcohol or other drug issues, and the district will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In order to do this, the district has approved a [random drug testing](#) policy for students involved in extracurricular programs, including all club and athletic programs, and those who participate in student parking. The purpose of this program is directed toward deterrence and remediation. The policy is not intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to the loss of instructional time. No pupil shall be expelled or suspended from school as a sole result of any verified test conducted by the school under the Random Drug Testing Program.

Positive Results: If the urine screening results are confirmed positive for substances, the student's parent/guardian will be notified to remove the student from the school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12.

For a first offense:

The student's parent/guardian will remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12.

The student will be suspended from participation on the team/activity/parking until the completion of a preventive education program, and upon submission of a drug and alcohol test free of any controlled dangerous substance and/or alcohol.

The student must participate in a five (5) day prevention/education program.

The student must attend a minimum of five (5) counseling sessions with the student assistance counselor.

The student may attend prevention/education programs or sign into and complete a drug/alcohol inpatient rehabilitation program and continue an aftercare program with the student assistance counselor. The cost of the rehabilitation program is the responsibility of the student's parent/guardian.

For a second offense:

The student's parent/guardian will remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12.

The student will be suspended from participation on the team/activity/parking for a period of sixty (60) days, after which time the student must submit a drug and alcohol test free of any controlled dangerous substance and/or alcohol.

The student must participate in a five (5) day prevention/education program.

The student must attend a minimum of ten (10) counseling sessions with the student assistance counselor.

The student may attend prevention/education programs or sign into and complete a drug/alcohol inpatient rehabilitation program and continue an aftercare program with the student assistance counselor. The cost of the rehabilitation program is the responsibility of the student's parent/guardian.

This policy also complies with confidentiality requirements established in federal regulations and state provisions as found in 42 CFR Part II and N.J.S.A. 18A:40A-12, respectively. ([Board of Education Policy-5131](#))

FUNDRAISING

All fundraising activities by classes, clubs, teams, booster organizations, etc., must be approved and scheduled by the main office. Money from the sale of merchandise or contribution collections by individual students is the responsibility of each student until submitted to the group's advisor. Likewise, the loss or theft of any merchandise is the individual student's responsibility until delivered to the buyer. Students are reminded not to leave money or merchandise in lockers. **Students are not permitted to sell door to door.**

***Individual fundraising or selling any items for personal benefit is not allowed, and is subject to disciplinary action.**

DANCES / PROMS

Dances will be held in our Commons. Clubs or classes wishing to sponsor a dance must discuss the details with the teacher sponsor and then schedule the date with the vice principal. Following approval, a request for use of the school facility must be filed with the Main Office.

To ensure proper use of facilities, the following rules will be enforced:

1. Students must show their ID cards to gain admission.
2. Smoking is not permitted.
3. Students may not leave and return later.
4. Guests may attend only by administrative approval. Submit request in writing prior to the start of ticket sales.
5. All dances have a late arrival time after which students will not be admitted. There will also be a designated time before which a student will not be allowed to leave.

Costs for damages incurred as a result of the activity will be the responsibility of the sponsoring organization.

The Junior and Senior Proms have slightly different guidelines which are outlined specifically in the permission slips for each event. Please note that the students attending either event must be in school for a minimum of four hours on the day of the prom. Also, if school is closed for inservicing on prom day, students attending the prom will not be granted early dismissals on the day prior to the prom. Special circumstances can be discussed with the student's vice principal for consideration.

FIELD TRIP REGULATIONS

Students are expected to be on their best behavior while on a field trip or at an athletic event.

The following rules will apply to field trips:

1. Trip permission form must be submitted to the teacher four (4) days in advance of the trip.
2. Students are to dress accordingly.
3. Transportation home from school is to be supplied by the parents.
4. Drug or alcohol involvement will be handled as prescribed in the "Drugs and Alcohol" section of this handbook.
5. Students are required to attend all classes prior to departure and upon return to school at the conclusion of the trip.
6. All Hillsborough High School rules and regulations apply to students on field trips, and appropriate behavior is required.
7. Students must remain with their teacher or chaperone at all times during the trip.

STUDENT PUBLICATIONS

The preparation, publication, and distribution of student newspapers, magazines and other literature is an exercise of the freedom of the press. The school has the right to control the time, place, and manner of the distribution of such literature. It should be noted that vulgarity is not protected by the First Amendment and is banned by the school.

If the distribution of any literature, authorized or unauthorized by the school, disrupts the operation of the school, then those students who created that literature will be subject to disciplinary procedures.

The Voice is a monthly publication serving the school by promoting school spirit, informing students of current events and recognizing achievements of students and organizations. It is written, managed and illustrated by a student staff.

The yearbook, RAMROD, is the formal record of all classes' activities. It is managed and illustrated by a student staff. Students may order a book in the fall and receive it in June.

ANNOUNCEMENTS

Information regarding sports, clubs, activities, social events, etc., is provided throughout the day on video monitors located in the classrooms, library, Commons, and offices. There are no personal announcements made.

CLUBS AND SPECIAL ACTIVITY GROUPS

Clubs and related social activities are an integral part of the total program. Through such activities students have the opportunity to explore and develop their special interests as well as extend their knowledge in certain subjects beyond the classroom. A club may or may not be related directly to a subject area, but it must provide a worthwhile experience for its members. Generally, the chief requisite is continued or sustained interest.

As the needs and interests of the student body demand, the number and variety of clubs may change from year to year. To form a new club, students must secure a faculty advisor and administrative approval. A list which reflects [active clubs and activities](#) at HHS can be found on our webpage along with a brief description.

STUDENT OFFICER ELECTIONS

To encourage participation, there are no criteria nor are there elections for students to be in a Class Cabinet or the Student Council. However, officers are elected.

Elections of class officers and Student Council officers are held during the spring for next year. Any student running for an office must have been an active member of a class cabinet or Student Council during the current year.

All election activities are conducted and supervised by the current Student Council. A student running for office must have at least a “C” average in each course at the end of the third marking period. Any suspension will result in an immediate review of the candidate’s eligibility and there must have no more than one Saturday detention. Final approval of candidates will be made by the administration as necessary.

BULLETIN BOARDS

Bulletin boards and display cases have been placed throughout the building for class and club use. Assignments will be made through the Vice Principal’s office.

POSTERS AND SIGNS

Only approved posters and signs specifically related to school-sponsored and school-sanctioned activities or events will be hung in the building. All posters/signs are to be preliminarily approved by the supervising teacher/advisor/coach and then officially approved, stamped, signed, and dated by the vice principal in charge of activities.

Within twenty-four (24) hours after the activity, all posters and signs are to be removed by the sponsoring group.

Posting unapproved or inappropriate signs, etc., is subject to disciplinary action.

ATHLETICS

ATHLETIC TEAMS

The following interscholastic sports are available to the students of Hillsborough High School:

FALL SPORTS

Football
Field Hockey
Boys' Soccer
Girls' Soccer
Boys' Cross Country
Girls' Cross Country
Girls' Tennis
Cheerleading
Girls' Gymnastics
Girls' Volleyball

WINTER SPORTS

Boys' Basketball
Girls' Basketball
Wrestling
Boys' Swimming
Girls' Swimming
Cheerleading
Boys' Indoor Track
Girls' Indoor Track
Ice Hockey

SPRING SPORTS

Baseball
Softball
Boys' Track & Field
Girls' Track & Field
Boys' Lacrosse
Girls' Lacrosse
Boys' Tennis
Boys' Golf
Girls' Golf
Boys' Volleyball

MEDICAL EXAMINATIONS

Candidates for all sports must receive a medical examination prior to the first practice session. This examination shall be conducted within 365 days prior to the first practice session. The [forms](#) required for this medical examination can be obtained online at hhs.https.us/athletics. All forms must be delivered in person so that a member of the Health Office may look over the forms in order to ensure accuracy and completion. Forms not reviewed by Health Office personnel may be delayed in final clearance by the school physician.

ACADEMIC REQUIREMENTS

It shall be the policy of the Board of Education to require all students in grades nine through twelve who wish to participate in interscholastic athletics and/or interscholastic co-curricular activities to meet the minimum credits required per year as stated below. This shall not apply to ninth grade students during their first semester of high school.

To be eligible for athletic participation and co-curricular activities, a student must be enrolled in a minimum of 30 credits each year. Successful achievements (65 or above) in all courses are required to maintain full athletic eligibility.

In addition to the minimum credit requirements, pupils must earn at least a 65 average in every subject each semester. Pupils failing to achieve a final average of 65 or better in one subject shall be placed on probation for the next semester. Pupils failing to achieve an average of 65 or better in two subjects shall be ineligible for the next semester. If a probationary pupil's academic average in any subject is reported to fall below 65 on any of the quarterly probationary reports, he or she shall be declared ineligible for the remainder of the season (marking period for co-curricular) and possibly the next season (marking period for co-curricular) as determined by the building principal.

A probationary pupil who becomes ineligible for failing to maintain a semester average of 65 or better shall be required to maintain an average of 65 or better in all subjects for one marking period before returning to interscholastic activities (one marking period for co-curricular activities).

According to [NJSIAA](#) regulations, which govern all interscholastic athletics, a student must pass 30 credits in the previous school year to be eligible to participate in athletics for the first semester. For spring sports, the student must have passed at least 15 credits in the first semester.

All students participating in our athletic program must adhere to the rules and regulations stipulated in the athletic contract signed by the student and his/her parent or guardian.

As per [Board of Education policy - 5131](#), all students will also be registered in the nurse's office for Hillsborough High School's random drug testing. Failure to do so will result in the student's removal from the athletic program.

APPEAL PROCEDURE: ATHLETIC PARTICIPATION

A. The school is cognizant of the possibility of unusual, extenuating circumstances which may arise relating to the operation of the eligibility requirements policy.

B. Petition for Hearing

1. A written petition must be presented to the principal by the student no later than three (3) school days after the receipt of notification of ineligibility status.
2. A student will remain ineligible during the appeals process until eligibility is restored to him/her as a result of the appeals process.

C. School Appeals Committee

In keeping with the dictates of fairness and procedural due process, a school eligibility appeals committee will be established to hear cases brought by the petition from the affected pupils. The committee will be comprised of three (3) people each serving in one of the following capacities:

1. The Principal or designee
2. Athletics-Director of Athletics; Co-curricular Activities-National Honor Society Advisor
3. A Guidance Counselor

D. Superintendent of Schools

Appeals to Superintendent of Schools relating to decisions of the School Appeals Committee must be made in writing to the Superintendent within three (3) school days of receipt of the School Appeals Committee's decision.

E. Board of Education

Appeals to the Board of Education relating to decisions of the Superintendent of Schools must be made in writing within five (5) days of receipt of the Superintendent's decision.

F. Commissioner of Education

Board of Education decisions may be appealed to the Commissioner of Education.

- G. The N.J.S.I.A.A. will not hear appeals regarding a student's failure to meet its academic requirements. However, where it is determined that a student did not meet academic requirements because of circumstances beyond his/her control, waivers may be granted only in the most extraordinary cases.

ATHLETIC CODE OF CONDUCT

All student athletes are held to the school's disciplinary code as well as the Code of Conduct outlined in the [Athletic Contract](#) distributed each season. Please note that NJSIAA, as a result of Executive Order 72 (signed December 20, 2005, by Governor R. Codey), allows random steroid testing for teams and individuals qualifying for NJSIAA tournament games. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

HAZING

The school takes any acts of hazing very seriously. All students share a responsibility to notify their coaches or advisors of any acts of hazing so that any serious bodily or emotional harm can be prevented. Students found guilty of engaging in hazing other members of their team or other organization will be suspended. Such behavior, whether it occurs on school grounds or off campus, is within the domain of the school and will be met with appropriate consequences. These students should also be aware of the laws governing such behavior.

According to New Jersey Law 2C:40-3, a person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student organization, he

knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. By Board policy, this also includes behavior resulting in mental harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. ([Board of Education Policy- 5512](#)) A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act as described above which results in serious bodily injury to another person.

ACADEMICS

EXAMS

Final examinations will be required in all subjects. Examinations will be scheduled through the principal's office. Students who are absent because of illness, emergency or other serious circumstances on exam day will be rescheduled for a makeup, if granted, provided that **the parent or guardian calls the school on the day of the absence to report the reason for the absence.** Students are expected to report to Physical Education during exam days.

EXAM EXEMPTIONS

Seniors shall be exempt from the final exam in any full year courses in which the student has earned an "A" in both the third and fourth marking periods and/or in any semester course in which the student has earned an "A" in both marking periods. "A" is a grade of 90 or higher. Students who have a Study Hall or who are exempt from an exam are excused during the exam.

REPORT CARDS

Report cards are available through the Genesis Parent Portal system four times a year, approximately every nine weeks, according to the school calendar in this handbook. The final report card will be available on Genesis during the last week of June. Report cards are withheld for those students who have overdue library materials, athletic equipment, or outstanding fines.

The following criteria may be used in determining grades:

1. Class participation and preparation
2. Unit tests
3. Daily (short) quizzes
4. Attendance
5. Papers, projects, and demonstrations as assigned.

Numerical Value Interpretation

90-100	Outstanding -	The pupil consistently demonstrated outstanding ability in the comprehension of the subject.
80-89	Good -	The pupil acquired a comprehensive knowledge of the subject and demonstrated marked ability to interpret it.
70-79	Satisfactory -	The pupil showed acceptable understanding of the content of the subject.
65-69	Poor but passing -	The pupil lacked understanding in some important areas of the subject.
64 or below -		Student failed.
I		Incomplete
M		Medical Excuse
W/P		Withdrawn/Passing (Based on the actual grade at time of withdrawal from course)
W/F		Withdrawn/Failing (Based on the actual grade at time of withdrawal from course)
W		Withdrawn
N/C		No Credit
S		Satisfactory

Marking periods close approximately two weeks before report cards are issued. A grade of “Incomplete” will be given if any work or examinations have not been completed before the close of the marking period. All “Incomplete” work must be made up within two (2) weeks or the work is automatically recorded as a zero (0). Students absent due to a prolonged illness may be given an extension. Such an extension must be requested through the guidance counselor.

The following criteria are used to determine student averages:

1. All grades given during the marking period are to be numerical.
2. Midyear and final exams will be recorded 0-100%. Should a student fail to take the midyear or final, a grade of zero (0) will be used to determine the final average.
3. Marking periods and exams will be weighed for a final average (20% for each marking period and 10% each for the mid-term and final exam.

ACADEMIC INTEGRITY

Academic integrity violations take various forms, including but not limited to copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to

copy, using an online research paper, using a language translation service and collaboratively working on an individual assignment. Students are expected to use appropriate citations for all work in all classes and at all times.

Any academic integrity violation will result in a grade of zero (0) for the test or assignment for which it occurred, and other disciplinary consequences may apply, dependent on the circumstances of the event. In every instance, the teacher will contact the parent or guardian as well as the guidance counselor, the vice principal, and the advisor of the National Honor Society. A second academic integrity violation in a school year will result in a Saturday Detention along with the grade of a zero (0) and the required notifications. Any additional academic integrity violations will result in two days of in-school suspension, the grade of a zero (0,) and the required notifications.

Any form of academic dishonesty may also have repercussions for honors and recognition, including, but not limited to, valedictorian, salutatorian, and senior awards.

HONOR ROLL

The following criteria are used when selecting students for the Honor Roll:

1. A marking period grade of 80 or higher in all courses.
2. No incomplete grades.
3. No withdrawals.

HIGH HONOR ROLL

To be eligible for the High Honor Roll, all of the above criteria applies except all grades must be 90 or higher.

NATIONAL HONOR SOCIETY

The National Honor Society of Hillsborough High School is a duly chartered and affiliated chapter of the National Honor Society. Membership is open to eleventh and twelfth grade students who meet the required standards in all four areas of evaluation: scholarship, leadership, service, and character. The national office of the NHS establishes standards for selection, which have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school. The NHS Advisor serves as an ex-officio member of the Faculty Council.

Scholarship: The scholarship criterion requires that a student take at least a standard, full load of core curriculum courses (30 credits) at the High School, or a combination of 30 credits taken at Hillsborough High School and Somerset County Vocational and Technical High School

as per the reciprocal agreement held by those two institutions, and have a cumulative weighted grade point average of 95.0 (not rounded) or better.

Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, character, and service.

Leadership: For leadership, the chapter requires at least one sustained leadership position. This position can be held in or out of school, must clearly demonstrate that the candidate directed a group of people, and must be described and documented fully per the directions set forth in the Student Information Forms. Members of the faculty, staff and administration are solicited for input regarding their professional reflections on a candidate's leadership. For the purposes of admission to the society, students may not use the same activity or field of interest for both the leadership and service requirement. The Society is looking for diversity in its members' activities.

Service: For service, a student must provide documentation of twenty (20) hours of *sustained* school and/or community service since entry to high school. The faculty council is looking for candidates who have a history of commitment to service-oriented projects. By definition, service activities cannot be compensated, financially or otherwise (i.e. membership, travel, discounts, food, etc.). Additionally, this service cannot be performed for a member of the student's family. Service activities demonstrate inconspicuous responsibility, selflessness, courtesy, assistance, willingness, enthusiasm, and sacrifice. For the purposes of admission to the society, students may not use the same activity or field of interest for both the leadership and service requirement. The Society is looking for diversity in its members' activities.

Character: To evaluate a candidate's character, the Faculty Council uses various forms of input: first, students are asked for self-input in which they will identify and describe any issues that might be of concern to the Council; and second, members of the faculty, staff, and administration are solicited for input regarding their professional reflections on a candidate's character. The Faculty Council will consider students who take criticism willingly and accepts recommendations graciously; exemplify desirable qualities of behavior; uphold principles of morality and ethics; comply with school regulations concerning property, program, office, halls, etc.; demonstrate the highest standards of honesty and reliability; show courtesy, concern, and respect for others; observe instructions and rules, punctuality, and faithfulness both inside and outside the classroom; who have powers of concentration and sustained attention as shown by perseverance and application to studies; and who manifest truthfulness in acknowledging obedience to rules, in avoiding cheating in work, and in showing unwillingness to profit by the mistakes of others.

The Faculty Council carefully reviews these forms and Student Activity Information Forms to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection by the end of February. Non-selection appeals should be directed to the principal by the deadline indicated on the non-selection letter.

Following notification, a formal induction ceremony is held at the school in March to recognize all newly selected members. First and second-year members are expected to attend the ceremony. Once inducted, new members are required to maintain the same level of performance, or better, in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings, held in the auditorium the second and fourth Tuesday of every month during the school year, and participation in the chapter service projects, including (but not limited to) peer tutoring and the annual induction ceremony. Membership dues are \$10.

If a student fails to meet his/her membership obligations, he/she will receive a letter of warning (except in the cases of *flagrant* violation of school rules and civil law, such as academic dishonesty, insubordination, class cutting, smoking on school grounds etc.). In cases where the student has received a warning or has flagrantly violated the standards, the Faculty Council will hold a hearing to review the student's membership status and will render a decision regarding the repercussions. Consequences may differ according to individual circumstances and may include dismissal. Dismissal and hearing procedures are available from the chapter advisors. Students should realize membership in NHS is a privilege and not a right.

Students or parents who have questions regarding the selection process or membership obligations should contact the NHS advisor(s) directly via phone or email.

MAKE-UP OF MISSED WORK

Students who are absent from school are entitled to make up any assignments or tests which occurred during the absence. If present on the day prior to a test, the student can be expected to take the test on the first day of his/her return to school. For all other situations, the student and teacher are to agree upon a reasonable time for make-up work. In the event that such an agreement cannot be reached, the student may discuss the matter with the appropriate department supervisor.

Students are not entitled to make-up opportunities as a result of class cutting or truancy.

All incomplete work is to be completed within two weeks of the close of each marking period. Any work that is not completed within the allotted time will revert to a zero (0) and become part of the calculation of the student's average for that marking period.

Students who are absent during mid-year or final exams must take the exams during the scheduled make-up days, if permission was granted by the administration. Special arrangements can be discussed with the principal or vice principal in the event of extenuating circumstances. See "Exams" for more information.

Grade Disputes

At times, there can be a difference of opinion about a student's grade on an assessment. To address this, the student should first talk to the teacher to get a better understanding of the grade or to correct what may have been a simple error. In most cases it will be resolved at that point. Should the difference of opinion persist, the parent should also contact the teacher to get a first-hand understanding of the matter. Grading is something that occurs based upon the expectations in the class, the instructions given to students, the student's effort and preparation, and many other factors that impact the student's individual grade on an assignment. Because of that, the teacher is the best resource to gain an understanding of the grade earned. A department supervisor or building administrator is not in the position to override a teacher's decision about a grade unless it is found that the grade was assigned in an arbitrary or capricious manner (as a punishment, retaliation, intent to do harm to a student, etc.). This is a very high bar that is very rarely reached, so the teacher remains the best contact to understand and resolve any concerns about grading.

STUDY HALL

Students who are assigned to a Study Hall must report to the proper room on time. When late without a pass, the student will not be allowed a pass privilege for that day. When late three times, the pass privilege will be lost for the remainder of the marking period. Anyone who misuses the pass from study hall by disrupting another class, leaving campus, loitering or smoking will lose the privilege for 20 consecutive school days. As with other assigned classes, any student who cuts Study Hall will receive eight (8) demerits.

PHYSICAL EDUCATION REGULATIONS

Health, Safety, and Physical Education (N.J.S.A.18A:35) requires that all students in grades 1 through 12 participate in at least two and one-half hours of health, safety, and physical education in each school week.

- Health & Physical Education is required by state law of each student enrolled. This requirement applies to fifth year students as well.
- Expectations and procedures should be followed in order to receive a meaningful and beneficial experience in Physical Education.
- Students are **not** required to change for physical education but **they must be appropriately dressed in athletic attire** that allow students to participate without restrictions. All attire must conform to the school dress code.

- All students must be appropriately dressed for Physical Education class or they will be marked unprepared. Appropriate dress consists of shorts, shirts, sneakers and/or sweat suit. All gym attire must conform to the school dress code.
- All students must be in locker room area when the passing bell rings.
- Five (5) minutes will be given on both ends of the period to change into and out of physical education attire.
- All students will remain in the gym until the passing bell rings.
- All students will be scheduled for one marking period of Health or Driver Education, one marking period of a specific grade level Physical Education course and two marking periods of elective activities. In the elective marking periods, students will have the opportunity to choose from available elective offerings for that specific marking period.
- **Lock All Personal Valuables: Money, jewelry, electronics and other valuables should always be secured in a locked locker during gym class.** Each student is assigned their own locker. Students are encouraged to use their locker to secure their valuable items. Any valuable items that do not fit into the locker may be stored in the gym office upon request. The school is not responsible for lost or stolen valuables.
- Since technology is a part of day to day life and students can now bring their personal devices to school, there are restrictions when it comes to technology in Physical Education classes. **Use of cell phones, IPod's, or other personal devices that are NOT being used for academic purposes, will NOT be permitted in the Gyms or Locker rooms.** If students have their personal devices with them when they come to class, they must be turned off and stored in their lockers. **It is the student's responsibility to take care of their personal devices.** Students will only be allowed to use their devices with permission given by their teacher.

PHYSICAL EDUCATION GRADES

- Students will have an opportunity to earn 400 points during each marking period in Physical Education. Students must demonstrate proficiency in all three domains, but each domain will be weighted differently. Knowledge is 30%, Skill is 20%, and Participation is 50% of the total grade.
- Students present for class but not participating without an excuse will have 20 points (5% percentage points) deducted from their cumulative total for the marking period. The same applies to a student who cuts the class. Students will have the opportunity to make up points through written assignments during a study hall (same day), where they will regain half credit (10 points or 2.5% from their cumulative grade) for the class in which they did not participate.

- Students are permitted to miss up to five (5) gym classes for any legitimate reason including school activities, absences and medical excuses without penalty. Any absence after five must be made up by the end of the unit. If not, points will be deducted for each absence. Students should make arrangements with their physical education teacher to make up the missed time.
- All suspensions, both in-school and out-of-school must be made up.

PHYSICAL EDUCATION LIMITATIONS AND EXCUSES

In order for students to meet graduation requirements, they must successfully complete Health and Physical Education each year they are enrolled in high school. We recognize that some health conditions prohibit students from engaging in all activities completely. Please follow the procedures outlined below so HHS may provide the necessary accommodations for students with limitations or restrictions. Due to the classroom learning component of Physical Education and NJ Department of Education requirements, students are expected to attend class daily and will be assigned alternate work.

Physical therapy will not count toward credit for health and physical education.

PROCEDURE FOR APPROVAL OF PE LIMITATIONS AND EXCUSES

- All physical education limitations and excuses shall be issued by the school nurse prior to gym class.
- Parent requests for limitations or excuses are limited to three days per marking period.
- Students requesting extended physical education limitations or excuses (more than 3 days) must have their health care provider complete the “[Physical Education Excuse](#)” form which is available in the Nurse’s Office and on the High School Health Office website.
- Students who are unable to fully participate in Physical Education may not be allowed to participate in extracurricular activities until medically cleared.

PROCEDURE FOR IMPLEMENTATION OF PE LIMITATIONS AND EXCUSES

- Based on the “Physical Education Excuse” form the student’s placement or accommodations will be determined by the Nursing Supervisor and the Health and PE Supervisor in conjunction with input from the student, parents and health care provider.
- If the limitation or excuse is for 5 days or less, the student shall remain in their class and complete written work or participate with accommodations. If the limitation or excuse is for

more than 5 days, the student will be reassigned to an activity that is appropriate for the needed modification and accommodations.

- If it is determined that it unsafe for the student to remain in the gym, the student will be assigned an alternate location and will complete written work that meets the NJCCCS and HHS curricular objectives for Health and Physical Education. They will be graded on a pass/fail basis.

FAMILY LIFE EDUCATION

Students will take a five week “Health & Family Life” unit during high school, which is offered in ninth grade. These units are designed to provide students with information, decision-making skills and resources to encourage thoughtful and responsible behavior, as well as reinforce the values of home and family. The classes will cover a variety of topics including, but not limited to, dating relationships and marriage, pregnancy and childbirth, parenting, male and female roles, sexually transmitted diseases and decision-making skills.

New Jersey Family Life Education law states, “any pupil, whose parent or guardian presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result therefrom.”

If you desire your child to be excused as per the state law, please request a release form from the Physical Education supervisor. After completion of the form, your child will be scheduled into a Physical Education activity for the duration of the Family Life unit.

In order for your child to be excused as per the state law, the parent or guardian must present a written, signed statement to the Health and Physical Education Supervisor explaining how instruction in health, safety, family life education, or sex education is in conflict with the family’s conscience or sincerely held moral or religious beliefs. After receipt of this letter, the school may contact the parent or guardian to discuss the concerns or provide clarity on the curriculum. Upon approval the student will be scheduled into a Physical Education activity for the duration of the family life unit.

TEXTBOOKS

At the beginning of every year, all necessary textbooks are issued to each student with a specific book number, and your name should be written in the stamped area in the front of your book. These books are loaned to students and must be covered and handled with care. Books lost or damaged beyond reasonable wear must be paid for by the student responsible. Due to the high

cost of textbooks, the school will not issue copies of books to be kept at home. The teacher will provide information on purchasing options that parents can pursue with the publisher or over the Internet.

BOOK AND EQUIPMENT FINES

All loaned materials (books, sports, photography, and computer equipment, etc.) must be returned or the appropriate fines must be paid. Requests for refunds of fine money as a result of finding the lost item(s) must be made by **September 15**. Refund requests after that date will not be honored.

If a student does not return the assigned textbook, claiming it has been lost or stolen, the student will be charged the original cost of the book minus ten percent of the original cost for each year the book has been in use to account for depreciation.

If a textbook has been damaged, the student will be charged the full replacement cost as noted above if the textbook is no longer usable, assessed a ten dollar (\$10.00) charge for damage to binding, or one dollar (\$1.00) per occurrence for other damages such as torn pages, etc.

Insurance may be purchased to protect Chromebooks from certain types of damage, however; students and their parents are responsible for damages not covered by insurance, or for all damages in the event they did not purchase insurance.

BEHAVIORAL EXPECTATIONS AND DISCIPLINARY CONSEQUENCES

DEMERIT SYSTEM

The demerit system is premised on the feeling that all student infractions should be recorded and resulting disciplinary action be based on the sum total. When a student is assigned demerits, a parental contact is made. When a student accumulates fifteen (15) demerits, a Saturday detention results. A student will not be assigned more than three (3) Saturday detentions per year. On the fourth occasion that otherwise would have resulted in a Saturday detention, the student will be assigned to in-school suspension.

Administrative discretion will be used for additional offenses not listed below.

DEMERIT OFFENSES

- Cut a class, study hall or lunch* 8
**Students will not be allowed to make up missed work*
- Failure to report for teacher assigned detention** 5
***Student also required to make-up detention*
- Misuse of pass privilege 8
- Failure to sign in when tardy 5
- Leaving class without permission 8
- Forging or altering notes from parents or teachers 10
- Missing PM Vo-Tech bus 8
- Overt display of affection 5
- Misconduct during assembly 10
- Minor school bus disruption 5
- Minor misconduct in Commons (i.e. yelling, running, standing/walking on table tops) 5
- Loitering in building after dismissal 5
- Inability to produce ID card upon request 5

DEMERIT REDUCTIONS

Students may elect to reduce their demerits to avoid detention. This privilege is only available prior to the student reaching fifteen (15) demerits. Demerits can be removed through several options: Service to the school after the student's regular dismissal time or good behavior for a period of 20 school days. (The second option is available only once per marking period.)

NON-DEMERIT OFFENSES

The following infractions will mean automatic Saturday detentions, in-school suspensions, out-of-school suspensions, and/or police notification (*):

- Drug or alcohol offenses
- Fighting/Assault (3-10 days suspension).
- Scuffle (Saturday Detention-4 days of suspension)
- False Alarms (5-10 days suspension).
- Forgery of major school documentation/forms.
- Thefts (3-10 days suspension).
- Biased comments (ethnicity, race, religion, gender, sexual orientation, economic status or physical conditions) (3-10 days suspension).
- Smoking

- Leaving school grounds (unauthorized).
Students will not be allowed to make up missed work
- In parking lot or outside building without permission during school hours.
- Defacing school property.
- Willful disobedience or open defiance of the authority of any member of the staff (insubordination), including failure to serve an office-assigned detention.
- Disrespectful comment or gesture, including any form of harassment, to any member of the staff.
- Use of profanity or vulgar language.
- Continued offenses of the same nature regardless of point value.
- Sexual Harassment, Hazing, Bullying.
- Verified threats toward another student.
- Gambling or being in possession of dice.
- Fundraising or sale of any items not approved by administration.
- Academic Integrity Violations (Saturday detention- 2 days suspension)
- Truancy
- Failure to report to office when told to leave for behavioral reasons.
- Any other infraction that may be imposed by New Jersey School Law, which may be grounds for suspension or expulsion.

SCHOOL WIDE PASS RESTRICTION

At the discretion of the vice principals, students may receive 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.

DISRUPTIVE BEHAVIOR

Students who, because of negative behavior, impede the progress of class are to be considered disruptive. There is no excuse for depriving classmates of the right to an education. Such behavior may be addressed at the discretion of the teacher or administration. Therefore, students referred to the office for disruptive behavior will be assigned Saturday detention. If the problem continues, the student will again be referred to the office and assigned In-School suspension for that class for three days. If the behavior continues, the student may be WITHDRAWN FROM THE CLASS WITH NO CREDIT.

BEHAVIOR ON BUSES

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 the vice principal's office. 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 demerit points. Students must "buckle up" whenever riding buses equipped with seat belts. 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).

HARASSMENT AND BULLYING BEHAVIORS

It is important that every student feels comfortable when in school. Parents are vital in sending the message that harassment of any form, insults, disrespectful behavior from one student to another, or forms of intimidation have no place in the classroom or the corridors. Words or actions which demean another person because of race, ethnic origin, religion, gender, sexual orientation, economic status, or physical condition are unacceptable. Students who use such harassing language or bullying behavior will be subject to the appropriate consequences. The school's Anti-Bullying Specialist will also be informed for additional legal information and counseling regarding this behavior. Hillsborough High School also utilizes the STOPit app as an anonymous reporting tool where students can safely and anonymously report worrisome things happening to them or others. It can be accessed through the STOPit app available in the Apple and Google app stores. Use code "HHS Raiders" when logging in. [Board of Education Policy - 5512](#) fully outlines Hillsborough Township School District's stand on this matter and is available on the district website.

WEAPONS

The possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event or on school sanctioned transportation is prohibited. "Weapon" includes, but is not limited to, all firearms, knives, instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices and imitation weapons.

Anyone suspecting the presence of a weapon, as defined above, is required to report the matter to the principal or vice principal. If the investigation establishes the presence of a weapon, it will be confiscated immediately and the police will be notified.

Any pupil who possesses, uses, or exchanges a weapon on school property or school sponsored transportation or at a school event is subject to stringent discipline which may include expulsion. Anyone who brings an imitation firearm on school property without the written permission of the principal commits a disorderly person's offense. The law (P.L. 1995, Chapter 389, N.J.S. 2c:39-1) applies to the buildings and grounds of public schools. An imitation firearm is "an object or device reasonably capable of being mistaken for a firearm."

The Zero Tolerance for Guns Act, P.L. 1995, c. 127 and c. 128, requires that school officials remove students from the regular education program for not less than one calendar year who possess firearms on school property, school bus, or at a school function or who commit a crime while possessing a firearm. Also any pupil who assaults another pupil, teacher, administrator, board member, or other school district employee with a weapon other than a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program. In either situation, the student is placed in an alternative education school or program pending a hearing before the district board of education.

DRUGS AND ALCOHOL

Although there is no place for drugs and alcohol in a school setting, it is clearly understood that some students struggle with addiction. In addition to educational programs provided by the district, the high school offers assistance to any student seeking help without fear of punishment. Students who would like to take advantage of this assistance should contact the high school's Student Assistance Counselors (SACs) for support.

Students are prohibited from possessing, consuming, using or distributing prohibited substances in any form while at school; at co-curricular and extra-curricular programs; on Board property; during school hours when off Board property; at school-related functions on or off Board property; and in transit to and from school. Students are further prohibited from smoking cigarettes or using tobacco products in any form on Board property and at school-related functions.

If a student is suspected of being under the influence of substances under the conditions described above, that student will be identified, evaluated and reported in accordance with the law. A student who uses, possesses, or distributes substances, alcohol, tobacco, or anabolic steroids while on school property or while attending a school-sponsored activity will be subject to discipline.

"Substances" are defined as alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, counterfeit controlled substances, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation,

excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes.

REPORTING STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE

It is the primary goal of the Hillsborough High School staff and administration to provide at all times for the safety and well-being of the students in the school's charge. Therefore, whenever it appears to any staff member that a student is under the influence of a substance, the matter shall be reported immediately to the principal or vice principal and the nurse.

Medical Examination and Screening:

- The student will be taken to the nurse's office for assessment and care by the nurse and principal/vice principal. The principal/vice principal may also conduct a search of the student's person and/or belongings if there is reasonable suspicion that the student is concealing any substances or paraphernalia.
- The student's parent/guardian will be contacted to arrange for an immediate medical examination of the student by a physician licensed to practice medicine or osteopathy for the purpose of providing appropriate health care and determining whether or not the student is under the influence of a substance. The medical examination shall include a blood or urine screening for the presence of substances by a licensed testing facility.
- The parent/guardian may choose to have the screening and examination conducted by a physician of his/her own choice or at an approved site. When a physician of choice is selected, the cost of the examination and screening becomes the responsibility of the parent/guardian.
- If the parent/guardian cannot be reached immediately, or if the physician selected by the parent/guardian is not immediately available, the student will be transported by local emergency services to the nearest hospital for examination.
- If the student is medically compromised, the local emergency staff will be contacted to transport the student to the emergency room for appropriate treatment in the company of two staff members (at least one will be of the same sex as the student). The staff members will be sent only if the parent/guardian is unavailable to accompany the student, and the student will be remanded to the care of the parent/guardian as soon as possible.
- The examination and the blood or urine screening are to take place within two (2) hours of initial parent/guardian contact or within two (2) hours of the referral if a parent/guardian is

unavailable. Failure to adhere to this specified time frame will be considered a violation of the substance abuse policy.

Written Report of Examination and Screening Results:

- A written report of the blood or urine screening may be furnished to the parent/guardian.
- A blood or urine screening that is reported as adulterated will be considered a violation of the substance abuse policy and is subject to appropriate disciplinary consequences.
- A student must submit medical clearance by a physician within twenty-four (24) hours to their Vice Principal and may then return to school.

Failure to Comply:

- Refusal or failure of a parent/guardian to comply with the above listed requirements as set forth in N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be deemed a violation of the Compulsory Education and/or Child Neglect laws and will therefore result in a referral to the Division of Youth and Family Services and will be considered a violation of the substance abuse policy.
- Refusal or failure by the student to comply will result in a referral to the County Crisis Intervention Unit and will be considered a violation of the substance abuse policy.
- Refusal or failure by an adult pupil (18 years old) to comply will be considered a violation of the substance abuse policy. ([Board of Education Policy-5530](#))

Negative Results: If the blood or urine screening results are negative, there are no further actions, and the student will return to school immediately.

Positive Results: If the blood or urine screening results are positive for substances and the physician states that the student's usage interferes with his/her physical or mental ability to perform in school, the student shall be returned to the care of the parent/guardian as soon as possible, and a meeting will be held with the principal or his/her designee. School attendance will not resume until a written report has been submitted by the physician to the parent/guardian, principal, and superintendent indicating that the student's substance usage no longer interferes with his/her physical or mental ability to perform in school.

Consequences for the first offense of the substance use policy:

- Five (5) days of in-school suspension.
- Meeting with the Student Assistance Counselor (SAC) for evaluation, including possible required professional evaluation at the parent/guardian's expense, and five (5) counseling sessions with the SAC.
- A thirty (30) calendar day suspension from participation in or attendance at school activities including, but not limited to parking, athletics, prom, graduation, and pending completion of the five (5) counseling sessions with the SAC.
- Police notification without identifying the student unless required to do so by law and/or Board policy.
- Meeting with the SAC, guidance counselor, vice principal, and CST case manager, if appropriate, to discuss substance abuse programs and services, including possible referral to a treatment program.

Consequences for the second offense of the substance use policy:

The student shall be subject to all consequences for a first offense, with the following changes:

- Ten (10) day in-school suspension.
- Professional assessment at the parent/guardian's expense (The student must complete the recommendations of this evaluation, and the student will be excluded from graduation exercises should he/she fail to do so.)

For "possession" of an illegal substance:

- The police will be notified and will determine whether the substances and/or paraphernalia constitute "possession" or "distribution" in accordance with law.
- Students found to be in possession will face the same consequences as outlined above for first and second offenses, respectively.
- Students found to be involved in distribution or intent to distribute will be subject to the same consequences as outlined above for first and second offenses, except for serving a ten (10) day suspension out of school, and may be compelled to attend a hearing before the Board of Education to determine the necessity of any further disciplinary action, including long term suspension or change of placement.

SMOKING/VAPING

Smoking/Vaping and chewing tobacco are prohibited for all persons on school grounds, in school vehicles, and in school athletic stadiums. Smoking is defined as “the burning of, inhaling of, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device” (N.J.S.A. 26:3D-57). Any student seen with a cigarette, electronic/vaping device, cigar, cigarillo, pipe, chewing tobacco, snus, snuff or cigarette lighter 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 [Board of Education 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). Further, any student who attempts to impede the enforcement of the policy by serving as a “lookout” for violators or in any way hinders enforcement, will also be subject to disciplinary consequences including Saturday detention or suspension.

Consequences for smoking/vaping, possession of vaping paraphernalia and tobacco products:

- Any student smoking/vaping, seen with or in possession of tobacco products, including electronic smoking devices or their cartridges/oils/waxes/chargers or other components, and/or smoking/vaping while on school grounds will be subject to a three (3) day in-school suspension and, where permissible by statute, will have a complaint filed against them with the municipal court.
- Violators are subject to fines of not less than \$250 for a first offense, \$500 for a second offense, and \$1000 for each subsequent offense [\(N.J.S.A. 26:3D-62\(b\)\)](#).
- Also, since the contents of an electronic smoking device cannot be determined through casual observation or easily tested to determine if the contents are tobacco or controlled dangerous substances, students in possession of electronic smoking devices/components may also be considered under suspicion of being under the influence of drugs while at school as would a student in possession of anything that would constitute drug paraphernalia. Therefore, the school may contact a parent/guardian, who must immediately take the student for a drug screen and physician’s clearance.
- A positive screen or verified possession of drugs/alcohol will result in five (5) days of in-school suspension for a first offense (ten (10) days for each subsequent offense), five (5) mandatory drug counseling sessions with an HHS Student Assistance Counselor, as well as loss of parking privileges / ineligibility for all school activities for a minimum of 30 days pending completion of the required counseling sessions. Should a student test positive for a controlled dangerous

substance or be in possession of verified drugs/paraphernalia, the suspension for that offense will replace the lesser suspension for a smoking violation, although a municipal complaint will still be filed with the potential for escalation to criminal charges as a drug offense.

DESTRUCTION OF PROPERTY

Any pupil who shall cut, deface or otherwise injure any school property shall be liable to suspension and punishment, and his parent or guardian shall be liable for damages to the amount of the injury to be collected by the Board.

In New Jersey according to state law, anyone 13 to 17 years old who defaces any surface with graffiti is subject to having his/her driving privilege postponed, suspended, or revoked for one year. The penalty begins on the day the sentence is imposed and ends one year after the 17th birthday. (P.L. 1995, Chapter 251, C. 2A:4A-43 C. 2C:33) ([Board of Education Policy-5513](#))

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 a minimum three (3) day suspension and the incident may 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 will be imposed.

RIGHT TO APPEAL

The primary reason for acting on various discipline infractions is to modify and correct inappropriate student behavior so that major discipline infractions seldom become a reality. The concept of providing the student with corrective guidance and the opportunity for discussion BEFORE infractions of any kind are acted upon is most important.

It is also important that the rights of each student be recognized and protected. Therefore, each student shall have the right to know the nature of the infraction for which a penalty is being assigned. Additionally, for any short-term or long-term suspension, the pupil shall be afforded the opportunity for an informal hearing with the Principal or his/her designee. In the event of an appeal,

the suspension will commence as assigned and, should the consequence be reversed or revised, the student's record will be expunged or corrected accordingly.

If, after serving the consequence, the student wishes to have the record expunged, an appeal may be made to the Superintendent of Schools in accordance with [Board of Education Policy - 8330](#).

SATURDAY DETENTION

Students who fail to satisfactorily complete the assigned Saturday detention will report to school on the next regular school day. Students will then be assigned two (2) days of in-school suspension, as well as a makeup Saturday detention.

SATURDAY DETENTION RULES

1. The detention must be served on the assigned Saturday.
2. Students must arrive on time. Detention starts at 9:00 am and ends at 12:00 pm.
3. Students must bring sufficient school work or reading materials to occupy three hours.
4. Students are **not** permitted to communicate with each other, listen to music, snack, sleep, or use any electronic devices.
5. Chromebooks may only be used for school work and will be allowed at the discretion of the proctor.

Students who do not comply with Rules 2 and 3 will not be admitted to Saturday detention.

Students who break Rule 4 will be dismissed from the detention and their parents notified immediately.

In either case, a two-day in-school suspension, parent notification, and a subsequent Saturday detention makeup will be required.

A maximum of three Saturday detentions will be assigned per student per year. Subsequent violations will result in being assigned to in-school suspension.

SUSPENSION

Students on suspension are not permitted to participate in any social or extracurricular activity sponsored by the school. The days suspended do not count toward loss of credit, but suspended students are responsible for all assigned work and are not given extra time for make-up work.

IN-SCHOOL SUSPENSION

Students on in-school suspension (ISS) are required to report to the ISS room at 7:30 am. Tardiness is not permitted. Students must bring all textbooks to ISS with them; locker passes or extra texts will not be provided. Students will be given ISS learning packets and class work from their teachers, which must be completed daily during the suspension. Students who are unprepared or do not complete the assigned work will be subject to an additional day of ISS. Students will also be given any quizzes or tests in ISS that would have been taken in class during the term of the suspension. Failure to complete these in ISS will result in a zero for each quiz/test. Guidance counselors will contact students during their time in ISS to discuss the infraction and suggest ways to avoid such behavior/consequences in the future. Lavatory breaks will be provided once in the morning, once at lunch, and once in the afternoon.

Students are required to be on their best behavior and follow all school rules and the specific rules outlined by the ISS teacher. Refusal to cooperate will necessitate a parent contact so that the student can be picked up from school to complete the remainder of the in-school suspension at home, as well as an additional day of out-of-school suspension for the student's continued misbehavior. Students who are absent on one or more days during which they are assigned to ISS will complete the remaining days in ISS upon their return to school.

Students in ISS are not permitted to attend or participate in any extracurricular or school-related activities on any day of the suspension. Students must leave the school grounds immediately at the end of the school day.

Students are not permitted to snack/drink during the remainder of the day and must eat lunch during the designated time. Food deliveries will not be allowed.

After three (3) suspensions are assigned to a student in the course of a school year, regardless of the duration of each session, the Principal in consultation with the Superintendent will consider progressive discipline upon further infraction of school rules.

OUT-OF-SCHOOL SUSPENSION

Students on out-of-school suspension are not permitted on school grounds during the period of suspension. If there are extenuating circumstances, the student is to contact the Vice Principal for permission to enter the building. Students who violate this rule are subject to additional days of suspension.

Students are permitted to make-up assignments while on suspension. These assignments should be requested from the teachers by the student. If, for some reason, this is not possible, the office will request these assignments, which can be emailed to the student or picked up after 3:00 p.m. on the first day of the suspension.

The final day of out-of-school suspension will be spent in the in-school suspension program at which time the student will be required to make-up any quizzes or tests missed as a result of the suspension. Failure to complete the work will result in a zero for each quiz/test.

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS

The Board accepts the responsibility for students in the Hillsborough Township schools during regular hours. For this reason, no member of a law enforcement agency will be permitted to interview students on school premises without authorization of the building principal or his designee. The interview must be authorized by the student's parent(s) or guardian(s) unless the student is 18 years of age or older and objects in writing to the need for such authorization. Whenever a principal has determined that any law enforcement agency has legitimate purposes for interviewing a student under 18 years of age, the parents shall be notified and offered the opportunity to be present during the interrogation. The parent(s) or guardian(s) may authorize the principal or his designee to be present at the interview in their place to protect the student's interest.

In all cases the parents and/or students will be informed of the reasons for the questioning, their legal rights, and the procedural aspects which will be observed. No student shall be released to the police without proper warrant.

A school resource officer (SRO) is a member of the Hillsborough Police Department, not an employee of the Board of Education. Students may initiate contact with the SRO without parental permission; however, initiation of contact for investigative purposes by the SRO will fall under the above guidelines for parental notification.

RIGHT TO SEARCH

The school has the authority to maintain a safe and positive environment that is conducive to learning. The school has the right to search school property (such as lockers) at any time. When there is reasonable suspicion that a student is in possession of anything that may undermine a safe and positive environment, the school also has the right to search personal property. Such a search may include vehicles parked on school property, backpacks, bags, purses, outer clothing, personal/district technology, and any other property on school grounds. Searches conducted by police officers are subject to a higher threshold of “probable cause” and the applicable laws on search and seizure, but such searches may also occur in school as circumstances warrant. As determined by the district, police/canine searches may also occur without advance notice to the students or staff.

COUNSELING SERVICES

Counseling services are an integral part of the high school’s total educational program. Each student is an individual with unique goals, experiences, problems, abilities and resources. In keeping with this belief, the Counseling Department is designed to help students develop positive self-concept, effective decision-making skills, and a sense of responsibility for their actions. The counselors work with the students individually and in groups, assisting with school-related as well as personal concerns. In addition, counselors assist students with both college and vocational planning.

Each spring the Counseling Office publishes a [College Planning Guide](#), which is primarily distributed to juniors; however, any interested student may request a copy. This publication includes a college planning timetable, pertinent information on the college admissions process, testing dates, and financial aid information. The office also publishes a list of scholarships, college visitations and employment opportunities. The information is available on [Naviance](#), as well as on the high school website. In addition, every spring **a common application for local scholarships** is available in the office as well as distributed in school.

Group counseling sessions are used to discuss adjusting to high school, learning styles, career information, testing, and the college planning process. Counselor-led small groups are available to students on an as needed basis. Groups have been offered on the following topics: dealing with losses, stepparent issues, alcoholism in families, study skills, transitioning to HHS, and self-esteem.

The department also coordinates the standardized testing program, which includes AP testing, SAT testing, and the PSAT. Counselors interpret test results for students, parents and teachers.

INTERVENTION & REFERRAL SERVICES / 504 COMMITTEE

The Intervention and Referral Services (I&RS) committee is designed to assist non-classified students who are experiencing learning, behavioral, or health issues. The goal of the committee is to seek strategies and/or interventions to facilitate a more successful academic experience for the student. Examples of possible strategies and interventions could be program changes, new instructional methods, and recommendations for parents. The I&RS committee is an interdisciplinary team, which meets weekly throughout the school year. Teachers, counselors or administrators may refer students to the I&RS committee through the office of the Director of Guidance. Review of eligibility for Section 504 accommodations will also be conducted by the I&RS / 504 Committee.

STUDENT ASSISTANCE PROGRAM

Goals: [The Student Assistance Program](#) aims to help students develop healthy coping skills, make positive lifestyle choices, and avoid and deal with substance abuse issues and other problems, in order to help focus and function in school. Services are also provided for students whose lives have been affected by their own or someone else's use of alcohol or other drug and related issues. Some students who use the program are not involved with substances but are looking for ways to improve in a variety of personal problems and overall mental health.

Confidentiality: Confidentiality is the cornerstone of the SAP. If a student contacts the Student Assistance Counselor (SAC), no one will know unless the student discloses the information. No information will travel from the program to anyone else without the student's permission. An exception to that rule is when suicidal or homicidal behavior is evident; the appropriate people will be contacted. The counselor must also report cases of abuse and neglect if the student is currently under the influence.

Program: The program provides confidential services for students whose personal issues and concerns may be affecting their performance or behavior at school. Students are encouraged to use the program for help with family problems, alcohol or other drug use, emotional and a variety of other mental health concerns. The program offers support and educational groups on a variety of issues and special topics. Individual sessions, referral services and peer education programs are also offered.

Contact: If **students** are concerned about themselves or someone they know, please contact the Student Assistance Counselor. Anonymous referrals are also welcome. **Parents** with questions should call the Student Assistant Counselor.

STUDENT ASSISTANCE COUNSELORS

Rebecca Balaguer, Ext. 2923

Chad Berman, Ext. 2362

Gil Pilarte, Ext. 2886

HIGH SCHOOL LIFE SKILLS

RED RIBBON WEEK- The red ribbon symbolizes a commitment to a healthy, drug-free lifestyle... no use of any illegal drug and no illegal use of a legal drug. Parents can demonstrate their personal commitment to a drug-free America by wearing and displaying **RED RIBBONS** during National Red Ribbon Week.

PROGRAMS AND EVENING SEMINARS

January 27	Virtual Academic Orientation for Parents of 8th Grade Students - 7:00 p.m., Auditorium
June 10	Senior Awards Program - 7:00 p.m., Auditorium

SCHOOL COUNSELING APPOINTMENTS

To request an appointment, students are encouraged to visit their School Counseling Office before, after, or between classes. Students may make appointments by placing their names in the appointment books located in each office. If an emergency arises, the student should tell the secretary upon arriving at the office.

Passes are sent to the student through the homeroom teacher or through email. If the students are scheduled for an appointment, they should:

1. Proceed to regularly scheduled class and show the appointment pass to the teacher.
2. If the teacher approves and signs the pass, proceed to the Counseling Office and sign in with the secretary. Students are also responsible for signing out when the appointment is over.

Note: Students are responsible for all classwork missed and homework assigned. If a test has been scheduled or if the activities of the class cannot easily be made up, the student must remain in class. Another counseling appointment will be scheduled.

****School counselors are unavailable during July and August except for new registrations, by appointment only****

2020 - 2021

Counselor / Student Assignments

Jessica Smedley – Director of Guidance - ext. 2906

Maureen Uniszkievicz – Secretary - ext. 2406

<u><i>Student Last Name</i></u>				<u><i>Counselor</i></u>	<u><i>Extension</i></u>	
Grade 9	Grade 10	Grade 11	Grade 12			
A - Bord	A – Bon	A – Bro	A - Bi	Laura Houssell	2559	
Bore - Dela	Bop – Dan	Bru - Dani	Bo - Com	Cindy Povall	3186	
Dele - Go	Dao – Gar	Dank - F	Coo - F	Tobi Fleig	2738	
Gr - Jon	Gea - Johnson	G - John	G - Ji	Christina Costa	2637	
Jom - Mac	Jov - Low	Johns - Mack	Jo - Lin	Beth Moran	2169	
College and Career Counselor				Aimee Thomson	3484	
Mad - Nar	Luck – Miz	Macke - Nel	Lio - Mun	Karen Stewart-Sare	2878	
Nas - Rak	Mon – Patel	Nem - Reh	Mur - Pia	Ian Progin	2634	
Ral - Sen	Pati – Sai	Rei - Sc	Pie - Scha	Richa Trikha	2235	
Sem - Tri	Sal – Ste	Se - Tol	Sche - Ti	Kristen Saleeba	2424	
Tru - Z	Sti - Z	Tom - Z	To - Z	Brian Yarasheski	3404	
				Secretary	<i>Sherry Brucia</i>	2338
				HIB	<i>Chad Berman</i>	2362

SCHEDULE CHANGES

The list of courses a student has been scheduled for will be available on the Student and Parent Portal during the summer. If a student feels there is an error on the schedule - a class missing or incorrect placement - he/she should download and complete a “Request for Schedule Correction” form from the Parent Portal and return the form to the Counseling Office. Counselors will check the forms and correct any errors.

Only serious schedule changes will be considered – i.e., scheduled for an incorrect course or incorrect course level, not scheduled for enough credits or for too many credits. Requests for change in teacher, lunch, or Physical Education cannot be considered. Please be aware of the guidelines listed below when considering any schedule changes.

Schedule changes will be considered under the following conditions:

- Elective(s) changes are possible only if the new elective (s) are offered during the same period.
- Course drop for study hall
- Course level change

SCHEDULING DEADLINES AND GRADING

Last day to add a full-year or 1st semester course -

Thursday, September 10.

Last day to add a 2nd semester course -

5th day of the third marking period

Last day to change course level -

Last day of first marking period.

ADD/DROP COURSES

If any course is **dropped** within the first 15 days of the course, it is completely forgotten. No grade is recorded for this brief period of instruction. The student will be subsequently enrolled in a study hall.

If a student changes a level (English CP to English H) within the first 15 days of school, the grade will not follow to the new course and a record of the former course will not be reflected on the transcript. It may be necessary for the student to complete missed assignments in the new course. *Advanced level changes (English 9 CP, to English 9 H) will not be permitted after the first week of school.*

If a student changes a level (English H to English CP) after 15 days of school, the grade will not follow to the new course. However, the transcript will reflect the former course indicating the grade status at the time of withdrawal with a WP or WF. It may be necessary for the student to complete missed assignments in the new course. All course level changes must occur by the last day of the first marking period.

Please be aware that students may not drop any full year class after the end of the third marking period, or drop a semester class after the 65th day of the course.

AUDITING A CLASS

Students may audit a course only with special permission of the teacher and department supervisor. An audit must be determined prior to the beginning of the second marking period of a course. Although students who audit a course must meet all the requirements, **NO GRADE OR CREDIT** will be earned.

GRADUATION REQUIREMENTS

A minimum of 120 credits.

The minimum course requirements established by the State of New Jersey and the Board of Education include:

	Credits
1. Four years of English	20
2. Two years of U.S. History	10
3. One year of World History/Cultures	5
4. Three years of Mathematics, including Algebra I, Geometry and Algebra II	15
5. Three years of Science including Biology	15
6. One year of Phys. Ed. /Health per year of enrollment	14-20
7. One year of Career Education, Consumer, Family and Life Skills or Vocational-Technical Education	5
8. One year of a World Language	5
9. One year of Fine, Visual or Performing Arts	5
10. Technological Literacy infused throughout the curriculum	
11. One semester of Financial Literacy	2.5

Students must take the standardized tests specified by the NJ State Board of Education.

Students in grades 9-11 will enroll in a minimum of 30 credits per school year. Seniors are encouraged to carry 30 credits, but may carry 25 credits provided they will complete the remaining graduation requirements.

The remaining credits of work are chosen by the student. Electives should be planned to assure both breadth and depth of education and to help to prepare for future career/educational goals.

E. All students must pass a minimum number of credits to be promoted to the next grade level.

IF IN GRADE	NO. CREDITS NEEDED FOR PROMOTION
9	25
10	50
11	85

HONORS AND ADVANCED PLACEMENT

Students enrolled in honors and AP classes whose first marking period grade is below 75 may elect to change to a college prep level course no later than the last day of the first marking period. Continuation in subsequent enriched courses is subject to committee approval (department supervisor, teacher, and counselor).

CLASS RANK PROCEDURE

Hillsborough High School does not report class rank for college admission purposes. In accordance with the law, we will also supply class rank for the new Jersey State Scholarships and to the U.S. service academies (West Point, Annapolis, etc.).

With no rank shown on the transcript, the Board of Education has authorized the calculation of a weighted GPA to indicate the rigor of a student's course history. For the weighted GPA, the final grade is multiplied by the following weights:

Advanced Placement	1.15
Honors	1.10
College Prep	1.05
Standard	1.00

Both the Unweighted and Weighted GPAs will be reported on the transcript.

The following are examples of Unweighted and Weighted GPAs for the same course load.

Unweighted GPAs

Course	Grade	Credits	Grade Points
English IH	86	5	430
AP Calculus AB	90	5	450
World History CP	92	5	460
Biology H	90	6	540
Spanish II CP	92	5	460
PE/Health	95	4	380
Concert Choir	93	<u>5</u>	<u>465</u>
Total		35	3185
Unweighted GPA $3185/35 = 91$			

Weighted GPA

Course	Grade	Multiplied by	Weighted Grade	Credits	Grade Points
English IH	86	1.10	94.6	5	473
AP Calculus AB	90	1.15	103.5	5	517.5
World History CP	92	1.05	96.6	5	483
Biology H	90	1.10	99	6	594
Spanish II CP	92	1.05	96.6	5	483
PE/Health	95	1.00	95	4	380
Concert Choir	93	1.00	93	<u>5</u>	<u>465</u>
Total				35	3395.5
Weighted GPA $3395.5/35 = 97.01$					

REPORTS OF ACADEMIC PROGRESS

Report Cards

With the Parent Portal, parents and students can monitor the student's progress. At the end of each marking period, report cards will be released on the Portal.

Report cards are very important. Students should not take any marking period lightly. Final averages are determined by averaging all marking periods and the final exam. Listed below are the approximate Interim Report dates and the closing of each marking period.

MARKING PERIOD I

November 13 Marking Pd. Ends
November 19 Grades Posted

MARKING PERIOD II

February 1 Marking Pd. Ends
February 19 Grades Posted

MARKING PERIOD III

April 16 Marking Pd. Ends
April 26 Grades Posted

MARKING PERIOD IV

June 15 Exams Begin
June 21 Marking Pd. Ends
June 23 Grades released to Portal

Note: Report Cards and Interim Reports will be accessible through the Genesis Parent Portal System. In using the Genesis Parent Portal System, please be aware that timelines and accessibility to this information may be subject to change due to technical problems.

Incomplete Grades

If a student is issued an incomplete grade, work must be completed within two weeks of the close of the marking period unless there are documented extenuating circumstances.

ASSISTANCE FOR ILLNESS-RELATED ABSENCES**Short Term Absence**

When a student is absent from school, assignments may be obtained from a student's teacher through email, or the parent portal. Assignments missed for a short period of time can be made up later by making arrangements with the teacher.

Homebound Instruction

Homebound instruction will be provided for students who will be absent for ten (10) or more consecutive days of school. To request home instruction, the parent must submit to the student's school counselor and the school nurse a written request as supported by a note from the student's physician documenting the projected need for home instruction. The request and supporting documentation will be forwarded to the school physician for verification of the need for home instruction. The district will then notify the parent of the acceptance or denial of the request. Home instruction will begin within five (5) days of the receipt of the school physician's approval. The parent is urged to begin the request process as soon as possible once the need for home instruction becomes known because it does take some time to assemble teachers to provide instruction, especially at the high school level where many courses are of a specialized nature.

Parent/Teacher Conferences

Parents will have the opportunity to meet with their children's teachers after the first marking period. These conferences are held Monday and Tuesday of Thanksgiving week. Appointments should be made directly with the teacher through the Parent Portal.

STANDARDIZED TESTING PROGRAM

GRADE	TEST	MONTH
	AP Exams	May 3-14
	NJSLA (make-ups) (Mixed grades)	TBD based on state calendar
9, 10, 11	PSAT SAT – See collegeboard.org for all dates	October 17, 2020
10, 11, 12	<u>Hosted at Hillsborough High School:</u>	
	SAT/SAT Subject Tests	August 29, 2020
	SAT/SAT Subject Tests	September 26, 2020
	SAT/SAT Subject Tests	October 3, 2020
	SAT/SAT Subject Tests	December 5, 2020
	SAT/SAT Subject Tests	March 13, 2021
	SAT/SAT Subject Tests	June 5, 2021

ACT is not hosted at HHS-See list on <http://www.act.org>

HIGH SCHOOL CEEB 310073

Memorize the College Entrance Examination number for Hillsborough High School. It is needed for every CEEB test taken and for college applications.

SAT I and SAT II, ACT and TOEFL Registration Information and Learning Disability Services Information for PSAT, SAT I & II are available in the Counseling Office. On-line registration is available for the SAT I and SAT II at <https://www.collegeboard.org>

Hillsborough High School is an SAT Test Center for the August, October, December, March and May tests. The HHS test center code is 31369. (This is not the CEEB code, as noted above).

OPTION II - HILLSBOROUGH HIGH SCHOOL

PURPOSE:

[Option II](#) was created to provide a degree of flexibility for students who want to challenge themselves with educational experiences that fall outside of the regular program offered in a school or to pursue higher levels of coursework than they would otherwise be able to take (“advancement”). As stated in the Department of Education’s guidelines on the subject (found at <http://www.nj.gov/education/archive/aps/info/option2.htm>), “Option Two allows local school districts to design and implement curricular programs that meet the needs of all students. The regulations support student participation in deep and meaningful learning experiences that advance student learning and focus on student interest and abilities. Option Two allows students to obtain credit for learning experiences outside of the traditional classroom environment. Some of these experiences may provide real-world connections not available in the school setting. Other learning experiences may go beyond what the traditional high school can provide, allowing students to participate in research, international study, or college-level work.”

While the Hillsborough Township School District believes that the best educational experience possible for our students is participating in full-year and semester courses offered at Hillsborough High School, we acknowledge that students may also choose to make individualized decisions about their course selections that will allow them to take additional courses or more advanced courses during their high school years. Option II procedures have been created to review and approve these requests while maintaining the integrity of the Hillsborough High School diploma. (Option II does not apply to courses taken for credit recovery due to previous course failure or loss of credit due to excessive absenteeism. Hillsborough High School also does not honor Option II requests for Health & Physical Education.)

For specific information about requirements for honors and AP courses, please check the [Program of Studies](#), which is available on the guidance website. Honors and AP credit will not be awarded for any Option II course for which an honors or AP equivalent does not exist in the Hillsborough High School Program of Studies.

APPLICATION AND COURSE COMPLETION DEADLINES

In order to obtain credit toward graduation or for the purposes of advancement, Option II courses can only be taken after the student has physically started high school (attended at least one day of high school before starting the course).

The application deadlines (and course completion deadlines) are as follows:

- Summer courses – Application due June 30; course completed by August 20
- Full year courses and first semester courses – Application due September 30; full year course completed by June 1; first semester course completed by January 15
- Second semester courses – Application due February 15; course completed by June 1.

REQUIREMENTS FOR OPTION II COURSES

Courses must also meet other criteria before they will be approved:

- Option II courses will not be approved in any state-tested area, in keeping with the most current list of state-required standardized tests or critical content as determined by the district.
- The course(s) must be from a nationally or regionally accredited institution.
- The course(s) must be approved by the Option II Committee prior to enrolling in the course(s). Any course(s) begun without approval will not be accepted by the school or recorded on the student’s transcript. • Any course for full-year credit (5 credits) must meet the state’s 120-hour (140-hour for lab science courses) enrollment requirement; any semester course (2.5 credits) must meet the state’s 60-hour enrollment requirement. Any course taken that is listed as “credit recovery” or is intended to be used to make up lost credit hours due to absenteeism or failure will not be acceptable for the purposes of advancement, acceleration, or earning additional credits. Any “online” course curriculum must be approved by the department supervisor, who will determine if the rigor of the course adequately meets the state’s hourly enrollment requirement and the district’s expectations of curricular content.
- Upon successful completion of the approved course(s), an official transcript must be provided to the high school. Option II courses will be recorded on the Hillsborough High School transcript as “S.S.” for a course taken during the summer and “Vi” for virtual courses taken during the school year. The grade will be recorded on the transcript accordingly.
- As determined by each department, students who complete online Option II coursework may also be required to take the midterm and final exams for the equivalent course at Hillsborough High School in order to demonstrate mastery of the content to enable the student to advance to the next course in the sequence. These tests are for placement purposes only, will not factor into the grade earned for the course, and will not be reported on the student’s transcript. However, based upon individual departmental expectations, failure to meet the standards required on the district midterm and final exams may result in the student being required to retake the course at Hillsborough High School.

- The cost of Option II coursework is the sole responsibility of the student/parent.

PERMANENT WITHDRAWAL FROM SCHOOL

Students who are leaving school or who are moving to another district must turn in all property belonging to Hillsborough High School. The student should secure a withdrawal slip from the office. This slip should be signed by every teacher when all property belonging to Hillsborough High School has been returned.

No transfers or transcripts are issued until all property has been returned or payment received for the lost and damaged property.

SOMERSET COUNTY VOCATIONAL & TECHNICAL HIGH SCHOOL

Students who are interested in studying particular vocational areas should give consider [Somerset County Vocational & Technical School](#). They may attend a full-time or shared-time program. Students should apply at the end of Grade 8 for entrance in Grade 9 on full-time basis since upper class students are admitted as openings are available.

The shared-time program allows a student to take 10-15 credits of vocational training and four classes at the high school.

This is a wonderful opportunity to remain a Hillsborough High School student and participate in an excellent vocational/technical program. However, it is important to be aware of the possible complications with this dual enrollment arrangement.

Changes in the New Jersey state graduation requirements during the past few years have, unfortunately, caused a number of course requirement issues for our shared-time students. Due to scheduling constraints, it may not be possible for your child to participate in the shared-time program at SCVTHS over the course of all four years and also meet the necessary requirements to graduate from HHS within this four year time period. You are encouraged to discuss shared-time scheduling in more detail with your child’s school counselor.

Listed below are programs offered at Somerset County Vocational & Technical School. Interested students and their parents should contact the student’s guidance counselor for further information regarding application to the vocational school. You may call the Somerset County Vocational & Technical School at (908) 526-8900

Agricultural Science	Graphic Communications
Autobody	Health & Science Academy
Automotive Diesel Technology	Integrated Technology Systems
Building Trades/Carpentry	Law & Public Safety
Cosmetology	Plumbing-Environmental Technology
Dance	Theater Arts-Acting/Acting with Vocal
Electrical Construction	Music
Exploratory Career Cluster	Welding

HOTLINES & SOCIAL AGENCIES RESOURCE LIST

Addictions Hotline of New Jersey	800-238-2333
Al-Anon/Alateen Referral & Information	888-425-2666
Alcoholics Anonymous	800-245-1377
Carrier Clinic (psychiatric services)	800-933-3579
Catholic Charities (counseling services)	908-722-1881
Child Protection and Permanency (CP&P)	800-392-2734
Corner House (intensive outpatient drugs/alcohol)	609-924-8018
Council on Compulsive Gambling of NJ	609-588-5515
Dept. of Human Services – Div. of Family Development	800-572-7233
Domestic Violence Hotline	800-799-7233
Drug Abuse Hotline (24 hours a day)	800-238-2333
Eating Disorders Program (24 hours a day)	866-550-7845
Empower Somerset (Alcohol & Drug Dependency resources and substance abuse program)	908-722-4900
Family Crisis Intervention Unit (Counseling for families in crisis and youth at risk)	908-704-6330
Gay, Lesbian, Bisexual and Transgender National Youth Hotline	800-246-7743
Narcotics Anonymous	732-933-0462
National Runaway Hotline	800-786-2929
NJ Addiction Access Center	844-276-2777
Pregnancy Aid and Information Center 908-526-8121	
Psychiatric Emergency Screening Serves (PESS)	908-526-4100
Rape Crisis Services of Somerset County	908-526-7444
Resource Center for Women and their Families	908-359-0003
Richard Hall mental Health Center (counseling services)	908-725-2800
Somerset Council on Alcoholism & Drug Dependency (resources and substance abuse programs)	908-722-4900
State-Wide Youth Shelter Hotline	800-287-3607
Women's Health Counseling Center	908-526-2335
2 nd Floor Youth Helpline (24 hours)	888-222-2228

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