

*Hillside Public Schools  
Student Handbook  
2022–2023*



*Hillside High School  
Hillside, New Jersey*

*(908) 315-3081  
[www.hillsidek12.org](http://www.hillsidek12.org)*

**REVISED August 25, 2022**

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**HILLSIDE HIGH SCHOOL  
1085 LIBERTY AVENUE  
HILLSIDE, NEW JERSEY**

***HILLSIDE HIGH SCHOOL VISION STATEMENT***

Hillside High School students will take the initiative to become respectful citizens, creative problem solvers and inspirational leaders who will be equipped with the skill to compete in an ever-changing global economy.



***HILLSIDE HIGH SCHOOL MISSION STATEMENT***

In partnership with the greater Hillside community, Hillside High School will support the development of active thinkers/leaders and celebrate student achievement and accomplishment.

Promoting a positive school culture, Hillside High School will encourage citizenship through innovative teaching and learning in a global economy.

**PRINCIPAL'S MESSAGE**

Dear Parent/Guardian:

In an effort to increase communication between the home and Hillside High School, we appreciate you taking time to review the Hillside High School Student Handbook with your child. The handbook is a detailed outline of all aspects of student academic requirements, behavioral expectations, extra-curricular activities as well as other services provided. **Copies are available in the Vice Principal's Office or the Hillside High School Web-Site.**

We also encourage you sign up with our Parent Portal. You can do this by contacting Ms. Shelly McPherson, Vice Principals' Secretary.

Sincerely,

*Christina Sidwa, Principal*

***Message from  
Hillside Student Council***

Dear Students

The officers and advisor of the Hillside Student Federation would like to welcome you back to school. We are looking forward to an exciting 2022-2023. The Student Council consists of representatives from all grade levels in all areas of interest. Our primary focus is to promote school spirit and Hillside Comet PRIDE.

This year will prove to be one of exciting changes with the implementation of new activities for the whole school to enjoy. Students who participate in the Hillside Student Council strive to approach all of their endeavors with a positive attitude.

Show your school spirit and your Hillside Comet Pride!

Thank You.

Mrs. Deutsch and your Student Council Executive Officers.

**School Colors: Khaki, Maroon, Black, and White  
School Mascot: Comet**



## **SCHOOL PHILOSOPHY**

At Hillside High School, we believe that education is a basic right granted to every person in a free society. Implicit in this right is the availability of academic and vocational opportunities for those who possess that right. Moreover, as a right, education necessitates certain standards, responsibilities, and achievements for those who partake of its benefits.

As a basic component of a free society, the school should encourage in its students the principles, attitudes, and ideals necessary for intelligent, responsible and active citizenship. In addition, the school should relate the opportunities offered in a free society to the responsibilities that accompany those benefits.

The school should be mindful of changes in American society. To prepare students to assume their place in our increasingly global society, the school should include technological training and other courses that meet these contemporary needs. At the same time, the school is aware of the traditional role of the humanities in the curriculum as they affect the lives of youngsters. Consequently, courses in art, music, literature, history, and other subjects reflecting diversity of culture should continue to play an important role in the curricular offerings.

## **SCHOOL COMMUNITY**

The school acknowledges its responsibilities to the community as well as the society in general. As a working force in the local district, the school should recognize the interests, problems, and goals of the community, and in this capacity, it should provide the opportunity for the education of its young people for active roles as good citizens of their community.

We believe that the fundamental ideals and attitudes of social responsibility, sound ethical conduct, and emotional stability in its role, should reinforce these values.

While retaining its individual characteristics and fulfilling its particular responsibilities in providing education, the school should cooperate with the home.

The school should communicate with the parents of the students it is educating. Through such means as e-mail, automated phone calls, our school web site, letters, conferences, and parent-teacher meetings, the school should provide information regarding school procedures and student progress. This communication should facilitate the inclusion of parents into the education process.

In addition to the home, community agencies should be utilized by the school. The combined efforts should contribute to the relationship between the school and the community.

### **LEARNING IN TERMS OF PRINCIPLES AND PROGRAMS**

In its cooperative role of shared responsibility with the community, the school should assume its natural and primary function of educating youth in terms of critical thinking and problem solving, vocational, social, ethical, recreational, aesthetics and physical training. This comprehensive approach to education is based on the principle that learning, in extending beyond merely training the intellect, includes experiencing and developing values, concepts, habits, and skills.

The school should recognize that the varying interests, needs, and abilities of students affect not only the learning process but the overall education process as well. In view of this fact, the school should provide the opportunity for equality of education. Specifically, the school should offer a variety of courses in its curriculum, homogeneous groupings where feasible, and academic and vocational guidance for all pupils.

### **STANDARD CURRICULUM AND EXTRACURRICULAR ACTIVITIES**

The school should offer a curriculum designed to accommodate the needs, both immediate and prospective, of college-bound and non-college bound students to meet or exceed State proficiencies. In addition to standard courses in the college preparatory, business education, and technical and aesthetic areas, the curriculum should extend to infused career education programs and to elective courses that appeal to individual aesthetic, scientific, and creative interests and abilities.

In formulating its curriculum, the school considers the factors that influence the diversity of needs, interests, abilities, and achievements of its young people. Among these influences are ethnic and environmental backgrounds, innate intelligence, economic status, physical and emotional health, recreational and aesthetic tastes, different reactions to a variety of subjects and teaching techniques.

In addition, the school identifies individual differences, abilities, and capacities through extensive testing programs, individual and group performances in class situations. To meet these individual differences, abilities, and capacities, the school provides a diversity of courses to its students. These include various levels of subjects from the more advanced to the more fundamental levels. Specifically, the curriculum includes honors subjects, programs suitable for the majority of the student population, and courses in remedial reading, remedial mathematics, special education, and English as a second language.

Besides its standard curricular programs, the school offers an extracurricular program that will contribute to the intellectual, social, physical, recreational, aesthetic, and ethical growth of the student. Participants in these activities are expected to benefit from the additional training, skills, values, and experiences.

### **IDEAL RELATIONSHIP BETWEEN STUDENT AND STUDENT**

The school recognizes the fact that a complete education transcends such elements as physical facilities and curricular programs. One intangible factor that helps to determine the degree of success of an educational program concerns the proper relationship between the personnel that contribute to the total educational process. The ideal relationship between student and student is one example.

Students should respect the rights of other students inside and outside the classroom. Such mutual respect fosters the capacity of each student to function in an educational environment conducive to learning and developing proper social and ethical values. Specifically, students are encouraged to respect the diversity of ethnic backgrounds of their peers, facilitate the adjustment of new students to a different environment, and assist less able students through formal and informal tutoring programs.

Despite differences related to backgrounds, specific aims and needs, and various abilities, the relationship between students' academic and vocational foundation necessary for achieving success in higher education, pursuing immediate and long-range vocational goals, and functioning as citizens in a free society.

### **IDEAL RELATIONSHIP BETWEEN TEACHERS AND STUDENTS**

Another critical relationship involves teachers and students. We believe that teachers, by the nature of their profession, should contribute to and guide the learning experiences of their students in terms of individual differences, needs, abilities, and interests. To achieve this aim, teachers should strive for a patient, sympathetic understanding of young people compatible with their professional standing, necessary detachment, and obligation to enforce school regulations and classroom policies. In turn, students should respect the position of teachers, seek their guidance and assistance, and cooperate with them in achieving their course objectives.

In addition, teachers are close to the concerns of youth by the very nature of their position. Relying upon a background of knowledge, professional teaching methods, personal qualities and ideals, and an understanding of youth, they should encourage in young people the self-motivation necessary for the desire to learn, the ability to accept challenges, and the aim of being creditable citizens.

## **SCHOOL OBJECTIVES**

To fulfill the primary function of the school in providing each student with a beneficial program of intellectual, aesthetics, social, ethical, recreational, and physical education endeavors.

## **SPECIFIC OBJECTIVES**

### **INTELLECTUAL**

- To develop the student's basic skills of reading, writing, mathematics, speaking, listening, and studying.
- To direct and encourage rational and responsible thinking and behavior on the part of students.
- To offer the student preparing for the challenges of higher education a diverse academic curriculum this includes advanced courses.
- To encourage in student's intellectual curiosity, self-motivation, proper study habits, and a desire to learn in standard classroom situations, through supplementary reading and use of the media available in the library and computer laboratory, and in extra-curricular activities.
- To enrich the student's appreciation and enjoyment of the achievements of men and women in the arts and sciences by means of curricular and extracurricular programs that includes music, art, literature, and various sciences.
- To promote expression (of talent) through education in the fine and performing arts.

### **SOCIAL**

- To guide students toward a fundamental respect for the rights of others in an environment conducive to learning and cooperation.
- To maintain an atmosphere of mutual respect and understanding between teachers and students.
- To encourage a feeling of respect among all students for those of different ethnic, racial, or economic backgrounds or of varying academic abilities.
- To prepare students for responsible, active citizenship both in their own community and in society at large.

### **ETHICAL**

- To strengthen and reinforce the values and ideals of strong personal character already instilled in the student.
- To encourage intellectual honesty in and out of the classroom.
- To encourage in the student such fundamental values as self-discipline, courtesy, and trustworthiness.

### **RECREATIONAL**

- To provide both curricular and extra-curricular activities, including athletics and a variety of clubs, as sources of diversion for young people in need of a balanced education.

### **PHYSICAL**

- To benefit the student through a program of adequate health instruction, physical training, and medical, visual, and audiometer screening given to each child.
- To help achieve this objective through mutual cooperation with the home and community.

### **AFFIRMATIVE ACTION/SECTION 504**

The Hillside Board of Education has designated Mrs. Lynn Randle/ Affirmative Action Officers/Title IX Coordinators. Mrs. Randle and all school administrators coordinate compliance efforts and investigate any complaints of discrimination.

Lynn Randle  
Director of Guidance  
Hillside High School  
1085 Liberty Avenue  
Hillside, New Jersey 07205

Dr. James Bevere  
Director of Curriculum & Instruction  
Hillside Board of Education  
145 Hillside Ave  
Hillside, New Jersey 07205

The affirmative action plans and grievance procedure forms are available in the principal's office and library.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Hillside Board of Education does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Hillside Board of Education also does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Contact is with the district's ADA Affirmative Action/Section 504 compliance Officer. If you have any concerns or complaints, please call Dr. Sandy Mercedes.

### **Special Education:**

A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services. Parents, school personnel, and agencies concerned with the welfare of a student can make a referral. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to our school district.

### **BOARD OF EDUCATION RESOLUTION**

The Hillside Board of Education guarantees equal educational and employment opportunity to all, regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap.

### **BOARD OF EDUCATION POLICIES**

All board of education policies are available for your review in the principal's office and the school business administrator's office. Excerpts from board of education policies are included throughout the handbook.

### **AFFIDAVITS**

Affidavits are documents that verify the residency of those students who:

- are living with residents of Hillside other than their legal parents/guardians and fully supported by same
- are living with a Hillside resident in conjunction with their parent/guardian. These affidavits **must be renewed** yearly. Failure to do so will result in students being dropped from the school roles.

## **POLICIES/ATTENDANCE**

### **POLICY AND PROCEDURE GRADES 9-12**

The Board of Education requires that the Students enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevent attendance, or by the observance of the student's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building principal may determine constitute good cause. No student, staff member, or visitor may attend or visit school if he or she has an exposed and/or exposed weeping skin lesion(s), regardless of whether or not the person has been screened for the Human Immunodeficiency Virus ("HIV").

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student receiving an excused absence for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, whether excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

### **ATTENDANCE**

A student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.

- a. A student will be considered to have attended school if he or she has been present at least four hours during the school day.
- b. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

**Excused absence** is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. The student's illness, as long as the student provides documentation of the illness from a doctor upon return to school. **Documentation must be submitted within 7 days of the absence in order to be excused.**
- b. The student has exposed and/or exposed weeping skin lesion(s), regardless of whether the student has been screened for HIV. No student may attend or visit school if he or she has an uncovered and/or uncovered weeping skin lesion (s);
- c. A death or critical illness in the student's immediate family (mother, father, grandmother, grandfather, or siblings) as long as the students provides documentation from a parent/legal guardian upon return to school;
- d. Quarantine;
- e. Observance of the student's religion on a day approved for that purpose by the State Board of Education – any transcript or application or employment form of any similar form on which information concerning a student's attendance record is requested shall show with respect to absences, only absences other than absences excused because of religious holidays;
- f. Observances of the student's religion on a day not approved for that purpose by the State Board of Education, as long as the student provides documentation from parent/legal guardian upon return to school – any transcript or application or employment form or any similar form on which information concerning a student's attendance record is requested shall show, with respect to absences, only absences other than absences excused because of religious holidays;
- g. The student's required attendance in court,
- h. Interviews with a prospective employer or with an admissions officer of an institution of higher education, as long as the student provides documentation from parent/legal guardian, employer, or admissions officer upon return to school;
- i. Examination for a driver's license, as long as the student provides documentation from parent/legal guardian upon return to school;
- j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, as long as the student provides documentation from parent/legal guardian, doctor, or dentist upon return to school.
- k. College visitation-maximum three (3) visits. **Documentation must be submitted within 7 days of the absence in order to be excused.**

**Unexcused absence** is a student's absence for a full day or a portion of a day for any reason other than those listed in Paragraph A2 above.

- a. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not exhaustive):
  - (1) Employment other than school-approved work assignments;
  - (2) Family travel;
  - (3) Performance of household or baby-sitting duties, and
  - (4) Out of school suspension.
- b. **Tardiness of 15 minutes or more** to any respective class shall be considered an unexcused absence from that class

A student's total absences from a class shall not exceed maximum number in order for the student to be considered to have completed the instructional program requirements for that class. All absences, including excused absences, unexcused absences, and out-of-school suspensions, will count toward the total number of allotted absences.

***In a Semester Course (Half Year) if a student accumulates 10 unexcused absences from the course, no credit will be granted. Notices will be sent out by the attendance office informing parent/guardians at the following intervals: 3 days, 5 days, and 8 days.*** If the student exceeds the allotted number of total absences for a class, the student **will not receive credit** for the class but will receive a grade. It is the intention of this policy that the permitted number of absence (**18/traditional schedule**) will provide for normal illnesses.

All absences must be verified by a note of explanation presented to the attendance office at the high school on the **first day following the absence**. Notes are required from a parent/legal guardian, physician, dentist, prospective employer, or admissions officer of an institution of higher education. Absences will be considered unexcused until a note is presented. The student will be given an **Admit Slip** by the attendance clerk upon receipt of a note from the parent/legal guardian, physician, dentist, prospective employer, or admissions officer of an institution of higher education. The student must have the admit slip signed by each teacher and the last period teacher will deliver it to the attendance office at the end of the school day.

After **3 consecutive days of absence** from school due to illness, the student must present a physician's note or hospital release to the nurse, in addition to the note from the parent/legal guardian to the attendance office, before admission to the classroom is granted. The student may not enter the classroom until the nurse issues an admission note, which will be given to the attendance office. Attendance office will inform parents/guardians of the number of absences, whether excused or unexcused, for their child by letter.

1. After **3 absences** a letter is sent the Attendance Office to the student's parent(s)/legal guardian(s) advising them of attendance.
2. After the **5<sup>th</sup> absence** a letter is sent from Attendance Office, Counselors and a parent conference will be scheduled.
3. After the **9<sup>th</sup> absence** a letter is sent from the Attendance Office.
4. After the **15<sup>th</sup> absence** a letter is sent from the Attendance Office, and an IRS (Intervention Referral Services) parent conference will be scheduled with student, teacher, guidance counselor, and Vice Principal.
5. After the **19<sup>th</sup> absence** a letter is sent from the Principal/Vice Principal to the student's parent(s)/legal guardian(s) explaining the appeal procedure. It is the responsibility of the student to request an appeal through the vice principals' office.
6. Once a request has been made an attendance appeal shall be scheduled. A conference is scheduled by the Appeal Committee with the student and the student's parent(s)/legal guardian(s) relative to the appeal. For Students under 16 years of age - the parent(s)/legal guardian(s) is subject to court action. Students 16 years of age or older - a letter will be sent to the



Superintendent from the Principal recommending an alternative educational program.

**There are no appeals for absences that occur when a student either cuts a class or accumulates three (3) lateness to class that is equivalent to one (1) unexcused absence. The appeal process in these situations does not apply.**

### **TARDINESS**

Parents/legal guardians should ensure that their children will not be late for school. A high school student arriving after 8:00 a.m. shall report to the attendance office for a tardy admit slip. Student will be *assigned central* to be served after school from 3:10 - 3:40 or the following morning from 7:20 - 7:50. If a high school student is late to school, the student's parent(s)/legal guardian(s) shall receive a letter or telephone call from the attendance office notifying the student's parent(s)/legal guardian(s) of the student's tardiness to school.

Excessive tardiness may result in the student receiving in central detention, In School Suspension, out of school suspension and the student may be excluded from participating in extracurricular activities. On every **3<sup>rd</sup> tardy** to school that is accumulated, the student will receive **1 unexcused absence** that will not be subject to an appeal. The parent/guardian of the student will be notified by a phone call and a letter. Tardiness of **15 minutes** or more to a class shall be considered an **unexcused absence** from that class.

### **TRUANCY**

Is the student's unexcused absence from school of any student between the ages of six and sixteen years, and any student of such age found away from school during school hours whose parent, legal guardian or other person having charge and control of the student is unable to cause him or her to attend school. Unexcused absences from school or from classes within the school day constitute **Truancies** and shall be subject to the disciplinary rules of the Board. Repeated **Truancies** that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the **suspension or expulsion** of any student from the course of study during which absences have occurred or the suspension or expulsion from school of a student over sixteen years of age, in accordance with Policy Nos. 5610 and 5620. **Any student absent from school for 10 consecutive days shall be removed from roll and must be reregistered by the parent or guardian to be eligible for readmittance.** Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the student's behavior, and consider the modification of the student's educational program. Student will also be considered truant if he or she:

- a) Leaves school at lunch time without a pass
- b) Leaves school without permission when school is still in session
- c) Leaves class because of illness and does not report to the school nurse as directed
- d) Is present in school but is absent from class without approval
- e) Such truancy from class is a "class cut."

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below ninety percent for the district or below eighty-five percent in any one school; the Superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total student days present for all students by the total possible student days for all students and multiplying the result by one hundred.

1 <sup>st</sup> Truancy	Conference – attendance office/student Penalty - <b>Central Detention</b>
2 <sup>nd</sup> Truancy	Telephone call to student’s parent(s)/legal guardian(s) from the attendance office. Conference – student’s guidance counselor/student Penalty – <b>Lunch Detention</b>
3 <sup>rd</sup> Truancy	Telephone call to student’s parent(s)/legal guardian(s) from the student’s guidance counselor. Conference – student’s guidance counselor/student Penalty – <b>Saturday Detention</b>
4 <sup>th</sup> Truancy	Letter and telephone call to the student’s parent(s)/legal guardian(s) from the Vice Principal Conference - student, student’s parent(s)/legal guardian(s) guidance counselor. Penalty – <b>ISS (In School Suspension)</b>
Excessive Truancies	Letter to the student’s parent(s)/legal guardian(s) from Vice Principal. Conference – Vice Principal, student, student’s Parent/legal guardian(s) and students Guidance counselor. <b>I&amp;RS</b> (Intervention Referral Services) Penalty – <b>ISS (In School Suspension)</b>

### **ADMIT SLIPS**

GOLD SLIPS will only be issued for excused absences through the attendance office. Teachers are to differentiate documentation of the excused absences in their roll books

### **CLASS CUTS**

1 <sup>st</sup> & 2 <sup>nd</sup> class cut	Teacher submits referral to the VP. Central Detention issued and parent/guardian notified.
3 <sup>rd</sup> class cut	Teacher submits referral to VP. Conference held with VP, student and guidance counselor. Parent notified and Central Detention issued.
4 <sup>th</sup> class cut	Teacher submits referral to VP. Conference held with VP, student and guidance counselor. Parent notified Penalty – <b>ISS (In School Suspension).</b>
Excessive cuts	Letter to the student’s parent(s)/legal guardian(s) from Vice Principal. OSS issued Conference – Vice Principal, student, students Parent/legal guardian(s) and students

Guidance counselor. **IR&S** (Intervention Referral Service)

All cut classes are considered unexcused absences and count toward the maximum number of allowed absences for the class that the student cut.

### **APPEALS COMMITTEE**

A waiver of these attendance requirements may be granted for good cause by the school principal upon a recommendation from the Appeals Committee appointed by the Principal. Members of the Appeals Committee shall include one Vice Principal, one guidance counselor, one school nurse and one teacher. The **Vice Principal** shall be the chairperson of the Appeals Committee. In recommending the granting of a waiver of this attendance requirement, the Appeals Committee shall consider the nature and causes of all absences rather than only those in excess of the maximum number of allotted absences. Documentation of the nature and causes of all absences shall be the responsibility of the student and the student's parent(s)/legal guardian(s). Extenuating circumstances will be reviewed by the Appeals Committee.

The Appeals Committee shall submit a recommendation to the Principal, who shall review the case and submit a recommendation to the Superintendent...

If the waiver is not granted, the student's parent(s)/legal guardian(s) may appeal to the Principal. When a decision has been made that a student shall not receive credit for a course or courses, the student shall remain in the class. Whenever possible, a student will be rescheduled for the second semester. If a student who must remain in class is disruptive, the student will be subject to appropriate disciplinary action. A conference shall be rescheduled with the student and the student's parent(s)/legal guardian(s). In an effort to uphold the integrity of the class, the Principal shall reiterate the student's responsibilities and the staffs' expectation of an attitudinal and behavioral change. As a result of the conference, the Principal shall take appropriate steps to remedy the situation including, but not limited to, referral to the School Resource Committee, home instruction, suspension and/or expulsion.

### **APPEAL**

**(THE APPEAL PROCESS WILL BEGIN IN LATE APRIL AND END BY THE END OF MAY)**

- A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Vice Principal within ten school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
  - b. The Vice Principal shall respond in writing no later than ten school days after receiving the student's appeal.
  - c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. On the student's request, the Principal shall convene an Attendance Review Committee consisting of three teachers, one school nurse, the student's guidance counselor, the attendance officer and one administrator. The Attendance Review Committee shall meet informally

- to hear the student's reasons for why the student should continue to be enrolled in the course and/or receive course credit.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within ten working days of the meeting. The Attendance Review Committee may impose conditions on any re-enrollment or granting of course credit and may require the student to agree to those conditions.
  - f. The student may appeal an adverse decision of the Attendance Review Committee to the Principal, Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

### **EARLY DISMISSAL**

**A student will not be permitted to leave the school building unless the parent/guardian signs the early dismissal form/principal's book (located in the Attendance Office) at the time the student is dismissed.** Pupils will be expected to make up all assignments due to an early dismissal. Students may not leave school without properly arranging for an early excusal. **Students must be picked-up by a parent/guardian, unless they have a signed 18 yr. old waiver on file.**

### **18 Year Old Waiver**

A waiver form will be presented, upon request, to each student reaching his/her 18<sup>th</sup> birthday. The purpose of the waiver is to have students and parents indicate with whom the school will communicate regarding school matters (i.e., early excusal).

Students whose parents sign the waiver are responsible to comply with all school rules and regulations. It is not intended that students under the waiver will be excused from their normal responsibilities as students. **Early excusals are granted at the discretion of school administrators and should only be used for emergency reasons. Early excusals will be counted as attendance policy absences and will not be appealed without documentation.**

Notes requesting early excusals must be brought to the disciplinary office by 9:15 A.M.

### **LEAVING THE SCHOOL BUILDING**

No student may leave the building during the school day. **Any student who leaves the school building without permission from the administration will be subject to consequences.**

### **PUPIL RIGHT OF PRIVACY**

The Board of Education recognizes that a pupil's right of privacy **may not be violated by unreasonable search and seizure** and directs that no pupil be searched without reason or in an unreasonable manner. Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and wellbeing of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he or she has reasonable grounds to suspect threat the search is required to discover evidence of violation of law or of school rules. The extent of the

search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and places, pupils may lock them against incursion by other pupils. **In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official.** Pupils shall be notified in writing or electronically at the beginning of each school year that inspections of their lockers, desks, and other storage facilities may be conducted. **The school principal or designees are directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.**

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be whenever feasible, first request the freely offered consent of the pupil to the inspection.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent or legal guardian, and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search. **The use of a battery-operated wand may be used during searches of a locker or person.**

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. Notification of the administration is required.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal had independent grounds to suspect the presence of an incriminating object. The Principal shall be responsible for the prompt recording in writing of each pupil search, including reasons for the search and the name of the informant, if any; the persons present when search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

## **CONDUCT/DISCIPLINE/MANDATED UNIFORM**

### **STUDENT CONDUCT**

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is reflected in the behavior of pupils. The board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their misbehavior. Board policy requires each student of this district to adhere to the rules and regulations established by the administration and submit to disciplinary measures that are assigned for infraction of those rules.

### **STATEMENT OF CIVILITY**

The Hillside Public School District believes that a positive learning environment must be maintained in all of its schools. The education of the students, who are enrolled in the Hillside Public Schools, cannot operate with disruptive or difficult transactions during the school day.

Therefore, all parties conducting business or education in the schools are asked to conduct themselves with civility and professionalism toward a mutual understanding. Additionally, the district requests that meetings or conferences be scheduled at a time that is mutually convenient. The parties will include parents, community members, staff members and students.

Civility will be defined as courtesy, respect and productive interaction. Any unmannerly action will be regarded as negatively impacting on the students' learning. The district will take action to ensure the continuation of a safe and productive learning environment. All parties are expected to follow the Board of Education policies, school regulations and the legal restrictions.

In the event there is uncivil interaction between parties, the school administration will discontinue the scheduled meetings or conferences. If the termination of the communication results in disorderly behavior, the school administration will call the appropriate officials, including the Hillside Police Department, should any situation become detrimental to the students in the school. All incidents will be reported to the Office of the Superintendent of Schools. These safeguards must be taken to provide students with continuous instruction

### **CAFETERIA CONDUCT**

Please conduct yourself appropriately in the cafeteria. Place all lunch wrappings, papers and milk cartons into waste baskets and return all dishes and trays to the window at the front of the cafeteria and put chairs back in place. It is inappropriate to apply cosmetics, comb hair or put your feet on the tables. All food and drink must be consumed in the cafeteria, not in the halls or classrooms. Please wait in line while waiting to buy food. Have money or ID cards ready to pay for food. **Inappropriate behavior in the cafeteria will result in disciplinary actions.**

### **HALLS AND BATHROOM USE**

Running in halls, loud and noisy behavior, congregating, use of electronic devices, card playing, and other acts that may endanger the health and safety of students/staff are not acceptable in the hallways or bathrooms. This behavior contradicts the conduct and civility expectations. As such, violations of these guidelines will result in disciplinary action in alignment with the offense and the administrator's discretion.

**The use of cell phones or any electronic devices are prohibited.**

### **CELL PHONES/ELECTRONIC DEVICES**

Any student who knowingly brings or possesses a cell phone or any other electronic device (iPods, video cameras, apple watches, etc.) on school property, which is not designated for approved school use, may have the object confiscated. All phones must be **shut off during school hours** (8:00-3:02). Students are not to take phones out **for any reason** (i.e. check time, text messages, or voice mails, etc.). These items detract from the learning environment and are prohibited. **The uses of cell phones are prohibited during Standardize Testing. The state consequences for breach of using cell a phone during testing will be the cell phone is taken for the duration of the test by administration. A parent or guardian must come in to retrieve the phone and the student will be issued a suspension after testing is complete.**

- **1<sup>st</sup> violation: The device will be confiscated and returned to student at the end of the school day.**
- **2<sup>nd</sup> violation: The device will be confiscated, parent/guardian called and returned to student at the end of the school day.**
- **3<sup>rd</sup> violation: The device will be confiscated, parent/guardian called for conference and returned to student at the end of the school day.**
- **If a student refuses to hand over his/her device when violating this policy, the student will be considered insubordinate and be suspended from school.**

**Note: This policy constitutes the students' entire academic years at HHS. Hillside High School is not responsible for the lost or stolen electronic devices, such as devises should be left home**

### **BEFORE/AFTER SCHOOL CAMPUS BEHAVIOR**

Students must adhere to the regulations and follow procedures in their travel to and from school. Therefore, these infractions will be subject to the same consequences outlined for offenses on school property. It is expected that students will conduct themselves in a manner that is appropriate at all times, which includes the journey in route to school and home at the conclusion of the day.

### **EXTRA-CURRICULAR ACTIVITIES/ATHLETICS**

These activities are an essential component to the educational system, which is intended to enhance and assist students to become responsible members of the school and community. Extra-curricular activities are not exclusive to clubs and sports. Such activities are defined as any school program or event that is not an element of the standard school day. This includes but is not limited to trips, pep rallies, proms, dances, assemblies, special events, etc.

### **INFRACTIONS**

Every student is expected to maintain self-discipline successfully so that the school can provide a safe and secure learning environment. If the student is unable to behave appropriately, the student will be referred to the appropriate school administrator for disciplinary action. The school administrator, acting as the agent of the superintendent, may suspend the student from school. **Disciplinary actions may include assignment of detention, suspension, an alternative punishment and/or recommendations for long-term suspension or expulsion.**

- **Dangerous Weapons and Instruments:**

Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. The Zero Tolerance Board Policy requires that building administrators recommend the **EXPULSION** of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator.

- **Assault:**

Students shall not act or threaten to act in such a way as to cause physical injury to any member of the board of education, any school employee, other students, or persons. Such violations may be subject to the severest penalties outlined in this document, including suspension and expulsion.

- **Threats:**

Students shall not, through verbal, written, technological or any other means make statements that affirm or suggest that physical or emotional harm may come to another person or to an institution. Bomb threats and false alarms may result in expulsion from school.

- **Fights:**

Students shall not engage in physical confrontations on school grounds, to or from school, during school functions on or off campus or on designated field trips.

- **False Alarms/Bomb Threats:**

Students shall not endanger the health, safety or welfare of any students and or staff of Hillside High School.

- **Narcotics, Alcoholic Beverages, and Drugs:**

Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during



school or at a school function. Items that look-like drugs and drug paraphernalia are included and will be dealt with accordingly.

- **Tobacco:**

Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited.

- **Failure to Obey Instructions/Insubordination/Disrespect:**

No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, principals or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.

- **Disruption of School:**

Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district.

- **Harassment/Bullying:**

Students shall not harass or intimidate school employees, other students, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are offensive.

- **Damage of Property:**

Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without that person's authorization.

- **Theft:**

Students shall respect the personal ownership rights of others. The principal may exercise the prerogative of reporting thefts to local authorities.

- Levels of Theft

- Second degree crime if the amount involved is \$75,000 or more
- Third degree crime if the amount involved exceeds \$500 but is less than \$75,000
- Fourth degree crime if the amount involved is at least \$200 but does not exceed \$500

- **Unauthorized or Unsupervised Areas:**

Taking part in any unauthorized occupancy of a district facility, inciting others to do so and/or refusing to leave promptly when directed by a person in authority is a violation of school policy. Students may not be in areas for which they have not been authorized or areas that are unsupervised.

- **Violation of Dress Code:**

Upon arrival to school, each student is required to be in compliance with our uniform policy. Any student whose is in violation of the uniform policy will be referred to the Vice Principal's office and parents will be notified.

- **Forgery:**

Students shall not misrepresent a signature on any document.

- **Cheating/Plagiarism:**

Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of

electronic translators without permission is a violation of this rule. Violations may result in failure of academic subjects.

- **Driving:**  
Students driving a vehicle on school property is a privilege that may be terminated. As such, students shall follow the rules and regulations established by the New Jersey Department of Motor Vehicles/Handbook Guidelines.
- **Hazing (Initiations):**  
Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
- **Use of Obscene Language/Materials:**  
Students shall not use obscene, vulgar or profane language, make inappropriate gestures or possess vulgar materials.
- **Inappropriate Display of Affection:**  
Students shall refrain from excessive/offensive displays of affection.
- **Computers:**  
Computers/technology is provided for student use as deemed necessary for teacher-assigned work in courses or programs at the high school. The use of technology is limited to academic requirements and research. Students are not permitted to check e-mail, download or access materials, websites, messages, pictures, etc. that may be construed as offensive.
- **General Misconduct:**  
Students shall refrain from throwing objects, gambling, playing cards (in class) or being abusive or excessively noisy in their behavior.
- **Gross Misconduct:**  
Repeated violations of Code of Conduct or violations that are serious in nature.
- **Other Violations:** *Any action taken by students that violates the civility and conduct policies outlined in this document will be considered an infraction and subject to disciplinary consequences.*

#### **CONSEQUENCES OF CONDUCT CODE**

District students shall conduct themselves in such a fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with the student handbook. Parents/Guardians will be notified of the consequences rendered for behavior deemed inappropriate verbally and/or through correspondence. Failure to do will result in one or more of the outlined punitive sanctions below:

#### **TEACHER DETENTION**

Students are expected to report to teacher detention as assigned immediately at the conclusion of the school day. Teachers are obligated to assign detention for infractions that take place within the confines of the school building or property. Failure to report, committing additional violations during detainment, or reporting late will result in additional disciplinary actions. **Teachers will send the names of any students who do not attend teacher detention so that those students can be assigned to central detention.**

### **CENTRAL DETENTION**

Students will be assigned central detention by an administrator for infractions of the school rules. Central detention is a disciplinary program that is held immediately after school with faculty supervision. Failure to report, committing additional violations during detainment, or reporting late will result in additional disciplinary actions.

### **IN-SCHOOL SUSPENSION**

A student is assigned to a relegated to classroom for suspension during a class period or the entire day with teacher supervision. Students are expected to complete all academic assignments for the duration of the time they reside in the suspension room. Failure to report, committing additional violations during detainment, or reporting late will result in additional disciplinary actions.

### **RULES AND REGULATIONS FOR IN-SCHOOL SUSPENSION**

- The student will report to their 1<sup>st</sup> period class on the date(s) assigned. The assigned teacher will escort all of the students to the I.S.S classroom. The student is responsible for bringing all study materials to the in-school suspension room (i.e., books, paper, pens and pencils).
- The student will remain in the in-school suspension room until the end of the school day on the day(s) assigned.
- In the event of absence on the day of an assigned In-School Suspension, the student will report the next day.
- Disciplinary problems during an assigned In-School Suspension will result in immediate contact with parent/guardian and the student will be sent home for the day. The student will then be reassigned to I.S.S. on the following day or receive out-of-school suspension.
- The student is expected to do all of the work during the time in In-School Suspension that has been assigned by the In-School-Suspension teacher. Seats will be assigned. No socializing will be permitted.
- Students may not attend or participate in extracurricular activities while on suspension.

### **SATURDAY DETENTION**

Saturday Morning Detention is a disciplinary program that is held on Saturday mornings in the high school from 8:00 A.M. to 12:00 PM with faculty supervision and may be utilized as an alternative to in-school suspension. **Students are encouraged to complete academic assignments during this time. Students who are assigned and do not attend Saturday Morning Detention are subject to out of school suspension with increase for repeaters.**

### **OUT OF SCHOOL SUSPENSION**

The Superintendent of Schools or a representative designated in writing, is authorized to suspend pupils from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that there is a suspension lasting beyond ten (10) school days, the parent or guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond ten (10) school days must be approved by the local school board.

**During the time of a suspension, the student is not allowed to be on campus for any reason. This also includes afterschool activities.**

- Students who choose to come onto the campus will be reported to the police and may face criminal trespassing charges.
- Suspended students are required to complete the work sent home by their teachers, failure to do so may result in a zero for those assignments.
- In the event that work was not provided, students will have the opportunity to make up major assignments not completed while on suspension.
- The time frame to submit make-up assignments will be directly aligned with the day/s students are absent from each class.

### **STUDENTS WITH DISABILITIES**

Educationally handicapped pupils are subject to the same disciplinary procedures as non-handicapped pupils and may be disciplined in accordance with their individual educational plan. However, before disciplining a classified pupil, it must be determined that the pupil's behavior is not primarily caused by his/her handicap and that the program that is being provided meets the pupil's needs.

All staff members shall comply with the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of educationally handicapped student

### **SUSPENSION AND EXPULSION POLICY (#5610 & #5620)**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Pupils who indulge in disruptive behavior may be suspended or expelled.

### **EXPULSION (Permanent removal from school)**

The board will consider expulsion only if:

- The chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
- The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parent/guardian of the student shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of the parent/guardian to appeal to the chief school administrator.

Before expulsion proceedings are stated, the student must have a full evaluation by the district's child study team, observing all due process required by N.J.A.C. 6:28.

Should the evaluation reveal that there is no handicapping condition causing the misbehavior, the student shall remain out of school until either:

- An appeal made to the chief school administrator is decided in the pupil's favor; or
  - The appeal, if made, has been denied and the board has met to hear the chief school administrator's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice at all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The student must receive:

1. Notification of the charges against him/her;
2. The names of the adverse witnesses;
3. Copies of the statements and affidavits of those adverse witnesses;
4. The opportunity to be heard in his/her own defense;
5. The opportunity to present witnesses and evidence in his/her own defense;
6. The opportunity to cross-examine adverse witnesses; and
7. The opportunity to be represented by counsel.

If a student younger than 18 years of age is expelled, he/she will be provided with an alternative program or home instruction.

An adult student who is expelled will be provided with information relative to other educational programs.

### **HARASSMENT, INTIMIDATION AND BULLYING POLICY**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal, electronic, or physical act that is motivated by any such actual or perceived characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.

- Acts of intimidation or bullying may also be exercising power and control over another pupil, in either isolated incidents or patterns. Harassment/bullying shall be perceived according to the actions outlined herein this document, but is not limited to this definition. These actions will be punished accordingly.
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a

pupil in reasonable fear of harm to his/her person or damage to his/her property.

- These acts may have the effect of insulting or demeaning a pupil or group of pupils in such a way as to cause substantial disruption in, or interference with the orderly operation of the school day.

### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequences will be consistent with the case law. Federal and State statutes, and district/school policies and regulations.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **Investigation**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of the Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Response to Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

### **Consequences**

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

**Any student that is being harassed should report it immediately to an administrator or teacher and it will be dealt with in confidence. Penalty for harassment for a first offense is a warning with parent notice and a second offense is out of school suspension. This policy covers and includes cyber and electronic bullying.**

**Bullying Specialist for HHS:  
Melba Mullins**

### **VANDALISM/VIOLENCE POLICY**

- In an effort to prevent vandalism, all staff will stress the importance of respect for property and a sense of pride in the schools.
- If vandalism occurs, the local police department will be notified to obtain assistance relative to the investigation of the incident in an effort to identify the vandals.
- If a student has committed willful and malicious damage to board of education property, including graffiti, the student or parent/guardian will be held liable for the damage and the district will seek appropriate restitution.
- Sanctions will be based on the severity of the offense. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5610 & #5620 (Suspension and Expulsion) and Policy #5600 (Conduct/Discipline). The student may be prosecuted in accordance with the law.
- Physical violence against another pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.
  - Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the schools will report the incident to the principal.

### **SUBSTANCE ABUSE POLICY**

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law. These policies shall be in effect for both on campus and school related off campus activities and functions.

Any student that is found to be in possession of or under the influence of alcohol and or illegal substances while in school or in attendance at a school sponsored event will be subject, but not limited, to the following consequences:

**1<sup>st</sup> Offense**-3 days suspension and a counseling session with the high school SAC before being reinstated to school

**2<sup>nd</sup> Offense**-4 days suspension and must enter into an outpatient treatment program

**3<sup>rd</sup> Offense**-10 days suspension and must enter into a residential treatment program

### **DRUG/ALCOHOL POLICY/PROCEDURE**

1. When a student appears to be under the influence of a chemical substance (alcohol/drugs) the following procedures will be followed:
  - a. The teacher will report promptly to the principal/vice principal who will bring the student to the nurse for further confirmation.
  - b. If a nurse and the substance abuse coordinator agree that a problem exists, the parents/guardian will be contacted.
  - c. An initial chemical assessment must be made within a 24-hour period. A representative of the school will inform parents/guardians of the immediate availability of urine testing by a cooperative laboratory. Parents may consult other qualified medical personnel.
  - d. If the diagnosis is positive, the pupil shall not resume attendance at school until he/she submits to the principal a written report from a physician certifying that he/she is physically and mentally able to return to school.
  - e. The parent/guardian and student must meet with the substance awareness coordinator before admission to classes. A support program will be initiated and assistance provided for referral to appropriate agencies, counseling, etc.
  - f. If chemical dependency is determined, the school district will insist that the student be enrolled in a treatment program for the chemically dependent student. (A list of agencies and recommended treatment programs will be given to the parents/guardians).
  - g. If a student, or parent/guardian, refuses to cooperate with the comprehensive assessment procedures outlined herein, it may be appropriate for the student to participate in an alternative educational program.
2. The following procedure will be followed for students in possession of illegal drugs on school grounds.
  - a. An administrator will notify
    - a. the police
    - b. the parent/guardian
    - c. chief school administrator
  - b. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5610 Suspension and Expulsion-Policy #5620 and Conduct/Discipline-Policy#5600
  - c. If the student is allowed to return to school, the parent/guardian and student will meet with an administrator and the substance awareness coordinator.

### **STUDENT ASSISTANT COORDINATOR**

The Substance Awareness Coordinator will provide interventions for students with suspected substance abuse: conduct evaluations and referrals. To assist students, the SAC will plan programs, preventive activities for all students and facilitate support groups. The counseling sessions are confidential, and the objective of the process is to have the students help themselves. The counselor will direct these students, with parent/guardian approval, to the appropriate agencies or persons for professional help.

**SAC Coordinator: Melba Mullins**



**MANDATED UNIFORM POLICY/VIOLATION**

Students are **required** to wear the Hillside High School uniform.

- 1<sup>st</sup> Violation      Parent/Guardian will be called to provide uniform and/or uniform will be provided.  
**(Unmet will be on file upon return of uniform)**
- 2<sup>nd</sup> Violation      Parent Conference
- 3<sup>rd</sup> Violation      Saturday Detention

**\*Teachers will record dress code infraction into Genesis.**

**Girls Uniform Description**

Dockers Style Khaki Colored Pants, Skorts or Skirts (**no shorter than fingertips**)

Collared Burgundy/White/Black Long or Short Sleeve Cotton Blouse w/ or w/o school logo

Burgundy/Black Cardigans, Pullover Sweaters & Vests w/ or w/o school logo

**\*NO HOODIES ALLOWED**

**Boys Uniform Description**

Dockers Style Khaki Colored Pants

Collared Burgundy/White /Black Short or Long Sleeve Cotton Shirts w/ or w/o school logo

Burgundy/Black Cardigans, Pullover Sweaters & Vest w/ or w/o school logo

**Gym Wear – Boys & Girls**

White Cotton Short Sleeve T-Shirt w/ or w/o logo (**NO TANK TOPS**)

Burgundy Shorts or Sweatpants

Burgundy Crew Neck Sweatshirts Only w/ or w/o logo

**Shoes/Sneakers**

- No bedroom slippers or flip flops
- No cleats
- No open toed shoes with/or without heel straps or heels 3 inches or over

**Headwear**

- Headwear is not permitted on campus! (other than for religious reasons)
- **No hats, bandannas, Doo-Rags, picks, combs, sweat bands, stockings or hoods**

**Accessories**

- No sunglasses inside the building
- No spiked accessories or chains
- No ornamental or decorative contact lenses
- No pillows, blankets or stuffed animals
- No visible cell phones or headphones on campus at any time

**SECURITY OF SCHOOL PREMISES Policy 7440**

On February 26, 2004, the Hillside Board of Education approved an amended policy governing **SECURITY OF SCHOOL PREMISES**. The Hillside Board of Education has authorized the use of electronic surveillance systems on school property. The system will be used to monitor student behavior in order to promote and maintain a safe environment for all students. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis and will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

**The Hillside Police Department recognizes our surveillance system as an extension of human sight. In the event that a student is observed engaging in a criminal act (i.e. assault, theft), the recorded image will be turned over to the Hillside Police Department for use in the prosecution of those charged. The police will also be provided with a copy of the incident on DVD if they so desire.**

**STUDENT COMPLAINT PROCEDURES**

Any student having a complaint has the right to voice his/her complaint to the appropriate school administrator. No student will be penalized as a result of his/her making a complaint in accordance with this procedure.

1. Any student or group of students with a complaint should try to resolve the problem to its fullest extent with the individual(s) involved. If the complaint is not resolved, then the student(s) may ask for an appointment with the individual on the next level.
2. The sequence for complaints is: teacher, guidance counselor, vice principal, principal. A complaint at the principal's level should be submitted on the districts grievance procedure forms. The procedure includes an appeal to the chief school administrator if necessary.
3. Students with complaints regarding Affirmative Action and Section 504 should consult the appropriate coordinator, relative to the district's student grievance procedure.

## GRADING/STANDARIZED TEST SCORES

### HS Grading Period:

Grade	Maximum	Minimum
A	100	90
B	89	80
C	79	70
D	69	64
F	64	0

### HS Weighted Grade:

Honors		Advanced Placement	
Grade	Unit	Grade	Unit
A	5	A	5
B	4	B	4
C	3	C	3
D	2	D	2

### Tests/Project 50% of grade:

- You should be given a minimum of two tests or projects per marking period. Tests/Projects will be given to measure your mastery of the units of your course. In some classes, compositions or laboratory work may be included.

### Quizzes: (Once a week for a minimum of 8 per marking period) 25% of the grade

- Quizzes are generally given to help you keep track of your progress in a course unit. As such, they generally focus on smaller blocks of information. Many kinds of assignments may be counted as a "quiz".

### Homework: (A minimum of 3 days a week) 15% of the grade

- Credit for homework will be given only for work that you do at home, outside of your class. Work in class will fit into the other categories of these criteria.

### Class participation: 10% of the grade

- Your daily participation in groups, discussions and class presentations will be counted in your final grade. Student notebooks may also be counted to show your daily, in class, participation.

**For marking periods 1, 2, 3, 4 the range will be 0 to 100. The interpretation of the grades is as follows:**

90 - 100% . . . . .	Excellent
80 - 89% . . . . .	Above Average
70 - 79% . . . . .	Average
65 - 69% . . . . .	Below Average, Passing
0 - 64% . . . . .	Failing

## **STANDARDIZED TEST SCORE**

*The new State law requires that the NJGPA be administered as a field test for grade 11 students who are expected to graduate as part of the class of 2023. This law also prohibits the results of the NJGPA field test (First Pathway), a substitute competency test (Second Pathway), or portfolio appeal (Third Pathway) from being used as a prerequisite for graduation for students expected to graduate in the class of 2023.*

**The following graduation requirements apply to the class of 2024 and beyond.**

**Students must demonstrate proficient on the NJSLA to graduate. Below lists the current pathways for demonstrating proficiency in ELA and Math.**

### **Pathways Available**

#### **First Pathway**

Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I.

<b>English Language Arts/Literacy (ELA)</b>	<b>Mathematics</b>
NJSLA/PARCC ELA Grade 10 $\geq$ 750 (Level 4)	NJSLA/PARCC Algebra I $\geq$ 750 (Level 4)

#### **Second Pathway**

Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments.

<b>English Language Arts/Literacy (ELA)</b>	<b>Mathematics</b>
<p>One of the following:</p> <ul style="list-style-type: none"> <li>• NJSLA/PARCC ELA Grade 9 <math>\geq</math> 750 (Level 4), <i>or</i></li> <li>• NJSLA/PARCC ELA Grade 11 <math>\geq</math> 725 (Level 3) <i>or</i></li> <li>• SAT Critical Reading (taken before 3/1/16) <math>\geq</math> 400, <i>or</i></li> <li>• SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) <math>\geq</math> 450, <i>or</i></li> <li>• SAT Reading Test (taken 3/1/16 or later) <math>\geq</math> 22, <i>or</i></li> <li>• ACT Reading or ACT PLAN Reading<sup>1</sup> <math>\geq</math> 16, <i>or</i></li> <li>• ACCUPLACER WritePlacer <math>\geq</math> 6, <i>or</i></li> <li>• ACCUPLACER WritePlacer ESL <math>\geq</math> 4, <i>or</i></li> <li>• PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) <math>\geq</math> 40, <i>or</i></li> <li>• PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) <math>\geq</math> 22, <i>or</i></li> <li>• ACT Aspire Reading<sup>1</sup> <math>\geq</math> 422, <i>or</i></li> <li>• ASVAB-AFQT Composite <math>\geq</math> 31</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• NJSLA/PARCC Geometry <math>\geq</math> 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II <math>\geq</math> 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) <math>\geq</math> 400, <i>or</i></li> <li>• SAT Math Section (taken 3/1/16 or later) <math>\geq</math> 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) <math>\geq</math> 22, <i>or</i> ACT or ACT PLAN Math<sup>1</sup> <math>\geq</math> 16, <i>or</i></li> <li>• ACCUPLACER Elementary Algebra <math>\geq</math> 76, <i>or</i></li> <li>• Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019)<sup>2</sup> <math>\geq</math> 255, <i>or</i></li> <li>• PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) <math>\geq</math> 40, <i>or</i></li> <li>• PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) <math>\geq</math> 22, <i>or</i></li> <li>• ACT Aspire Math<sup>1</sup> <math>\geq</math> 422, <i>or</i></li> <li>• ASVAB-AFQT Composite <math>\geq</math> 31</li> </ul>

## Third Pathway

Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals.

English Language Arts/Literacy (ELA)	Mathematics
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

### Final Exams

**Semester 1 Courses**  
**Full-Year and Semester 2 Courses**  
**Make-Up Exams**

### Date

**Last week of January**  
**Second week of June**  
**Third week of June**

A student who is absent on the day an examination is scheduled must present documentation to the principal in order to obtain a gold slip. The principal will approve or disapprove the excuse. All examinations must be made up within two weeks unless an extension is approved by the principal. A student who does not take an examination will receive a zero. Acceptable documentation includes a medical, court document, funeral notice or documentation from an appropriate professional. **Final Exams counts 10% of grade**

## CREDIT AND COURSE REQUIREMENTS FOR OPEN COLLEGE PREP SCHOOLS - GRADES 9-12

In order to be considered for the next grade should meet the following requirements:

- A. Grade 10
  - Students must have a minimum of **30** credits.
  - Students must have passed English 9.and one year of Mathematics
- B. Grade 11
  - Students must have a minimum of **60** credits.
  - Students must have passed English 9, 10, one year of Mathematics and one year of Science
- C. Grade 12
  - Students must have a minimum of **100** credits.
  - Students must have passed English 9, 10, 11, and two years of Mathematics and two years of Science

130 credits required for the **graduating class of 2021**  
 130 credits required for the **graduating class of 2022**  
 130 credits required for the **graduating class of 2023**  
 130 credits required for the **graduating class of 2024**

Student(s) must take one year of physical education, health and safety for each year of enrollment.

- Students will also receive vocational and career education or equivalent (infused in all subject areas).
- Revised – In a 4-year high school program a student has the opportunity to complete **140** credits at the rate of **35** credits per year (passed) with at least a 65 final grade average in each course

### **GRADUATION REQUIREMENTS**

In order to receive a diploma and participate in the graduation ceremony from Hillside High School, all students at the end of Grade 12, must:

- A. Meet both state and district course proficiency standards
- B. Students entering grade 9 are required to earn 2.5 credits in Financial Literacy; and
- C. Complete successfully a program of study for grades 9 through 12 which shall include, but not limited to:

<b><u>Subjects</u></b>	<b><u>Credits</u></b>
4 years of English	20
3 years of Mathematics	15
3 years of History	15
3 years of Science	15
½ year of Financial Literacy	2.5
2 years of World Language	10
4 years of Physical Education/Health	20
2 years of Fine/Practical/Visual Or Performing Arts	5
 Total required course credits	 102.5
Total Electives	<u>27.5</u>
 <b>Total Credits for Graduation</b>	 <b>130</b>

## Marking Period Breakdown

Total Days= 183

**Semester 1** – Sept 7 – Jan 31                      90 days  
**Semester 2** – Feb 2 – Jun 23                      92 days

MP	Dates	Days	Portal Open for Grade Reporting	Portal Opens
MP 1	Sept 7 – Nov 16	46 days	Nov 9 - 15	Nov 16
MP 2	Nov 17 – Feb 1	46 days	Jan 25 – 31	Feb 1
MP 3	Feb 2 – Apr 18	46 days	Apr 4 - Apr 17	Apr 18
MP 4	Apr 19 – Jun 23	45 days	Jun 16 - 22	Jun 23

### Middle of Marking Periods

Mid MP 1	Oct 11	23 days
Mid MP 2	Dec 22	23 days
Mid MP 3	Mar 8	23 days
Mid MP 4	May 16	23 days

### Email Parent Grade Report

Oct 11 - 13
Dec 20 - 22
Mar 8 - 10
May 15 - 17

### Final Exam Schedule

Semester 1 Courses	Jan 24 – 28
Full Year and Semester 2 courses	Jun 13 – 16
Make-Up Exams	Jun 16 Session 2

**Window will open at 7:30am on dates noted and close at 4:00pm on dates noted.**

### Parent Conference Dates

November 16, 2022 and February 13, 2023

The decision as to whether a pupil has satisfactorily completed a course is a professional judgment by the teacher. If a pupil fails a course, the teacher will have adequate documentation in the form of test grades, quizzes, grades or class participation and other work to support the decision.

### **RANKING**

Students will be ranked at the conclusion of the ninth grade, tenth grade, and eleventh grade and at the end of the first semester of the twelfth grade. The seventh semester grade will be the ranking used for any future request for ranking. The mark will be in the form of a fraction. The denominator is the total number of students ranked, and the numerator is the student's placement in this total. Grades received from summer school due to a makeup of a failed course, are not a part of the student's grade point average. Transfer students must attend Hillside High School for one complete year prior to being ranked. Students on home instruction for an extended period will be considered by the building principal.

**HONOR ROLL**

The honor roll, published at the end of each marking period, recognizes students who have achieved consistent success in accordance with the rules described below. Such characteristics as self-motivation, a sense of responsibility, and a thoroughness of effort are encouraged as the first steps toward achieving the grades necessary for making the honor roll.

Students who make the honor roll are awarded with certificates of achievement each marking period during a brief ceremony at the Honor Roll Breakfast in the high school cafeteria.

To be eligible for one of the three honor rolls, a student must receive:

- |                       |   |
|-----------------------|---|
| Honor Roll            | a grade of 80 or above in every subject |
| High Honor Roll       | a grade of 90 or above in every subject |
| Superintendent's List | a grade of 95-100 in every subject      |



### Standardized Testing Dates

#### SAT

##### Testing Dates

October 1, 2022  
 November 5, 2022\*\*  
 December 3, 2022  
 March 11, 2023  
 May 6, 2023\*\*  
 June 3, 2023

##### Registration Deadlines

September 17, 2022  
 October 22, 2022  
 November 19, 2022  
 February 25, 2023  
 April 22, 2023  
 May 20, 2023

**\*\* TEST ADMINISTERED AT HILLSIDE HS\*\***

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#### ACT

##### Testing Dates

September 10, 2022  
 October 22, 2022  
 December 10, 2022  
 February 11, 2023  
 April 15, 2023  
 June 10, 2023  
 July 15, 2023

##### Registration Deadlines

August 19, 2022  
 September 30, 2022  
 November 11, 2022  
 January 20, 2023  
 March 24, 2023  
 May 19, 2023  
 June 23, 2023

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PSAT/NMSQT/SAT

October 12, 2023

Advance Placement Exams

May 1-12, 2023

NJSLA (Math/LA)

May 15-19, 2023

NJSLA (Science)

May 22-23, 2023

#### **STANDARDIZED TEST**

**Standardize testing is important to academic success. The data gained from these tests help drive our instruction to meet the needs of our students. Standardized testing may be administered throughout the school year. Assessments such as NJSLA may be used for graduation requirements. Students must be present to take the test. Please note: The use of cell phones is prohibited. The state consequences for breach of using cell phone during testing will be the cell phone is taken for the duration of the test by administration. Parent must come in to retrieve the phone and the student will be issued a suspension after testing is completed.**

#### **HOME INSTRUCTION**

In order to be eligible for this service, the student must be incapacitated and requiring home instruction for a period of at least ten school days or more. This service must be requested in writing by the student's parent/guardian. The required request form is available at the school nurse's office. A written medical statement from the student's physician stating the nature of the incapacitation, date of examination and duration of

required absence must also be provided by the student's parent/guardian. Upon receipt of the home instruction request, the student's guidance counselor will serve as contact person between the student's teachers and the home instructor assigned by the Department of Special Services. The home instructor will prepare a Monthly Academic Report which documents the student's academic assignments and grades. This report will be included as part of the student's report card grades.

### **HOMEWORK**

Homework affords practice, repetition or preparation of material being taught in the classroom. Homework is a requirement for all academic subjects nightly with an average of 30-45 minutes spent on each academic subject. Homework counts in determining your report card grades. More specific details with regard to homework will be afforded you by your individual teachers. It is suggested that the students follow the procedure listed below:

#### **HOMEWORK - DURING CLASS**

- Record all homework, other assignments, and test dates accurately in your notebook;
- List your homework assignments and the due dates before the end of each class;
- Write down when essays and projects are due and when tests and quizzes are scheduled; and
- Ask your teacher about any problems you encountered while doing your

#### **HOMEWORK - AT HOME**

- Begin by scheduling your time in half-hour or hour blocks;
- Arrange your work in order of priority;
- Spend more time on the subjects which require improvement;
- Allow yourself time to review your work two or three days before a test or quiz; and
- Schedule time to review assignments and tests returned by your teacher.

### **ADVANCED PLACEMENT (A.P.) Advanced Placement Courses offered at Hillside High School include:**

The Advanced Placement Program is a course of study designed to challenge those selected tenth, eleventh, and twelfth grade students who exhibit an intellectual curiosity that demands satisfaction through the exploration of an accelerated curriculum. This program makes students eligible to take the Advanced Placement Test that could ultimately result in college credit for course work done in high school. Admission into the program is based on the professional judgment and assessment of students in their previous academic program. Students in honors and advanced placement courses who maintain 70 or better receive weighted grading based on the number of these courses that are taken in a given year. Students enrolled in an AP course may not audit it but can opt to take a "PASS/FAIL" grade based on successfully completing ALL of the course work. **Courses:**

**Biology, Calculus, English Literature and Composition, English Language and Composition, US History 1, US History 2, Spanish 3, Spanish 4, Psychology, Computer Science A, and Computer Science Principles.**

### **Dual Enrollment Courses**

Participation in the Dual Enrollment courses enables students to earn college credits while in high school. In addition, these programs introduce students to the rigors of college coursework early. Recent studies have shown that students who participate in dual-enrollment programs are more likely to go on to get a college degree.

## **SCHOOL SERVICES**

### **Students and Families with Special Needs**

#### **Intervention and Referral Services (I&RS)**

The I&RS Committee is a committee in each school designed to provide a coordinated system for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff to address students' needs. If you believe your child can benefit from the services of the I&RS Committee, please contact the vice principal's office.

#### **Special Education** **Child Find**

If your child is between the ages of three and twenty-one, and exhibits physical, sensory, emotional, communication, cognitive or social problems, the child may be eligible for interventions in the general education program, or an evaluation to determine eligibility for special education and related services. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services. Parents, school personnel, and agencies concerned with the welfare of a student can make a referral. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school principal or to Dr. Sandy Mercedes, Director of Special Services.

#### **Section 504 of the Rehabilitation Act of 1973**

The Hillside Board of Education does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Hillside Board of Education also does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any questions with the scope of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 can be directed to:

Dr. Sandy Mercedes,  
Director of Special Services  
Hillside High School  
1085 Liberty Ave  
Hillside, NJ 07205

#### **Student Activities**

All Hillside Public School students are eligible to participate in any extracurricular activities scheduled by the schools or Hillside Board of Education either during or after school. Please consult the monthly newsletter and your child's teacher for activities.

#### **Potentially Missing or Abused Children**

Dr. Sandy Mercedes, Director of Special Services, serves as the school district's liaison and primary contact person between the district and child welfare authorities.

**SUMMER SCHOOL – (Not included in Ranking or GPA)**

**A student who fails a course for the *current school year* should attend summer school in order to make up academic credits. Courses from previous years can only be made up through credit recovery during the regular school year.** A student must obtain a permission form from the principal and his/her guidance counselor in order to be admitted to summer school.

**GUIDANCE**

Frequently in your high school career and after graduation, you may have problems and need help. The purpose of the guidance department is to assist, support and encourage you to be successful, well adjusted, happy, and a self-directed individual. The services of this department are always available to every student in this high school, its graduates and parents/guardians.

All students attending Hillside High School, regardless of race, creed, color, national origin, ancestry, sexual orientation, gender religion, disability or socioeconomic status, shall have an opportunity to choose from the selection of courses offered from year to year; providing they have successfully completed grade level course work and prerequisites. Every student will meet individually with their assigned Guidance Counselor to discuss present courses, grades, future courses/plans and interest that will prepare them for a high school diplomas and post-secondary endeavors. Students are placed in courses based on need (graduation requirements), ability (level of courses; CP, Hon., AP,) IEP (Individual Education Plan), ability (courses being offered) and interest (electives).

Parents are invited, informed and asked to participate or give input/feedback and/or approval in this process.

The services the department offers are as follows:

- Individual counseling
- Group counseling
- College counseling
- SAT, ACT and PSAT testing information
- Identification of scholarships
- Career guidance, job counseling and placement
- Advisement in selection of courses, numbering of credits and requirements
- Flex hours
- Parent Orientations/Workshops
- Financial aid workshops
- Annual College Fair
- Referral Service

**GUIDANCE COUNSELOR STUDENT ASSIGNMENTS**

	Grade 9	Grade 10.	Grade 11.	Grade 12
Ms. Jeanna Martinez	A-E	A-C	A-C	A-C
Ms. Jeanie Ruban	F-L	D-J	D-J	D-J
Ms. Lisa Moscoso	M-P	K-P	K-P	K-P
Mr. Randal McCoy	Q-Z	Q-Z	Q-Z	Q-Z

The Guidance Counselors will assist students and parents with the preparation for college, scholarship applications and distribution of financial aid forms. They will participate in informational sessions for students and parents at evening programs. Counselors will also be available for evening conferences after the marking periods.

**HEALTH OFFICE**

The health office is available to all students during school hours should they need assistance. Students who become ill in school **cannot** be sent home unless a parent/guardian is notified and provisions are approved. Diagnose or treatment beyond first aid procedures is not within the responsibility of the school. **A parent/guardian or emergency contacts listed on the emergency card must come to school to take the student home.** Please notify the school when your child will be absent. All health records and contents are confidential information. Should you have any concerns, feel free to contact the school nurse.

**IMMUNIZATIONS**

**The law of the State of New Jersey requires the following immunizations. Students who have not been properly immunized will be admitted on a provisional basis and/or excluded from school.**

**IMMUNIZATION REQUIRED**

- Three doses of any appropriately spaced combination of DPT, DtaP, DT or Td and one dose of Tdap after age 11.
- Three doses of any appropriately spaced combination of OPV or IPV.
- Two doses series MMR vaccine at ages 12 through 15 months and 4 through 6 years.
- Three doses of Hepatitis B containing virus.
- One dose of varicella vaccine
- One dose of meningococcal vaccine given no earlier than 10 years of age.

**SCREENING EXAMINATIONS**

During the school year health services that are performed by the school physician and school nurse are provided on a regular basis. These screenings/examinations become part of the student's health record. The routine school screening should never take the place of a complete examination done by the family physician or eye doctor. Screening examinations are scheduled as follows:

1. Vision screening-students in 10<sup>th</sup> grade and those registered for driver education.
2. Audiometric (hearing) screening-students in 10<sup>th</sup> grade and whenever the need arises.
3. Scoliosis screening-students in grades 10 and 12.
4. Blood pressure screening-students in grades 9, 10, 11 and 12.
5. Medical Screening-students participating in sports via parental request.
6. Height and weights all students 9, 10, 11, 12

School Health Provider(s) will notify parents if a more thorough examination is required.

If parent/guardian prefers to have all screening examinations to be done by the student's private provider, please obtain the necessary forms, which are available through the nurse's office. Forms must be returned before October 1<sup>st</sup> of each year. If form is not returned, the screenings will be completed by the school's provider.

### **MEDICAL EXCUSAL FROM PHYSICAL EDUCATION**

When health reasons deem it necessary to restrict physical education, a medical form stating the reason and length of time excused from physical education **MUST BE** provided from student's private physician. An excusal is required at the beginning of each school year. Present this documentation to the school nurse and your physical education instructor. **A physician's note is required for students needing to use crutches in school.**

### **ADMINISTERING MEDICATION**

It is a Board of Education Policy that any student who must take medication in school must have a completed **Request for Medication to Be Administered in School** form. This form must be completed yearly by physician and parent.

1. Medication must be in the original labeled prescription container indicating the type, dosage, current date, student's name and physician's name.
2. Medication is held and administered by the school nurse when she is on duty within the building. If a nurse is not on duty, the parent will assume responsibility. Whenever possible, parents should administer medication before and after school.
3. No student should be in possession of pills, aspirin, etc. Parents are responsible for educating children about the dangers of the usage of "over-the-counter" drugs and/or possession of the medications, etc., while in school.

### **WORKING PAPERS**

Working Papers are required for all minors between the ages of 14 and 18 who plan to work. Working papers may be obtained in the main office after school hours.

### **LUNCH PROGRAM**

To apply for the lunch program, go to the school website. [www.hillsidekek12.org](http://www.hillsidekek12.org)

**All schools within the Hillside Public School District are nut-free due to the various food allergies that many students have. Sales of products containing nuts are strictly prohibited.**

## **MEDIA CENTER**

The media center performs as an intrinsic component of the Hillside High School community that collaborates to enhance the curriculum. Many volumes, periodicals, audio, and videos are purchased to address areas of interest to faculty and students. A major focus of the media center is information literacy that which encompasses the full range of abilities that students need to interact effectively with information and to construct meaningful knowledge.

These abilities include but are not limited to:

- utilizing information competently in critical thinking, decision making and problem solving;
- analysis of complex and conflicting presentations of information;
- production of new information and creation of products and presentations that communicate ideas efficiently and effectively;
- appreciation of the variety of perspectives offered by individual viewpoints, disciplines, and cultural understanding,
- acting responsibly in regard to information; and
- Developing into lifelong learners who can assimilate varying viewpoints, accommodate change, and contribute to the well-being of the community.
- The media center is open daily for students, faculty, and administration.
- Students may borrow books for a two-week time period. A fine of .10 per day will be incurred for overdue books.
- Students who wish to visit the library after eating lunch must request a pass from the cafeteria supervisor.
- Students will not be allowed in the library without a pass from their classroom teacher and/or without previous permission from the library staff.
- Faculty should obtain forms available in the media center to schedule.
- Specific date and time for classroom visits to avoid scheduling conflicts.
- Faculty may borrow books and video for a two-week time period as well, but is provided the option of extended use upon notification to the center.

## **ACTIVITIES**

### **HIGH SCHOOL EVENTS**

High School events (i.e. Plays, Dances, Parties, etc.) may be scheduled throughout the year for the personal and social development of Hillside High School students. Student representatives and advisors will meet with the principal to formulate plans.

#### **Rules and Regulations for High School Events**

1. All students who attend a high school event must present their photo I.D.
2. Outside guests will not be approved for attendance at dances/parties.
3. No one will be admitted to the dance/party after 9:30 P.M.
4. Loitering will not be permitted in the parking lot.
5. Any student who appears under the influence of drugs/alcohol at any extracurricular activity:
  - a. shall be refused admission;
  - b. the parent/guardian of the student will be requested to pick up the student at the school;
  - c. the student and parent/guardian will meet with the substance awareness counselor at the school; and
  - d. The student may be disciplined by school administration.
6. Chaperones will be assigned by administration and identified by name tags.
7. School security officers will be identified by district jackets.

NOTE: Metal detectors may be used before entering scheduled events or any other student performances (example: sporting events, talent shows, concerts, plays, meetings, etc.)

8. Once a student leaves an activity, they will not be permitted to re-enter.

### **ASSEMBLY PROGRAMS**

The assembly programs are selected in order to assist students in their total development. Therefore, they are diversified in nature and specifically designed to expose educational, social and cultural components of our society to each student as part of his/her educational career.

Students must sit in assigned areas. It is expected that rules of good conduct will prevail at all times during the presentation of assembly programs.

Any students who do not conduct themselves in a proper manner will lose the privilege of attending the assembly programs.

### **EPOCH**

The school yearbook, Epoch, is a student publication. Editors are chosen annually from the student body. The Epoch which is a pictorial review of the year's activities, student organizations, faculty and administration is published with the aid of faculty advisors. The yearbook is distributed in June to students who ordered and paid for it during the year.



**HILLER**

The school newspaper, Hiller, is published periodically. Students wishing to work on news, features, sports, headlines, and make-up copy, typing, art, photography, advertising and exchange are invited to join.

**HILLSIDE STUDENT FEDERATION (H. S. F.)**

The Hillside Student Federation is your student government. As a school organization, it exemplifies the spirit of democracy. It was founded by the students in 1975 and now functions for the students through an elected body of representatives. Students are encouraged to participate in the H. S. F. in order to help increase student participation and to encourage school spirit. The H. S. F. can only be as strong as its membership. In order to gain that strength, each student must participate in its operation.

**JUNIOR/SENIOR CLASS/FUND RAISERS**

Each class is assigned a faculty advisor to help organize activities throughout the school year. The purpose of these activities is to raise monies for miscellaneous expenses such as the junior trip, senior prom, senior trip, etc., thereby reducing the total cost to the student and his/her family. An example is a candy sale.

**PROM**

The senior prom is a formal affair held near the close of the academic year at an off-campus location. To attend, at least one member of each couple must be a Hillside High School senior. Seniors must be in accordance with graduation requirements (page E35). Any student not fulfilling the minimum number of credits to be considered a senior may not attend the prom, any exceptions must be approved by the school principal.

**NATIONAL HONOR SOCIETY**

The four general criteria for admission into the National Honor Society are scholarship, character, service and leadership. To be considered for candidacy, a senior must achieve an 85 or higher weighted cumulative average through the first three years of high school. Following induction, seniors must maintain high academic standards to retain membership.

**MUSIC INSTRUMENTAL/VOCAL**

The Hillside Band and Chorus are opportunities for instrumental musicians and vocalists to perform during football games and/or school concerts. Anyone can join through the guidance office. If you have a full schedule, you can be an after-school band member on a try-out basis. Contact the high school music teacher(s) for information about the music programs.

**SCHOOL PLAY**

Students interested in dramatics have the opportunity to join the Performing Arts Club.

**U. S. ARMY JROTC PROGRAM**

The US Army JROTC program is conducted as prescribed by Army Regulations and in conformity to local school regulations. The course imposes no military obligation upon a cadet. The objectives are to develop in each cadet:

1. Good citizenship and patriotism
2. Self-reliance, leadership, and responsiveness to constituted authority
3. Ability to communicate effectively both orally and in writing
4. Appreciation of the importance of physical fitness
5. Appreciation of the role of the US Army in support of national objectives
6. Knowledge of basic military skills

Cadets will receive five periods of instruction each week which will include classroom and drill field activities. Time is allocated each week for maintenance of equipment, inspections, and ceremonies. One period every other week is allocated for battalion level drill and the battalion drill period is a different class period. Cadets are expected to be present for all scheduled instructions, drill, and other training.

**STUDENT OF THE MONTH**

Each month two seniors are selected as Students of the Month. The students selected are those who have made a contribution to the school in terms of scholarship, service, character, and leadership. At the Baccalaureate Awards Ceremony held in June, the students are honored and presented with a plaque. Students of the month are based on teacher recommendations.

**ROBERT LEE JONES HALL OF HONOR**

The Robert Lee Jones Hall of Honor (dedicated February 28, 1999) located at the main entrance recognizes students who have been inducted in the Hillside Chapter of the National Honor Society since 1954. Each year a new plaque is added to the hall of honor with the names of the new inductees.

**STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

While attending any extracurricular activity, students are required to obey all school rules. Students who display inappropriate conduct at any such event are subject to disciplinary action by the high school administration and will jeopardize their future attendance and/or participation in any extracurricular activity

## **Athletics**

### **ATHLETIC, CHEERLEADING AND BAND**

Interscholastic sports, cheerleading and band are among the largest groups of extracurricular activities at Hillside High. When you are a member of these organizations you are expected to maintain the highest level of sportsmanship and good conduct. All participants must meet the eligibility rules.

### **ELIGIBILITY**

The primary purpose of this policy is to further motivate academic achievement among students participating in extracurricular activities. This policy applies to all students in grades 9-12.

### **Eligibility Procedures**

The following initial eligibility standards of the New Jersey State Interscholastic Athletic Association will be applied for participation in athletics:

- a. A student must pass a minimum of 35 credits the previous school year (Sept.-June) to be eligible for athletics during the first semester of the new school year, which is September to January.
- b. A student must have passing grades in a minimum of 7 (seven) subjects the first semester (Sept.-Jan.) to be eligible for athletics during the second semester which is February to June.
- c. A student who is eligible for athletics at the beginning of a semester shall be allowed to finish that activity.
- d. Tardiness to school may disqualify high school students from participation in athletics.
- e. A student is only eligible for 4 years of high school. Any student who turns 18 years of age after September 1<sup>st</sup> is eligible to participate for that school year. However, anyone older than 18 may not participate.
- f. The building principal will make the final determination on the eligibility of a student.

### **Maintenance of Eligibility**

1. Any student not listed present for an official school day may not participate actively or passively, in any extracurricular program on the day of absence nor may the student participate until officially listed present on the next school day. This student must be present on the previous Friday to participate in an activity scheduled on Saturday or Sunday, unless he/she receives written permission from an administrator.
2. Any student in excess of 5 tardiness to school within the season may not participate in any extra-curricular program until improvement in this area is made.
3. Any student who has been suspended from school or entered in the In-School Suspension (ISS) Program may not participate, actively or passively, in any extracurricular program until the suspension obligation has been met.

4. An athlete leaving one sport to participate in another sport during the same season must present a written note from his parents or guardian and obtain permission from both coaches involved and the approval of the supervisor of athletics and the principal. The athlete may not return to the original sport that year.
5. The building principal will make the final determination on the maintenance of eligibility.

**Procedure for Excuse from Physical Education Activities**

All students are scheduled for physical education during the school year. The nurse will review all requests not to participate in physical education. An alternative assignment will be provided by the physical education teacher. In order to be excused from physical education, students must have:

- A detailed physician's note stating the limits of possible student activity and describing the extent of the injury or illness which can only apply to the immediate past absence or to current circumstances
- The nurse's assessment that it is necessary to be excused for a single period.

A medical excuse detailing the limits of student activity is valid during the current school year only. Students will receive physical education credit only for the time they are active participants which can include assignments in keeping with the CCCS for Health and Physical Education.

The nurse may issue a "Physical Education Excuse" on the appropriate form which will then be presented to the physical education teacher by the student

**INTERSCHOLASTIC SPORTS**

**BOYS AND GIRLS**

Cross Country	Indoor Track	Basketball	Golf
Outdoor Track	Bowling	Soccer	

**BOYS**

Football  
Baseball

**GIRLS**

Softball  
Volleyball

**SPECTATORS**

Sportsmanlike behavior is expected at all interscholastic events.

1. Use acceptable language.
2. Be courteous to the students from other schools.
3. Remain seated during a game or match.
4. Food or beverages will not be permitted in the gym.
5. Please do not walk on the playing area.
6. It is inappropriate to boo the cheerleaders or any group/team.
7. Be on your best behavior when you follow your teams to other schools. You are ambassadors from Hillside High.
8. Any infractions of the rules will result in immediate removal from the activity, the school campus and disciplinary action will be administered.

## **MISCELLANEOUS**

### **COMMUNITY ORGANIZATIONS**

Students, who are involved in organizations outside of school (fraternities, sororities, and other social clubs) which has certain requirements for membership, are not permitted to function in the building or on the grounds of Hillside High School.

### **FIELD TRIPS**

Field trips are provided to enrich the educational program at the high school. The school will provide supervision for the trips. Each student must present a permission slip properly signed by his parent/guardian. Fees and costs of transportation will be shared by students.

While on the field trip, students are required to follow the directions given by the chaperone(s), to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulation will be subject to disciplinary action.

Field trips are valuable supplemental activities which can augment the effectiveness of classroom instruction. It should also be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. **\*Students are required to wear uniform on field trips.**

### **Inappropriate behavior may prevent a student from attending a class trip.**

Appeals may be made to the principal who will render a decision. In the event that a field trip is a required part of the course, an alternate assignment will be made with no penalty assessed for the student's non-attendance on the trip. The principal will make the final determination of field trip rosters.

### **FIRE DRILLS/LOCK DOWN/EVACUATION**

Fire/lockdown/evacuation drills are held for the purpose of practicing correct procedures and orderly exits in the case of any emergency. Students must follow directions of teachers in charge and remain quiet at all times during drills. A bell will indicate an "all clear" signal, at which time students will return to class during a fire drill. During a lockdown drill, an announcement will be made indicating that the drill is completed. The fire laws of the State mandate that all occupants must leave the building during these drills. Classroom teachers will give complete drill and emergency instructions.

### **A STUDENT WHO PULLS A "FALSE" ALARM IS SUBJECT TO ARREST AND/OR SUSPENSION!**

**\*Note: A fire drill is conducted once a month, a lockdown once per month and evacuation twice per year.**

### **I.D. CARDS**

Student I. D. cards will be issued to all students at the beginning of the school year and are to be carried at all times while in school or on school grounds. These cards must be shown to any staff member upon request. I.D. cards will be required for admittance to school dances/parties and other closed school functions. Students will find the cards useful when doing banking, applying for jobs and conducting other business affairs. **NOTE: Laminated I.D. Cards cost three dollars (\$3.00) for all students.**

### **LOCKERS**

Lockers will be issued during the first week of school by your homeroom teacher (period 1 teacher). Students must use the assigned locker for the duration of the school year. At the end of the year, your lock shall be returned to your homeroom teacher. **Note: There is a fee of \$5 if a lock is not returned to your homeroom teacher at the end of the year.**

### **LOCKER INSPECTION**

All lockers are the sole property of the Hillside Board of Education; therefore, we reserve the right to search these lockers at any particular time and at our discretion. Any items that are found in the aforementioned lockers which are detrimental to the health, safety and welfare of the building and the people in it will result in the suspension and or expulsion of a student or students.

### **LOST AND FOUND**

Any items of a personal nature, books or materials that are found in the school should be turned into the library. Students seeking to recover these items should report to the library to claim them. Lost articles will be held in the lost and found cabinet for a period of two weeks. **HILLSIDE HIGH SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF BOOKS, CELL PHONES, ELECTRONIC DEVICES, MONEY, VALUABLES, ETC.**

DO NOT LEAVE ANY OF THE AFOREMENTIONED ITEMS IN YOUR LOCKER, BOOKBAG OR POCKETBOOK. IF YOU ARE IN POSSESSION OF SUCH ITEMS, IT SHOULD NOT BE DISCUSSED WITH ANYONE, NOT EVEN WITH PEOPLE THAT YOU THINK ARE YOUR FRIENDS.

### **METAL DETECTORS**

The Hillside Board of Education has installed metal detecting devices in all school buildings, on school grounds, and at all school activities. Persons entering a school building or attending a school activity at any time will be subject to daily, regular, or random screening with a metal detector. Persons that do not consent to a metal detection screening may be denied admittance.

### **PASSES**

No passes will be given during the first ten minutes and the last ten minutes of any teaching block (10/10 Rule). No classroom passes will be issued during the lunch periods as all bathroom and locker needs must be taken care of on the way to and from or during the actual lunch period.

**SCHOOL CLOSING**

Inclement weather the district will provide a global phone message.

**STUDENT PARKING**

Students who drive to school must park off school property (Livingston Avenue is convenient and away from private homes). Students are not allowed to park anywhere on school grounds. **Students who park on school property will be subject to school and/or police action. Students who need to go to their respective cars during the school day will need permission to do so.**

**SCHOOL FUNDRAISING**

**School Fundraising** is the practice of raising money to support educational enrichment programs by schools or school groups. Hillside High School students will be participating in several fundraising throughout the school year. Students will be given an allocated time to selling their items in or out of school. Students will be held **responsible** or the follow:

- Selling items in a timely fashion
- Monies for all items sold and unsold
- Return of all items unsold

Items NOT ALLOWED for selling:

- Any peanut products or items that contain peanuts
- Items for personal profits or other organization

If a student **does not adhere** to the HHS fundraising guidelines, consequences will be given.

**TEXTBOOKS**

Textbooks are provided by the Hillside Board of Education and are issued by the subject teacher. The book number and condition are noted at the time of issue and will be checked again upon return when the book is returned at the end of the school year.

Students are expected to take care of books and must not write in the book. Charges will be made for other than normal depreciation or books lost during the school year. New textbooks may not be issued until lost book(s) is paid for in full. Students will be reimbursed if a lost book is found.

### FINANCIAL OBLIGATIONS (UNMETS)

A student who has financial obligations to the school district as a result of lost textbooks, damages to textbooks, lost locks, and damages to school property is responsible for payment for these damaged and/or lost materials. Please note that payments should be made as soon as possible but all financial obligations must be paid at the end of the school year. In order to participate in graduation exercises, seniors cannot have any financial obligations.

- Students will be notified to report to the principal's office during the first few weeks of school to pay fines by cash.
- Graduates with unmet obligations will be unable to obtain official school transcript

### CHARGES FOR DAMAGES AND LOSSES

**The following list of fines is to be assessed to students regarding school property.**

Annual depreciation of textbooks.....**20% per year of actual cost**

End pages mutilated or missing, front of book (Library)	\$ .50 \$ 1.00
End pages mutilated or missing, back of book (Library)	\$ .50 \$ 1.00
Badly torn book but possible to repair	\$ 2.00 (each book)
Pencil notations or underlined throughout book	\$ .25 (each page)
Ink notations or underlined	\$ .50 (each page)
Ink notations or underlined throughout book	Price of Book
Edges marked or stained but possible to use	\$ 1.00 (each page)
Pages missing, book worn but still good	\$ .50 (to full value)
Title page missing	\$ .50
Cover spotted	\$ 1.00
Damaged furniture/equipment:	Cost of repair
Broken windows	Cost of replacement.
Lost Locks	\$5.00



### Chromebooks

Lost	\$250
Broken Case Enclosure	\$150
Cracked Screen	\$200
Missing Power Supply	\$90
Missing Power Cord	\$90
Damaged Keyboard	\$60

### **Parent, Teacher & Student Association**

The PTSA works very closely with the administration and teachers to make Hillside High School an integral part of the community. It promotes a better understanding among students, teachers, administrators and parents/guardians. The PTSA assists in many programs that enhance the educational process at Hillside High School.

The PTSA's goal is to provide two teacher grants for classroom enhancements as well as two student grants.

Objective selections are made by the executive members of the PTSA Students are not informed of the awards until commencement.

High School Bell Schedule  
During Virtual Learning

**4A Lunch    5B Lunch                      6B Lunch**

40

<b>0</b>	40	7:46 – 8:26	<b>0</b>	40	7:46 – 8:26	<b>0</b>	40	7:46 – 8:26
<b>HR</b>	10	8:30 - 8:40	<b>HR</b>	10	8:30 - 8:40	<b>HR</b>	40	8:30 - 8:40
<b>1</b>	40	8:44 - 9:24	<b>1</b>	40	8:44 - 9:24	<b>1</b>	40	8:44 - 9:24
<b>2</b>	40	9:28 - 10:08	<b>2</b>	40	9:28 - 10:08	<b>2</b>	40	9:28 - 10:08
<b>3</b>	40	10:12 - 10:52	<b>3</b>	40	10:12 - 10:52	<b>3</b>	40	10:12 - 10:52
<b>4A</b>	40	10:56 - 11:36	<b>4B</b>	40	10:56 - 11:36	<b>4B</b>	40	10:56 - 11:36
<b>5A</b>	40	11:40 – 12:20	<b>5B</b>	40	11:40 – 12:20	<b>5C</b>	40	11:40 – 12:20
<b>6A</b>	40	12:24 – 1:04	<b>6A</b>	40	12:24 – 1:04	<b>6B</b>	40	12:24 – 1:04
<b>7</b>	40	1:08 – 1:48	<b>7</b>	40	1:08 – 1:48	<b>7</b>	40	1:08 – 1:48
<b>8</b>	40	1:52 – 2:32	<b>8</b>	40	1:52 – 2:32	<b>8</b>	40	1:52 – 2:32

**9**    40    2:36 – 3:16    **9**    40    2:36 – 3:16    **9**    40    2:36 – 3:16

**Bell Schedule**

<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>	<u>Period</u>	<u>Time</u>	<u>Length</u>
		40			40			40
0	7:16 - 7:56	mins	0	7:16 - 7:56	mins	0	7:16 - 7:56	mins
				8:00 - 9:00				
		60			60			60
1	8:00 - 9:00	mins	1	9:04 - 9:54	mins	1	8:00 - 9:00	mins
		50			50			50
2	9:04 - 9:54	mins	2	9:58 - 10:48	mins	2	9:04 - 9:54	mins
		50			50			50
3	9:58 - 10:48	mins	3	10:52 - 11:42	mins	3	9:58 - 10:48	mins
		34			50			50
4A	10:52 - 11:26	mins	4B	11:46 - 12:20	mins	4B	10:52 - 11:42	mins
		50			34			50
5A	11:30 - 12:20	mins	5B	12:24 - 1:14	mins	5C	11:46 - 12:36	mins
		50			50			34
6A	12:24 - 1:14	mins	6A	1:18 - 2:08	mins	6B	12:40 - 1:14	mins
		50			50			50
7	1:18 - 2:08	mins	7	2:12 - 3:02	mins	7	1:18 - 2:08	mins
		50			50			50
8	2:12 - 3:02	mins	8		mins	8	2:12 - 3:02	mins
				3:06 - 3:56				
		50			50			50
9	3:06 - 3:56	mins	9		mins	9	3:06 - 3:56	mins

**Half Day Bell  
Schedule**

0	7:16 - 7:56	40 mins	0	7:16 - 7:56	40 mins	0	7:16 - 7:56	40 mins
1	8:00 - 8:42	42 mins	1	8:00 - 8:42	42 mins	1	8:00 - 8:42	42 mins
2	8:46 - 9:21	35 mins	2	8:46 - 9:21	35 mins	2	8:46 - 9:21	35 mins
3	9:25 - 10:00	35 mins	3	9:25 - 10:00	35 mins	3	9:25 - 10:00	35 mins
5A	10:04 - 10:39	35 mins	4B	10:04 - 10:39	35 mins	4B	10:04 - 10:39	35 mins
6A	10:43 - 11:18	35 mins	6A	10:43 - 11:18	35 mins	5C	10:43 - 11:18	35 mins
7	11:22 - 11:57	35 mins	7	11:22 - 11:57	35 mins	7	11:22 - 11:57	35 mins
8	12:01 - 12:36	35 mins	8	12:01 - 12:36	35 mins	8	12:01 - 12:36	35 mins
9	12:40 - 1:15	35 mins	9	12:40 - 1:15	35 mins	9	12:40 - 1:15	35 mins

**Delayed  
Opening  
Schedule**

3	10:00 - 10:48	48 mins	3	10:00 - 10:48	48 mins	3	10:00 - 10:48	48 mins
4A	10:52 - 11:26	34 mins	4B	10:52 - 11:42	50 mins	4B	10:52 - 11:42	50 mins
5A	11:30 - 12:20	50 mins	5B	11:46 - 12:20	34 mins	5C	11:46 - 12:36	50 mins
6A	12:24 - 1:14	50 mins	6A	12:24 - 1:14	50 mins	6B	12:40 - 1:14	34 mins
7	1:18 - 2:08	50 mins	7	1:18 - 2:08	50 mins	7	1:18 - 2:08	50 mins
8	2:12 - 3:02	50 mins	8	2:12 - 3:02	50 mins	8	2:12 - 3:02	50 mins
9	3:06 - 3:56	50 mins	9	3:06 - 3:56	50 mins	9	3:06 - 3:56	50 mins

## Appendix A

### **QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

These consequences are the **minimum** for the infraction listed; however, the building principal or Administration may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty the Administration may consider the entirety of a student's disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand.

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Arson</b> – crime of intentionally starting a fire or causing an explosion in or on school grounds  <b>BOE Policy 2415.06</b>	<b>HS</b>	→ Parent notification → Possible expulsion → Police complaint		
<b>Assault on a school employee</b> – crime of violence against another person  <b>BOE Policy 5612</b>	<b>HS</b>	→ Parent notification → Police notification → 45 day interim Placement out of district	→ Parent notification → Police notification → Possible expulsion	
<b>Assault on a board member</b> – crime of violence against a board member  <b>BOE Policy 5612</b>	<b>HS</b>	→ Parent notification → Long-term suspension → Police notification → Possible expulsion	→ Parent notification → Police notification → Possible expulsion	
<b>Assault with weapon</b> – crime of violence against a person with weapon  <b>BOE Policy 5613 &amp; 8467</b>	<b>HS</b>	→ Parent notification → Police notification → Possible expulsion		
<b>Bomb Threats</b> – crime of initiation or accomplice to the execution of bomb threats on school grounds  <b>BOE Policy 8420</b>	<b>HS</b>	→ Parent notification → 45 day interim placement out of district → Police complaint → Meeting with counselor	→ Parent notification → Possible expulsion → Police complaint	
<b>Bullying, Harassment &amp; Intimidation/Hazing</b> –any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation.  <b>BOE Policy 5512</b>  (See full definition on page __ and the policy in the district website for	<b>HS</b>	→ Parent notification → Counseling, Intervention → Conference with Juvenile Officer → Short-term suspension	→ Parent notification → Counseling, Intervention → Conference with Juvenile Officer → Short-term suspension	→ Parent notification → Long-term suspension → Conference with Juvenile Officer → Police complaint → Alternative placement

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>additional consequences)</b>				
<b>Bus Conduct</b> – causing any disruption while traveling on school transportation which is against the school and student transportation guidelines. (See School Bus Rules and Safety guidelines listed on the district’s website.)  <b>BOE Policy 8631</b>	<b>HS</b>	→ Parent notification → Warning → One week removal from bus	→ Parent notification → One month removal from bus	→ Parent notification → Indefinite removal from bus → Short-term suspension
<b>Cheating</b> – lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one’s own interest and often at the expense of others.  <b>BOE Policy 5701</b>	<b>HS</b>	→ Parent notification → Short-term Suspension → Counseling/ Intervention → Loss of academic credit	→ Parent notification → Short-term suspension → Loss of academic credit	→ Parent notification → Long-term suspension → Loss of academic credit
<b>Cyber-Bullying</b> – harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student while on school grounds. Consequences may be adjusted based on nature of message.  <b>BOE Policy 5512.02</b>	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Short-term Suspension → HIB Investigation	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Short-term suspension → Possible Prosecution → HIB Investigation	→ Parent notification → Long-term suspension → Police complaint → Possible Prosecution → HIB Investigation
<b>Dating Violence</b> – pattern of behavior where one person threatens to use, or uses physical, sexual, verbal, or emotional abuse to control a dating partner.  <b>BOE Policy 5519</b>	<b>HS</b>	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Short term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Long term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Parent notification → Counseling → 45 day interim placement out of district
<b>Open Defiance/Insubordination</b> – Bold resistance, disrespect and disregard for authority  <b>BOE Policy 5610 &amp; 5560</b>	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention → In-school suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Long-term suspension → 45 day interim placement out of district
<b>Disorderly Conduct/Disruption of School</b> – any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to health, safety	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention → In-school suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Long-term suspension → 45 day interim placement out of district

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
and/or welfare of students, staff or others. <b>BOE Policy 5520 &amp; 5560</b>				
<b>Electronic Devices</b> – open display or use of any electronic device not sanctioned by the school district. <b>BOE Policy 5516</b> <b>Acceptable Use Policy</b>	HS	→ Parent notification → Silenced and put away → ISS	→ Parent notification → Silenced and confiscated until end of day → Counseling/ Intervention → 2 day ISS	→ Parent notification → Silenced and confiscated until end of day → 3 days ISS
<b>Extortion</b> – Taking or attempting to take property or money from another individual by force or intimidation. <b>BOE Policy 5615</b>	HS	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police complaint → Detention	→ Parent notification → Central detention → Counseling/ Intervention → Police complaint → Short-term suspension	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district
<b>False Allegations</b> – claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered. <b>BOE Policy 5601</b>	HS	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Detention	→ Parent notification → Counseling/ Intervention → ICE → Short-term suspension	→ Parent notification → Long-term suspension → Possible expulsion
<b>Fighting</b> – initiating or responding to physical confrontation. <b>BOE Policy 5600 &amp; 5560</b>	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
<b>Fire Alarms</b> – tampering of district fire alarms. <b>BOE Policy 5600 &amp; 5560</b>	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Police complaint → 45 day interim placement out of district
Fireworks/Chemicals – criminal possession or activation of explosives or chemicals on school grounds <b>BOE Policy 5560</b>	HS	→ Parent notification → Short-term suspension → Police complaint → Possible prosecution	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district → Prosecution	
Food Fighting – inappropriate handling of food anywhere on school grounds <b>BOE Policy 5513</b>	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension → School service	→ Parent notification → Counseling/ Intervention → Short-term suspension → School service	→ Parent notification → Counseling/ Intervention → Long-term suspension → School service
<b>Forgery</b> – alterations made on any type of school material, e.g.		→ Parent notification → Counseling/	→ Parent notification → Counseling/	→ Parent notification → In-school

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<p>Passes, notes, grades, etc.</p> <p><b>BOE Policy 5701</b></p>	HS	<p>Intervention</p> <p>→ Teacher detention</p>	<p>Intervention</p> <p>→ Detention</p>	suspension
<p><b>Gambling</b> – wagering of money or something of material value with the primary intent of winning additional money or material goods</p> <p><b>BOE Policy 5600 &amp; 5560</b></p>	HS	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Detention</p>	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Short-term suspension</p>	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Short-term suspension</p>
<p><b>Gang/Group Fighting</b> – a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others</p> <p><b>BOE Policy 5615</b></p>	HS	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Short-term Suspension</p> <p>→ Conference with Juvenile Officer</p> <p>→ Possible police charges</p>	<p>→ Parent notification</p> <p>→ Long-term suspension</p> <p>→ Police complaint</p> <p>→ 45 day interim placement out of district</p>	
<p><b>High Tech Tampering</b> – willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy.</p> <p><b>BOE Policy 7523</b></p> <p><b>Acceptable Use Policy</b></p>	HS	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Supervised computer usage</p> <p>→ Short-term suspension</p> <p>→ Police notification</p>	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Supervised computer usage</p> <p>→ Short-term suspension</p> <p>→ Police notification</p>	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Supervised computer usage</p> <p>→ Long-term suspension</p> <p>→ Police notification</p> <p>→ Prosecution</p>
<p><b>Inappropriate Dress</b> - wearing clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.</p> <p><b>BOE Policy 5511</b></p>	HS	<p>→ Parent notification</p> <p>→ Written warning</p> <p>→ Change of clothes</p>	<p>→ Parent notification</p> <p>→ Detention</p>	<p>→ Parent notification</p> <p>→ ISS</p>
<p><b>Plagiarism</b> – representation of the words or ideas of another as one’s own without their permission or knowledge</p> <p><b>BOE Policy 5701</b></p>	HS	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Short-term suspension</p> <p>→ Loss of academic credit</p>	<p>→ Parent notification</p> <p>→ Counseling/ Intervention</p> <p>→ Short-term suspension</p> <p>→ Loss of academic credit</p>	<p>→ Parent notification</p> <p>→ Long-term suspension</p> <p>→ Loss of academic credit</p>

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Profanity/Inappropriate Language</b> – use of obscene language, gesturing, profanity, suggestive comments, either written or verbal  <b>BOE Policy 5610</b>	HS	→ Parent notification → Counseling/ Intervention → Teacher detention	→ Parent notification → Counseling/ Intervention → Central detention → Detention	→ Parent notification → Counseling/ Intervention → In-school suspension
<b>Sexual Harassment</b> – any unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature  <b>BOE Policy 5751</b>	HS	→ Parent notification → Counseling/ Intervention → Counseling with Juvenile Officer → Short term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint → Long term suspension	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district
<b>Smoking/Possession of Tobacco Products</b> – criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds  <b>BOE Policy 5533 &amp; 7346</b>	HS	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention
Snowball Fighting – throwing of snowballs anywhere on school grounds  <b>BOE Policy 5560</b>	HS	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention
<b>Selling/Distributing of Alcohol or other Drugs</b> – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation  <b>BOE Policy 5530 &amp; 7435</b>	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint
<b>Substance Abuse</b> – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation  <b>BOE Policy 5530</b>	HS	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification
<b>Terrorist Threats</b> – criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of	HS	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Police notification → Possible expulsion	



OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
placing others in imminent fear  <b>BOE Policy 2415.06</b>		→ Possible prosecution		
<b>Tuancy</b> – being present on school grounds without signing in or being away from school or class without authorization  <b>BOE Policy 5200</b>	HS	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Conference with Principal and Counselor/ Intervention → Referral to truant officer → Loss of academic credit
<b>Vandalism</b> – deliberately damaging or defacing of school property or any individual's property  <b>BOE Policy 5560 &amp; 7610</b>	HS	→ Parent notification → Short-term Suspension	→ Parent notification → Short-term Suspension → Police notification	→ Parent notification → Long-term suspension → Police notification
<b>Weapons and Dangerous Instruments</b> – criminal possession or transmitting of any kind of weapon on school grounds  <b>BOE Policy 8467</b>	HS	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police notification	→ Parent notification → Police notification → Possible expulsion	
<b>Wrongful entry</b> – any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board  <b>BOE Policy 9150</b>	HS	→ Removal from premises → Written warning → Parent notification	→ Removal from premises → Police complaint → Persona non-grata	

**Parent / Guardian Receipt of and In Agreement with  
Hillside High School's Student Handbook**

I, \_\_\_\_\_ (parent name printed) have received a copy of the Hillside High School (HHS) Student Handbook for the 2022-23 school year. I understand and support all of the contents of the handbook and I will work with HHS staff to make sure that my child, \_\_\_\_\_, (student name printed) lives up to the academic and behavioral expectations that it outlines.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date