

HIGH SCHOOL NORTH
90 GROVERS MILLS ROAD
PLAINSBORO, NJ 08536
TELEPHONE: (609)716-5100

HIGH SCHOOL SOUTH
346 CLARKSVILLE ROAD
WEST WINDSOR, NJ 08550
TELEPHONE: (609)716-5050

STUDENT HANDBOOK 2023-2024

THE WEST WINDSOR REGIONAL SCHOOL DISTRICT
HAS ADOPTED A SMOKE FREE ENVIRONMENT POLICY

The Board has declared all public buildings, premises and property owned and operated by the Board, and all the spaces within them, to be officially designated smoke-free environments. Staff, students and members of the public are expected to observe this restriction at all times. The Board prohibits smoking at any time at any district-sponsored event held on or off district property.

MISSION STATEMENT

Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.

PRINCIPALS' MESSAGE

Welcome to the 2023-2024 school year! We hope that this year will be filled with many personal and team successes. We hope to get to know many of you and we want you to know that we are available to talk with you. The best way for us to get to know each other is for you to be involved at high school. We have many exciting clubs and programs, in addition to great sports teams.

This year will be different from past years. There will be aspects of school life outlined in the handbook that must change throughout the year due to the pandemic of COVID-19. We will work to stay communicative throughout this school year.

WEST WINDSOR-PLAINSBORO REGIONAL
SCHOOL DISTRICT

HIGH SCHOOL ADMINISTRATION

SOUTH

Jessica Cincotta – Principal
Ernie Covington – Asst. Principal
Valerie Rodriguez – Asst. Principal

NORTH

Lamont Thomas – Principal
Fay Kim – Asst. Principal
Sonia Singh – Asst. Principal

Directors/Supervisors

Kate Dobinson

Jeff Reilly

Director of Athletics/Supervisor of Health, PE
& Drivers Ed

Director of Athletics/Supervisor of
Health, PE, & Drivers Ed.

Jessica Smedley	Director of Counseling
Emily Creveling	Supervisor of Language Arts
Andrea Bean	Supervisor of Mathematics
Rich Stec	Supervisor of Sciences
Cindy Assini	Supervisor of Social Studies
Anita Anantharaman	Supervisor of Special Services
Ashley Warren	Supervisor of World Languages, DLI, ELL
Russell Wray	Supervisor of Instructional Technology
Jeff Santoro	Supervisor of Fine and Performing Arts

SOUTH

NORTH

2023-2024 Student Council Officers

Co-President – Seeya Nagabhairava	President – Bhaumik Mehta
Co-President - Maya Patel	
Vice President – Tanusri Kumar	Vice President – Mihir Shankar
Secretary – Prabhav Vuttaluru	Secretary – Johnson Lin
Treasurer – Aarushi Maskara	Treasurer – Jacob Klein
Historian – Rachel Joseph	Special Assignments - Sneha Day
	Special Assignments - Nilanjana Ghosh
	Special Assignments - Eshwar Shankar

Class of 2024 Officers

President -Derek Clasby	President - Anuhya Achantai
Vice President -Veer Sehgal	Vice President - Leland Quaynor
Secretary -Leeann Shaw	Secretary - Agamyia Singh
Treasurer -Armaan Seth	Treasurer - Abhinav Gudeti
Historian – Eha Agrawal	

Class of 2025 Officers

President – Connor Katz	President – Mahima Bansal
Vice President – Rishabh Shekdar	Vice President – Chloe Tan
Secretary – Lina Lin	Secretary – Hanzla Ahmad
Treasurer – Milan Merchant	Treasurer – Zeeshan Sharif
Historian – Keertahn Murali	

Class of 2026 Officers

President – Andrew Yuan	President – Evan Millinger
Vice President – Swara Sanghvi	Vice President – Olivia Xu
Secretary – Alice Wei	Secretary – Allison Yu
Treasurer – Neel Iyer	Treasurer – Andy Chi
Historian – Brooke Wiston	

Class of 2027 Officers

President– Aishani Mukherjee	President – Krivi Partani
Vice President-Eihiko Okamoto	Vice President - Jason Liu
Secretary – Sachi Nagabhairava	Secretary – Keya Naik Aparaj
Treasurer – Prisha Bagchi	Treasurer – Ishaan Indukuri
Historian – Midyan Goel	

AFFIRMATIVE ACTION

West Windsor-Plainsboro High School will provide information, resources, and training to prohibit discrimination of employees and students because of sex, race, color, religion, national origin, or non-applicable handicap.

Any student who has a question or complaint regarding affirmative action should see the assistant principal, who will assist in referring the matter to the district affirmative action officer, Charity Fues, 716-5000. Questions or complaints regarding the rights of the handicapped should be referred to the Interim Director of Special Services, Karen Slagle, 716-5550.

ATTENDANCE

A goal of the West Windsor-Plainsboro Board of Education is to provide an appropriate educational program for every student enrolled in the schools of the district. Pupil participation in all regularly scheduled classroom activities is essential if the board is to accomplish this goal. In addition, frequent absences from regularly scheduled classes disrupt the learning process and will not allow a student to receive the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day when school is in session or shall be engaged in other approved school activities, unless legally absent.

OVERVIEW

"Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A student must be in attendance a **minimum of 90% of the school year** to receive course credit. A student with more than 14 days (7 days for a half-year course) absent, excused or unexcused, is liable for the penalties of this policy. Class periods missed through tardiness, unverified absence from school or early dismissal, cuts or truancies will be counted as unexcused absences. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons: pupil illness, family illness or death, education opportunities, religious observances, school suspension, required court appearance, interviews with prospective employer or college

admissions officer, driver's license examination, necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. In order for these absences to be considered excused, written verification within a week of the absence is required. Written verification must be provided by the physician, educational facility, motor vehicle commission, court, etc. Any absence that does not fall under the above guidelines will be considered an "unexcused absence." **Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement for that course is not fulfilled. All absences, excused or unexcused, count toward the attendance requirement.**

In the event Tel-Safe has not been contacted, a student must present a written note verifying the absence. The note from the parent, the guardian, or the eighteen-year-old must indicate date(s) and reason of absence(s). All notes should be submitted to the attendance office upon arrival to school after an absence.

GENESIS/TEL-SAFE ABSENT NOTIFICATION

Students who are absent are to have a parent or guardian call the high school prior to 7:30 a.m. or enter the absence into the Genesis Parent Portal. Directions are linked [here](#). The portal is linked [here](#).

Tel - Safe North 716-5100, ext. 5110

Tel - Safe South 716-5050, ext. 5063

TARDINESS

Students are tardy if they arrive to school or class after the bell has rung. Students who are tardy to school will report to the attendance office for a late pass. Students who are tardy due to the school bus should report to the attendance office upon arrival to school for an excused pass.

Students absent for more than 20 minutes of a class will receive an unexcused absence. A day of absence will be attained for every three tardies. All tardies will be totaled and added to the days of absence accumulated in the attendance policy.

Absence 1st Block (7:40-8:50am)

All students must sign in to the attendance office upon arrival to school. Students who arrive to school missing the first block and have an examination that period, must seek out their teacher the same day in order to make up the missed test. Students will coordinate with their teacher to make up the exam at the earliest time possible (no later than the following day). If the exam is not made up in the reasonable timeframe, it may result in a zero.

EARLY DISMISSAL FROM SCHOOL

To be excused early from school a student must present a note, signed by a parent or guardian to the attendance office at the beginning of the day. At the time of the early dismissal students must sign out in the attendance office and sign in if they are returning to school. The school administration recognizes only urgent reasons for early dismissal; such reasons include medical and motor vehicle appointments or illness after arrival at school. The principal or assistant principal may approve other circumstances after consultation with parents.

EIGHTEEN YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES

The **Age of Majority Law** considers **eighteen-year-old students** adults in New Jersey. However, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year-old students may sign their own dismissal notes. Notification to the parent will be made. Doctor visits will only be considered excused absences upon receipt of medical documentation.
2. Eighteen-year-old students who sign themselves out may not return to school without a written note from a parent submitted that morning.
3. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
4. Eighteen-year-old students are subject to all other regulations according to school policy.

MAKE-UP OPPORTUNITIES AFTER AN ABSENCE

It is the student's responsibility to follow up with the teacher after an absence. Completion of assignments and/or tests shall take place within a reasonable period of time, to be established by the teacher. This shall not be less than an amount of time equal to the time missed. Makeup work that is not submitted within the allotted time frame will be scored as a "zero."

ABSENCE/STUDENT PARTICIPATION

Students must be in attendance in school for a minimum of four hours to participate in after school or evening activities (athletics, drama productions, dances, etc.) Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities (i.e field trips, tours, Disney, Washington Seminar, etc.).

FAMILY VACATIONS/EXTENDED ABSENCE

(Vacation days are unexcused absences and chargeable to the attendance record)

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. Students are to fill out a Vacation Request Form obtained from the attendance office, have it signed by a parent or guardian, teachers, and the Assistant Principal, then return it to the Attendance Office prior to vacation.
2. The classroom teacher may provide the student with appropriate assignments prior to the absence, if so requested by the student, parent or guardian.
3. Responsibility for making arrangements to complete the missed assignments and/or tests shall rest with the student, parent or guardian.
4. Failure to complete the assignments and/or tests within a maximum of 14 days shall result in the issuance of a failing grade for the assignment and/or test.

CLASS CUTS

Parents are advised that the school does not sanction unauthorized student absences for a "Cut

Day” (Senior Cut Day, etc.)

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch, or activities such as assemblies for 20 minutes or more. Students demonstrating a pattern of missing class time, including but not limited to, time during class or at the end of class, will receive a cut. Administrative action as it relates to a cut from an assigned instructional or non-instructional period will be addressed as outlined below:

Offense	Program
1st occurrence	<ul style="list-style-type: none">• Written parental notification from teacher• All work missed may result in a grade of “zero.”• One Saturday detention• Potential loss of extra and co-curricular activities, such as prom, field trips, athletics and parking privileges
2nd occurrence	<ul style="list-style-type: none">• Written parental notification• All work missed may result in a grade of “zero”• Attendance Agreement• Potential loss of extra and co-curricular activities, such as prom, field trips, athletics and parking privileges• One Saturday detention
3rd occurrence	<ul style="list-style-type: none">• Parental notification• The student will be denied credit for the course for the year in which the accumulated 3rd cut occurred. Students must remain in class in order to be eligible for credit completion or summer school.• Potential loss of extra and co-curricular activities such as prom, field trips, athletics and parking privileges• One Saturday detention

DENIAL OF COURSE CREDIT

It is the student’s and parent’s responsibility to manage and keep track of their individual attendance for the year. Parents and students can check attendance online by going to Genesis. Notification of attendance will also be found online on marking period report cards. In the event the student has exceeded the allowable number of absences, the parent/guardian will have five (5) school days in which to appeal the non-credit status in writing to the Assistant Principal.

EXAMPLES

Loss of credit will occur after **14** days absent, excused or unexcused, in a **full year** course.

Loss of credit will occur after **7** days absent, excused or unexcused, in a **half-year** (semester) course.

Loss of credit will occur after **3** days absent, excused or unexcused, in a **marking period** course (such as Health).

Participation in co-curricular activities is a privilege. A student must attend classes regularly in

order to be eligible to participate in these activities. Students who lose credit shall not be permitted to participate in co-curricular activities for the remainder of the school year.

ATTENDANCE APPEAL PROCEDURE

The following procedure will be followed:

1. **Petition for Appeal** - A written petition must be submitted to the Assistant Principal by the student's parent/guardian, no later than five (5) school days after the receipt of no credit status. Failure to do so will forfeit the right to an appeal. If the student initiates an appeal, he/she must regularly attend school and class until his/her appeal is heard and a decision is rendered.
2. **Attendance Review Board** - In keeping with the dictates of the due process procedure, the School Attendance Review Board shall review cases brought by petition. The appeal committee will be composed of an assistant principal, teachers, school nurse and guidance counselor of the appealing student and child study team caseworker if appropriate.

REPEAT COURSE GUIDELINES/EARNING CREDIT

In the event that a student completes the course and earns a passing grade but has not attended a sufficient number of days to earn credit, he/she will be awarded a grade of N/C (no credit). In the event that a student completes the course and earns a failing grade but has not attended a sufficient number of classes to earn credit he/she will be awarded a grade of "F".

In either event students will have the option of attending a state approved summer school and earning both grade and credit.

ACADEMIC INTEGRITY

As a student at WPPHS, it is understood that genuine academic and personal achievements presuppose academic and personal integrity. No matter how much pressure to achieve the appearance of academic and personal achievements without their realities, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating, plagiarizing, stealing, or by being cruel to others, nor must a student ever misrepresent the truth in order to obtain special privilege or consideration.

As a member of the National Association of College Admissions Counseling (NACAC), West Windsor-Plainsboro Regional School District will disclose breaches of academic integrity that compromise the integrity of the school and could adversely affect our college applicants. Disciplinary information will be kept confidential, unless disclosure is required to prevent clear and imminent danger to the student or others, or when legal requirements demand that confidential information be revealed. For more information about NACAC's policy and procedures go to: www.nacacnet.org

A WPPHS student will:

- neither give help to nor accept help from another student during a test or graded assignment unless express permission is given by the teacher.
- neither accept information in advance of a test or graded assignment from someone who has already taken it nor disseminate information to someone who has not yet taken it.
- not use notes or other sources of information during a test or graded assignment unless allowed to do so by the teacher.

- not plagiarize. Outside sources must be cited properly.
- not misrepresent the truth in order to obtain special consideration or privilege.
- use technology in an appropriate and legal manner.

Violation of the Academic Integrity Code will result in:

- a faculty or staff member will discuss the violation with the student privately
- documentation of the incident
- a report of the violation to the student's parent
- a report of the violation to the student's Assistant Principal
- a score of "zero" for the assignment. The faculty or staff member may require the student to make up the assignment for educational purposes
- one day Saturday detention
- this information being kept on file for the duration of the student's career

If a student discovers that another student has violated the Academic Integrity code and does nothing about it, he or she has condoned the violation.

These expectations are based on the following documents:

Our Common Purpose, The Pingry School Honor System, The Buffalo Seminary Honor System, The Tower Hill School Honor System, The Woodbury Forest Honor System, and The Washington and Lee University Honor System. In addition, the above information is based on the Montclair-Kimberly Academy *The Code of Honor* (Denise Brown-Allen, Scott Coronis, Kef Wilson, Barbara Deloven, Daniel Rocha, Timothy Saburn, John Zurcher and other members of the MKA Administrative Council); Dr. Peter R. Greer; Dr. Steven Tigner; Dr. Edwin J. Delattre; DR. David Howison, Dean of Students at Washington and Lee University; Adam Rhodi, Dean of Students at The Pingry School; the PAMKA Executive Board; as well as notes from James Buckley, Carol Spencer, Larissa Luryand, Matthew Seelig.

STUDENT DISCIPLINE

PHILOSOPHY

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress.

Students have the right to: be informed about expectations for their behavior; be treated with respect and dignity; attendance in safe and secure school environments; express their opinions and feelings appropriately; be taught constructive means to settle disagreements or problems; have access to education that supports students' development into productive citizens; and due process and protections pursuant to law and code.

Students have the responsibility to: exhibit self-control on school premises, on the school bus, and at school activities; remain within the area assigned for a specific activity; exhibit respect for the authority of all school personnel; maintain and respect school and private property; speak to and

treat adults and other students with respect; avoid placing themselves or others in danger of physical harm; help keep the school clean and attractive; and use constructive means to settle disagreements or problems.

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited. WW-P strives to build community and promote healthy relationships among educators, students, and parent/guardians in order to teach the social-emotional and conflict-resolution skills necessary to reduce conflict.

APPROPRIATE WAYS TO RESOLVE PROBLEMS

WWPHS values appropriate ways to resolve disagreements. Conflicts with teachers are best resolved in conference between the student and teacher. If the matter is not resolved, students should ask their parent/guardian to arrange a conference with the teacher. If the parties fail to reach agreement, the appropriate subject area supervisor should be consulted.

When conflicts occur between students, they should attempt to resolve their differences by using appropriate conflict negotiation strategies. Aggressive behavior is not acceptable. In order to resolve disputes appropriately, students should make use of the following:

PEER MEDIATION: this program uses trained students to mediate conflicts between other students. It has been employed successfully at WWPHS. Students who choose this option, rather than resorting to violent or aggressive behavior, will increase the probability of achieving their goal and will lessen the possibility of punishment.

SCHOOL COUNSELORS: each student is assigned a counselor who is available to help in times of conflict. Counselors may meet with students individually or in small groups. They are a good first step in the resolution of problems.

STUDENT ASSISTANCE COUNSELOR: the student assistance counselor is trained to help students with substance abuse and other issues. The SAC is a resource for those who may have concerns about themselves, family members or friends, and alcohol and drugs.

RESTORATIVE PRACTICES:

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and relationships. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative, more productive and more likely to make positive changes in their behavior when those in positions of authority do things *with* them rather than *to*

them or for them. The goals of restorative practices that respond to wrong-doing include:

- Fostering understanding of the impact of the behavior
- Repairing the harm that was done to people and relationships
- Attending to the needs of the victims and others in the school
- Avoiding imposing on students intentional pain, embarrassment and discomfort
- Actively involving others as much as possible

Restorative practices allow for a dialogue to occur that encourages children not only to take responsibility for their behavior but see their role as integral to finding a solution that repairs the relationship through conflict resolution. Outcomes are optimal for everyone involved and provide the opportunity for reflection, repair, and positive growth. WWP is committed to ensuring students assume responsibility for their actions and providing strategies for students to repair, restore, and rebuild relationships within our learning community.

WWPHS SCHOOL RULES

While WWPHS puts great emphasis on responsibility, it is necessary to specify certain behaviors and consequences. It is also understood that a variety of factors may be considered in determining consequences for some behaviors. Administrators are advised that consistency is important, however, they are directed to use their professional judgment in making decisions regarding corrective actions. The individual and the circumstances involved are to be considered.

In order to minimize lost instructional time, Saturday detention has been implemented. An out-of-school suspension is an exclusion from attendance in school for a specified period of time not to exceed ten (10) consecutive school days unless extended by the Superintendent or Board of Education. Failure to show for Saturday detention will result in one (1) day OSS for each Saturday missed. Under Saturday detention, students are assigned to a supervised room and are expected to complete schoolwork.

Repeated violations or a pattern of inappropriate conduct will result in greater consequences. **The suggested consequences for the offense are listed.** Behavior contracts and/or referral to counseling may be requested for any student infractions during the course of the school year. **A student suspended out of school may not participate in or attend school activities, or be on school or district property during the time of suspension without the express permission of the Principal.**

All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district. In addition, pupils shall not:

LEGEND – DISCIPLINARY ACTION

AD: Administrative Detention; SD: Saturday Detention; OSS: Out of School Suspension; EXP/P: SUP/H: Superintendent Hearing; EXP/P: Possible Expulsion Hearing before BOE; EXP/H: Expulsion Hearing before BOE; F: Grade of F/Zero for assignment; LP: Loss of Privileges.

Infraction

	1st Offense	2nd Offense	3rd Offense
1. Assault	5-10 days OSS, Police notification, behavior contract, LP, SUP/H	OSS pending EXP/P, Police notification	OSS pending, EXP/H, Police notification
2. Fighting	4 days OSS, loss of privilege, behavior contract	10 days OSS, loss of privileges, behavior contract	OSS pending EXP/P, loss of privileges, behavior contract
3. Inappropriate use of physical force	1-3 days OSS< LP, behavior contract	3 days OSS, LP, behavior contract	4-10 days OSS, LP, behavior contract
4. Consumption of, or under the influence of, alcohol or a controlled dangerous substance	2-4 days OSS, Police notification, 30 calendar day suspension of school activities, counseling and behavior contract	5-10 days OSS, Police notification, 1 semester suspension of school activities, counseling and behavior contract	OSS pending EXP/H, Police notification
5. Possession of alcohol, controlled dangerous substance or drug related paraphernalia	2-4 days OSS, Police notification, 30 calendar day suspension or school activities, counseling and behavior contract	5-10 days OSS, SUP/H, Police notification, 1 semester suspension of school activities, counseling and behavior contract	OSS pending EXP/H, Police notification
6. Selling and/or intent to distribute alcohol, drugs, controlled dangerous substances or look-alikes	10 days OSS, Police notification, 1 year suspension of school activities, counseling and behavior contract, SUP/H	OSS EXP/P, Police notification	OSS pending EXP/H, Police notification
7. Smoking (all manner of intake)	1 day OSS (automatic testing for vaping), mandatory SAC referral	3 days OSS, Court fine (local ordinance), mandatory SAC referral	4 days OSS, mandatory SAC referral
8 Possession of tobacco products, vapor pens/juuls or other devices	Confiscation; 1 day OSS, mandatory SAC referral	Confiscation; 2 days OSS, mandatory SAC referral	Confiscation; 4 days OSS, mandatory SAC referral
9. Harassment/ Bullying/Intimidation/ Cyber-bullying/Textin g/Hazing/Sexual	Will be determined according to the seriousness of the offense. May include but not limited to: verbal warning, parent conference, LP, referral for appropriate services, AD, SD, OSS, referral to Police, restitution and possibility of SUP/H or EXP/P		

Harassment			
10. Inappropriate physical contact/touching	1-4 days OSS, possible Police notification	5-10 days OSS, possible Police notification	5-10 days OSS, possible Police notification, EXP/P
11. Use of racial and/or ethnic remarks or language	1 day OSS, SAC referral	2 day OSS, SAC referral	3 day OSS, SAC referral
12. Threatening a staff member (statement, gesture, or action)	4-10 days OSS, EXP/P	10 days OSS, EXP/H, Police notification	OSS pending EXP/H, Police notification
13. Threatening a student member (statement, gesture, or action)	1-4 days OSS, EXP/P	5-10 days OSS, EXP/P	OSS pending EXP/H
14. Use of profanity directed toward a staff member	1 day OSS	2 days OSS	3 days OSS
15. Use of vulgar language or obscene gestures	SD	1 day OSS	2 days OSS
16. Gang behavior	SD, parent conference, Police notification	1 day OSS, parent conference, Police notification	3-5 days OSS, parent conference, Police notification
17. Gang like actions	4 days OSS, Police notification	5-10 days OSS, Police notification	5-10 days OSS, Police notification
18. Bias/hate actions: any unprovoked behavior designed to intimidate a person or a group	4 days OSS, Police notification	5-10 days OSS, Police notification	5-10 days OSS, Police notification
19. Possession and/or use of a weapon (and look-alikes)	Up to 10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
20. Arson	Up to 10 days OSS, Police notification, EXP/P	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification

21. False alarm (sound or cause to be sounded a false alarm for fire, bomb, or other hazardous conditions)	10 days OSS, Police notification, SUP/H	OSS pending EXP/H, Police notification	OSS pending EXP/H, Police notification
22. Possession/use of fireworks	4 days OSS< EXP/P	5-10 days OSS, EXP/P, Police notification	OSS pending EXP/H, Police notification
23. Vandalism of school	1-4 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification
24. Vandalism of personal property	1 day OSS, restitution, Police notification	4 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification
25. Modifying computer hardware or software/installation of games/changing or tampering with any computer system settings and/or administrative accounts	4 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification
26. Logging onto unauthorized computer websites, or utilizing computers for something other than educational purposes	AD	SD	1 day OSS
27. Filming, audio recording or picture taking without consent	Confiscation, deletion, SD, Police notification	Confiscation, deletion, 1 day OSS, Police notification	Confiscation, deletion, 4 days OSS, Police notification
28. Filming and/or sharing disruptive/inappropriate school behavior	1-10 days OSS, deletion/confiscation	1-10 days OSS, deletion/confiscation	1-10 days OSS, deletion/confiscation
29. Cheating/ plagiarism/ academic dishonesty	Zero, SD, parent notification	Zero, SD, parent notification	Zero, 1 day OSS, parent notification

30. Falsify any school document (official school documents such as report cards, transcripts, college recommendations)	10 days OSS, EXP/P	OSS pending EXP/P	OSS pending EXP/H
31. Forgery/altering documents/providing false ID/accessing accounts for which they are not owners	1-4 days OSS	5-10 days OSS	5-10 days OSS, EXP/P
32. Theft/possession of stolen property	1-4 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification	5-10 days OSS, restitution, Police notification
33. Procure the property of others by threat or intimidation (extortion)	1 day OSS	2 days OSS	3 days OSS
34. Leaving class without permission	SD	2 SD	1 day OSS
35. Class cutting	SD	SD	Loss of privileges TDB by administrator
36. Leaving the building without permission	SD	1 day OSS	3 days OSS
37. Failure to attend a teacher detention	AD	SD	2 SD
38. Cutting administrative detention	SD	SD	1 day OSS
39. Cutting Saturday detention	1 day OSS	2 days OSS	3 days OSS
40. Removal from Saturday detention	1 day OSS	1 days OSS	1 day OSS
41. Staff disrespect	AD	SD	1 day OSS
42. Continued and willful disrespect	1 day OSS	2 days OSS	3 days OSS

43. Unauthorized use of electronic devices such as smartphones, speakers, or electronic games is prohibited. Laser pointers are prohibited.	Confiscation by teacher	Confiscation, SD, parent/guardian must pick up item	Confiscation, 2 days OSS, parent/guardian must pick up item
44. Insubordination/ defiance of authority	SD	1 day OSS	2 days OSS
45. Disruptive behavior/ unacceptable/ inappropriate behavior/reckless endangerment	SD	1 day OSS	2 days OSS
46. Willfully supporting an offender while breaking school rules	SD	1 day OSS	2 days OSS
47. Being in an unauthorized area	SD	1 day OSS	3 days OSS
48. Trespassing (enter school premises or any specific portion of the premises without permission and without authority (students found on district property other than his/her home school during the school day))	SD, Police notification	3 days OSS, Police notification	5 days, Police notification
49. Inappropriate/ dangerous use of vehicles on school grounds	Verbal warning and/or LP	SD and/or LP	3 days OSS, Permanent LP
50. Inappropriate behavior on a school bus (AM/PM transportation)	Verbal warning and/or LP	SD and/or LP	LP for remainder of school year
51. Viewing or being	SD	1 day OSS	2 days OSS

in possession of any form of pornographic material			
52. Distribution of any form of pornography	Police notification, 1 day OSS	Police notification, 2 day OSS	Police notification, 4 day OSS
53. Littering on school property	AD	SD	1 day OSS
54. Gambling/games of chance	SD	1 day OSS	3 days OSS
55. Violation of building rules or policies not specifically mentioned	Will be determined according to the seriousness of the offense		

The Board of Education of the West Windsor-Plainsboro Regional School District directs staff to encourage students to learn to resolve differences without resorting to force. Students are urged to employ **conflict resolution, peer mediation, peace-making, and other non-violent strategies** at all levels of schooling. However, when students choose to ignore our teachings and resort to violence, the Board of Education is obligated to remove offenders in order to provide a safe environment for other students.

Any person who commits a violent act on school grounds or during a school activity shall be subject to discipline and/or criminal charges under this policy as follows:

1. **Assault** - Any middle or high school student who harms, injures, or recklessly strikes with intent to cause harm, or intends to harm or injure any person on school grounds or during a school activity shall be considered to have committed an assault.
2. **Fighting** - Any middle or high school student who engages in a physical confrontation with another party on school grounds or during a school activity in which both parties harm, injure, or strike with the intent to harm another, but in which instance both parties have substantial culpability for the physical confrontation, shall be considered to have committed an act of fighting.
3. **Self Defense** - A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he or she was in danger of serious physical harm, and who ceases to strike, or harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self-defense.

A student who is judged by the principal or designee to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be

disciplined as outlined in the handbook.

To render a decision of self-defense, the school administrator will consider the following: 1) the student did not have sufficient time to remove himself/herself from the area or seek assistance, 2) the person was in imminent danger of injury, and 3) the only option for the person was to physically protect himself/herself with the minimum amount of force appropriate to the situation until assistance could be obtained.

In cases which have a history of communication between the individuals involved, administrators will use the following guidelines in determining self-defense:

1. Evidence of peer mediation
2. A contingency plan is in place
3. Assistant principal notification
4. Parent knowledge
5. A police report is on record

In cases of spontaneous aggression in which no prior interaction had occurred, administrators will use the following guidelines in determining self-defense:

1. The individual attempted to get away from the aggressor.
2. The individual called for assistance from adults and/or students.
3. Witnesses, if any, verify that the individual made obvious efforts to remove him/herself from a potentially violent encounter.
4. It should be obvious to all that the individual reluctantly engaged in force as an act of self-defense after steps 1-3 were attempted.
5. The individual stopped using physical force at the first opportunity.
4. **Inappropriate Use of Physical Force** - Any middle or high school student who engages in reckless pushing or shoving with another student, thereby posing a substantial danger to self and others, in which both parties have substantial culpability, but in which neither party harms nor intends to harm the other, shall have committed an act of inappropriate use of physical force.
5. **Assault or Fighting By Party Other Than Student** - Any person other than a student of the West Windsor-Plainsboro Regional School District who engages in an act of assault or fighting on school grounds or during a school activity shall be subject to criminal prosecution.
6. **Gang Behavior** - A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity which creates an atmosphere of fear and intimidation. Criminal activity includes juvenile acts that if committed by an adult would be a crime. Actions by students that are designated to promote gang behavior or membership, loyalty, and/or activity are prohibited. Any person who solicits or recruits another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, using gang slang and/or terminology, and/or producing gang graffiti on school district property. Taking pictures on school property and posting them on Snapchat, Facebook, Twitter, or other internet sites in a fashion that suggests gang affiliation is

detrimental to the safety and security of students and staff and is prohibited.

7. **Gang like actions** - Any activity, in which more than one person verbally or physically harms, threatens or intimidates another or others.
8. **Bias/hate actions** - Any unprovoked behavior designed to intimidate a person or a group via spoken/ written language or gestures. NJ law defines bias/hate crimes as those involving race, ethnicity, religion or sexual orientation
9. **Hazing** – the performance of any act or the coercion of another to perform any act of intimidation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.

HARASSMENT, INTIMIDATION, BULLYING AND HAZING

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil who commits one or more acts of HIB may range from positive behavioral interventions up to and/or including suspension or expulsion of pupils, as set forth in the Board of Education's approved code of student conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The Superintendent will appoint an Anti-Bullying Coordinator for the district and each building principal will appoint an Anti-Bullying Specialist that will be approved by the Board of Education. In addition, each school will create a School Safety Team(s). **The new policies and regulations are available on the district website: www.wv-p.org**

Under policy 5512 the definition for harassment, intimidation or bullying is defined as:

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender

- identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
 3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
 4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 5. Has the effect of insulting or demeaning any pupil or group of pupils; or
 6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

SEXUAL HARASSMENT

The Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils or third parties. Sexual harassment is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive any such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is provided to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate.

The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

Definitions of Sexual Harassment

Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.

Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s) or other individual(s) that is sufficiently severe or pervasive to have reasonably

resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome."

This policy protects any "person" from sex discrimination: accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, of third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender, is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

Investigation and Response to Complaints

The purpose of the regulation and grievance procedure is to provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The administration will: a) inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting. b) identify and train campus teams of professional staff members to respond to the concerns of students and/or staff. The campus team will refer all concerns or complaints to the principal and the building Affirmative Action Officer. The principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.

The complaint procedure shall be made available for pupils, parent/guardian, and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

Sources: N.J. AAUW Study Hostile Hallways...; Equal Employment Opportunities Commission: New Jersey School Boards Association. N.J. AAUW: Occupational Education Equity Center (Sexual Harassment in the Schools). Educator's Guide To Controlling Sexual Harassment. Thompson Publishing Groups, Washington, D.C. N.J.A.C. 10:5-1 et seq. Law Against Discrimination; Title IX of the Education Act of 1972, 20 U.S.C.A. 1681

POLICE IN SCHOOL

Police may enter the school if asked by school officials, if they suspect a crime has been committed, or have a warrant for search or arrest. If a student is questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, a parent should also be present at the questioning. A student is not required to answer any questions other than those concerning one's name, age, address, or business in the school until a parent or lawyer is present. A student has the right to be informed of his/her legal rights, to be protected from unnecessary force, and to remain silent, just as one would

if one were out of school.

SEARCHES OF STUDENTS AND THEIR POSSESSIONS

By law all students are protected from unreasonable search and seizure. However, since lockers are school property, they can be searched by an administrator when a “reasonable suspicion” exists. Items taken from student lockers can be confiscated and/or turned over to the police. Searches of students’ purses, book bags, or other belongings may be conducted when a “reasonable suspicion” exists that contraband items are being concealed.

SUBSTANCE ABUSE

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

For the purpose of this policy, the term “Substance” will mean:

- alcoholic beverages;
- controlled and dangerous substances as defined at N.J.S.A. 24:21-2;
- anabolic steroids;
- any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes (N.J.S.A. 2a:170-25.9).

For the purpose of this policy, the term “Substance Abuse” will mean:

- the consumption or use of any substance for the purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

For the purpose of this policy, the term “Prescription Drug” will mean:

- a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this policy when to that effect, or a prescription label is presented;
- all prescription medication must be registered and consumed in the health office.

For the purpose of this policy, the term “Possession” will mean any alcohol, drug or drug paraphernalia found:

- on the student’s person;
 - in the student’s personal effects or belongings, e.g. purse, etc;
 - in any object or area within the control of the student, e.g. locker, desk, automotive vehicle, etc;
- AND**
- that the student either knowingly procured or received;
 - that the student was aware of his/her control thereof for a sufficient period to have been able to terminate his/her possession.

Any student taking part in school sponsored field trips, shall along with his/her

parent(s)/guardian(s), sign an agreement indicating their understanding of the district's substance abuse policy.

For the purpose of this policy, the term "School Property" will mean:

- All public buildings, premises, and property owned, rented and/or operated by the board, and all spaces within them.

STUDENTS CONSUMING OR UNDER THE INFLUENCE OF ANY SUBSTANCE

Whenever it shall appear to any teaching staff member, school nurse or other district personnel that a student may be under the influence of alcohol or other drugs, he/she shall report the matter as soon as possible to the building principal or his/her designee, to the student assistance counselor, and to either the school nurse or medical inspector.

School administrators as mandated by the State Commissioner of Education have no discretion in deciding when a student is to be examined if a teacher or other staff member suspects alcohol or other drug uses. Therefore, the West Windsor-Plainsboro School District must order an **immediate medical examination and drug and/or alcohol screening** of any student suspected to be under the influence of alcohol or other drugs during the regular school day or at any time while on school property or at school sponsored activities. This examination shall be performed within one hour by a physician selected by the parent/guardian. If such a physician cannot assure completion of such examination within one hour, the school shall make a referral to a designated medical examiner or the emergency room of the nearest hospital.

An examination conducted, at parental request; by a physician other than the school medical inspector shall not be at district expense. Treatment will not be at Board expense.

A student, who undergoes an examination including alcohol and/or drug screening tests, may not return to school until the principal has received the physician's verification form provided by the district, which verifies that the student is physically and mentally able to return to school. If the exam results are positive, a suspension of up to 10 days may be assigned. Additionally, the parent/guardian will be required to meet with a school administrator and the Student Assistance Counselor.

The student shall not resume attendance at the 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, and a drug and alcohol screening has been conducted. The physician who conducted the initial examination shall prepare such report. If the physician's report states that the substance test has been tampered/altered or indicate diluted samples, the student will be suspended a minimum of four days out of school suspension.

In the event of a refusal or failure by a parent to comply with the above procedure in reference to the provision of N.J.S.A 18a:40a-12 shall be deemed a violation to the compulsory education (N.J.S.A. 18a:38-25 and 18a:38-31) and/or child neglect (N.J.S.A. 9:6-1) laws and shall be reported to the Division of Youth and Family Services. Additionally, the student will be considered as under the influence and subject to policies and procedures as stated in Board Policy.

At the conclusion of the suspension period, the student and parent(s)/guardian(s) will meet with the principal or designee and the Student Assistance Counselor prior to being readmitted to school. At

this meeting, the following will occur:

- the student will be placed on probation for the remainder of the school year. This probation will include close supervision by school authorities and will include exclusion for all school social and extra-curricular activities for a 30 calendar days;
- the Student Assistance Counselor will meet with the student for a minimum of five appointments;
- the student and parent(s)/guardian(s), when warranted, will be advised as to the appropriate community agencies through which they can receive assistance. The school's student assistance counselor will provide appropriate information upon request;
- in cases when the student may require treatment from outside agencies or placement in short-term residence programs, the counselor will contact the treatment agency to determine if it provides an educational program;
- if appropriate, in severe or repeated cases, the student will be referred to the Child Study Team for a complete evaluation.

If a student is found to be under the influence of a substance for a second offense, a ten day out of school suspension will begin immediately; a one semester suspension of school activities, re-entry conference, and a minimum of five appointments with the student assistance counselor.

Subsequent offense(s) will be referred to the Superintendent for further action which may result in referral to the Board of Education to consider expulsion procedures.

STUDENTS SELLING OR DISTRIBUTING SUBSTANCES

When a reasonable suspicion exists that a student is selling or providing others with alcohol or drugs/substances or look-alikes on or within 1000 feet of school property, in a school building, or at any time when the student is accountable to the school for his/her conduct, that student shall be reported to the principal or designee (Bd. Policy R5530).

The principal or designee will investigate the report. If the student is found to be selling/has sold or distributed substances, the principal or designee will then:

1. Inform the parent(s)/guardian(s) of the student.
2. Inform the police and the superintendent of schools.

The student shall be either released to the custody of the county prosecutor's law enforcement designee who will contact the parent(s)/guardian(s) or released to the custody of the parent(s)/guardian(s) if the designee so directs.

Juvenile charges will be signed against the individual as determined by the memorandum of understanding and after consulting with the law enforcement designee.

The student will be suspended from school for at least ten (10) school days and referral to the Superintendent which may lead to expulsion proceedings; suspension from all school related activities for the school year;

VIOLATIONS AT A TIME WHEN THE STUDENT IS NOT ACCOUNTABLE TO THE SCHOOL FOR HIS OR HER CONDUCT

Any student in the West Windsor-Plainsboro school system who is formally charged and a complaint is filed by any law enforcement authority with selling, possessing, or consuming substances while away from school property or at a time when the student is not accountable to the school for his/her conduct may be permitted to continue attending school until a disposition is made of the case in court. The law enforcement authorities shall be requested to notify school officials of the nature of the charges and of the disposition.

In such cases, the principal shall determine if the student's presence in school shall be detrimental to the student and/or to other students in the school. The principal, after observing all due process, shall initiate a suspension from school of up to 10 days and notify the Superintendent immediately. A parent/guardian will be notified.

The superintendent will report all such cases to the Board of Education. Should the board view the student's continuance in school as detrimental to the student and/or to other students in the school, it may impose a longer suspension and/or expulsion, and the student will be placed on probation for the balance of the school year, which includes exclusion from all social and extra-curricular activities.

GENERAL INFORMATION AFTER SCHOOL POLICY

Students are not permitted to be unsupervised in the building after school. Students found on district school premises other than their own campus school shall be referred to the building administrator/assistant principal.

Teachers or activity advisers who must meet with students after school between 2:50 p.m. and 3:50 p.m. will meet with students until 3:50 p.m. If meetings end before 3:50 p.m., teachers will personally accompany students to the after school quiet study area.

BICYCLES/MOPEDS

Students are permitted to ride bicycles/mopeds to school. They are not permitted inside the school building. Bicycles must be placed in the racks provided in the parking lots and must be locked securely (a heavy-duty chain lock is suggested) when not in use. Bicycles may be registered at the local police station. The school cannot accept responsibility for bicycles, which are stolen or vandalized.

“BRING YOUR OWN DEVICE” POLICY

Students are permitted to “bring their own device” to school. This includes but is not limited to: cell phones, smart phones, iPods, iPads, electronic tablets, Bluetooth speakers and laptop computers. Students may use devices in class at the teacher's discretion. Students must follow teacher/ staff rules and guidelines for use. Students will be permitted to use devices during lunch, study hall and after school at their own risk. Bluetooth speakers are not permitted unless granted explicit

permission from a faculty or staff member at any time during the school day or after school. West Windsor-Plainsboro High School assumes no responsibility for devices that are lost, stolen or damaged. Students violating the rules and regulations for electronic devices will result in confiscation of the device.

Code of Conduct For Computer Use

1. Refer to BOE Policy #6142.10 for complete Communication/Internet Policy
2. Users are responsible for their own individual account.
3. Computers are a tool for all students to use.
4. Do not modify hardware/software in any way. Do not tamper with or alter any system settings or administrator accounts.
5. Game playing and/or the installation of a game is not permitted on any computer, unless it is part of a class assignment.
6. Food or drink should not be consumed while working on a computer.
7. Inappropriate comments, pictures, etc., on Twitter, Facebook, Snapchat and other similar social media may result in disciplinary action or referral to the police for further actions.

If you discover any problem with a computer, report it to a teacher immediately.

Any act, which makes computer hardware or software inoperative in any way, will be considered vandalism.

Copying software and/or files from a school computer will be considered stealing and will be reported to the police.

Copying files created by other students for personal credit will be considered cheating.

BUS PASSES

Students who must, on occasion, ride a different bus must obtain permission from transportation. The parent/guardian must call transportation to obtain permission and make sure there is room on the requested bus.

Students will not be given daily passes for social reasons such as visiting friends, doing homework or shopping at local malls etc. All alternate transportation must be five (5) days a week.

DANCE/CONCERT/ACTIVITY RULES

When a dance, concert, or any other activity is being held the following rules will be in effect:

1. Students will not be permitted entry after the first hour of a dance, or the designated time of the activity. **Student ID's required for entrance/admittance.**
2. Any student who knows that he/she will not be able to arrive within the designated time of the activity must obtain permission for late entry from an assistant principal in advance.
3. Students leaving the building will not be permitted to return.
4. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
5. Smoking, alcoholic beverages, and drugs are not permitted on school premises. Disciplinary actions will be taken in accordance with the Board of Education policies.

6. High school activities are open only to students in grades 9-12. **If an activity permits guests to the event, each student is permitted to bring only one guest. All guests' names must be registered in advance. Guests attending must bring identification to gain entry. Guests over the age of 20 will be admitted only with written parent permission and approval by a HS Administrator.**
7. Personal property will be subject to inspection prior to entry to any activity.

DROP-OFF & DISMISSAL

SOUTH

Students will access their buses from either the front or Penn Lyle side of the building. Parent pick-up is located in the student parking lot on the Route 571 side of the building.

NORTH

Students will access their buses from the front of the building. Parent drop-off and pick-up is located on the west side of the building.

DRESS POLICY

Dress is the prime responsibility of the parents and students; however, the school affirms that acceptable standards for students are predicated on neatness, cleanliness, and safety. School dress must not disrupt the educational process. Footwear must be worn in all parts of the school building for safety reasons. Apparel that is lewd or that draws attention to illegal substances, violence and weapons are among the items prohibited. In addition, any apparel or items which interfere with the identification of a student are prohibited. Any faculty or staff member may request that a student change into more school appropriate attire. Failure to abide by the dress code will result in one day Saturday detention.

FIRE DRILLS & SECURITY DRILLS

When the fire alarm rings all students and staff are to exit the building immediately. There is to be no talking during drills and students are to follow instructions of teachers.

Building Specific Protocols:

High School North: In the event the fire alarm rings during unstructured time (i.e. lunch, hall passing, etc.), students are to leave the building through the nearest exit and report to their designated location at the football field. Students are to always follow the instructions of a staff member.

High School South: In the event the fire alarm rings during unstructured time (i.e. lunch, hall passing, etc.), students are to leave the building through the nearest exit and report to their designated location. Students are to always follow the instructions of a staff member.

FIRE LANES/HANDICAPPED PARKING/VISITORS PARKING

The area in front of the school has been designed as a fire lane and is marked accordingly. Cars parked along this curb will be ticketed and/or towed away at the owner's expense. Students and adult drivers are not to drive or park on the access road which leads to the back of the school, and are not to park in areas designated for handicapped drivers. **Visitors to the school must park in**

the area designated for visitors.

FLAG SALUTE

The state of New Jersey requires by law that you show respect for the American flag. Students with "conscientious scruples" who do not wish to recite the pledge of allegiance must show respect by not being disruptive or disturbing pupils who are participating in the ceremony.

HALL LOCKERS

Students will be assigned lockers for book storage and personal use. **Students are advised not to give anyone their locker combinations.** The school does not accept responsibility for loss of personal property. Students are also cautioned to be certain that their lockers are properly secured when they leave them. Students may not use personal locks on hall lockers. School authorities will remove personal locks.

Students are also cautioned not to bring large sums of money or valuables to school. Report all thefts by completing paperwork located in the main office. Report any suspicious persons to a staff member. Identify all personal items clearly.

LOST AND FOUND

All lost clothing items, books, and valuables, except those lost in physical education classes, are turned into the main office. If an item is lost, see the receptionist in the main office to complete a report.

NATIONAL HONOR SOCIETY

The National Honor Society, sponsored by the National Association of Secondary School Principals, is an organization that recognizes and fosters academic achievement and the development of leadership, character, and service. Students who meet the criteria for selection are inducted into the National Honor Society in a formal ceremony in the spring.

In order to be selected for the National Honor Society, seniors and juniors must have a 3.5 minimum academic grade point average. Once the guidance department has determined the students who are eligible based on scholarship, those students must complete an application. A faculty council will then review the applications and, with input from the total faculty, select students who meet the criteria for service, leadership, and character.

OPEN CAMPUS LUNCH PRIVILEGE

Leaving school during a student's lunch period is a **privilege reserved for seniors only**. Seniors will be required to follow a contract that must be signed by the student and parent/guardian. Students must have a 2.0 or better un-weighted GPA at the end of 11th grade. This will be checked quarterly during the student's senior year. Students must be in good standing with the administration regarding discipline and attendance. **Open campus privileges may be suspended if the contract is not adhered to. This may include suspension of driving privileges.**

The contract spells out the rules and regulations regarding the open campus policy. Please become familiar with it. In addition, please note the following:

- The student and parent/guardian are responsible for where the student goes for lunch and how

he/she gets there.

- Arriving late three times to or cutting the class that is scheduled immediately after the student's lunch results in loss of privilege.
- Transporting any student who is not allowed to leave school results in loss of privilege.
- No food, drink, or litter is to be brought back to the school or left in the parking lots.
- Students **may not** purchase food to be brought back for anyone.
- The school assumes no extra liability for any accident or injury that occurs while off school grounds.
- An appropriate administrative consequence will be assigned to the parties involved in any violation of the contract.

OUTSIDE USE DURING LUNCH

Students will be permitted to go outside during the last twenty minutes of their lunch period during the first and fourth marking periods (weather permitting) with the approval of the assistant principals. Students are not permitted in the parking lot, and must remain in the designated area. A Lunchroom Supervisor will announce when the outside lunch privilege is in effect and will actively supervise students. **Students are not permitted to leave school during lunch periods without permission.**

PARKING REGULATIONS

HIGH SCHOOL SOUTH

1. Parking for students will be on a first come, first served basis.
2. Students are prohibited from parking in the areas designated for Faculty and Staff.
3. Vehicles issued spaces must be registered with the main office.
4. Student parking will be restricted to the white lined spaces.
5. Student parking areas are designated for registered student vehicles only. A contract must be signed prior to parking privileges going into effect. Students may not transfer parking privileges.
5. Students who drive to school and are tardy will receive appropriate disciplinary action, which may include suspension of the parking privilege. Students who drive recklessly on school property will also be subject to suspension of their parking privileges.
6. Students who leave school without permission in their vehicles will receive appropriate disciplinary action, which may include suspension of their parking privileges.
7. Illegally parked cars in assigned spaces will be ticketed/towed by the West Windsor or Plainsboro Police.

HIGH SCHOOL NORTH

1. Students are permitted to park in the student lot **only** located on the western side of the building. Students are not permitted to park in any other lot during the school day.
2. Students must park in the designated white line parking space.
3. Students who drive to school and are tardy will receive appropriate disciplinary action, which

- may include suspension of the parking privilege. Students who drive recklessly on school property will also be subject to suspension of their parking privileges. homework
4. Students who leave school without permission in their vehicles will receive appropriate disciplinary action, which may include suspension of their parking privileges.
 5. Students may receive warning notes if parked illegally. Illegally parked cars in assigned spaces will be ticketed/ towed by the Plainsboro Police.

PHYSICAL EDUCATION LOCKERS

All students are required to provide their own combination locks on physical education lockers. The high school is not responsible for personal property. **Students are strongly advised not to leave valuables in gym lockers. Bags and other personal property should be locked in a gym locker. Use your hall locker to secure valuables.** Thefts should be reported immediately to the physical education teacher and the main office. Any student guilty of theft will be prosecuted to the fullest extent of the law and school policy.

STUDY PERIOD GUIDELINES

1. Students must report to the teacher in charge every day, on time, as for any other class or assignment. Students will be assigned seats.
2. Students must have books and materials to study or do homework. Locker visits are not allowed. If the teacher judges that an emergency exists, a locker pass will be issued.
3. Study period will be a quiet study, homework or reading time. Gambling is not permitted.
4. Food or drink is not permitted.
5. Students will be excused from study period, after attendance is taken, only for the following reasons:
 - a. Library (the number of students is limited; library pass required)
 - b. Guidance appointment (pass required)
 - c. Teacher appointment (pass required)
 - d. Computer Room (the number of students is limited).
 - e. Lavatory (one student at a time, pass from study teacher required).

TEXTBOOKS AND OBLIGATIONS

Since textbooks are provided by the school to all students at no cost, it is the student's responsibility to take care of them. Teachers have the right to assess fines on books, which have been abused or lost. If a student has lost or damaged a textbook, school issued supplies, or equipment then he or she is liable for payment of the item. Seniors will not be permitted to participate in commencement exercises until all obligations are met.

VISITORS

All visitors must sign in with security, obtain a visitor's pass and then proceed to their destination. **Student visitors are not permitted.** Alumni wishing to visit a faculty or staff member must have an appointment during the school day, or may visit after 2:50 pm.

WWPHS RADIO

Students, parents and community members may listen to the school radio station by turning to 107.9 on the FM dial.

HIGH SCHOOL GUIDANCE

High School guidance departmental information, philosophy and services can be found on the district website at: <http://www.ww-p.org>.

TEST REVIEW PROCEDURE

Any assessment including tests, quizzes, papers and projects not returned to a student may be reviewed and discussed with the teacher. Students and/or parents/guardians may request an appointment to review and discuss such assessments with the teacher.

GRADING SYSTEM

The following symbols are used to represent grades:

A	90-100 (excellent)	M	Medical (PE only)
B	80-89 (above average)	WP	Withdrew Passing
C	70-79 (average)	WF	Withdrew Failing
D	60-69 (passing)	I	Incomplete
F	0 - 59 (failing)	P	Passing

*Grade-credit lost due to attendance

Any grades given will be based on evidence recorded in the class record book kept by the teacher. Aligned with best grading practices, the minimum marking period average is 50%. However, should proficiency fall below 50%, a teacher may adjust a student's end of marking period average below 50% to more accurately reflect the earned grade at the approval of department supervisor and principal.

GRADES & REPORT CARDS

Student grades are available online any time through the Genesis Parent Portal. Parents and students are encouraged to monitor progress throughout the year.

PROCESS FOR RESOLVING INCOMPLETE GRADES

An incomplete grade (I) is assigned only when work has not been completed during a marking period due to extensive illness or a reason beyond the student's control. The student must complete the course work to remove the incomplete grade during the following marking period. If the course work is not completed within the allotted time, teachers are to determine grades by considering both the work completed and the work not finished.

1. A grade of Incomplete (I) will be given only when there is just cause, e.g., work missing due to absence or illness. Otherwise, students are expected to submit work on time. While it is permissible to accept work that is late, students are expected to complete all work prior to the end of the marking period.
2. Unless there are extenuating circumstances, students are expected to resolve incompletes no

later than ten school days after the close of the marking period. Unresolved "I's" will be automatically turned into the earned grade after 10 days. If an extension is sought, a request must go through the subject supervisor.

3. Students may be informed by the last day of the marking period if they will be receiving an incomplete. At that time they will be made aware of the ten-day requirement.
4. Faculty members are discouraged from giving a grade of incomplete at mid-year for seniors. Incomplete grades can work to the student's detriment when applying for college admissions.

COURSE FAILURES

Any student attending West Windsor – Plainsboro High School North and South who receives an "F" in a West Windsor – Plainsboro High School North or South course taken during the regular school year receives ZERO credits towards graduation for that course. Students who need the course, or want to earn the credits lost by failing a course during the regular school year, may opt to:

- a. Repeat the course during a future regular school year.
- b. Enroll in a summer school program approved by West Windsor – Plainsboro High School North or South.

Summer school forms can be obtained in the Guidance Office, via the Internet or through the summer school office of another participating school district.

Credit may be earned in the summer for a maximum of two courses. If there are extenuating circumstances and a cogent case can be made by a parent/guardian, a third course may be taken for credit only with the approval of the Principal.

A student must be enrolled for a minimum of 60 hours for a five-credit review course (a course originally failed). Review courses require 12 hours per credit. A pass/fail grade will be recorded resulting in no adjustment to the student's GPA. The appropriate credits will be awarded to those who successfully complete the course work. The original failing grade will be maintained on the student's permanent record.

SUBSTANCE ABUSE GUIDELINES FOR PARENTS

Adolescence is a time of growth, change, and experimentation. Many students test the system at home and school. They often attempt to assert their independence through changes in dress, testing of authority, and substance experimentation use and abuse. Adolescents need a supportive environment in which to blossom, one that allows for some independence within the limits of what is safe and responsible.

Parents need to take a firm stand against alcohol/drug use by their children. They should be knowledgeable about alcohol and drugs as well as the signs of use. It is difficult for parents, who suspect his /her child of using, yet the sooner a problem is identified, the better chance there is to remedy it.

Parents should remember that there are people within the school setting to support both you and your children. Guidance counselors and the Substance Awareness Coordinator are available to help and answer any questions you may have.

POSSIBLE SIGNS OF DRUG USE

- decline in quality of work/grade earned.
- increased absenteeism or tardiness.
- lack of motivation/effort.
- changes in friends.
- drug related literature/clothing.
- changes in appearance.

SUPPORT GROUPS

Parents Anonymous of NJ 1-855-427-2736 (800) 843-5437

www.nationalparenthelpline.org

Narcotics Anonymous (800) 992-0401

Alcoholics Anonymous Central NJ Hotline (609) 298-7795

Alateen/Alanon (856) 547-0855

COUNSELING AGENCIES

Corner House (609) 924-8018

Youth Emergency Services 24 Hr. Hotline (609) 396-4357 (Mercer Co.)

Middlesex Crisis Center (732) 235-5705 (Middlesex Co.)

NJ Youth Helpline, 2ND FLOOR www.2NDFLOOR.org or (888) 222-2228

SUICIDE PREVENTION SERVICES

CONTACT (Local Hotline) (908)-232-2880 or Text "CWC" to 839863

National Suicide Prevention Hotline (800) SUICIDE

Information on other agencies and individual therapists is available through the Student Assistance Counselor, the guidance counselors, or the school nurse.

VIOLENCE PREVENTION - EARLY WARNING SIGNS

It is not always possible to predict behavior that will lead to violence. However, educators, parents and students--can recognize certain early warning signs. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

We know from research that most children who become violent toward self or others feel rejected and psychologically victimized. In most cases, children exhibit aggressive behavior early in life and, if not provided support, will continue a progressive developmental pattern toward severe aggression or violence. However, research also shows that when children have a positive, meaningful connection to an adult--whether it be at home, in school, or in the community--the potential for violence is reduced significantly.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate--and potentially harmful--to use the early warning signs as a checklist against which to match individual children. Rather, the early warning signs are offered only as an aid in identifying

and referring children who may need help.

School communities must ensure that staff and students only use the early warning signs for identification and referral purposes—only trained professionals should make diagnoses in consultation with the child's parents or guardian.

The following early warning signs are presented with the following qualifications: They are not equally significant and they are not presented in order of seriousness. The early warning signs include:

- ***Social withdrawal.***
- ***Excessive feelings of isolation and being alone.***
- ***Excessive feelings of rejection.***
- ***Being a victim of violence.***
- ***Feelings of being picked on and persecuted.***
- ***Low school interest and poor academic performance.***
- ***Expression of violence in writings and drawings.***
- ***Uncontrolled anger.***
- ***Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors.***
- ***History of discipline problems.***
- ***Past history of violent and aggressive behavior.***
- ***Intolerance for differences and prejudicial attitudes.***
- ***Drug use and alcohol use.***
- ***Affiliation with gangs.***
- ***Inappropriate access to, possession of, and use of firearms.***
- ***Serious threats of violence.***

IDENTIFYING & RESPONDING TO IMMINENT WARNING SIGNS

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response.

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, staff, or other individuals. Usually, imminent warning signs are evident to more than one staff member—as well as to the child's family.

Imminent warning signs may include:

- Serious physical fighting with peers or family members.
- Severe destruction of property.
- Severe rage for seemingly minor reasons.
- Detailed threats of lethal violence.
- Possession and/or use of firearms and other weapons.
- Other self-injurious behaviors or threats of suicide.

When warning signs indicate that danger is imminent, safety must **always** be the first and foremost consideration. Action must be taken immediately. Immediate intervention by school authorities and possibly law enforcement officers is needed when a child:

- Has presented a detailed plan (time, place, method) to harm or kill others-particularly if the child has a history of aggression or has attempted to carry out threats in the past.
- Is carrying a weapon, particularly a firearm, and has threatened to use it.

In situations where students present other threatening behaviors, parents will be informed of the concerns. School officials also have the responsibility to seek assistance where appropriate from agencies, such as child and family services and community mental health.

HEALTH SERVICES

Please refer to the district website, <http://www.wv-p.org> for health services information, including health screenings, immunizations, administering of medications, as well as policies relating to athletic related accidents and procedures for sports related physical exams.

Regarding Physical Education excuses, a parent's note must be submitted to the nurses' office before school. Parents' excuses are accepted for 1-3 days. A doctor's note is required for a prolonged period. As stated in the Athletic Handbook, an athlete who is excised from physical education or sports for medical reasons will not be permitted to participate in sports activities until approved by the school nurse, but will be expected to attend ALL practices to watch and support the team. A student must be in school for four hours in order to practice or play that day. Exceptions are only with advance approval from a building administrator.

LIBRARY SERVICES

CODE OF CONDUCT

The environment of the library is open and informal. This area will be maintained as an orderly and academic area for quiet browsing, reading, inquiry, researching, and critical thinking. Proper conduct involves courtesy, respect, and responsibility. Specific rules are posted in the Library.

CIRCULATION OF LIBRARY MATERIALS

- Books:** Non-reference books circulate for three weeks.
A book may be renewed if no one has requested it.
- Magazines:** Magazines circulate for three days.
- Pamphlets:** Pamphlets circulate for three days.
- Newspapers:** Available for use only in the library.

The M.L.A. style manual is the recommended format for **ALL** research projects.

HIGH SCHOOL NORTH RESEARCH DATABASES

Noodle Tools

www.noodletools.com

User name – wvphsnorth

Password – knights

Britannica On-Line

<http://school.eb.com>

User name – plainsboronorth

Password – bol

Proquest Historical Newspapers

<http://proquest.umi.com/pgdweb>

User name – 84BHM79WN

Password – welcome

Ebsco Host

<http://search.epnet.com/login.asp>

UserName- cjrlc141 Password- cjrlc141

Gale Literature Resource Center

<http://infotrac.galegroup.com/itweb/plai16969>

User name- plai16969

Password – plai_rpa

Gale Virtual Reference Library E-book Collection

http://infotrac.galegroup.com/itweb/wwphsn_ca

Password: violet

ABC Clio

User name: 124388student

Password: 124388student

World Geography –

<http://www.worldgeography.abc-clio.com>

World History-

<http://www.worldhistory.abc-clio.com>

American History-

<http://www.Americanhistory.abc-clio.com>

Nettrekker

<http://school.nettrekker.com>

User name-wwphsn

Password- wwp01

HIGH SCHOOL SOUTH RESEARCH DATABASES

Congressional Quarterly Researcher

<http://library.cqpress.com/cqresearcher>

UserID – wwp01

Password - wwp01

EBSCOhost

<http://search.epnet.com/login.asp>

User ID - cjrlc117

Password - cjrlc117

Facts on File

<http://www.fofweb.com/subscription>

User ID – wwp01

Password - pirate

GALENET

Student Resource Center Silver, , Virtual Reference Library (no user name)

<http://infotrac.galegroup.com/itweb/prin24068>

Password - wwp01

Grove Art Online

<http://www.oxfordartonline.com>

User ID – wwp01

Password – wwp01

Grove Music Online

<http://www.oxfordmusiconline.com>

User ID – wwp01

Password – wwp01

Issues and Controversies on File

<http://www.fofweb.com/subscription>

User ID – wwp01

Password- pirate

netTrekker

<http://www.nettrekker.com>

User ID – wwphss

Password – wwp01

NoodleBib (case sensitive)

<http://www.noodletools.com>

User ID – WWPHSS

Password – Pirate

Oxford English Dictionary

<http://www.oed.com>

User ID – wwphss

Password – wwphss

Proquest Historical Newspapers

<http://www.proquestk12.com/>

myproducts

User ID - wwphss

Password – pirate

SIRS Researcher Web

<http://www.proquestk12.com/>

myproducts

User ID - wwphss

Password – pirate

Social Studies – ABC-CLIO

<http://www.socialstudies.abc-clio.com>

UserID – wwphss

Password- wwphss

Includes American Government, American History, World History, World Geography

Turnitin.com

<http://www.turnitin.com>

United Streaming (for students)

<http://www.unitedstreaming.com>

User ID – hss_pirates

Password – pirates

Wilson Biographies

<http://hwwilsonweb.com>

User ID - wwphss

Password - wwphss