

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL



STUDENT/PARENT HANDBOOK
2023-2024

Our Vision & Mission



Our Vision

Highlanders will embrace and demonstrate:

RESPECT • RESILIENCE • KINDNESS • INTEGRITY

Our Mission

Our mission at Northern Highlands is to forge strong positive connections and provide a safe haven where everyone is valued and respected. We will promote intellectual, social, and emotional growth while preparing students for a rapidly changing world by instilling critical thinking skills, a global perspective, and a respect for core values.

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL

Joseph J. Occhino, Principal

August 2023

Dear Students and Parents/Guardians:

I am pleased to welcome you to the 2023-2024 school year – home of the Highlanders. I am honored to be the principal of this amazing school!

We are a close-knit community of learners who strive, in collaboration with staff, students, families, and other key stakeholders, to shape a safe and conducive learning environment that will assist all students to reach their potential. We also believe it is important to help our students develop into well rounded individuals who can demonstrate positive character traits. Whether it is in the classroom, on the stage, on the athletic field, and/or out in the community, we should take great pride in representing Northern Highlands. We encourage you to focus on our vision that Highlanders will embrace and demonstrate respect, resilience, kindness, and integrity at all times. Remember, work ethic and attitude are a direct reflection of our school. With that in mind, we are proud to offer our students many opportunities inside and outside the classroom where they can demonstrate a great variety of talents, achievements, and ability to socialize within the school community.

Our *Student/Parent Handbook* represents the collective efforts of our students, teachers, staff, and administrators. Formulated and continually revised, this handbook clearly defines and identifies school policies, regulations, and procedures created to promote excellence. These standards will be the benchmarks by which we will measure our success. Our extensive co-curricular programs provide physical and social avenues to match a wide range of student interests. Although not required, participation in our co-curricular programs will open new doors, enable students to meet new people, and reveal incredible possibilities on which to grow and prosper.

Carefully review the information provided in this handbook in order to gain important insights and understandings of the rights and responsibilities of our students. Please refer to [page 79](#) of this booklet for instructions on how to sign off on Student/Parent Handbook electronically.

We are proud of our students' academic achievements and good conduct. Teachers and administrators are always available for help and support if you need it, or to answer any questions you may have. We look forward to a rewarding year for all!

Once a Highlander, Always a Highlander!



Joseph J. Occhino
Principal

JJO:br

Northern Highlands Regional High School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972, does not discriminate on the basis of race, creed, color, national origin, age, sex, or mental or physical handicaps in any of its policies, practices, procedures, or educational programs or activities. Any questions or concerns relative to affirmative action or sexual harassment should be sent to the District Affirmative Action Officer.

Special Education programs for young adults ages 14 through 21 are conducted at Northern Highlands Regional High School. These programs are for young adults who have an identified disabling condition and/or a measurable development delay in physical, social, communication, and/or emotional areas and who may require and would benefit from special educational and related services. Eligibility for these services is determined by a Child Study Team evaluation of the child. Any resident who has a child, ages 14 through 21 years, who may require special services, should contact the Office of Special Services of the Northern Highlands Regional High School at 201-327-8700 x516. Project "Child Find" serves special needs children from birth to 21 years of age.

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SCHOOL CALENDAR

2023-2024

2023

August 30	Wednesday	Freshman Orientation (9:00 A.M. - 2:00 P.M.)
September 1	Friday	Teachers report; Professional Development Day
September 4	Monday	Labor Day (School Closed)
September 5	Tuesday	Classes Begin
September 7	Thursday	Back to School Night
September 25	Monday	Yom Kippur (School Closed)
October 9	Monday	Columbus Day – (Staff PD/No Classes)
November 9 – 10	Thursday – Friday	NJEA Convention (School Closed)
November 22	Wednesday	Minimum Day (Dismissal at 12:20 P.M.)
November 23 – 24	Thursday – Friday	Thanksgiving Recess (School Closed)
December 25 – 29	Monday – Friday	Holiday Recess (School Closed)

2024

January 1	Monday	New Year's Day (School Closed)
January 2	Tuesday	School Reopens
January 15	Monday	Martin Luther King, Jr. Day (Staff PD/No Classes)
February 5	Monday	Staff PD/ Delayed Opening for Students
February 19	Monday	Presidents' Day (School Closed)
February 20	Tuesday	Winter Recess (School Closed)
March 18	Monday	Staff PD/ Delayed Opening for Students
March 28	Thursday	Reserved Day*
March 29	Friday	Good Friday (School Closed)
April 1 – 5	Monday – Friday	Spring Recess (School Closed)
April 29	Monday	Staff PD/ Delayed Opening for Students
May 24	Friday	Minimum Day (Dismissal at 12:20 P.M.)
May 27	Monday	Memorial Day (School Closed)
May 28	Tuesday	Reserved Day*
May 29	Wednesday	Reserved Day*
June 17 – 20	Monday – Thursday	Cumulative Assessments +
June 20	Thursday	Last Day for Students
June 20	Thursday	Mandatory Graduation Rehearsal at 12:30 P.M.
June 21	Friday	Prof. Dev. Day for Faculty; Graduation (7 PM)

* School will be closed on *reserved days* unless it is necessary to make up days lost due to emergency and snow closings. If school is closed, the days will be made up in the following order: Thursday, Mar 28, Wednesday, May 29, and Tuesday, May 28. Therefore, plans should not be made in advance for these days.

- If school is closed for **one day**, then school will be in session on Thursday, Mar 28.
- If school is closed for **two days**, then school will be in session on both Thursday, Mar 28, and Wednesday, May 29.
- If school is closed for all **three days**, then school will be in session on Thursday, Mar 28, Wednesday, May 29 and Tuesday, May 28.

If additional days are needed, then the Board of Education will determine if recess periods should be shortened or if the school year should be extended and graduation held after June 21.

+ Students are expected to sit for their cumulative assessments as scheduled. Please do not make any plans or commitments which conflict with the assessment schedule. Please see [Appendix C](#) for the cumulative assessment schedule.

BACK TO SCHOOL NIGHT

Back to School Night will take place on Thursday, September 7, at 7:00 P.M.

SEMESTER DATES

FIRST SEMESTER

Begins September 5, 2023

Ends January 19, 2024

86 instructional days

SECOND SEMESTER

Begins January 22, 2024

Ends June 20, 2024

97 instructional days*

Total 183 instructional days

* There are more instructional days in the second semester due to final exam review and final exam days.

REPORT CARD ACCESS DATES

First Semester

January 25, 2024

Second Semester (will also be mailed on July 5, 2024)

June 20, 2024

REGULAR BELL SCHEDULE

Time	A Day	B Day	C Day	D Day
7:40	Warning Bell	Warning Bell	Warning Bell	Warning Bell
7:45 - 7:50	Homeroom	Homeroom	Homeroom	Homeroom
7:55 - 8:52	Period 1	Period 4	Period 3	Period 2
8:57 - 9:54	Period 2	Period 1	Period 4	Period 3
9:59 - 10:56	Period 3	Period 2	Period 1	Period 4
11:01 - 11:58	Period 6A	Period 8A	Period 7A	Period 5A
11:58 - 12:32	Second Lunch	Second Lunch	Second Lunch	Second Lunch
10:56 - 11:30	First Lunch	First Lunch	First Lunch	First Lunch
11:35 - 12:32	Period 6B	Period 8B	Period 7B	Period 5B
12:37 - 1:34	Period 7	Period 5	Period 8	Period 6
1:39 - 2:36	Period 8	Period 6	Period 5	Period 7

Notes:

1. Each class period is 57 minutes.
2. Each lunch period is 34 minutes.
3. Passing time is 5 minutes between classes.

Northern Highlands Regional High School

Summary of Daily Schedule for the 2023-2024 School Year

This calendar indicates the rotation schedule for each day classes are in session, including those days when we are having special programs, minimum days (as noted in the calendar on page one of this handbook), or delayed openings (due to weather or emergencies). We will follow this schedule even if it is necessary to close the school for any reason; in these cases, the day(s) will be made up on the date(s) marked "R." The dates shaded in red represent weekends, holidays, and vacation times. Each day (except for delayed openings) begins at 7:45 A.M. (Delayed openings begin at 9:45 A.M.)

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sept.	P				S	A	B	C			D	A	B	C	D			A	B	C	D	A				B	C	D	A		
Oct.		B	C	D	A	B			P	C	D	A	B			C	D	A	B	C			D	A	B	C	D			A	B
Nov.	C	D	A			B	C	D					A	B	C	D	A			B	C	D					A	B	C	D	
Dec.	A			B	C	D	A	B			C	D	A	B	C			D	A	B	C	D									
Jan.		A	B	C	D			A	B	C	D	A			P	B	C	D	A			B	C	D	A	B			C	D	A
Feb.	B	C			(ST) D	A	B	C	D			A	B	C	D	A					B	C	D			A	B	C	D		
Mar.	A			B	C	D	A	B			C	S	S	D	A			(ST) B	C	D	A	B			C	D	A	R			
Apr.								B	C	D	A	B			C	D	A	B	C			D	A	B	C	D			(ST) A	S	
May	S	B	C			D	A	B	C	D			A	B	C	D	A			B	C	D	A	B				R	R	C	D
June			A	B	C	D	A			B	C	D	A	S			CA	CA	CA	CA	P G										

A = Day A rotation
B = Day B rotation
C = Day C rotation
D = Day D rotation

G = Graduation
P = Professional Development Day; no classes
R = Reserved Day. If we are open, we will follow a schedule to make up a missed rotation day.
S = Special Schedule
CA = Cumulative Assessment Schedule
ST = Staff Day (Delayed Opening for Students)

Notes:

June 17 - June 20: Cumulative Assessments will be administered
June 20: Last day for students
June 21: Last day for teachers and graduation

ATTENDANCE

Regular attendance at school is essential to the total educational success and achievement of students. All students are expected and required to attend school every day unless some compelling reason makes it necessary to be absent. The limit set on the maximum number of days a student may be absent before being denied course credit should not be perceived as a license to be absent for inappropriate reasons. **Absences from school and being late to school are part of a student's permanent record.**

1. The parent/guardian should follow the [Updated School Absence Procedure](#) on the morning of the student absence. (Note: Leaving voice messages on the attendance office answering machine regarding absences tardy or early dismissals will not be processed)
2. A student returning from an absence must report to the Attendance Office and present a written note to the Attendance Clerk before the start of the school day.
3. A student who is absent may not participate in any extracurricular activities on the day of absence without the *written approval* of the principal or his designee.
4. The following chart depicts the number of allowable absences with corresponding attendance notification letters.

Course	Allowable Absences	Warning Notice(s)		Final Notice	Denial of Credit
Full-year	17	5	10	15	18
Semester	8	4		6	9

5. Absences of any kind are included in this number (e.g., illnesses, appointments, etc.). *A student who exceeds these limits may be denied credit for the course.* Students who are absent due to a religious observance will be considered excused. In addition, students who embark on college visitations will also be considered excused. This exception only applies to 11th and 12th graders and there is a limit of three (3) days maximum per year. Participants in school-sponsored field trips and competitions, events, activities, and examinations, as determined by the faculty advisor/coach and the principal, shall not have such absences included in the limit noted above.
6. Students and parents are reminded that absences are totaled on a class-by-class basis. Because of our rotating schedule, lateness to school, field trips and other activities, the number of absences can vary greatly. (For example, it is possible to have seven absences in a morning class and none in an afternoon class.) Students and parents are encouraged to keep an attendance log, and carefully review absences at the time each report card is received, in order to maintain accuracy.
7. Each student is encouraged to keep a log of his/her absences, including the class, the date of absence, and the reason for the absence. Parents/Guardians can find a log of the absences they entered in the genesis parent portal.
8. A student must be present for a total of four hours in order to be counted as present for the day. Therefore, a student who is late must arrive by 10:36 A.M. and a student leaving early must remain in school until 11:45 A.M.
9. A student must appeal the loss of credit to the Assistant Principal. A meeting will be arranged for the Attendance Review committee to review the appeal. The student and parents may be asked to attend.
10. A student who is denied credit for a course must remain in the class in order to be eligible to retake the course in summer school. However, a disruptive student will be removed from the class.
11. If a student is denied course credit, he/she can attend the course credit completion program, which is offered on Saturday from 8:00 A.M. – 12:00 P.M. To be eligible for this program, there must be a doctor's note on file explaining the reason for the student's absences.
12. A student who has three unexcused absences in a semester course or seven unexcused absences in a full-year course must have permission from the Assistant Principal to participate in a field trip held during the school day.
13. A student who is absent one day will be given one additional day to make up work for his/her classes. If a student is absent for two or more days, the number of days that he/she will be given to make up the work will be at the discretion of the teacher.

TARDINESS

A student is considered tardy when they are late to class or homeroom without an authorized pass. Tardiness can lead to disciplinary action and may adversely affect grades.

Tardy pupils are responsible for all classroom assignments and activities, including tests and quizzes.

1. A student must be present for a minimum of four hours in order to be considered present for the day.
2. Lateness of more than twenty minutes to a class is considered an absence from the class.

LATE TO SCHOOL AND EARLY DISMISSAL

A student is considered late to school when they arrive after the homeroom period has concluded. Students must report directly to the Attendance Office when they miss Homeroom. Unexcused lates to school will result in disciplinary action and may adversely affect grades. Appointments should be made at hours that do not conflict with school. However, at times, compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. Parents are expected to notify the school, via the genesis parent portal stating the reason for the lateness or the need for an early dismissal. Justifiable reasons may include:

1. medical or dental appointments which *cannot* be scheduled outside of school hours
2. medical disability
3. motor vehicle driver's test
4. interview for college entrance or employment
5. family emergency
6. court appearance
7. illness
8. such good cause as may be acceptable to the Principal or Assistant Principal.

Students will be given up to five excused lates. Any latenesses exceeding that number may not be considered excused.

Parents should continue to call the school for any emergency situation and should not attempt to reach students by cell phone during the day.

Under no condition may a student leave the school grounds during the day without the permission of an authorized school official.

All requests to leave early due to illness must be approved by the school nurse. No pupil who is ill will be permitted to leave the school before the close of the school day unless they have met in the Health Office. Students may be released to their parent/guardian from that location.

In order to obtain an early dismissal pass, parents/guardians must follow the [Updated School Absence Procedures](#). Students will not be released to individuals not listed as emergency contacts unless verified by a parent. Parent notes submitted via email will not be accepted or processed. Please understand that anyone can create an email address and send electronic mail posing as another person. This form of forgery can and has happened. To prevent this, we do not accept emailed notes from parents. In the event an absence is not entered in the genesis parent portal, a parent/guardian must come into the school and physically sign out their child. A note via facsimile will not be accepted or processed.

HEALTH SERVICES

Illness. If a student becomes ill during the school day, the student should inform their teacher and obtain a pass to the Health Office. Students are not permitted to contact their parent/guardian directly via cell phone until the school nurse has had an opportunity to evaluate their condition.

Physical Education Excuses. All requests to be excused from regular physical education classes must be from a medical doctor. All notes should be brought to the school nurse before homeroom. Students excused from physical education are required to complete alternate assignments.

Medical Excuses for Wellness Education. Students who are medically excused by a doctor from Physical Education must complete an alternate assignment during their Physical Education period to receive credit for the time that they are out of class to earn graduation credit.

Students will be assigned a series of assignments to complete weekly, for a medical excuse five weeks or less. Students excused for a period longer than six weeks will be given a long term project for each marking period. The Student will receive a "Pass" or "Fail" as a grade for long-term projects.

We offer a modified Physical Education program for students currently in rehabilitation for an injury. Working with the student's doctor or our school trainer, we will develop a program that will help the student with rehabilitation, and at the same time allow him/her to meet requirements for passing Physical Education.

Administering Medication. Administering prescribed medication to a student is permitted only if failure to do so would jeopardize the health of the pupil or if the pupil would not be able to attend school if the medicine were not made available during school hours. Before any medication may be administered to any pupil during school hours, we must receive and approve a written request from the parent/guardian and a statement relieving the school and its employees of liability for the administration of medication. In addition, we need the written order of the prescribing physician and the approval of a school medical official. The prescribing physician must indicate any possible side effects. All medications are administered by the school nurse or the pupil where the parent/guardian so permits *and* the school nurse is present. In the absence of the school nurse, there may be times when the student is transported by school personnel to our school physician. All medications must be brought to the school by the parent/guardian and picked up at the end of the school year or the end of the period of medication, whichever is earlier. The medication must be in the *original* container and bear the *original* label.

Self-administration of medication by pupils is permitted in accordance with NJSA 18A:40-12.3. However, a pupil is only permitted to self-administer medication for asthma, cardiac and potentially life-threatening conditions as defined by the Department of Education, or allergic reactions requiring Epipen. A student that needs to self-administer medication should see the nurse and get the appropriate physician forms.

Health Examinations and Immunizations. In compliance with law, students must be immunized against disease and submit to health examinations to protect the school community from the spread of communicable disease; be examined to determine the pupil's fitness to participate in health, safety and physical education courses and in competitive athletics, as well as to ensure that the learning potential of each child is not lessened by a remediable physical disability. Parents/guardians who object to physical examinations or immunizations on religious grounds must state this in writing to the principal for the child to be exempted from this requirement. However, no child shall be exempted from an examination that is used to determine:

1. whether they are ill or infected with a communicable disease.
2. whether they may be under the influence of alcohol or a controlled substance.
3. their fitness to participate in any health, safety, or physical education course.
4. proper placement if the child is physically challenged.

BEHAVIOR AND DISCIPLINE

Northern Highlands Regional High School strives to mentor students to exemplify the highest degree of personal integrity, ethical behavior, and community involvement. To that end, students are held to the highest set of expectations to exercise self-control and to conduct themselves in an appropriate manner at all times. Expectations for student behavior are outlined clearly through Northern Highlands' core ethical values. These expectations include, but are not limited to:

- **Integrity**
- **Respect**
- **Resilience**
- **Kindness**

These expectations for common courtesy are not limited to the school day but extend to the school bus and school sponsored events or activities, on and off campus. These events include school dances, proms, field trips, home and away athletic events, co-curricular competitions, or any school related event that is sanctioned, funded, or approved by the Northern Highlands Board of Education.

Please be advised that conduct away from school grounds may warrant administrative intervention and action if the event has the potential to affect the safety, order, and discipline of the school. School officials do have the right to impose a consequence that is consistent with the district board of education's code of student conduct for an event that takes place off school grounds at any time, pursuant to N.J.A.C. 6A: 16-7.1.

For additional information regarding our Student Code of Conduct, please reference Board of Education Policy No. 5600 and/or N.J.A.C. 6A:16-7.1(c) 1 through 7. These can be found on our school website under District Policies Quick Link. All matters related to student conduct fall under the guidelines of these documents. For examples of unacceptable behavior, please refer to the Standard Disciplinary Guidelines on page 11.

Conduct in the Cafeteria. All students should be able to eat in a sanitary environment. In order to provide locations that do this and fosters the health, safety and emotional well-being of students it is asked that students maintain an appropriate atmosphere in the cafeteria throughout the lunch periods. This includes cleaning off one's table prior to leaving the cafeteria, placing all trash and recycling in the proper containers, and pushing in one's chair before exiting. In addition, all students are required to follow instructions given by personnel supervising the cafeteria.

Students should NEVER: cut in line at the cashier, sit on tables, throw food and other items in the cafeteria, leave garbage on the floor. Any student who participates in any of the actions listed above may face disciplinary action as outlined in the student code of conduct. ***Lastly, students are not permitted to place lunch orders to be delivered to the school by outside vendors.***

Conduct in Classes. In addition to the general expectations for behavior, teachers normally issue specific requirements for their classes. Students are required to adhere to these directions. Further, important safety procedures are distributed in science, applied technology, family and consumer science, and physical education classes.

Detention. Teacher assigned detention may be before or after the school day, at the discretion of the teacher. Morning detentions are held before school in the main cafeteria from 7:15 A.M. to 7:40 A.M. Central detention is held after school from 2:45 P.M. to 3:45 P.M. Saturday detention operates from 8:00 A.M. to 12:00 P.M. on selected Saturdays. Saturday detention is assigned by the administration. Detention *must* be served at the assigned time. **All detentions must be served regardless of co-curricular activities and/or employment.**

Dress Code. Each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. All students are expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning.

Therefore, all Northern Highlands Students are expected to observe the following:

1. All students must wear garments that cover the buttocks, pelvic and chest area.
2. Undergarments worn without an outer shirt shall not be permitted.
3. No student may wear clothing that promotes (in either text or illustration):
 - a. the use of tobacco, alcohol, or drugs
 - b. inappropriate language/profanity
 - c. denigration of any racial, ethnic, religious group, or protected class
 - d. sexual connotation
 - e. references to violence/weapons
 - f. gang activity/affiliation
4. Footwear is required at all times.
5. The building Principal/Assistant Principal(s) have the final decision-making authority and/or discretion when determining dress code violations. The building Principal may alter/modify the dress code when appropriate to address special occasions, themes, and/or special circumstances. The administration reserves the right at any time to amend the dress code policy without prior warning to the students.

It is the position of Northern Highlands Regional High School that the responsibility for the dress and grooming of a student rests primarily with the student and their parents/guardians. Parents/guardians are responsible for ensuring student compliance with the school dress code. All students are responsible for complying with the district dress code during school hours and school activities.

School Bus Behavior. Students who behave improperly on the bus will be excluded from the bus and could face other disciplinary action. In addition, the parents or guardians of students who commit vandalism are liable for the damages.

School-Sponsored Dances and Events.

1. Dances are open to Northern Highlands Regional High School students and their guests only. Students wishing to bring a guest from another school should see the advisor sponsoring the event to receive a permission form.
2. Suspended students, or students absent from school, will not be permitted to enter the dance or event.
3. The doors to all dances will close one hour after the dance begins. (i.e., If the dance begins at 7:00 P.M., the doors will close at 8:00 P.M.); and no one will be permitted to enter after that time, unless arrangements have been made with the class advisor(s) and/or the high school administration.
4. Students will not be allowed to return to the dance once they have left.
5. Each Northern Highlands student is to have a student identification card.
6. Students who are in violation of the school's zero tolerance policy regarding drug and alcohol use will be denied admission and will be subject to disciplinary action.
7. School guidelines for appropriate behavior remain in effect for any school event.

Student Parking. Only licensed seniors are eligible to have parking spaces assigned to them in student parking areas. Before a senior receives a parking permit, they must clear all obligations from grades 9-11. *(Due to space restrictions, underclassmen are not permitted to park on school grounds. Underclassmen who park on school grounds without permission may lose their parking privilege for their senior year. In addition, vehicles may be ticketed or towed at the owner's expense. Underclassmen who violate student parking will have the opportunity to appeal in writing their violation during the first week of their senior year to the Assistant Principal.)* However, underclassmen may request to be an exception to this policy under extenuating circumstances. Parking permits are assigned on a first-come, first-serve basis. All students who are assigned to a parking lot will be issued a parking decal, which must be affixed to the rear driver side window. In addition, parking on school grounds is a privilege that will be revoked if abused. The reckless operation of an automobile on school property will be cause for disciplinary action, and may include suspension. Vehicles parked on school grounds are subject to search if school personnel have reasonable suspicion that school policy has been violated. Current parking practices are continually under review, and therefore subject to change. Please be advised that the Borough of Allendale has a no-parking ordinance on streets surrounding our school.

Suspension and Expulsion. Suspension is the temporary exclusion of a pupil from a regular school program. Suspension may take place within, as well as outside the school. During an out-of-school suspension, a student is not permitted on school grounds. Pupils who are on suspension may *not* participate in any school activity or program and are required to make up all assignments missed during the period of suspension. A student suspension does not count towards the cumulative absence total. Expulsion is the permanent exclusion of a pupil.

STANDARD DISCIPLINARY GUIDELINES

School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education’s code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.			
Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
Truancy (Also see Cutting and Truancy, page 20.)	<ul style="list-style-type: none">Saturday detentionparent contact by office	<ul style="list-style-type: none">in-school suspensionparent conference	<ul style="list-style-type: none">Truancy report filedthree to five days in-school suspensionzero grade in each classparent conference
Failure to sign in and have attendance recorded	<ul style="list-style-type: none">two central detentionsparent contact by office	<ul style="list-style-type: none">Saturday detentionparent contact by office	<ul style="list-style-type: none">one to three days in-school suspensionparent conference
Lateness to school ∅ (1st to 3rd late) (Also see Cutting and Truancy, page 20.)	<ul style="list-style-type: none">a warning; no detentions; however, first and second lates will count towards cumulative total.	<p><i>Punctuality is a necessary life skill that may directly affect your child’s success in school.</i></p> <p><i>In an effort to reduce the growing number of students arriving to school late, we have revised our consequences as indicated in the columns to the left.</i></p> <p><i>Please make every effort to arrive at school on time.</i></p> <p><i>Please be advised, notes from parents do not necessarily excuse students from receiving consequences for lateness.</i></p>	
Lateness to school ∅ (4th to 9th late)	<ul style="list-style-type: none">morning detention each timeparent contact by office		
Lateness to school ∅ (10th to 12th late)	<ul style="list-style-type: none">central detention each timeparent contact by office		
Lateness to school ∅ (13th to 16th late)	<ul style="list-style-type: none">Saturday detention (2 hours)parent contact by office		
Lateness to school ∅ (17th to 20th late)	<ul style="list-style-type: none">Saturday detention (4 hours)parent contact by office		
Lateness to school ∅ (21st late)	<ul style="list-style-type: none">in-school suspension (ISS)parent conference		
Lateness to school ∅ (22nd to 26th late)	<ul style="list-style-type: none">Saturday detention (4 hours)parent contact by office <p>NOTE: At any time, administration may determine to revoke student privileges due to excessive lateness. They may include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Loss of parking privileges for one month<input type="checkbox"/> Loss of privileges; removal or exclusion from Proms<input type="checkbox"/> Loss of privileges; removal or exclusion from Senior Awards<input type="checkbox"/> Loss of privileges; removal or exclusion from Senior Class Dinner		
Lateness to school ∅ (27th + late)	<ul style="list-style-type: none">out-of-school suspension (OSS)principal’s hearing		
Tardiness to Homeroom Δ	On the 1st through 4th occurrence: <ul style="list-style-type: none">a teacher warning	From the 5th to the 12th occurrence: <ul style="list-style-type: none">morning detentionparent contact From the 13th to the 19th occurrence: <ul style="list-style-type: none">central detentionparent contact	At each occurrence from the 20th to 24th: <ul style="list-style-type: none">Saturday detention (2 hours)parent contact At each occurrence from the 25th to the 29th: <ul style="list-style-type: none">Saturday detention (4 hours)parent contact At each occurrence beyond the 30th: <ul style="list-style-type: none">in-school suspensionprincipal’s hearing

Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action +
Tardiness to class	<ul style="list-style-type: none"> teacher detention 	<ul style="list-style-type: none"> central detention parent contact by teacher 	<ul style="list-style-type: none"> Saturday detention parent conference
Cutting (Also see Cutting and Truancy, page 20.)	<ul style="list-style-type: none"> two central detentions zero grade for all work missed parent contact by office 	<ul style="list-style-type: none"> Saturday detention zero test grade assigned parent conference 	<ul style="list-style-type: none"> one to three days in-school suspension two zero test grades assigned principal's hearing
Missing teacher detention	<ul style="list-style-type: none"> one central detention 	<ul style="list-style-type: none"> two central detentions parent contact 	<ul style="list-style-type: none"> Saturday detention parent contact
Missing morning detention:	<ul style="list-style-type: none"> two morning detentions parent contact 	<ul style="list-style-type: none"> one central detention parent contact 	<ul style="list-style-type: none"> two central detentions parent contact
Missing central detention	<ul style="list-style-type: none"> two central detentions parent contact by office 	<ul style="list-style-type: none"> one Saturday detention parent contact by office 	<ul style="list-style-type: none"> two Saturday detentions parent conference
Missing Saturday detention	<ul style="list-style-type: none"> in-school suspension Saturday detention 	<ul style="list-style-type: none"> Two in-school suspensions Saturday detention 	<ul style="list-style-type: none"> one to three days out-of-school suspension
Misuse of classroom room	<ul style="list-style-type: none"> Based upon the nature and severity of the behavior, consequences may range from Saturday detention to out-of-school suspension. For all such cases, parents will be notified and/or parent conference held. 		
Disruptive behavior ◇	<ul style="list-style-type: none"> two central detentions parent contact by teacher and office 	<ul style="list-style-type: none"> Saturday detention parent contact by teacher and office mediation 	<ul style="list-style-type: none"> one to five days suspension parent conference
Insubordinate behavior ◇	<ul style="list-style-type: none"> Based upon the nature and severity of the behavior, consequences may range from Saturday detention to out-of-school suspension. For all such cases, parents will be notified and/or parent conference held. 		
Disrespectful behavior ◇	<ul style="list-style-type: none"> two central detentions parent contact by office 	<ul style="list-style-type: none"> Saturday detention parent contact by office mediation 	<ul style="list-style-type: none"> one to four days suspension parent conference
Profanity Abrasive/Offensive Language	<ul style="list-style-type: none"> Based upon the nature and severity of the behavior, consequences may range from Saturday detention to out-of-school suspension. For all such cases, parents will be notified and/or parent conference held. 		
Smoking/using tobacco or tobacco products (e.g. cigarettes, smokeless tobacco)	<ul style="list-style-type: none"> one Saturday detention parent contact by office referred to SAC 	<ul style="list-style-type: none"> two Saturday detentions parent conference mandated meeting with SAC 	<ul style="list-style-type: none"> in-school suspension parent conference
Possession of cigarettes, tobacco products, or smoking materials (e.g., matches, lighters)	<ul style="list-style-type: none"> one Saturday detention parent contact by office referred to SAC 	<ul style="list-style-type: none"> two Saturday detentions parent contact by office mandated meeting with SAC 	<ul style="list-style-type: none"> in-school suspension smoking clinic (optional) parent contact by office
Dress code violations	On the first occurrence: <ul style="list-style-type: none"> warning On the second occurrence: <ul style="list-style-type: none"> educational component parent contact 	On the third occurrence: <ul style="list-style-type: none"> one central detentions parent contact 	At each occurrence beyond the third: <ul style="list-style-type: none"> one Saturday detention parent/guardian conference
	NOTE: The administration reserves the right to send students home and/or request parents to bring acceptable clothing.		
Fighting	<ul style="list-style-type: none"> one to three days out-of-school suspension parent conference peer mediation 	<ul style="list-style-type: none"> three to five days out-of-school suspension principal's hearing peer mediation 	<ul style="list-style-type: none"> out-of-school suspension superintendent's hearing

Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
Parking Unauthorized	<ul style="list-style-type: none"> • Saturday detention 	<ul style="list-style-type: none"> • senior privileges revoked • two Saturday detentions 	<ul style="list-style-type: none"> • sr. privileges revoked-no appeal
Misuse of car, illegal parking (Note: reckless driving warrants permanent loss of on-campus driving privileges and suspension.)	<ul style="list-style-type: none"> • Saturday detention • one week loss of driving privileges • parent contact by office 	<ul style="list-style-type: none"> • two weeks loss of driving privileges • parent conference 	<ul style="list-style-type: none"> • possible summons • three to five days in-school suspension • three weeks loss of driving privileges • principal's hearing
Leaving Class w/o Permission	<ul style="list-style-type: none"> • teacher detention 	<ul style="list-style-type: none"> • two central detentions 	<ul style="list-style-type: none"> • one Saturday detention • parent contact
Leaving school grounds without authorization	<ul style="list-style-type: none"> • Saturday detention • parent contact by office 	<ul style="list-style-type: none"> • two Saturday detentions • parent conference 	<ul style="list-style-type: none"> • one to four days either in-school or out-of-school suspension • principal's hearing
Off limits (i.e. athletic fields, parking lots), any unsupervised area of campus	<ul style="list-style-type: none"> • Saturday detention • parent contact by office 	<ul style="list-style-type: none"> • two Saturday detentions • parent conference 	<ul style="list-style-type: none"> • one to four days either in-school or out-of-school suspension • principal's hearing
Misuse of pass	<ul style="list-style-type: none"> • central detention • loss of pass privileges • parent contact by office 	<ul style="list-style-type: none"> • Saturday detention • two weeks loss of pass privileges • parent conference 	<ul style="list-style-type: none"> • two Saturday detentions • indefinite loss of pass privileges • principal's hearing
Misuse of electronic device (videotaping, photography or recording individuals without permission)	<ul style="list-style-type: none"> • two central detentions • parent contact by office • referred to SAC 	<ul style="list-style-type: none"> • Saturday detention • mandated meeting with SAC • parent conference 	<ul style="list-style-type: none"> • two Saturday detentions • principal's hearing • activity monitored by administration
Gambling	<ul style="list-style-type: none"> • two central detentions • parent contact by office 	<ul style="list-style-type: none"> • Saturday detention • parent conference 	<ul style="list-style-type: none"> • one to four days in-school suspension • parent conference • referral to gambler's clinic (optional)
Pranks or prankish behavior (In any form, for any reason and at any time)	<ul style="list-style-type: none"> • At the discretion of the administration, one or more of the actions listed below under the first note (*) may be taken. 		
Academic Integrity	See Appendix B , pp. 28-32.		
Arson Possession of weapons Assault Sexual contact Sexual assault Robbery/ Extortion Terroristic threats False public alarm (false police or fire report, bomb threats, etc.) Possession/use of smoke/stink Possession of imitation firearm or facsimile weapon Inappropriate texting, emailing, use of social media, sexting, etc.**	<ul style="list-style-type: none"> • Police action • Out-of-school suspension • Superintendent's hearing • Possible removal or exclusion from participation in school district-sponsored programs • Possible ban from providing services to the school • Possible ban from school grounds • Possible initiation of expulsion proceedings • Removal or exclusion from participation in student activities for three consecutive school months from date of infraction* • Additional disciplinary action for co-curricular participation will apply <p>NOTE: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state and federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.</p>		

Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+				
Distribution of alcohol and/or controlled substances or paraphernalia ◇ (Examples of paraphernalia include but are not limited to: pipes, rolling papers, e-cigarettes, etc.) (Also see Alcohol and Drugs: Zero Tolerance Defined, page 18 and Appendix A , pp. 27)	<ul style="list-style-type: none">• Police action• Medical examination, including blood and/or urine testing• Four days out-of-school suspension.• Referral to SAC• Superintendent’s hearing• Possible expulsion.• Additional disciplinary action for co-curricular participation will apply• Restorative Practices	<ul style="list-style-type: none">• In addition to the penalties for the first disciplinary action, expulsion proceedings will be initiated.• Additional disciplinary action for co-curricular participation will apply.					
Possession/use of controlled substances or paraphernalia Possession/use of alcohol ◇ (Examples of paraphernalia include but are not limited to: pipes, rolling papers, e-cigarettes, etc.) (Also see Alcohol and Drugs: Zero Tolerance Defined, page 18 and Appendix A , pp. 27)	<ul style="list-style-type: none">• Police action• Medical examination, including blood and/or urine testing• Four days out-of-school suspension.• Referral to SAC• Parent conference• Additional disciplinary action for co-curricular participation will apply• Restorative Practices	<ul style="list-style-type: none">• Police action• Medical examination, including blood and/or urine testing• Ten days out-of-school suspension• Principal’s hearing• Additional disciplinary action for co-curricular participation will apply	<ul style="list-style-type: none">• Police action• Medical examination, including blood and/or urine testing• Out-of-school suspension• Superintendent’s hearing• Additional disciplinary action for co-curricular participation will apply				
Harassment/Intimidation/ Bullying/ Hazing ◇ (See Appendix L & M , pp. 27) Includes Hate Crimes and / or Bias- related acts	<p>In considering whether a response beyond the individual is appropriate the administration shall consider the nature and circumstances of the act, the degree of harm, nature and severity, of behavior, past incidences or patterns of behavior, and context in which the alleged incidents occurred. Possible remedial actions and consequences include, but are not limited to the following:</p> <table><tr><th><u>REMEDIAL ACTIONS</u></th><th><u>CONSEQUENCES</u></th></tr><tr><td><ul style="list-style-type: none">• Restitution• Peer group support• Supportive student interventions (corrective instructions, behavioral assessment, student counseling, etc.)• Behavioral Management Plan• Parent conferences• Student treatment/therapy• Referral to Intervention Referral Services</td><td><ul style="list-style-type: none">• Temporary removal from classroom• Deprivation of privileges• Central detention• Saturday detention• In-School Suspension• Out-of-School Suspension• Ban from providing services, attending school district sponsored programs, and/or school grounds• Police action• Legal action• Expulsion</td></tr></table> <p>NOTE: Nothing in the Board of Education Policy and Regulation on harassment, intimidation, bullying, or hazing precludes the building principal or designee from taking immediate disciplinary action in order to maintain the health, safety, and welfare of staff and students.</p>			<u>REMEDIAL ACTIONS</u>	<u>CONSEQUENCES</u>	<ul style="list-style-type: none">• Restitution• Peer group support• Supportive student interventions (corrective instructions, behavioral assessment, student counseling, etc.)• Behavioral Management Plan• Parent conferences• Student treatment/therapy• Referral to Intervention Referral Services	<ul style="list-style-type: none">• Temporary removal from classroom• Deprivation of privileges• Central detention• Saturday detention• In-School Suspension• Out-of-School Suspension• Ban from providing services, attending school district sponsored programs, and/or school grounds• Police action• Legal action• Expulsion
<u>REMEDIAL ACTIONS</u>	<u>CONSEQUENCES</u>						
<ul style="list-style-type: none">• Restitution• Peer group support• Supportive student interventions (corrective instructions, behavioral assessment, student counseling, etc.)• Behavioral Management Plan• Parent conferences• Student treatment/therapy• Referral to Intervention Referral Services	<ul style="list-style-type: none">• Temporary removal from classroom• Deprivation of privileges• Central detention• Saturday detention• In-School Suspension• Out-of-School Suspension• Ban from providing services, attending school district sponsored programs, and/or school grounds• Police action• Legal action• Expulsion						

Harassment/Intimidation/ Bullying/Hazing ◇ (See Appendix L & M , pp. 27) False accusations Reprisal / Retaliation	Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy (see above).
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Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
Pranks or prankish behavior (In any form, for any reason and at any time) Vandalism Theft Possession of stolen property Trespassing Wrongful entry Hate Crimes and/or Bias related acts	<ul style="list-style-type: none"> Administrative Conference: depending upon the nature and seriousness of the offense, as determined by the Disciplinary Board's findings, penalties may include suspension, Superintendent's hearing, possible removal or exclusion from participation in school district-sponsored programs, possible ban from providing services to the school, possible ban from school grounds, possible expulsion proceedings* Restitution, if applicable Police action, if warranted Additional disciplinary action for co-curricular participation will apply 		

DISCIPLINARY ACTIONS FOR CO-CURRICULAR PARTICIPANTS			
GROUP I			
Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
Arson Possession of weapons Assault Sexual contact Sexual assault Robbery/ Extortion Terroristic threats False public alarm (false police or fire report, bomb threats, etc.) Possession/use of smoke/stink bombs, fireworks, incendiary devices Distribution of alcohol and/or controlled substances or paraphernalia (Examples of paraphernalia include but are not limited to: pipes, rolling papers, e-cigarettes, etc.) (Also see Alcohol and Drugs: Zero Tolerance Defined, page 18 and Appendix A , pp. 27)	<ul style="list-style-type: none"> Standard disciplinary action Loss of in-season leadership positions Loss of leadership position(s) current club(s) Barred from holding or seeking leadership positions for a minimum of 12 months from date of infraction # Removal or exclusion from participation in student activities for three consecutive school months from date of infraction * Prosecution Exclusion from Senior Awards Restorative Practices 	<ul style="list-style-type: none"> Standard disciplinary action Permanent suspension from all school activities * 	

DISCIPLINARY ACTIONS FOR CO-CURRICULAR PARTICIPANTS

GROUP I (cont'd)

Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
<p>Possession/use of controlled substances or paraphernalia Possession/use of alcohol</p> <p>(Examples of paraphernalia include but are not limited to: pipes, rolling papers, e-cigarettes, etc.)</p> <p>(Also see Alcohol and Drugs: Zero Tolerance Defined, page 18 and Appendix A, pp. 27.)</p>	<ul style="list-style-type: none"> • Standard disciplinary action (if school related activity) • Loss of any current leadership position • Barred from holding or seeking a leadership position for a minimum of three months from date of disciplinary action • Coaches/advisors, in consultation with the Dean of Student Activities, will impose additional disciplinary action. * Consequences will include suspension or dismissal from team/activity for two weeks (not to exceed 20% of season), and may result in loss of varsity letter or activity credit • Probation (12 months) • No Senior Awards • Restorative Practices 	<p>If a student's 2nd offense occurs during his/her initial 12-month probationary period, the following will apply:</p> <ul style="list-style-type: none"> • Standard disciplinary action • Permanent probation. • Loss of any current leadership positions • Barred from holding or seeking leadership positions for 12 months from date of infraction • Removal or exclusion from participation in team/activity for three consecutive school months from date of infraction. * (Not to exceed 33% of the athletic season/activity.) <p>If a student's 2nd offense occurs after his/her initial 12-month probationary period, the following will apply:</p> <ul style="list-style-type: none"> • Standard disciplinary action • Probation (12 months). • Loss of any current leadership positions • Barred from holding or seeking leadership positions for 12 months from date of infraction • Removal or exclusion from participation in student activities for two consecutive school months from the date of infraction. * (Not to exceed 25% of athletic season/activity) 	<ul style="list-style-type: none"> • Standard disciplinary action • Permanent suspension from all school activities*

DISCIPLINARY ACTIONS FOR CO-CURRICULAR PARTICIPANTS

GROUP II

Offense/Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action+
Sexual harassment (Also refer to Sexual Harassment, page 24.) Harassment / Intimidation / Bullying / Hazing (including False Accusations, Reprisal, or Retaliation) Pranks or prankish behavior (in any form, for any reason and at any time) Vandalism Theft Possession of stolen property Trespassing Wrongful entry Hate Crimes and/or Bias related acts	The Disciplinary Board will hear case-by-case infractions, and depending upon the nature and seriousness of the offense/violation, will determine appropriate penalties.		

- * Any action occurring off school grounds at any time that has the potential of affecting the safety, order, and discipline of the school may warrant administrative intervention and action. The penalties may be exceeded, if in the judgment of the administration, and the circumstances so warrant. Additional actions could include removal or exclusion from participation in student activities (e.g., school trips, class trips, assemblies, teams and clubs, leadership positions, proms, special events, the National Honor Society, award presentations, graduation year activities, commencement exercises, etc.), temporary or permanent loss of privileges, Saturday and central detention, suspension, and expulsion. Penalties may carry over into the following school year.
- + Beyond the third disciplinary action, the administration may exceed these penalties if, in its judgment, the circumstances so warrant. Additional actions could include those indicated in the above note (*). Further, once a student has accumulated five in-school suspensions during any year, all future suspensions during that year will be out-of-school suspensions.
- ⊗ Regarding the application of this policy, for every 30 days without a late to school, one late to school will be removed from the total accumulated by the student. However, the full number of lates to school will be recorded on the permanent record.
- ◇ Depending upon the nature and severity of the offense, the disciplinary action taken at any occurrence may exceed those indicated. Additional actions could include those stated in the first note (*) above.
- △ Regarding the application of this policy, for every 30 days without a tardy to homeroom, one tardy to homeroom will be removed from the total accumulated by the student. However, the full number of tardies to homeroom will be recorded.
- # Following the term of suspension, the student must submit a written request to the assistant principal to be reinstated or to be eligible for future leadership positions. The student must then meet with the Disciplinary Board, who will approve or deny reinstatement and/or future leadership eligibility.

LEADERSHIP AGREEMENT

Students who assume a leadership position for any athletic team and/or club will be required to sign the following Leadership Agreement:

As a student leader, I accept the increased responsibility entrusted to me. I fully understand that leaders are held to a higher standard and agree to represent my organization and school to the best of my ability. I have discussed expectations for this position with my advisor/coach and have reviewed the Student/Parent Handbook. I realize that if I do not meet these high expectations, I will lose my leadership position and jeopardize participation in my activity. Disciplinary actions for co-curricular participants are clear, and I understand that the consequences are different for leaders than for others.

MEMORANDUM OF AGREEMENT

New Jersey public schools and their local law enforcement agencies are bound by a Memorandum of Agreement, which states that law enforcement or prosecuting agencies are permitted to disclose information concerning charged or suspected acts of delinquency. Accordingly, the law enforcement agency may provide the building principal with specific information concerning the offense or investigation, as appropriate that may be useful in maintaining the safety, order, and discipline in school or in planning programs relevant to the student's educational and social development. This information may then be shared by the principal with appropriate school staff provided, however, where the information relates only to the investigation, and where no formal charges have been filed against the student, the law prohibits this pre-charge information from being maintained by school officials.

GENERAL INFORMATION

AIDS Education. The AIDS education program addresses the nature, prevention, transmission, and effects of the disease. In order to have a student excused from that part of the curriculum, parents/guardians should provide the principal with a signed statement indicating that the designated part of the instruction is in conflict with their conscience or moral or religious beliefs. Independent study will be assigned during the time a pupil is excused from the program.

Alcohol and Drugs: Zero Tolerance Defined. The district and the state have established a zero tolerance level for alcohol and drugs. The New Jersey Commissioner of Education states, “Let there be no misunderstanding . . . in this regard: be it a sip, a slug, or a keg of alcohol consumed on the way to, during or following a school-sponsored event, such behavior . . . cannot and will not be sanctioned, excused or mitigated . . .” *R.F.V. Park Ridge Board of Education, 93 N.J.A.R. 2d EDU 79.*

Announcements. Daily announcements are visible on Canvas (our learning management system), displayed via student video and/or posted in classrooms and on bulletin boards and monitors throughout the building. The announcements contain important information about clubs, teams, and other activities and events.

Athletics and Student Activities. Copies of the *Student Activities Guide*, as well as athletic schedules and directions to all The Big North Conference schools, are available in the High School Office and on our school website www.northernhighlands.org. The same standards for behavior during the regular school day apply to all co-curricular and extracurricular activities, whether they are held on or off school property. A student must be present in school a minimum of four hours in order to participate in activities or school events such as dances and sports. In addition, only an *active* participant in an event will be excused early from school, if the activity requires such an accommodation. (Also see [Appendix H](#), page 40.)

Paging Devices. According to State Law 2C:33-19, possession of any remotely activated paging device by any student, regardless of age, is prohibited while in school or on school property *regardless* of whether school is in session.

Permission to bring or possess any paging device on school property shall only be granted if a student has established, to the satisfaction of school authorities, a reasonable basis for the possession of such a device. Students violating these guidelines will have such devices confiscated and returned only to a parent/guardian.

An exception can be made for any junior or senior with a valid driver’s license, who is an active member in good standing of a volunteer fire company, or first aid, ambulance, or rescue squad provided that a letter from the chief executive officer of the volunteer corps to the assistant principal authorizing the possession of a paging device while the student is at school is on file.

In addition, the student’s parent/guardian must submit a letter to the assistant principal granting permission for their child to leave school. A copy of the student’s certification, if applicable, must be attached to the letter.

Upon the student receiving a call from a dispatcher indicating need, the student will immediately notify a building administrator that they must respond to an emergency.

Board of Education Meetings. Meetings are usually held on the second and fourth Mondays of each month, at 7:30 P.M., in the school library.

Cafeteria Services. Breakfast and lunch are served daily. Although students may bring lunch to school, they may *not* have food delivered by commercial vendors.

Cellular Phones & Personal Electronic Devices. * The administration recognizes the importance of cellular phones from an emergency and safety standpoint.

However, please be reminded that parents should continue to call the school for any emergency situation and should not attempt to reach students by cell phone during the day. Students must abide by the following guidelines. Students must abide by the following guidelines:

1. Cell phone use is permitted before and after school, as well as during the school day in common areas of the building. They include: hallways, cafeteria, library, etc.
2. Cell phone use is not permitted in classrooms and/or during instructional time. Furthermore, students may not leave class in order to use their phone.
3. Personal phone calls using personal devices are not permitted at any point in time during the school day.

Any student found to be in violation of this policy is subject to the following consequences.

- **First Offense** = The cell phone will be confiscated and will be returned by the teacher to the student at the end of the school day.
- **Second Offense** = The cell phone will be confiscated and brought to the High School Office and be returned to the student at the end of the day.
- **Third Offense** = The cell phone will be confiscated and only returned to a parent/guardian. The parent/guardian can come to the High School Office to retrieve the phone between the hours of 7:00 A.M. – 8:00 A.M. OR 2:30 P.M. – 3:30 P.M. The student will be assigned a 4 hour Saturday detention.
- **Fourth Offense and beyond** = The cell phone will be confiscated, turned into the High School Office and *may not be returned*.

The administration reserves the right to look through any cell phone that has been confiscated. **STUDENTS WHO REMOVE BATTERIES FROM THEIR CONFISCATED PHONE ARE SUBJECT TO ADDITIONAL DISCIPLINARY CONSEQUENCES.**

<p>* Electronic Devices include, but are not limited to all cell phones, iPods, mp3 players, electronic games, cameras, Bluetooth earpieces, and computers.</p>

In addition to the policy above, no cell phones will be allowed (seen or heard) in the school's locker rooms or bathrooms. This is for the protection and privacy of all students. *Cell phones confiscated in these areas may not be returned.*

NOTE: Northern Highlands Regional High School is not responsible for the loss, theft, or damage of any electronic device.

VIDEOTAPING, TAKING PHOTOGRAPHS OR RECORDING ANY PERSON IN THE SCHOOL WITHOUT THE PERMISSION OF STAFF AND/OR ADMINISTRATION IS PROHIBITED.

COVID-19 Resources and Protocols. Click on the link for detailed information specific to our [Safe Return Plan](#)

School Security Drills. Security drills are an important part of the school's safety program and will be initiated throughout the year. The school is required to conduct one security drill per month. During these drills, students are to follow the directions of their teacher. Security drills include scenarios such as Active Shooter, Lockdowns, Bomb Threats, and Non-Fire Evacuations.

Confidential Hotline. Matters of concern may be directed to an administrator or reported on the hotline, (201) 327-8700, extension 333.

Curriculum. Please refer to the current issue of the *Curriculum Guide* for information concerning diploma requirements, course offerings, and other academic matters.

Cutting and Truancy. Cutting is the unauthorized absence from class. Truancy is the absence from school for inappropriate reasons. Class time missed will be an unexcused absence. Work missed may not be made up, this includes quizzes and/or tests. A student who is truant from school is considered to be cutting every class.

Emergency Contact Information. Student safety is our number one priority. Keeping school personnel well-informed is paramount in our effort to ensure the safety and well-being of our students. Therefore, it is required that every parent/guardian review the Emergency Contact Information Form that is sent home annually electronically. This will be done via email. It is the parent/guardian's responsibility to complete/update the form, sign the form, and return the form to school so that the most accurate information is in our student database (note: If changes need to be made prior to receiving the form, please contact the school counseling office.)

Please know that our automated emergency response system can be used to contact you at your home phone numbers, parent/guardians cell phone numbers, and parent/guardian email addresses. For this reason, it is essential that emergency contact information is returned with the most updated information. We pledge that notification via cell phones and email will be used only in extreme emergency situations.

Emergency School Closings and Delayed Openings. If it becomes necessary to cancel school due to the weather or other reasons, our Reverse 911 Phone System will be activated. You will be advised that the school is closed. However, at certain times it might be possible to open the school later than usual. When we have a **delayed opening**, students will be due in their homerooms at 9:45 A.M. Our buses will make their regular stops, but two hours later than normal. Sometimes a delayed opening will be indicated because additional time is needed to assess conditions. Consequently, a delayed opening could be changed to a cancellation of school for the day. If this is the case, another call will be activated to advise you of the change. If you have not received a second call by 8:30 A.M., you should assume that the school will open two hours later than usual. We also will place the latest information we have on the school phone and website. To check the phone message, call (201) 327-8700 and press 1 at the prompt.

Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). See [Appendix S](#), pages 70 and 71.

Family Life Education. Any pupil whose parent/guardian provides the principal with a signed statement indicating that any part of the instruction in health, family life education, or sex education is in conflict with their conscience or moral or religious beliefs, may be excused from that portion of the course where such instruction is given. Independent study will be assigned during the time the pupil is excused from the program.

Field Trips. Students going on school-sponsored trips must submit a parental consent slip before leaving on the trip. The teacher-in-charge of the trip will distribute consent slips to the students. Students are responsible for the work missed in all classes.

Students must advise their teachers of the trip.

Students with three absences in health and physical education or seven absences in a year course must have the permission of the Assistant Principal to participate in the trip. Students are required to travel to and from the activity with the advisor(s) and the other participating students. The pertinent regulations governing student conduct, which are contained in this handbook, must be followed by all participants. Students are expected to behave properly and to exercise caution and common sense. In addition, any special regulations/rules that are specific to the activity and/or the accommodations also must be adhered to by the participants. Please note that the Board of Education does not endorse, support, or assume liability in any way for any staff member who takes pupils on trips not approved by the Board. Lastly, please be advised that should an overnight trip be canceled or asked to leave from the program or facility the school is attending, the Board of Education will not issue personal refunds.

Fire Drills. Drills are an important phase of the school's safety program. At the sound of the fire signal, everyone is to leave the building in a quiet and orderly manner. Students are to stay with their groups and follow the directions of the teachers.

Food and Drink in the Classroom. Food and drinks in the classroom are not permitted.

Guidelines for Assessment. Teachers will post their expectations for student achievement and grading formula on their Web page / Canvas page. The calculation used to determine final grades will be clear to all students and reviewed during our Back-to-School Night program. Grades are determined using multiple forms of assessment including, but not limited to, test/paper/project or presentation, and one that is weighted higher in category than homework, quizzes and/or notebook checks.

All assignments will be graded as soon as possible but not longer than two to three weeks after collection. For assessments that are project based or writing intensive, three weeks shall be allowed for return. Some exceptions will be considered for more lengthy, research oriented assignments. No major assessment will be administered or due until the previous assessment is evaluated and all students will have an opportunity to review all graded work.

Guidelines for Teacher /Parent Communication Regarding General Classroom/Academic Matters. We encourage the lines of communication to remain open. Phone extensions for all teachers, counselors, supervisors and administrators can be found on our Website and in our Home and School Directory. The following points are organized for clarity and consistency for effective and efficient communication:

- It is expected that students and parents will direct questions and concerns to individual teachers.
- Department supervisors should be considered a resource to assist students and parents with any problems or concerns regarding communication.
- Teachers are no longer required to send home progress reports; however, teachers are expected to contact parents with any concerns regarding a student's academic performance. It is also expected that students and/or parents will contact teachers to discuss academic performance.
- If a student is in danger of failing at any point during a semester, teachers will notify the student's guidance counselor and will call home and speak to a parent. If a student is struggling and continues to perform poorly, regular and ongoing communication is expected among the teacher, parent and guidance counselor.
- Teachers will call home if a student drops two letter grades or falls into the "D" or "F" range.
- Parent phone calls and emails will be returned as soon as possible, but no longer than 48 hours may pass before contact is made (excluding weekends and teacher illness.)

Harassment, Intimidation, and Bullying Policy. See [Appendix M](#), pages 27.

Hazing. See [Appendix L](#), page 27.

Highly Qualified Teacher Status. Please be advised that according to the No Child Left Behind Act, parents have a right to question a teacher's highly qualified status. The law states a parent may request the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s)/content in which the teacher provides instruction
- Whether the teacher is teaching under emergency or provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree held by the teacher, and the field of the certification or degree

Questions should be directed to the Superintendent's office.

Honor Roll and High Honor Roll. The Honor Roll is published at the end of the year (based on the student's final average) and at the end of the first semester (based on the student's first semester grades). To be on the Honor Roll, a student must have all A's and B's. To be on the High Honor Roll, a student must have all A's, and no more than one B.

Illegal Acts Causing the Loss of Instructional Time. Individuals who commit the illegal acts of inciting a public panic, including but not limited to sounding false fire alarms or initiating bomb scares, interrupt the teaching and learning process. Moreover, the person or persons who commit these criminal acts endanger the safety of our students, our faculty and staff, the police and fire personnel responding to the false alarms, and the toddlers in our child development program. In order to preserve the integrity of our instructional program, when the evacuation or lockdown of the building is caused by an illegal act, such as described above, and it is possible to resume classes, then **the following school day will be extended to approximately 3:40 P.M.**, since this is the earliest time that our buses can make a later than usual pick-up at the school. Every student will be required to attend the extended day. All sports and co-curricular activities will begin after the extended day is concluded. If classes cannot be resumed, then students will be sent home and a make-up day will be scheduled for a reserved day, a vacation day, or a Saturday, if needed. We will activate the Reverse 911 System to advise you how the time will be made up.

Intervention & Referral Services. See [Appendix I](#), page 66.

Legal Custodian. See *Parents/Guardians* on the following page.

Library. Students have access to amazing databases full of millions of articles and hundreds of e-reference books on our Library Media Center's page. Students can use these any time of the day or night for homework, research assignments, or supplement study. To find the resources, go <https://northernhighlands.libguides.com/home> and follow the instructions there.

To log into the databases from home, use the following: **UserID:** nhrhs **Password:** highlanders

Note: Some of our databases require ONLY the password. For more information, please see the librarian.

Lockers. Students are assigned hall lockers (See [Appendix W](#) on pages 76-77) and lockers for use during their physical education classes. The hall lockers have integrated combination locks and students should be certain to secure their lockers after using them. Only the integrated lock provided may be used on hall lockers. Unauthorized locks will be removed and the contents stored until the end of the school year or until claimed, whichever comes first. **In addition, under New Jersey State law, school administrators have the right to inspect student lockers, provided that students have been notified in advance that this possibility exists.** This statement serves as notice of our legal option to inspect lockers. The physical education lockers are used by different students throughout the day to store books and clothing during the activity periods. These lockers do not have integrated combination locks. Students *must* use their own locks to secure their belongings at the beginning of their physical education classes and then remove the locks, along with their belongings, at the end of the classes.

Lost and Found. The Lost and Found Room is located off the auditorium, adjacent to the School Store.

Missed Work. Students are responsible for making up assignments missed due to a legitimate absence upon return to school. A student who is absent one day will be given one additional day to do makeup work for their classes. If a student is absent for two or more days, the number of days that they will be given to make up the work will be at the discretion of the teacher. Students who cut class or who are truant from school are *not* eligible to earn credit for make up work.

Parental Concerns. Parents should initiate contact with the individual staff member involved. If the concern is not resolved, parents should next contact the staff member's department supervisor. Subsequently, the matter may be referred to the principal. Finally, the matter may be appealed to the superintendent and then to the Board of Education.

Parents/Guardians. The Board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Parents/guardians are responsible for their child's punctuality, attendance, cleanliness, and propriety of dress. Parents/guardians are requested to keep the school apprised of changes in factors in the home situation that may affect pupil conduct or performance. The legal custodian of each pupil is responsible for informing the school of any change in the pupil's custodian. If one parent/guardian has been awarded custody of the pupil in a divorce settlement, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her.

Pledge of Allegiance. When the pledge is being recited in the morning, all other activity in classrooms, offices, *and* the halls and corridors shall cease until the pledge is over. Everyone also should stand and participate during the pledge and hats should be removed. However, in the event a student has a conscientious objection, they shall not be required to render such a salute or to stand during it (NJAC 18A:36-3).

Postings. Nothing may be posted without the prior approval of the principal. All postings must be on the bulletin boards provided throughout the building. Tape of any kind may **not** be used to secure *approved* items to any space in the building; tape is very difficult to remove and has the potential to damage school property.

Pupil Records. Parents/guardians have the right to review their child's permanent records and to seek expungement or correction of inaccurate information contained in the records. The school may charge a reasonable fee for reproduction of records. Assuming there is no outstanding account (see Textbooks and Equipment, page 25) the following material will be sent to colleges at your written request: an official transcript, a high school profile, a student activity sheet (optional), and a confidential counselor recommendation. Official documents must be mailed directly by our School Counseling Office to the office of the institution requesting them. Transcript request forms are available in the Counseling Office.

Rated R Movie Policy. Film plays an important role in the classroom. Events, conditions and social issues can be powerfully depicted through the film-maker's lens. Audiences can be sensitized to issues, informed, entertained and engaged by the real or fictional narratives they view. To that end we may supplement a course with full length films at various points throughout the year. The films we feel are appropriate for classroom use may contain mature themes and/or language. As a result of their content, there could be full length movies that have received a rating of "R" from the Motion Picture Association of America. Teachers will provide you with a list of these movies at Back to School Night. Please note, however, that our website will be updated with the title of any additional "R" rated film not initially listed at the beginning of the school year.

If you or your child objects to viewing an "R" rated film in class, please inform the teacher and they will arrange for an alternative assignment.

Schedule Changes. See [Appendix V](#), page 75

Security Cameras. Security cameras are used as a tool to maintain school safety and monitor student behavior. Images of students captured on security video that are maintained by the school officials are not considered education records under the Family Education Rights and Privacy Act (FERPA). Accordingly, security video can be shared with local law enforcement as appropriate.

Senior Privileges. See [Appendix R](#), page 69.

Sexual Harassment. Northern Highlands has a zero tolerance policy with regards to sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in, or benefit from the educational program; or conduct which creates a sexually hostile environment. Sexual harassment can occur regardless of one's gender identity, especially if directed at a student's sexual orientation. The range of unwanted behaviors includes, but is not limited to: verbal or written comments, subtle pressure for sexual activity, leering, pinching, patting, other forms of unwanted touching, attempted rape or rape. Also included are consensual relationships between individuals with unequal status (employee/student, employer/employee, supervisor/employee). Students are urged to report any complaint of sexual harassment to the Assistant Principal or the Affirmative Action Officer. Students may be assured of a compassionate response and the preservation of their dignity and privacy. Harassment of any kind will not be tolerated. Students who harass others will face disciplinary and legal action. (See [Appendix Q](#), page 27)

A Continuum of Unwanted Sexual and Gender-Directed Behavior Patterns (*courtesy of the Harper Consulting Group*):

Visual	Verbal	Written	Touching
Ogling Leering Staring Posters Cartoons Graphics Magazines Flyers Pin-ups Gestures Mooning Flashing	Requests for Dates Very Personal Questions Lewd Comments Dirty/Sexual Jokes Whistling Cat-Calling Obscene Calls Sexual Rumors	Love Letters or Poems Obscene Letters Cards Notes Graphics	Violation of Space Patting Rubbing Pinching Bra-Snapping Caressing Blocking Movement Kissing Groping Grabbing Hazing

Power	Threats	Force
Retaliation Using Position to Request Dates or Sexual Favors Gender-directed Favoritism or Disparate Treatment Hazing Rituals	Quid Pro Quo Demands Conditioning of Grades or References for Sexual Favors Retaliation for Refusal to Comply with Requests Loss of Job or School Position Loss of Promotion	Attempted or Actual Rape Attempted or Actual Assault Pantsing Stripping Extreme Forms of Hazing Stalking *** Sexual Abuse Physical Abuse

Student Attendance at Functions and Activities. Students attending functions and activities outside the regular school day, such as dances and sporting events, are not admitted after the first hour of the event has elapsed; nor are students required to remain through the conclusion of the activity. The District does not assume any obligation or responsibility to insure that students do not leave; however, once students leave a function, they are not permitted to return.

Student Concerns. Students may speak to any staff member, including our supervisors and administrators. General concerns also may be made known to the different student representatives, including the leadership of the Student Government, the Class Councils, and the student representative(s) to the Board of Education.

Study Hall Procedures. Students are required to report to their assigned study periods on time. After signing in, students may be permitted to use other facilities in the building, such as the library. Students must obtain a pass from the study hall teacher, go directly to the selected facility, then electronically check into that location with their student ID. A pass also is needed to use the lavatory.

Student Messages. Except in cases of emergencies, the school cannot accept messages for delivery to students, nor allow students to use the phones in the High School Office.

Telephones/Voicemail Extensions. For a complete list of all staff telephone extensions, please click on the following link: [Northern Highlands Telephone Extensions](#).

Terroristic Threats. Terroristic threats are defined as threats to commit any crime of violence with the purpose to terrorize another, or to cause evacuation of a building . . . or otherwise to cause serious public inconvenience; threats to kill another person with the purpose to place imminent fear of death causing the victim to believe the immediacy of the threat, and the likelihood that it will be carried out. Each reported threat will be investigated and if founded be reported to the police.

Textbooks and Equipment. Students are responsible for the proper care and maintenance of books, devices and other materials loaned to them by the school. Textbooks should be kept covered throughout the school year. Fines will be levied at the end of the school year if books, equipment, etc. have been damaged through misuse or carelessness. All school books, materials, equipment, etc. must be returned as required, or payment made for replacements of damaged items. All accounts must be cleared before a transcript, yearbook, report card, or diploma is issued.

Tutoring. Tutoring in all subjects is available through the National Honor Society. Arrangements may be made through the school counselor. In addition, students may make arrangements to see their subject teachers for help. The school does not pay for tutorial services.

Valedictorian and Salutatorian. The valedictorian for each graduating class is selected in June, based on a full seven semester grade point average (GPA). All final grades are used to determine the GPA. The student with the highest GPA is designated the valedictorian and the student with the second highest GPA the salutatorian. If a tie occurs for valedictorian (two or more students have the same grade point average up to and including the third decimal point), then these students are designated co-valedictorians and no salutatorian is selected that year.

Visitors. Visitors are limited to former students in our district, prospective students from out of district, and students visiting the United States. Before a visitor will be permitted to attend classes with a student:

1. A written request for the visit must be received by the assistant principal at least *one school day before* the planned visit. The request must include letters from the parent of the Highlands student and the parent of the visitor.
2. Each of our student's teachers must be notified for the visitor to attend their classes.
3. If the visit is approved, then on the day of the visit the host and the visitor must obtain a pass from the School Counseling Office.
4. Visitors are not admitted to classes unless they present a pass from the School Counseling Office.
5. Visitors are not allowed during the first or last week of classes.

Visitor Parking. Northern Highlands has ample parking to accommodate parents and visitors during athletic competitions and other after school events. Please do not park on adjacent streets, especially East Elbrook Avenue behind Northern Highlands. The Borough of Allendale has a no-parking ordinance on streets surrounding our school. The Allendale Police have informed us that vehicles parked on both sides of East Elbrook create a hazard and that you risk a summons.

Website. Our address is: www.northernhighlands.org

Working Papers. Working papers are obtained through the School Counseling Office.

Wellness Services. Please see our website for a full list of our Mental Health Support/Services.

Youth Helpline. The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

POLICIES

- [**DRUGS, ALCOHOL, AND TOBACCO POLICY - Policy No 5530 & Policy No 5533**](#) Appendix A
- [**TECHNOLOGY AND TELECOMMUNICATIONS ACCEPTABLE-USE - Policy No 2361**](#) Appendix E
- [**USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES - Policy No 5516**](#) Appendix F
- [**HAZING POLICY - Policy No 5512.01**](#) Appendix L
- [**HARASSMENT, INTIMIDATION, AND BULLYING - Policy No 5512**](#) Appendix M
- [**DATING VIOLENCE AT SCHOOL POLICY - Policy No 5519**](#) Appendix N
- [**LIFE-THREATENING ALLERGIES POLICY - Policy No 5331**](#) Appendix O
- [**PUPIL DISCIPLINE POLICY - Policy No 5600**](#) Appendix P
- [**SEXUAL HARASSMENT POLICY - Policy No 5751**](#) Appendix Q

ACADEMIC INTEGRITY

Northern Highlands Regional High School is committed to advancing the pursuit of intellectual excellence as well as maintaining the highest standards and expectations for academic integrity among all students. As we strive to establish a school climate that promotes ethical and responsible student behavior, it is our goal to mentor each student to develop an ethic of academic integrity. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

To this end, please adhere to the following guidelines:

1. You should not copy from another student's test, quiz, or paper. During a test or quiz, you must avoid even the appearance of cheating by putting away all notes and cell phones, keeping your eyes on your own paper, working in silence, and refraining from leaving your seat.
2. If collaboration has not been specified as permissible, the assignment must be your individual, honest effort. You may only work with others when the teacher has specifically given permission. It is the responsibility of teachers to clarify expectations about projects and group work with their classes.
3. Getting extra help or tutoring is allowed but should be brought to the attention of the teacher. It is important that your work is an accurate representation of your own ideas, effort, and ability. Our goal is to help each of you become independent and responsible learners.
4. You may not use unauthorized technology and/or published materials or other resources during an examination or in the completion of assignments.
5. You may not collaborate with anyone in an unauthorized way on examinations or on other assignments. Teachers will explain when collaboration is appropriate and part of the assignment. When collaboration is authorized, the work should clearly bear the names of all of the students who participated.
6. Offering, receiving, or intending to share or use specific or general information about the content of tests or quizzes is not permitted. Knowingly using, buying, selling, stealing, transporting, or soliciting the contents of a quiz, test, or exam is forbidden.
7. You may not substitute for another student or permit another student to substitute for you during an examination.
8. Altering your grade in any manner is forbidden.
9. Lying to teachers (including substitutes) is forbidden.
10. Any act that might interfere with your teacher's accurate evaluation of your work is wrong. Plagiarism (appropriating another's work and using it as your own without appropriate attribution and citation) and collusion (engaging in fraudulent collaboration with another person in preparing written work for credit) are expressly forbidden.

Academic Integrity, like all values, is primarily instilled at home; Northern Highlands is committed to reinforcing academic honesty. The health of the school community depends upon each student's commitment to this ethic.

Negative Consequences of Cheating

Cheating is wrong for several reasons. Cheating . . .

- distorts educational priorities: Cheating is based upon the idea that competing for a grade, and not mastering material or skills, is what really matters. Cheating gives the cheater an unfair advantage over those who are honest about their achievements.
- interferes with assessment and instruction: Cheating makes it harder for a teacher to identify students' real strengths and weaknesses and their real depth of knowledge and understanding. As a result, teachers are also less able to identify when and how to help their students master information and develop skills.
- destroys educational experience: Cheating helps a student avoid real challenges – real learning and growth – thus defeating the whole purpose of schooling.
- threatens an atmosphere of trust: Cheating undercuts the trust and openness which underlie thoughtful collaboration and sincere debate.

What is Plagiarism?

In its brochure “Academic Honesty Misconduct – Stop and Think,” Ohio University defines *plagiarism* as “the presentation of the ideas or writing of someone else as one’s own work.” It includes the following:

- Reproducing another person’s work, whether published or unpublished, including using materials from companies that sell research papers.
- Submitting as your own any academic exercise prepared totally or in part by another.
- Allowing another person to alter or revise your work substantially and submitting it as your own.
- Using another’s written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and add indication of its origin. Simply changing a word or two while leaving the organization and content substantially intact and failing to cite the source is plagiarism. Students should also take note that failure to acknowledge study aids such as *Cliff Notes* or common reference sources constitutes plagiarism.
- All sources, including the sources of ideas, must be acknowledged and cited in ways appropriate to one’s discipline. Electronic sources, such as those found in the Internet or on the World Wide Web, must also be cited.
- Failure to acknowledge sources is plagiarism, regardless of intention.

***If a student is unsure about a question of plagiarism or cheating,
he or she is obligated to consult his or her teacher on the matter
before submitting the material.***

Grateful acknowledgment is made for the preceding material adapted from:

Academic Honesty: Misconduct – Stop and Think:

Ohio University, Office of Dean of Students/Office of Legal Affairs/Dept. of English

Blind Brook High School

Montclair Kimberly Academy

University of Pennsylvania

Randolph High School

Glen Ridge High School

Procedures

Any faculty member who has reason to believe that a student violated our academic integrity policy on an assignment, an examination, a quiz, etc., shall immediately notify the department supervisor, who will advise the principal and review the matter with the teacher and the student. (Note: If the alleged act took place in a supervisor's class, then the supervisor will begin the review with the student and follow the procedures herein outlined.) Upon completion of the review, the supervisor will advise the principal of the findings. If the findings support the allegation that a violation of our policy occurred, then the supervisor will arrange for the required conference, as noted below. However, if the student admits to the violation and the parent waives their right to have a conference, then the supervisor can provide the parent with a digital version of our Academic Integrity Policy Acknowledgement Form (1st offense). The supervisor will advise the principal and guidance counselor of the results of the conference.

Consequences

The following steps shall be taken where a violation of this regulation is determined to have occurred:

1. First Offense
 - a. A zero for the assignment, examination, quiz, etc. will be recorded.
 - b. If an offense occurs involving a cumulative assessment, a zero will be recorded and will count for 5% of the final grade for the course.
 - c. A conference will be held by the supervisor, unless waived by the parent. In addition to the supervisor, the student, and parent(s)/guardian(s) must attend. Following the meeting, both student and parent will be asked to sign a statement that they fully understand consequences for additional violations.
 - d. The student could be denied membership in or be removed from the National Honor Society.
2. Second Offense *
 - a. Two zeroes for the assignment, examination, quiz, etc. will be recorded.
 - b. If an offense occurs involving a cumulative assessment a zero will be recorded and will count for 5% of the final grade for the course.
 - c. A conference will be held by the principal. Any or all of the following may be invited to participate at the conference: the student, the parent(s)/guardian(s), the teacher, the supervisor, and the counselor.
 - d. The student could be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including the National Honor Society, athletic teams and clubs.
3. Third Offense *
 - a. A semester failure will be recorded in the course where the third violation occurs. Each semester counts as 42.5% of a student's final grade for the course.
 - b. A conference will be held by the superintendent. Any or all of the following may be invited to participate at the conference: the student, the parent(s)/guardian(s), the teacher, the supervisor, the guidance counselor, and the principal.
 - c. Letter "d" from the second offense category also applies.
4. Any Offense Beyond the Third
 - a. Automatic failure in the course where the offense occurs.
 - b. The student will be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including the National Honor Society, athletic teams and clubs.

Any three violations in one school year will result in an automatic failure in the course where the third violation occurred.

Appeals Procedure

1. Appeal of the decision resulting from the first conference is made to the principal.
2. Appeal of the decision of the principal is made to the superintendent.
3. Appeal of the decision of the superintendent is made to the Board of Education via the Secretary of the Board.

*Note: For purposes of these subparagraphs, infractions are cumulative throughout a student's enrollment at Northern Highlands. For example, if a student has committed one offense in Class A and a second offense in Class B, during either the same or different years, two infractions will have occurred.

CUMULATIVE ASSESSMENTS REGULATIONS, PROCEDURES, AND SCHEDULES

Cumulative assessments will be in place at the end of Semester 1 and Semester 2 in the following core subjects:

- English
- Mathematics
- Science
- Social Studies
- World Languages

All other content areas will continue to assess students utilizing performance-based or project-based assessments that will be part of the teachers' usual unit assessment schedule.

Semester 1 cumulative assessments will be a traditional exam design and include material taught during the first semester (in order to not lose class time, Semester 1 cumulative assessments will be by course and embedded in the full-day schedule at the end of Semester 1 with no more than two assessments per day).

Semester 2 cumulative assessments will be traditional (administered on the last four days of the school year as indicated in the chart below) and include material taught during the second semester. In lieu of a traditional exam design, teachers may opt to give project-based/performance-based assessments beginning after June 1.

The percentage of the weight of the cumulative assessment will be 5% for each semester. Thus, each semester will be weighted at 45%. A student's final grade will be calculated using these weights applied to the grade earned for each of the two semesters, and the cumulative assessments.

Assuming that there will not be the need to extend the school year, Semester 2 cumulative assessments will take place from June 17 to June 20. Students who report late will not be permitted to sit for the exam and must report on the August make-up date below.

Semester 2 Cumulative Assessment Schedule

Time Schedule	Monday June 17	Tuesday June 18	Wednesday June 19	Thursday June 20
7:45 - 8:10	Study Time	Study Time	Study Time	Study Time
8:15 - 9:45	Exam Period 1	Exam Period 3	Exam Period 5	Exam Period 7
9:45 - 10:10	Break	Break	Break	Break
10:15 - 11:45	Exam Period 2	Exam Period 4	Exam Period 6	Exam Period 8

Note: Buses will depart at 12:00 P.M. There will be no late buses during cumulative assessments.

EXPECTATIONS: All students are expected to sit for their Cumulative assessments. *Students should not make any plans or commitments that would conflict with their availability to take the examinations as scheduled.*

Students who are unable to complete Semester 2 Cumulative assessments during the scheduled time will be assigned an *incomplete* for the course in which the examination is missed. The incomplete will be removed after the make-up examination is taken.

MAKE-UP ASSESSMENTS will be offered on one day only: Wednesday, August 7 at 9:00 a.m.

If the make-up examination is not taken, a failure will be recorded as an examination grade and used in computing the final grade for the course. Under extraordinary circumstances, and for compelling reasons, we will consider requests for alternative arrangements. Please make such requests, *in writing*, to the Principal, by May 3, 2024.

EXCEPTIONS: All students, other than the exceptions below, will be required to sit for all cumulative assessments.

- **Seniors WILL NOT be required to take Semester 2 cumulative assessments.** However, seniors will be required to take Semester 1 cumulative assessments.
- **Students enrolled in an Advanced Placement class.** Students who are enrolled in an AP course and sit for the AP exam in May will not be required to take a semester 2 cumulative assessment. However, AP students will be required to take a semester 1 cumulative assessment.
- **Students enrolled in a Dual Enrollment course.** Northern Highlands partners with several colleges and universities to provide dual enrollment classes to students who can earn college credits while simultaneously fulfilling high school requirements. The colleges/universities may have specific requirements with regard to the college/universities final exams as indicated below:
 - **Syracuse University (English)** There is no final exam. The final grade is based on the semester average.
 - **Syracuse University (all other courses)** The final exam is developed by Syracuse University and administered at Northern Highlands. All students, including seniors, must sit for this exam.
 - **Rutgers University (all courses)** Students must sit for the Rutgers final exam at the end of the semester (January and May). All students, including seniors, must sit for this exam.
 - **Fairleigh Dickinson University (Tomorrow's Teachers)** There is no final exam in this course.
 - **Fairleigh Dickinson University (Advertising & Branding)** There is no final exam for this course; however, prior to final exams, there is a performance-based assessment for this course. The final exam exemption policy does not apply.
 - **Bergen Community College (Computer Aided Drawing I)** There is no final exam for this course; however, prior to final exams, there is a performance-based assessment for this course. All students, including seniors, must sit for this exam.
 - **Bergen Community College (Honors US II)** Students must sit for a final exam during final exam week. All students, including seniors, must sit for this exam.

OTHER TESTS AND DATES

New Jersey State Seal of Biliteracy Testing: Multilingual students in grades 11 and 12 have the opportunity to earn the NJ State Seal of Biliteracy by receiving an advanced intermediate score on the Avant STAMP test in addition to demonstrating English language proficiency. Students are assessed across the four domains of reading, writing, listening and speaking, and must achieve an advanced intermediate score in each of these domains. Students who qualify will receive the biliteracy insignia on their transcript, and receive a certificate of recognition from the NJDOE at the conclusion of their senior year.

WIDA ACCESS Testing: The NJDOE requires that English Language Learners (ELLs) be identified and provided with an option to receive English language support. Regardless of whether students identified as ELLs choose to receive language support services, all students identified as ELLs must have their English language skills assessed once each year to inform future academic placement. New Jersey, as a member of the WIDA Consortium, uses the ACCESS for ELLs suite of assessments as a tool to measure English Language Learners (ELLs) proficiency in the English language. Students are assessed across four domains: Speaking, Listening, Reading, and Writing. Students identified as English Language Learners must sit for the computer-based WIDA ACCESS test each spring until they formally exit the program by earning a passing score.

New Jersey Graduation Proficiency Assessment (NJGPA): On September 8, 2021 the NJ State Board of Education adopted the NJGPA as a required graduation proficiency exam for the classes of 2024 and 2025. This computer-based assessment will be given to students in grade 11 in English Language Arts (ELA) and Math once each year. This year, the NJGPA will take place within the NJDOE testing window of March 11-15, 2024. Students who fail to take all or part of this required assessment will need to make it up over the summer after their junior year. Students **MUST** sit for this exam in order to access alternative pathways to fulfill New Jersey graduation requirements.

New Jersey Student Learning Assessment (NJSLA): All NJ public schools are required to administer this statewide assessment in order to fulfill federal requirements. The NJSLA is a high quality, 21st century testing program that is aligned to the Common Core State Standards in ELA, Mathematics and Science. The NJSLA, will be given to students in grades 9 for ELA and Math* and grade 11 for Science, in order to measure students' content knowledge and key skills, such as their ability to think critically, solve problems, and use information from what they read to write well-developed essays. The NJSLA will be computer-based and will be administered once throughout the school year. The NJDOE has established a testing window of April 29-May 24, 2024, when school districts must administer the NJSLA assessment. However, schools are permitted to create their own testing schedule within the testing window based on their technology capabilities and school calendars.

Advanced Placement Examinations: Students who have enrolled in an AP course and have registered to take one or more of the Advanced Placement examinations offered at Northern Highlands will take their exams on the national testing dates set by the College Board.

All standardized testing dates including but not limited to ACT, SAT, PSAT can be accessed on our [District Testing Website](#).

*Students in grades 10-12 taking Algebra 1 for the first time will also have to take the math section of the NJSLA.

CONSTITUTION OF THE STUDENT COUNCIL

Adopted, 1966 - Revised 1996, 1997, 2010 & 2018

ARTICLE I - NAME

The name of this organization shall be the STUDENT COUNCIL OF NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to unify the efforts of the Administration, faculty and the students of Northern Highlands Regional High School, in promoting the general welfare of our school to advance in the spirit of fellowship and loyalty among the student body.

ARTICLE III - MEMBERSHIP

Section 1 - The membership of this Student Council shall consist of an Executive Board composed of duly elected representatives, officers, appointed members and a faculty advisor, who will be designated by the Administration of the school.

Section 2 - Any qualified student of Northern Highlands Regional High School is eligible for election to the Student Council.

Section 3 - Each class will be responsible for appointing a class council for their grade. The class council will be responsible for electing a president and vice president for each grade.

Section 4 - The Executive Board shall consist of the five Student Council Officers, the four class presidents (or their delegates), and the student representative(s) from the Board of Education.

ARTICLE IV - ELECTION OF REPRESENTATIVES

Section 1 - The Executive Board shall serve as the Election Board.

Section 2 - Any student wishing to run for Student Council office shall submit his/her name to the Election Board.

Section 3 - The candidates receiving the highest number of votes shall be the respective officer.

Section 4 - Any candidate seeking office shall be required to have a minimum of a 2.5 Grade Point Average and to be in good standing in the school community.

Section 5 - Candidates will be required to be reviewed by an Administrative team including the school principal and his/her delegates.

Section 6 - Election procedures shall be controlled by each year's Election Board upon approval by the Administration.

Section 7 - The Presidential and Vice Presidential candidates shall run together on the same ticket.

Section 8 - Candidates who have 15 or more tardies or absences from Homeroom by April 1st of the current school year may be subject to disqualification.

ARTICLE V - OFFICERS

Section 1 - The officers of this Student Council shall be a president, vice president, treasurer, recording secretary, and corresponding secretary.

Section 2 - The office of the presidency shall be open to candidates who will be eligible seniors upon their return to school in September.

Section 3 - The offices of Vice President, Treasurer, and Corresponding Secretary shall be open to candidates who will be eligible seniors, juniors, or sophomores upon their return to school in September.

Section 4 - The office of the Recording Secretary is reserved for sophomore students.

Section 5 - The candidates for the offices of this Student Council shall be required to petition for a set number of student signatures, to be determined by each year's Election Board. This petition shall include two teacher recommendations which shall be submitted to the Election Board by the teachers.

Section 6 - Voting to select the winning candidate shall occur no later than May 31st. The winner shall be decided by a plurality vote.

Section 7 - Should an exact tie occur between candidates in a given office, a run off election shall be held a predetermined number of days later. The winner will be decided by the new plurality vote.

Section 8 - In the event the Vice President, Corresponding Secretary, Recording Secretary, or Treasurer resigns their officer position or if they are removed from their position the President of the Student Council will nominate a replacement that will be approved by the administration and the student council faculty advisor.

Section 9 - In the event the President resigns or is removed from office, the Vice President will become the president and will appoint a replacement for the Vice Presidency by way of the procedure set forth in Section 8.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - The President shall:

- a. Preside at all meetings of this Student Council.
- b. Act as chairman of the Executive Board.
- c. Appoint committees.
- d. With approval of a simple majority of the Executive Board, open any meeting to the student body to facilitate the business at hand.

Section 2 - The Vice President shall:

- a. In the absence of the President, preside with full power of the President at any meeting of the Council.
- b. In the absence of the President, act as chairperson of the Executive Board.
- c. Actively assist the President in any and all organizational activities of this Student Council.

Section 3 - The Treasurer shall:

- a. Keep an accurate account of all money of this Student Council.
- b. Be responsible for the complete recording of all deposits and disbursements made to the responsible office of the Administration.
- c. Render a complete financial report at each meeting of this Student Council.
- d. Be responsible for turning over to the faculty advisor all permanent records of the Student Council at the end of the school year.

Section 4 - The Recording Secretary shall:

- a. Be a sophomore.
- b. Keep a complete and accurate account of all business meetings and meetings of the Executive Board.
- c. Provide the President and the Faculty Advisor with a copy of the minutes within five days after the meeting
- d. Provide each representative of the Executive Board with a copy of the minutes to be distributed to the class councils.
- e. Be responsible for turning over to the Faculty Advisor all permanent records of the Student Council at the end of the school year.

Section 5 - The Corresponding Secretary shall:

- a. Conduct any and all correspondence necessary for the proper functioning of this Student Council and Executive Board.
- b. Keep an accurate file of all correspondence.
- c. Keep an accurate account of the roll call at each meeting.
- d. Be responsible for turning over to the faculty advisor all permanent records of the Student Council at the end of the school year.

Section 6 - Every representative shall:

- a. Report to his/her homeroom a summary of each Class Council meeting within two succeeding days of the meeting.
- b. Convey any reaction expressed by his/her homeroom to the Council.
- c. Be made aware of any financial transaction of relevant action taken by the class advisors.

ARTICLE VII - MEETINGS

Section 1 - Meetings of Northern Highlands Regional High School Student Council will be held as follows:

- a. Scheduled meetings to be determined by each newly convened Executive Board.
- b. Special meetings of the Council may be called by the President, with the approval of the advisor.
- c. Special meetings may be called at the request of 1/4 of the membership.
- d. All members must be notified at least 24 hours in advance if a special meeting is to be held.
- e. The source of all student concerns forwarded to the student council will remain confidential.

ARTICLE VIII - QUORUM

Section 1 - No business of the Council shall be conducted unless a quorum is present.

Section 2 - A quorum shall consist of 2/3 of the total membership.

Section 3 - A quorum of the Executive Board shall consist of 7 of the 11 members.

ARTICLE IX - REMOVAL FROM OFFICE

Section 1 - Any officers, representatives, or delegates to the Executive Board may be removed for the following reasons:

- a. Failure to attend two meetings.
- b. Failure to carry out the duties as an officer or representative.
- c. Conduct unbecoming a student of Northern Highlands Regional High School.

Section 2 - The Executive Board shall have authority to remove any member of the Council who may be found in violation. A 2/3 vote of the Board at a properly called meeting for this purpose will suffice.

Section 3 – All existing student council officers must maintain the qualifications for candidacy throughout their term in office otherwise they could be subject to removal from office.

ARTICLE X - LEGISLATION

- a. All legislation shall be voted on only after consideration and discussion by the membership.
- b. A simple majority vote will be required for the legislation to be put into effect.

ARTICLE XI - AMENDMENTS

Section 1- All legislation shall be voted on only after the consideration and discussion by the membership. A simple majority vote will be required for the legislation to be put into effect.

One vote shall be given to each representative.

Section 2 - The proposed amendment shall be read and distributed in writing to all voting members at scheduled meetings.

Section 3 - After reading the proposed amendment, a vote shall be taken by the Council.

Section 4

- a. Amendments may be proposed in writing by any member of this Council.
- b. Amendments may be proposed in writing by any member of the student body, provided that his/her proposed amendment is accompanied by the signatures of 25 bonafide members of the student body of Northern Highlands Regional High School.

ARTICLE XII - HIGHER LAW

The Board of Education of Northern Highlands Regional High School has authority over this Council; therefore, it has the prerogative to veto any and all legislation passed by the Council or to revoke any previously granted authority.

ARTICLE XIII – ROBERT’S RULES OF ORDER

This Council shall conduct its meetings according to Robert’s Rules of Order in all areas not expressly provided for in this Constitution.



NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL

Mike Koth – Assistant Principal | Athletics

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ATHLETIC INFORMATION PACKET

ATHLETIC INFORMATION, ATHLETIC REGISTRATION, PRE-PARTICIPATION PHYSICAL EVALUATION AND OTHER STATE REQUIREMENTS

Dear Student Athletes and Parents/Guardians of Student Athletes:

Enclosed please find information pertaining to the NHRHS athletic program and the various New Jersey State Interscholastic Athletic Association (NJSIAA) and the New Jersey Department of Education (NJDOE) acknowledgements/registrations required for student participation in athletics. The NJSIAA and the NJDOE require an Annual Pre-Participation Physical Evaluation (PPE) which includes History, Examination and Clearance Forms and a Health History Questionnaire Update (HHQ) . Before a student may participate in a sport (any form of athletic practice, tryouts etc.) a valid PPE, HHQ and all FamilyID online acknowledgements/registrations/user fee payment must be received for review and approved by the Athletic Office, **school nurse AND school doctor**.

In order to eliminate any delay, all forms and the registration process should be submitted on or before the deadlines listed below. We prefer to receive all documents and submissions at least 30 days prior to the start of a season. Please note that forms and online registration are NOT valid if completed, dated or submitted more than 90 days prior to the start of the season. Your family physician, who knows the student's medical history best, should complete the physical examination. Make sure your doctor is certified in all state requirements to complete a New Jersey athletic physical examination.

DEADLINES/TIMELINES:

FALL: Approximate Season Timeline: August 10-December 1

Registration/Submission of forms may begin on: May 20

Medical Forms/Acknowledgements are due by: July 20

WINTER: Approximate Season Timeline: November 20-March 10

Registration/Submission of forms may begin on: September 7

Medical Forms/Acknowledgements are due by: October 20

SPRING: Approximate Season Timeline: March 10-June 10

Registration/Submission of forms may begin on: December 20

Medical Forms/Acknowledgements are due by: February 10

CONTENTS and REQUIREMENTS:

Our Athletic Information Packet, which includes, but is not limited to NJSIAA Eligibility, Expectations, Hazing/HIB, Commitment Guidelines, Seasonal Time Frames, Schedules/Postponements, College Visits, Attendance, Equipment, Transportation, Insurance, Athletic Trainer, Awards and Varsity Jackets, Summer, Sportsmanship, Chain of Command, Tryouts, Fundraising, User Fees etc. can be accessed via our district's website.

Various NJDOE/NJSIAA Acknowledgements/Registrations: All acknowledgements/registrations must be signed off by a parent or guardian **AND** the student athlete. All agreements and policies listed within must be read and consented to prior to student athlete participation. Some forms/acknowledgements are printed paper/hard copies and some are FamilyID electronic registrations (see specifics below). Both are required to complete the process.

A. FORMS ARE REQUIRED TO BE SUBMITTED ELECTRONICALLY VIA GENESIS: These forms can be downloaded and printed from the FamilyID website or from the Northern Highlands website. Please use the links on the right side of the page to download, and complete these forms.

1. A Seasonal Health History Questionnaire Update (HHQ) - is required for each athletic season. These school year seasonal forms are required prior to the start of tryouts/practice for each season and should not be completed or dated and submitted more than 90 days prior to the start of the season. This form must be uploaded to Genesis at least three weeks prior to the start of the season. Health updates are reviewed and must be approved by the school nurse **AND** school doctor.

2. An Athletic Pre-Participation Physical Evaluation (PPE) which includes History, Physical Examination and Clearance Forms, is partially completed and signed by a parent/guardian (History Form) and reviewed by the examining physician. The Physical Examination and Clearance Forms are completed, signed and stamped by the examining physician. The school physician must review and approve all completed forms prior to any athletic participation. A completed physical evaluation will cover the athlete for one full year from the date it was administered. For maximum efficiency, we recommend that you schedule your child's physical evaluation during early June.

The PPE and HHQ forms are available on the Northern Highlands website and linked via FamilyID. Hard copies are also available in the Athletic, Nurse and High School Offices. **Please remember that at busy times it can take several weeks to get an appointment for a routine physical exam.**

B. FAMILYID ONLINE REGISTRATIONS/ACKNOWLEDGEMENTS: These online acknowledgements are required annually and must be submitted prior to any participation. These registrations/acknowledgements may not be submitted sooner than 90 days prior to the first season of participation. See timelines above.

1. NJSIAA Concussion
2. NJDOE Sudden Cardiac Death
3. NHRHS Media Release
4. NJSIAA Steroid/Banned Substance Random Testing
5. Eligibility Statement (eight semesters, credits, transfer etc.)
6. Medical Treatment
7. Consent/Warning/Acknowledgements
8. NHRHS Summer Permission
9. Sway Medical - concussion baseline screening
10. NJDOE Opioid Fact Sheet

INSTRUCTIONS FOR UPLOADING HHQ AND PPE FORMS INTO THE GENESIS PARENT PORTAL

REQUIREMENT FOR DOCTORS – EFFECTIVE 5/1/2015:

Pursuant to New Jersey state law N.J.S.A. 18A:40-41.7 (Scholastic Student Safety Act), completion of a Student-Athlete Cardiac Assessment Professional Development Module by the physician, advanced practice nurse or physician assistant who performs a student athlete's annual physical examination is REQUIRED. The New Jersey Department of Education announced that this module is now available to all health care practitioners in the state.

Once again, the school nurse AND doctor cannot medically clear a student for tryouts, practice or any other participation until all required forms, registrations and acknowledgements have been reviewed and approved. Student athletes/families who do not follow the guidelines could miss valuable practice time, but nothing is more important than the safety and well-being of our students. With your cooperation, clearance for athletic participation can be carried out with minimal inconvenience and maximum effectiveness.

Best wishes for a successful school year and sports season. Go Highlands!

Respectfully,

Mike Koth

Assistant Principal | Athletics

FAMILY ID – ONLINE REGISTRATION

Dear Students and Parents/Guardians:

We are excited to announce Northern Highlands continues to offer the convenience of online registration through partner company, FamilyID (www.familyid.com).

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs. It helps all involved to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile so you enter your information only once for multiple uses, multiple family members and multiple programs.

INFORMATION NEEDED TO REGISTER: It will be helpful to have the following types of information handy to allow for accurate completion of your online registration.

- *Examples: doctor information, health insurance information, emergency contact information, student ID and the date of the student's most recent physical exam*

A parent/guardian should register by clicking on this link:

<https://www.familyid.com/northern-highlands-regional-high-school> and following these steps:

1. CLICK the green “Programs” button (upper right corner of page), then click on the link for the program (applicable athletic season) for which you want to register. Scroll to the bottom of the page to either **Sign Up** if this is your first time using FamilyID, or **Log In** if you already have a FamilyID account.
2. Sign Up for your secure FamilyID account by entering your family name, email address and password. Make sure to agree to FamilyID Terms of Service. Click the green sign up button. You will receive an email with a link to activate your new account. (If you don’t see the email, check your spam or junk folders.)
3. Click on the link in your email activation, which will log you in to FamilyID.
4. If you do not return to the registration form, click “Find Programs” to retrieve the form. Once in the registration form, complete the information requested. When you have completed the form, click the “Save & Continue” button.
5. Review your registration summary and click the green “Add to Cart”. – pay the User fee.

You will receive an email receipt from registrations@familyid.com. You can also view your completed registration in your “Registration” tab. You can log into <https://www.familyid.com> at any time to update your information and to check your registration(s).

SUPPORT: You can always find your programs at www.familyid.com by clicking “Find Programs” in the top blue banner and searching for our organization name.

If you need assistance with your registration, you can **call FamilyID at 888-800-5583 ext. 1 or email support@familyid.com**. FamilyID also offers online chat during business hours and a support center at <https://familyid.desk.com>. Support is available 7 days per week and messages will be returned promptly.

Within FamilyID, you find information pertaining to the NHRHS athletic program and the various New Jersey State Interscholastic Athletic Association (NJSIAA) and the New Jersey Department of Education (NJDOE) acknowledgements/registrations required for student participation in athletics. The NJSIAA and the NJDOE require an annual pre-participation physical evaluation (PPE forms) and a Seasonal Health History Questionnaire Update (HHQ). Before a student may participate in a sport (**any form** of athletic practice, tryouts etc.) a valid PPE, HHQ, and all FamilyID online acknowledgements/registrations must be received for review and approved by the Athletic Office, school nurse **AND** school doctor.

ATHLETIC PHILOSOPHY / MISSION STATEMENT

It is the mission of the Northern Highlands athletic department to mentor and educate students through athletic participation by emphasizing confidence, strength of character, civility and collaborative commitment in the pursuit of excellence. We feel that a sound and wholesome athletic program will contribute to the physical, social and moral development of our students. We also feel that athletics complements the educational process and provides reinforcement to the values learned in the home and in the classroom.

Northern Highlands enjoys extremely high student participation rates and successful programs. We offer a comprehensive program including 32 sports at the Varsity, Junior Varsity and Freshman levels. We are a member of the New Jersey Interscholastic Athletic Association (NJSIAA) and the Big North Conference (BNC). Outstanding sportsmanship is the highest priority. We encourage families to be active supporters of our teams' efforts by being positive role models and encouraging all to compete to the best of their abilities. The success of our programs should be judged in more than victory or defeat, but rather in the caliber of student athlete, team spirit, sportsmanship, commitment, cooperative skills and effort.

The Northern Highlands athletic program is one that has been built on a foundation of hard work, self-discipline, self-sacrifice, sportsmanship, pride, loyalty, tradition and a true commitment to excellence. As we continue to move forward in the 21st century, it is our hope that the student athletes of Northern Highlands will continue to work towards preserving these standards and display these qualities both in and out of the competitive arena.

NJSIAA ELIGIBILITY REQUIREMENTS

AGE / GENERAL:

Anyone who is nineteen years old prior to September 1 is not eligible. Any 9th grader who is sixteen prior to September 1 is not eligible for Freshman team competition. Any student that participated in high school competition (in any state) as a seventh or eighth grader must inform their head coach **and** the Assistant Principal | Athletics prior to any athletic participation at Northern Highlands. A student is not permitted to participate in a scrimmage or game/contest until he/she has completed **six days** of practice in that sport.

ACADEMIC:

Student athletes must be formally enrolled in the school where they want to participate and should carry and pass a minimum of six courses on a yearly basis. Grades will be checked at mid-year and at the end of the school year. Anyone who fails to attain 15 credits at mid-year is ineligible for spring sports. Anyone who fails to attain 30 credits at the end of the school year is ineligible for fall and winter sports. However, a student who does not have the appropriate amount of credits at the end of the school year can acquire them in summer school and still be eligible for the fall/winter. We urge the parents of student athletes to check their child's schedules to make certain they are carrying at least six courses. If there are any questions, please contact your child's guidance counselor.

MEDICAL:

A physical evaluation (examination, history and clearance forms) is required for all athletes (**PPE form**). This evaluation form covers a student athlete for a period of 365 days from the date of the exam. It is strongly recommended that athletes schedule a physical examination during early June. In doing so, the student-athlete will be covered for the entire school year and including the summer. Prior to any athletic participation, all forms, FamilyID registrations and sign offs must be submitted to the athletic office and approved by the school doctor. Under no circumstances should an athlete participate without medical clearance from the nurse and/or school doctor. A health history questionnaire and permission form is also required for **each athletic season (HHQ)**.

TRANSFER STUDENTS:

(1) Purpose. NJSIAA's mission is to administer education-based interscholastic athletics, which support academic achievement, good citizenship, and fair and equitable opportunities. Transfers for athletic reasons undermine the stability of sports programs, elevate athletics over academics, lead to disparities in competitiveness, and erode the level playing field that the NJSIAA seeks to foster. Multiple transfers within a high school career disrupt a student's education. Transfers after a sports season has started not only disrupts the team, but also the competitive balance among schools.

This rule is designed to discourage transfers for athletic reasons, multiple transfers, and transfers after a sports season has begun, by imposing short but predictable periods of ineligibility for those transfers while providing one penalty-free transfer under certain conditions. Because the periods of ineligibility set forth in this rule are among the shortest in the nation, and the purpose of the rule is designed to deter inappropriate transfers, there shall be no waivers of this rule.

(2) Definitions.

Transfer: A "transfer" occurs when a student who has previously enrolled in a secondary school leaves that school and enrolls in a new one. The date of transfer shall be the earlier of the first day of class or the first day of sports participation at the new school.

Senior Transfer: A "Senior Transfer" is a student-athlete whose first transfer occurs during or after their third season of eligibility in a particular sport in which they participated in during the 12 months preceding the transfer.

Start of Practice Date: "The Start of Practice Date" is the first day of practice for each sport as set forth annually in the Program Regulations, Section 6.

Competition Start Date: The "Competition Start Date" is the first day of competition for each sport as set forth annually in the Program Regulations, Section 8. For football, the Week 1 Competition Start Date will be used.

HIB Transfer: Under the Anti-Bullying Bill of Rights Act, a state law that public schools are required to follow and non-public schools are encouraged to follow, harassment, intimidation and bullying (HIB) are matters that are investigated and addressed by the school. The NJSIAA does not hold hearings to determine whether a student was bullied. A "HIB transfer" will exist when a school, after investigating a HIB complaint, determines that the proper action to remediate the complaint is an alternative placement or a school transfer.

Maximum Number of Contests: The "Maximum Number of Contests" for each sport are as set forth in the Program Regulations, Section 15. For football, the Maximum Number of Contests is nine. For wrestling and other sports without a maximum number of contests listed in the Program Regulations, the period of ineligibility shall be the number of days specified in each section below.

(3) A student's first transfer. Students are entitled to one penalty-free transfer during the first six semesters after their initial high school enrollment, provided that the transfer occurs on or before the Start of Practice Date of the sports season in which the transfer occurs.

(4) Transfers occurring after the Start of Practice. Students who transfer after the Start of Practice Date will be subject to a 30-day period of ineligibility (or $\frac{1}{2}$ the Maximum Number of Contests in that sport, whichever is less).

(5) Transfers occurring after the Competition Start Date. In addition to the period of ineligibility set forth in Section 4 above, any student who transfers after the Competition Start Date will not be eligible for NJSIAA postseason competition in that sport.

(6) A student's second or subsequent transfer. Students who transfer a second or subsequent time will be subject to a 30-day period of ineligibility (or $\frac{1}{2}$ the Maximum Number of Contests, whichever is less) for all NJSIAA sanctioned sports in which the student participated during the 12 months preceding the transfer.

(7) Senior transfers. Senior transfers, as defined above, are subject to a 22-day period of ineligibility (or $\frac{1}{3}$ the Maximum Number of Contests, whichever is less) in each sport in which they participated during or after their third season of eligibility, during the 12 months preceding the transfer.

(8) General application.

a. This Transfer Rule applies to all athletes at all levels of participation (not just varsity athletes) and is applicable to all NJSIAA-sanctioned sports in which the student participated during the 12 months preceding the transfer. Transferring students may participate in a new sport without penalty.

b. The period of ineligibility will begin on the Competition Start Date of each sport. For students who transfer after the Competition Start Date, the period of ineligibility will begin on the date of enrollment.

c. When calculating the period of ineligibility using the Maximum Number of Contests, NJSIAA will round down to the nearest whole number if the number of contests is not divided evenly. For example, if the Maximum Number of Contests were 14, then the calculation for a Senior Transfer (14 divided by 3) would be 5.67 and rounded down to a 5 contest sit.

(9) Exceptions. Immediate eligibility, without penalty, will be granted for transfers resulting from DCP&P placement, court placement, HIB transfers, and military transfers.

SOURCE: NJSIAA Bylaws, Article V, Section 4.K., "Transfers"

There are possible exceptions so please contact the Assistant Principal | Athletics for clarification. To prevent possible recruitment or transfer for athletic advantage infractions, a Transfer Form must be executed by the two involved schools and filled with the NJSIAA. **All transfer students are subject to all the eligibility requirements listed above and must report to the Assistant Principal | Athletics to institute the Transfer Form process.**

*** Additional eligibility requirements are noted on the New Jersey State Interscholastic Athletic Association website (www.NJSIAA.org). All eligibility requirements are subject to change on short notice.

EXPECTATIONS OF STUDENT ATHLETES

Except for extraordinary or extenuating circumstances the Northern Highlands Coaching Staff has the following expectations for students who are candidates for an interscholastic sport. To help everyone better understand the time and effort required in order to compete interscholastically, the coaching staff has compiled this list of general expectations which they would like you and your child to be aware of before he/she makes a decision to participate in a sport.

Northern Highlands athletes are expected to:

- Maximize their academic performance by attending class every day, by being attentive in class, and by doing homework assignments conscientiously. Academic commitments must be the highest priority. If a student is having academic difficulty, then they are strongly encouraged to seek extra help.
- Conduct themselves in a manner that reflects positively on their family, their team, their school, and themselves. Students must not act in any way that may harm or insult (including hazing) teammates, fellow students or others. Our student athletes are always expected to set examples of good sportsmanship and citizenship.
- Abstain from using, possessing, selling and distributing alcohol, tobacco, and illegal drugs.
- Care for themselves by maintaining good habits of eating, sleeping, and exercising.
- Safeguard, care for and return or replace all equipment and facilities provided by the Board of Education. Students will provide their own lock and should always lock up their valuables.
- Take advantage of opportunities to improve their level of skill.
- Make a commitment to their sport by attending all contests and practices including those that occur on weekends, during vacations, and during post-season tournaments. Athletes will always be excused for observance of religious holidays without penalty and should notify their coaches of these circumstances well in advance.

Please be advised that coaches will handle athletes who do not live up to expectations on an individual basis. According to our disciplinary guidelines, students who violate any Group I or Group II infraction (see pages 15-17 in the Parent / Student Handbook) will be subject to disciplinary action by their respective coaches/advisors. **Consequences may include: the loss of leadership positions, loss of a varsity letter, probation, suspension or dismissal from the team/activity.**

COMMITMENT GUIDELINES

Each program/team has its own unique schedule; however, athletes should expect to practice and compete daily and on weekends. It should be understood that any athlete in grades 10-12 who will not be available during a school vacation period in a particular sport's season should not try out for the sport. Sophomore, Junior, and Senior athletes who do not participate in their sport during vacation periods will be dismissed from the team. Additionally, vacations are not permitted during an athletic season. All freshmen athletes are strongly encouraged to have their families make an attempt to change vacation plans made prior to a particular season. If this cannot be done, the freshman athlete will sit one game for each game and each practice missed during the vacation (maximum of 5), but will not be dismissed from the team.

Any athlete in grades 9-12 who misses either a practice or a game outside of the vacation period will be reviewed by the coach on an individual basis. Athletes will always be excused for observance of **religious holidays** without penalty and should notify their coaches of these circumstances well in advance.

SEASONAL TIMELINES

For the purpose of committing to a particular season, please observe the beginning and ending dates for each.

Season	Approximate Season Timeline	Registration/Submission of forms may begin on:	Medical Forms (PPE, HHQ) are due by:
Summer	June 20 – August 9	N/A done via seasonal FamilyID	Valid PPE needed
Fall	August 10 – December 1	May 20	July 20
Winter	November 20 – March 10	September 1	October 20
Spring	March 10 – June 10	December 20	February 10

INVOLVEMENT IN MULTIPLE ACTIVITIES

Northern Highlands encourages students to participate in multiple activities throughout the year, although there will be conflicts. Athletes are strongly encouraged to talk with their coaches regarding conflicts in scheduling or any other problems as soon as they are discovered. Past experience indicates that athletes should not have a job, play on another team or play another sport during the school season. The following guidelines will be used so that all coaches and athletes understand the philosophy of the administration, which will not permit any consequence for choosing one school activity over another school activity:

- If both activities are practicing or participating in actual school events at the same time, then the student may select the activity, which he/she chooses, without fear of disciplinary action.
- If there is a conflict between a school event and a school practice, the student will participate in the school event.
- A school event will always take precedence over a non-school activity, sport or event.

SCHEDULES, INCLEMENT WEATHER, POSTPONEMENTS AND DIRECTIONS

All athletic schedules and directions are available on the school website (www.northernhighlands.org) and postponement/cancellation information is updated throughout each school day. You can also register for email notifications of all game postponements and cancellations via the website (www.schedulestar.com). A decision will be made by the administration and in conjunction with the opposing school by 2:00 P.M. of that particular day. If school is closed due to “inclement weather”, all games and practices are also subject to postponement. Additionally, all scheduled activities are subject to change for various reasons – please consult your child daily about all practice and game schedules.

COLLEGE VISITATIONS

At some time during a student athlete's Junior and/or Senior year, it may be necessary for the student athlete to make college visits. Coaches, parents and student athletes should be pro-active and plan college visits early to avoid potential scheduling conflicts. Student athletes and parents should understand that inclement weather, state/county tournament playoffs, and make-up games might alter all previously scheduled events. During the school year, with the exception of football in the fall season, the third weekend in November and the last weekend in February are normally free from activity, unless a team is playing for a county, sectional or state championship. **Summer vacation is the best time to visit colleges.**

If a student is interested in playing a sport in college, then they should register with the NCAA Eligibility Center www.ncaa.org at the beginning of their junior year. At the end of their junior year a transcript should be sent to the Eligibility Center and additionally, students should have their SAT or ACT scores forwarded directly to the Eligibility Center whenever they take the exam.

STUDENT/ATHLETE ATTENDANCE AND PARTICIPATION

It is required that participants in extracurricular activities adhere to a minimum of four hours attendance in school in order to be eligible for participation in a particular activity that day. This means that students who arrive after 10:30 A.M. will not be permitted to participate that day. It should be noted, however, that **extenuating circumstances** could allow for administrative exemption from this rule. An advisor or coach may exclude a student from participating in an activity if the student fails to adhere to the requirements for participation.

There are times when an athlete's absence from school on a particular day/days is due to health reasons. Obviously, based on the type of illness, loss of strength, success of the practice replacement, etc. - the returning athlete's playing time may be curtailed, but only with the best interest of both the team and the athlete as a priority. Athletes who are medically excluded from participation in physical education on a given day may not participate in athletics that same day.

EQUIPMENT

Any and all athletic equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to lock all personal belongings in the locker room during practices and games. Athletes must provide their own locks and are reminded not to bring large amounts of money or valuables to school. Within one week of the conclusion of the season, all equipment and cleaned uniforms must be returned to the coaches. Any missing uniforms will be handled as a financial obligation and diplomas, report cards and/or schedules will not be given out until all uniforms/equipment are returned or a fee paid. If an athlete quits or is removed from a team during the season, the uniform and/or equipment that the school issued must be returned within one week of removal.

TRANSPORTATION

Bus transportation to and from most weekday contests is normally provided. Exceptions to this policy include specific sport activities (e.g. individual county or state tournament competition; swimming, golf and ice hockey practices). **Weekend and Holiday bus transportation is not usually provided. Parents are expected to drive to most weekend and holiday events.** Typically, athletes must ride the bus provided for all away contests unless prior authorization has been obtained by the Assistant Principal | Athletics or another member of the administration. **However, to help make things easier and more efficient for families, parents may provide an alternate transportation form to the coach prior to or at the event.**

An alternate transportation form can also be used for their child to be transported by another student's parent or for the child to transport themselves if they are a licensed driver.

STUDENT ATHLETE INSURANCE COVERAGE

Information regarding student athlete insurance coverage is on our school website.

THE ROLE OF THE ATHLETIC TRAINER

Northern Highlands is fortunate to have a full-time certified athletic trainer. The trainer has been given the authority to interpret and administer to any injury that occurs at our campus or events. Once the athlete has been treated initially, it becomes the choice of the family as to where the child will receive rehabilitation. This can be done at Northern Highlands or with an outside therapist. Please note that under most circumstances the school requires a doctor's clearance prior to a student athlete resuming participation. Therefore, athletes and parents must report all injuries and updates immediately to the coach and to the trainer. Additional training room rules and procedures are posted in the trainer's room. The trainer's room opens at 11:30 A.M. Monday through Friday.

AWARDS AND VARSITY JACKETS

The head coach, in consultation with the Assistant Principal | Athletics, establishes the criteria for a varsity letter in each sport. There are slight variations in the criteria amongst sports; however, a student athlete must compete during and complete the entire season as a varsity squad member, return and/or reimburse the district for all lost or damaged equipment, and demonstrate good school citizenship and player conduct in order to receive a varsity letter.

Awards granted for participating in interscholastic athletics and playing on championship teams are restricted by the Board of Education and the NJSIAA. These types of awards (varsity letters, championships, etc) are to be symbolic in nature, i.e., letters, plaques, pins, trophies and other symbolic type awards. Teams have their own dinners/events to celebrate the conclusion of their season.

Student athletes are cautioned about accepting gifts, awards, material remuneration, or promise of such for the display of their athletic ability. Accepting such awards, even in ignorance of stated rules and regulations, would affect your eligibility in high school, your amateur standing, and possible eligibility for college competition. A student athlete should not accept an award given by anyone other than the Board of Education unless prior approval is obtained from the Board of Education and the NJSIAA. Student athletes may not accept cash or merchandise when competing in school or non-school events.

Varsity Jackets may be ordered through Josten's. During each athletic season, representatives from Josten's regularly hold information meetings and take orders during lunch periods. These meetings will be listed on the school website/daily announcements. For more information, scan the QR Code:



NAME IMAGE & LIKENESS (NIL)

The NJSIAA permits that student-athletes may profit off of the use of their name, image and likeness (NIL). Such permissible activities include commercial endorsements, promotional activities, social media presence, product or service advertisements, and non-fungible tokens (NFTs). No one employed by a member school, including coaches and administrators, may be involved with a student-athlete's use of their NIL. Student-athletes are prohibited from making any reference to a member school or the NJSIAA when engaging in any NIL activity. Student-athletes may not endorse or promote any third-party entities, goods or services during team activities. Student-athletes may not wear the apparel or display the logo, insignia, or identifying mark of an NIL partner during any team activities.

SOURCE: NJSIAA Bylaw Amendment - Amateurism Rule - Article V, Section 2

[NIL Frequently Asked Questions \(FAQ\)](#)

SUMMER ACTIVITIES

From approximately June 10 to the first day of the next school year all restrictions are rescinded for practice for all sports. Schools may issue any and all equipment for practice use during the summer recess and the local school district may determine to what extent the school, coaches and the students are to be involved in the “summer recess program” (as per NJSIAA regulations). During the summer recess period, an athlete may not be sponsored or supported by a school or school-related group (Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics or recreation programs. In an effort to maintain the same high standards of organization and supervision you have come to expect from Northern Highlands, we have established guidelines for participation in summer activities. Please be aware of the following:

- All summer practices at Northern Highlands, after the last day of school and during the months of June, July and August, will be organized through our athletic department. Practice should not occur off campus.
- Board of Education approved coaches and advisors will supervise all activities and practices on our campus.
- Participation in summer workouts/practices will require submission and review of a health history questionnaire (HHQ form).
- Coaches and advisors should not use their personal vehicles to transport students.
- Practice or use of our facilities without approval, will not be permitted.
- “Captains’ Practices” during the summer months should not occur. Organized team practice should occur only under the supervision of our coaches and on school grounds.
- A schedule of summer meetings and practices will be forwarded by the head coach (if applicable).
- According to NJSIAA regulations, no individual or team may compete under the name Northern Highlands, NH, Highlands or Highlanders.
- Coaches are acting independently and not serving as agents of Northern Highlands while partaking in summer camps and/or recreational leagues.
- The campus of Northern Highlands may not be used as a point of organization for either pick-up or drop-off of student athletes for attending summer camps or recreational competitions.
- Participation in summer camp, or in other summer activities, will not determine whether a player earns a roster spot or starting position on a team.

If you have any questions, or believe that our guidelines for approval or supervision are not being followed, please contact the school as soon as possible. These procedures are not in place to increase the amount of practice time, only to ensure proper supervision and safety.

For your information and planning:

- A physical is only valid for one calendar year.
- To have a physical exam count for the summer and for all three athletic seasons during the school year, schedule your physical examination during early June.

SPORTSMANSHIP / ATHLETIC CODE OF CONDUCT

Northern Highlands takes great pride in demonstrating leadership and sportsmanship on and off the playing fields. Establishing an appropriate and positive learning environment is a top priority for our athletic department. The New Jersey Interscholastic Athletic Association awards an annual "Sportsmanship Banner." Earning this significant recognition remains our number one athletic goal.

In response to poor spectator behavior at many high school and youth athletic events around the state, Governor McGreevy signed (Oct. 2002) an "Athletic Code of Conduct" into law (N.J.S.A. 5:17-2). **Northern Highlands has adopted this "Athletic Code of Conduct" policy, which states that any spectator who engages in unsportsmanlike behavior at a high school event may be ejected and banned from attending further sporting events.**

In an effort to encourage good sportsmanship and to avoid the consequences of the legislation described above, we ask you to discuss the importance of proper behavior at sporting events with your children. Please continue to model appropriate behavior so that you can enjoy attending our sporting events. While winning is an important goal for all of our competitive programs, how we play and conduct ourselves at our various school events is equally if not more important.

BIG NORTH CONFERENCE (BNC) CODE OF CONDUCT FOR ATHLETIC EVENTS

- Enthusiastically encourage your team.
- Treat all others with respect and courtesy. Safety and comfort should never be compromised.
- Refrain from negative or irritating remarks, booing and taunting.
- Accept all decisions made by officials.
- Remain in the stands while play is in progress.
- Do not approach game officials or coaches before, during or after the event.
- Do not throw objects on the playing surface.
- Follow state regulations that prohibit noisemakers, signs and banners.
- Applaud outstanding play by either team.
- Be a positive role model.

Remember that it is a privilege to attend and participate in high school athletic contests. Negative behavior will not be tolerated and may lead to ejection from the event and loss of privilege to attend and participate in future athletic contests.

SPECTATORS

Spectators have an important role in the success of an athletic program. If the program is going to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions. It is important that spectators remember this important rule:

**The Players Play the Game
The Coaches Coach the Game
The Officials Officiate the Game
And – the Fans Enjoy the Game**

PLEASE CONCENTRATE ON YOUR AREA OF THE GAME!!

CHAIN OF COMMAND

Parents who have a concern or complaint should first contact the Head Coach of the sport. The Assistant Principal | Athletics may be contacted on 201-327-8700 ext 567/518/505 if additional assistance is needed.

PARENT-COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student-athletes. As parents, when your children become involved in our athletic program, you have a right to understand the expectations placed on your son/daughter. This begins with clear communication from the coach of your child's sports program.

Communication that you can expect from our Coaches:

- Philosophy of the coach
- Expectations for your son/daughter and all players on the team
- Location and times of all practices and contests
- Team requirements, fees, special equipment, off-season conditioning, and fundraisers
- Procedures should your son/daughter be injured during participation
- Team rules, guidelines and consequences for infractions

Communication Coaches expect from our Athletes:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concern with regard to a coach's philosophy and/or expectations

As your son/daughter becomes involved in the athletic program at Northern Highlands he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there may be times when things do not go the way you or your son/daughter anticipated. At these times, discussion with the coach is encouraged.

Appropriate matters for Parents to discuss with Coaches:

- The treatment of your son/daughter
- Ways to help your son/daughter improve his/her skills and performance
- Concerns about your son's /daughter's behavior/game conduct
- Academic support and college opportunities

Remember, our coaches are professionals. They make decisions based on what they believe to be best for all student athletes and for the total program. As you have seen from the list above, certain matters can be and should be discussed with your son's/daughter's coach.

Issues not appropriate to discuss with Coaches:

Other issues, such as those listed below, must be left to the discretion of the coach.

- Amount of playing time
- Team strategy
- Play calling
- Other student-athletes

There are situations that may require a conference between the coach and parent. It is important that all parties involved have a clear understanding of the other's position. If the need arises for this type of conference the following procedure should be followed:

- Make an appointment with the coach by calling the coach or by leaving a written message in the High School or Athletic office for those coaches who teach at the high school.
- If the coach cannot be reached directly, notify the athletic office, 201-327-8700 x 567/518/505 and they will arrange for the coach to return your contact.
- Please do not confront a coach before, during or after a contest or practice. These can be very emotional times for all involved. Meetings of this nature usually do not promote positive resolutions. Please wait **at least 24 hours**.

What steps can a Parent take if the meeting with the Coach did not provide a satisfactory resolution?

- Contact with the Assistant Principal | Athletics to discuss the situation.
- The coach can be present at this meeting to share their input.
- The Student Athlete must be required to attend any meeting.
- Further appropriate steps can be determined at a meeting.

ATHLETE DISQUALIFICATION

An athlete who displays unsportsmanlike or flagrant misconduct (physical or verbal) will be disqualified from at least the next two scheduled games/meets, with the exception of football, which will carry at least a one-game suspension. The NJSIAA, the league/conference or school district may assess additional penalties. Disqualification is a judgment call by the official; the decision is final and may not be appealed. A disqualified player may not be present at any contest in that sport during the period of suspension. This means that a disqualified player must not be present in the locker room, on the bus, on the sidelines or in the stands/bleachers - before, during or after the game(s).

Any player disqualified a second time during a 365-day period from the first suspension will have the penalty doubled. Any player disqualified a second time during the same season will be ineligible for state tournament competition. On the third offense, the player will be suspended indefinitely, and must apply in writing to the NJSIAA through the office of their Principal for reinstatement.

TRYOUT PHILOSOPHY/PROCEDURES

The Northern Highlands athletic department continues to strive towards maximizing the options available for all of our student athletes. It is the high school's desire to see as many students as possible involved in our athletic program. Unfortunately, due to various factors including, but not limited to, facility space, time constraints, and equipment costs; limitations must be placed on the size of our athletic teams.

The Northern Highlands athletic department and coaching staff are sensitive to the emotional needs of our student athletes during and after the athletic tryout period. Therefore, the following procedures have been put into place to help all of those involved better understand the team member selection process.

1. Choosing the members of the various athletic teams is the responsibility of the coaching staff.
2. Before tryouts begin, coaches will provide tryout information to all candidates for the team at a pre-season meeting. Such information shall include:
 - a. Length of tryout period - minimum of 3 days.
 - b. Objectives used to select the members of the team.

- c. Approximate number of team members that will be selected and general criteria used in team selection.
 - d. Practice and competition schedules. Coaches will explain the commitment necessary to join the team.
 - e. Clear notification that tryouts are based on performance during the selection period. Tryouts are not based on summer or recreational participation or camps/clinics that the athletes participated in prior to the tryout period.
3. Sub-varsity coaches will follow the criteria for selection that has been established for a particular sport. Varsity Head coaches will be involved in the selection of sub-varsity team members and vice versa.
 4. Members of the coaching staff will meet with each student athlete to discuss their performance during the tryout period.

FUNDRAISING

Fundraising activities are part of every high school. Each year our clubs, teams and parent organizations conduct many fundraisers. We have taken specific steps to coordinate fundraising so not to overwhelm students, families and the local businesses that have always been supportive of Northern Highlands.

All fundraising events must be pre-approved by the Assistant Principal | Athletics or Principal. Each athletic program may run a maximum of two fundraising events and these events should occur during the active “in-season” period (after all team/club selections have taken place). Participation in fundraising activities is voluntary. Specifics about the purpose for the fundraiser must be outlined for all parties (parents, students and school administrators). All fundraising monies (checks not cash) will be deposited into Northern Highlands’ accounts - checks must be made payable to “Northern Highlands”. Athletic teams are strongly encouraged to participate in “service” oriented programs (soup kitchens, children’s hospitals, food drives, school service, etc.) While charity events are worthy causes, we ask that teams not partake in a specific charity. Northern Highlands will continue to have school-wide drives to benefit specific charities and we will encourage all students to participate. The *Northern Highlands Sports Association* coordinates various annual fundraising events including “Pasta Mania”, May golf outing, Membership drive, FALL BEEFSTEAK, etc. to benefit all athletic programs.

NJSIAA STEROID TESTING POLICY CONSENT TO RANDOM TESTING

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games.

Beginning in the Fall, 2006 sports season, any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances listed on NJSIAA.org website, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA’s sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents and his or her school. No student may participate in NJSIAA competition unless the student and the student’s parent/guardian consent to random testing.

NJSIAA CONCUSSION POLICY

In order to help protect the student athletes of New Jersey, the NJSIAA has mandated that all athletes, parents/guardians and coaches follow the NJSIAA Concussion Policy:

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

HAZING

Northern Highlands requires the mutual respect of all students, staff and visitors. To this end, the Athletic Department requires your compliance against hazing or team initiations of any kind. Any coercive interactions among students, especially when such interactions make even one student uncomfortable, are considered hazing and will be subject to disciplinary action. In particular, initiations which require students to participate in any disagreeable or unpleasant activity are considered hazing. No hazing or initiation will be tolerated, either on or off campus and any infractions will be dealt with severely.

ATHLETIC USER FEE

For most sports, a fee of at least **\$50.00** will be collected from each athlete per season. Bowling, Golf, Fencing and Girls Lacrosse typically have a user fee of \$100.00-\$125.00, Boys Lacrosse \$135.00 and Swimming \$200.00-\$300.00. Ice Hockey's fee is determined by and paid to the Highlands Hockey Association. If this cost is a financial hardship to any family, please notify the Assistant Principal | Athletics in writing and an adjustment will be made (all such communications will be confidential). **Fees must be paid electronically via the FamilyID registration process.**



OPIOID USE AND MISUSE EDUCATIONAL FACT SHEET

Keeping Student-Athletes Safe

School athletics can serve an integral role in students' development. In addition to providing healthy forms of exercise, school athletics foster friendships and camaraderie, promote sportsmanship and fair play, and instill the value of competition.

Unfortunately, sports activities may also lead to injury and, in rare cases, result in pain that is severe or long-lasting enough to require a prescription opioid painkiller.¹ It is important to understand that overdoses from opioids are on the rise and are killing Americans of all ages and backgrounds. Families and communities across the country are coping with the health, emotional and economic effects of this epidemic.²

This educational fact sheet, created by the New Jersey Department of Education as required by state law (*N.J.S.A. 18A:40-41.10*), provides information concerning the use and misuse of opioid drugs in the event that a health care provider prescribes a student-athlete or cheerleader an opioid for a sports-related injury. Student-athletes and cheerleaders participating in an interscholastic sports program (and their parent or guardian, if the student is under age 18) must provide their school district written acknowledgment of their receipt of this fact sheet.

How Do Athletes Obtain Opioids?

In some cases, student-athletes are prescribed these medications. According to research, about a third of young people studied obtained pills from their own previous prescriptions (i.e., an unfinished prescription used outside of a physician's supervision), and 83 percent of adolescents had unsupervised access to their prescription medications.³ It is important for parents to understand the possible hazard of having unsecured prescription medications in their households. Parents should also understand the importance of proper storage and disposal of medications, even if they believe their child would not engage in non-medical use or diversion of prescription medications.

What Are Signs of Opioid Use?

According to the National Council on Alcoholism and Drug Dependence, 12 percent of male athletes and 8 percent of female athletes had used prescription opioids in the 12-month period studied.³ In the early stages of abuse, the athlete may exhibit unprovoked nausea and/or vomiting. However, as he or she develops a tolerance to the drug, those signs will diminish. Constipation is not uncommon, but may not be reported. One of the most significant indications of a possible opioid addiction is an athlete's decrease in academic or athletic performance, or a lack of interest in his or her sport. If these warning signs are noticed, best practices call for the student to be referred to the appropriate professional for screening,⁴ such as provided through an evidence-based practice to identify problematic use, abuse and dependence on illicit drugs (e.g., Screening, Brief Intervention, and Referral to Treatment (SBIRT)) offered through the [New Jersey Department of Health](#).

What Are Some Ways Opioid Use and Misuse Can Be Prevented?

According to the New Jersey State Interscholastic Athletic Association (NJSIAA) Sports Medical Advisory Committee chair, John P. Kripsak, D.O., "Studies indicate that about 80 percent of heroin users started out by abusing narcotic painkillers."

The Sports Medical Advisory Committee, which includes representatives of NJSIAA member schools as well as experts in the field of healthcare and medicine, recommends the following:

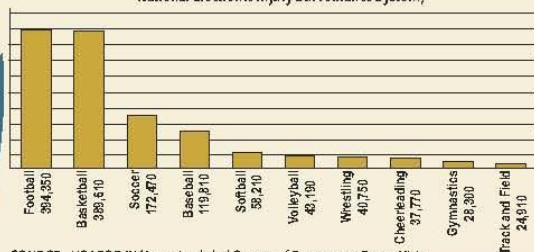
- The pain from most sports-related injuries can be managed with non-narcotic medications such as acetaminophen, non-steroidal anti-inflammatory medications like ibuprofen, naproxen or aspirin. Read the label carefully and always take the recommended dose, or follow your doctor's instructions. More is not necessarily better when taking an over-the-counter (OTC) pain medication, and it can lead to dangerous side effects.⁴
- Ice therapy can be utilized appropriately as an anesthetic.
- Always discuss with your physician exactly what is being prescribed for pain and request to avoid narcotics.
- In extreme cases, such as severe trauma or post-surgical pain, opioid pain medication should not be prescribed for more than five days at a time;
- Parents or guardians should always control the dispensing of pain medications and keep them in a safe, non-accessible location; and
- Unused medications should be disposed of immediately upon cessation of use. Ask your pharmacist about drop-off locations or home disposal kits like Deterra or Medsaway.

According to NJSIAA Sports Medical Advisory Committee chair, John P. Kripsak, D.O., "Studies indicate that about 80 percent of heroin users started out by abusing narcotic painkillers."



Number of Injuries Nationally in 2012 Among Athletes 19 and Under from 10 Popular Sports

(Based on data from U.S. Consumer Product Safety Commission's National Electronic Injury Surveillance System)



SOURCE: USATODAY (Janet Loehrke) Survey of Emergency Room Visits

Even With Proper Training and Prevention, Sports Injuries May Occur

There are two kinds of sports injuries. Acute injuries happen suddenly, such as a sprained ankle or strained back. Chronic injuries may happen after someone plays a sport or exercises over a long period of time, even when applying overuse-preventative techniques.⁵

Athletes should be encouraged to speak up about injuries, coaches should be supported in injury-prevention decisions, and parents and young athletes are encouraged to become better educated about sports safety.⁶

What Are Some Ways to Reduce the Risk of Injury?

Half of all sports medicine injuries in children and teens are from overuse. An overuse injury is damage to a bone, muscle, ligament, or tendon caused by repetitive stress without allowing time for the body to heal. Children and teens are at increased risk for overuse injuries because growing bones are less resilient to stress. Also, young athletes may not know that certain symptoms are signs of overuse.

The best way to deal with sports injuries is to keep them from happening in the first place. Here are some recommendations to consider:



PREPARE Obtain the preparticipation physical evaluation prior to participation on a school-sponsored interscholastic or intramural athletic team or squad.



CONDITIONING Maintain a good fitness level during the season and offseason. Also important are proper warm-up and cooldown exercises.



PLAY SMART Try a variety of sports and consider specializing in one sport before late adolescence to help avoid overuse injuries.



ADEQUATE HYDRATION Keep the body hydrated to help the heart more easily pump blood to muscles, which helps muscles work efficiently.



TRAINING Increase weekly training time, mileage or repetitions no more than 10 percent per week. For example, if running 10 miles one week, increase to 11 miles the following week. Athletes should also cross-train and perform sport-specific drills in different ways, such as running in a swimming pool instead of only running on the road.



REST UP Take at least one day off per week from organized activity to recover physically and mentally. Athletes should take a combined three months off per year from a specific sport (may be divided throughout the year in one-month increments). Athletes may remain physically active during rest periods through alternative low-stress activities such as stretching, yoga or walking.



PROPER EQUIPMENT Wear appropriate and properly fitted protective equipment such as pads (neck, shoulder, elbow, chest, knee, and shin), helmets, mouthpieces, face guards, protective cups, and eyewear. Do not assume that protective gear will prevent all injuries while performing more dangerous or risky activities.

Resources for Parents and Students on Preventing Substance Misuse and Abuse

The following list provides some examples of resources:

National Council on Alcoholism and Drug Dependence – NJ promotes addiction treatment and recovery.

New Jersey Department of Health, Division of Mental Health and Addiction Services is committed to providing consumers and families with a wellness and recovery-oriented model of care.

New Jersey Prevention Network includes a [parent's quiz](#) on the effects of opioids.

Operation Prevention Parent Toolkit is designed to help parents learn more about the opioid epidemic, recognize warning signs, and open lines of communication with their children and those in the community.

Parent to Parent NJ is a grassroots coalition for families and children struggling with alcohol and drug addiction.

Partnership for a Drug Free New Jersey is New Jersey's anti-drug alliance created to localize and strengthen drug-prevention media efforts to prevent unlawful drug use, especially among young people.

The Science of Addiction: The Stories of Teens shares common misconceptions about opioids through the voices of teens.

Youth IMPACTING NJ is made up of youth representatives from coalitions across the state of New Jersey who have been impacting their communities and peers by spreading the word about the dangers of underage drinking, marijuana use, and other substance misuse.

References¹ Massachusetts Technical Assistance Partnership for Prevention

² Centers for Disease Control and Prevention

³ New Jersey State Interscholastic Athletic

Association (NJSIAA) Sports Medical Advisory Committee (SMAC)

⁴ Athletic Management, David Csilian, athletic trainer, Ewing High School, NJSIAA SMAC

⁵ National Institute of Arthritis and Musculoskeletal and Skin Diseases

⁶ USATODAY

⁷ American Academy of Pediatrics

An online version of this fact sheet is available on the New Jersey Department of Education's [Alcohol, Tobacco, and Other Drug Use](#) webpage.
Updated Jan. 30, 2018.

Website Resources

- Sudden Death in Athletes
www.cardiachealth.org/sudden-death-in-athletes
- Hypertrophic Cardiomyopathy Association
www.4hcm.org
- American Heart Association www.heart.org

Collaborating Agencies:

American Academy of Pediatrics

New Jersey Chapter

3836 Quakerbridge Road, Suite 108
Hamilton, NJ 08619
(p) 609-842-0014
(f) 609-842-0015
www.aapnj.org



American Heart Association

1 Union Street, Suite 301
Robbinsville, NJ, 08691
(p) 609-208-0020
www.heart.org



New Jersey Department of Education

PO Box 500
Trenton, NJ 08625-0500
(p) 609-292-5935
www.state.nj.us/education/



New Jersey Department of Health

P.O. Box 360
Trenton, NJ 08625-0360
(p) 609-292-7837
www.state.nj.us/health

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SUDDEN CARDIAC DEATH IN YOUNG ATHLETES

The Basic Facts on Sudden Cardiac Death in Young Athletes



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

American Heart
Association



Learn and Live



SUDDEN CARDIAC DEATH IN YOUNG ATHLETES

Sudden death in young athletes between the ages of 10 and 19 is very rare. What, if anything, can be done to prevent this kind of tragedy?

What is sudden cardiac death in the young athlete?

Sudden cardiac death is the result of an unexpected failure of proper heart function, usually (about 60% of the time) during or immediately after exercise without trauma. Since the heart stops pumping adequately, the athlete quickly collapses, loses consciousness, and ultimately dies unless normal heart rhythm is restored using an automated external defibrillator (AED).

How common is sudden death in young athletes?

Sudden cardiac death in young athletes is very rare. About 100 such deaths are reported in the United States per year. The chance of sudden death occurring to any individual high school athlete is about one in 200,000 per year.

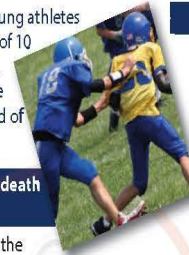
Sudden cardiac death is more common: in males than in females; in football and basketball than in other sports; and in African-Americans than in other races and ethnic groups.

What are the most common causes?

Research suggests that the main cause is a loss of proper heart rhythm, causing the heart to quiver instead of pumping blood to the brain and body. This is called ventricular fibrillation (ven-TRICK-you-lar fib-roo-LAY-shun). The problem is usually caused by one of several cardiovascular abnormalities and electrical diseases of the heart that go unnoticed in healthy-appearing athletes.

The most common cause of sudden death in an athlete is hypertrophic cardiomyopathy (hi-per-TRO-fic CAR-dee-oh-my-OP-a-thee) also called HCM. HCM is a disease of the heart, with abnormal thickening of the heart muscle, which can cause serious heart rhythm problems and blockages to blood flow. This genetic disease runs in families and usually develops gradually over many years.

The second most likely cause is congenital (con-JEN-it-al) (i.e., present from birth) abnormalities of the coronary arteries. This means that these blood vessels are connected to the main blood vessel of the heart in an abnormal way. This differs from blockages that may occur when people get older (commonly called "coronary artery disease," which may lead to a heart attack).



SUDDEN CARDIAC DEATH IN YOUNG ATHLETES

Other diseases of the heart that can lead to sudden death in young people include:

- Myocarditis (my-oh-car-DIE-tis), an acute inflammation of the heart muscle (usually due to a virus).
- Dilated cardiomyopathy, an enlargement of the heart for unknown reasons.
- Long QT syndrome and other electrical abnormalities of the heart which cause abnormal fast heart rhythms that can also run in families.
- Marfan syndrome, an inherited disorder that affects heart valves, walls of major arteries, eyes and the skeleton. It is generally seen in unusually tall athletes, especially if being tall is not common in other family members.

Are there warning signs to watch for?

In more than a third of these sudden cardiac deaths, there were warning signs that were not reported or taken seriously. Warning signs are:

- Fainting, a seizure or convulsions during physical activity;
- Fainting or a seizure from emotional excitement, emotional distress or being startled;
- Dizziness or lightheadedness, especially during exertion;
- Chest pains, at rest or during exertion;

- Palpitations - awareness of the heart beating unusually (skipping, irregular or extra beats) during athletics or during cool down periods after athletic participation;
- Fatigue or tiring more quickly than peers; or
- Being unable to keep up with friends due to shortness of breath.

What are the current recommendations for screening young athletes?

New Jersey requires all school athletes to be examined by their primary care physician ("medical home") or school physician at least once per year. The New Jersey Department of Education requires use of the specific Annual Athletic Pre-Participation Physical Examination Form.

This process begins with the parents and student-athletes answering questions about symptoms during exercise (such as chest pain, dizziness, fainting, palpitations or shortness of breath); and questions about family health history.

The primary healthcare provider needs to know if any family member died suddenly during physical activity or during a seizure. They also need to know if anyone in the family under the age of 50 had an unexplained sudden death such as drowning or car accidents. This information must be provided annually for each exam because it is so essential to identify those at risk for sudden cardiac death.

The required physical exam includes measurement of blood pressure and a careful listening examination of the heart, especially for murmurs and rhythm abnormalities. If there are no warning signs reported on the health history and no abnormalities discovered on exam, no further evaluation or testing is recommended.

When should a student athlete see a heart specialist?

If the primary healthcare provider or school physician has concerns, a referral to a child heart specialist, a pediatric cardiologist, is recommended. This specialist will perform a more thorough evaluation, including an electrocardiogram (ECG), which is a graph of the electrical activity of the heart. An echocardiogram, which is an ultrasound test to allow for direct visualization of the heart structure, will likely also be done. The specialist may also order a treadmill exercise test and a monitor to enable a longer recording of the heart rhythm. None of the testing is invasive or uncomfortable.

Can sudden cardiac death be prevented just through proper screening?

A proper evaluation should find most, but not all, conditions that would cause sudden death in the athlete. This is because some diseases are difficult to uncover and may only develop later in life. Others can develop following a normal screening evaluation, such as an infection of the heart muscle from a virus.

This is why screening evaluations and a review of the family health history need to be performed on a yearly basis by the athlete's primary healthcare provider. With proper screening and evaluation, most cases can be identified and prevented.

Why have an AED on site during sporting events?

The only effective treatment for ventricular fibrillation is immediate use of an automated external defibrillator (AED). An AED can restore the heart back into a normal rhythm. An AED is also life-saving for ventricular fibrillation caused by a blow to the chest over the heart (commotio cordis).

Effective September 1, 2014, the New Jersey Department of Education requires that all public and nonpublic schools grades K through 12 shall:

- Have an AED available at every sports event (three minutes total time to reach and return with the AED);
- Have adequate personnel who are trained in AED use present at practices and games;
- Have coaches and athletic trainers trained in basic life support techniques (CPR); and
- Call 911 immediately while someone is retrieving the AED.

SPORTS-RELATED EYE INJURIES:

AN EDUCATIONAL FACT SHEET FOR PARENTS



Participating in sports and recreational activities is an important part of a healthy, physically active lifestyle for children. Unfortunately, injuries can, and do, occur. Children are at particular risk for sustaining a sports-related eye injury and most of these injuries can be prevented. Every year, more than 30,000 children sustain serious sports-related eye injuries. Every 13 minutes, an emergency room in the United States treats a sports-related eye injury.¹ According to the National Eye Institute, the sports with the highest rate of eye injuries are: baseball/softball, ice hockey, racquet sports, and basketball, followed by fencing, lacrosse, paintball and boxing.

Thankfully, there are steps that parents can take to ensure their children's safety on the field, the court, or wherever they play or participate in sports and recreational activities.

Prevention of Sports-Related Eye Injuries

Approximately 90% of sports-related eye injuries can be prevented with simple precautions, such as using protective eyewear.² **Each sport has a certain type of recommended protective eyewear, as determined by the American Society for Testing and Materials (ASTM). Protective eyewear should sit comfortably on the face. Poorly fitted equipment may be uncomfortable, and may not offer the best eye protection. Protective eyewear for sports includes, among other things, safety goggles and eye guards, and it should be made of polycarbonate lenses, a strong, shatterproof plastic. Polycarbonate lenses are much stronger than regular lenses.**³

Health care providers (HCP), including family physicians, ophthalmologists, optometrists, and others, play a critical role in advising students, parents and guardians about the proper use of protective eyewear. To find out what kind of eye protection is recommended, and permitted for your child's sport, visit the National Eye Institute at <http://www.nei.nih.gov/sports/findingprotection.asp>. Prevent Blindness America also offers tips for choosing and buying protective eyewear at <http://www.preventblindness.org/tips-buying-sports-eye-protectors>, and <http://www.preventblindness.org/recommended-sports-eye-protectors>.

It is recommended that all children participating in school sports or recreational sports wear protective eyewear. Parents and coaches need to make sure young athletes protect their eyes, and properly gear up for the game. Protective eyewear should be part of any uniform to help reduce the occurrence of sports-related eye injuries. Since many youth teams do not require eye protection, parents may need to ensure that their children wear safety glasses or goggles whenever they play sports. Parents can set a good example by wearing protective eyewear when they play sports.

¹ National Eye Institute, National Eye Health Education Program, Sports-Related Eye Injuries: What You Need to Know and Tips for Prevention, www.nei.nih.gov/sports/pdf/sportsrelatedeyeinjuries.pdf, December 26, 2013.

² Rodriguez, Jorge O., D.O., and Lavina, Adrian M., M.D., Prevention and Treatment of Common Eye Injuries in Sports, <http://www.aafp.org/afp/2003/0401/p1481.html>, September 4, 2014; National Eye Health Education Program, Sports-Related Eye Injuries: What You Need to Know and Tips for Prevention, www.nei.nih.gov/sports/pdf/sportsrelatedeyeinjuries.pdf, December 26, 2013.

³ Bedinghaus, Troy, O.D., Sports Eye Injuries, http://vision.about.com/od/emergencyeyecare/a/Sports_Injuries.htm, December 27, 2013.

Most Common Types of Eye Injuries



The most common types of eye injuries that can result from sports injuries are blunt injuries, corneal abrasions and penetrating injuries.

♦ **Blunt injuries:** Blunt injuries occur when the eye is suddenly compressed by impact from an object. Blunt injuries, often caused by tennis balls, racquets, fists or elbows, sometimes cause a black eye or hyphema (bleeding in front of the eye). More serious blunt injuries often break bones near the eye, and may sometimes seriously damage important eye structures and/or lead to vision loss.

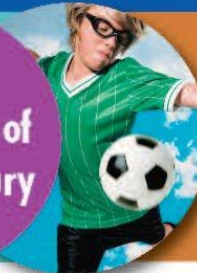
♦ **Corneal abrasions:** Corneal abrasions are painful scrapes on the outside of the eye, or the cornea. Most corneal abrasions eventually heal on their

own, but a doctor can best assess the extent of the abrasion, and may prescribe medication to help control the pain. The most common cause of a sports-related corneal abrasion is being poked in the eye by a finger.

♦ **Penetrating injuries:** Penetrating injuries are caused by a foreign object piercing the eye. Penetrating injuries are very serious, and often result in severe damage to the eye. These injuries often occur when eyeglasses break while they are being worn. Penetrating injuries must be treated quickly in order to preserve vision.⁴

- Pain when looking up and/or down, or difficulty seeing;
- Tenderness;
- Sunken eye;
- Double vision;
- Severe eyelid and facial swelling;
- Difficulty tracking;

Signs or Symptoms of an Eye Injury



- The eye has an unusual pupil size or shape;
- Blood in the clear part of the eye;
- Numbness of the upper cheek and gum; and/or
- Severe redness around the white part of the eye.

What to do if a Sports-Related Eye Injury Occurs



If a child sustains an eye injury, it is recommended that he/she receive immediate treatment from a licensed HCP (e.g., eye doctor) to reduce the risk of serious damage, including blindness. It is also recommended that the child, along with his/her parent or guardian, seek guidance from the HCP regarding the appropriate amount of time to wait before returning to sports competition or practice after sustaining an eye injury. The school nurse and the child's teachers should also be notified when a child sustains an eye injury. A parent or guardian should also provide the school nurse with a physician's note

detailing the nature of the eye injury, any diagnosis, medical orders for the return to school, as well as any prescription(s) and/or treatment(s) necessary to promote healing, and the safe resumption of normal activities, including sports and recreational activities.

Return to Play and Sports



According to the American Family Physician Journal, there are several guidelines that should be followed when students return to play after sustaining an eye injury. For

example, students who have sustained significant ocular injury should receive a full examination and clearance by an ophthalmologist or optometrist. In addition, students should not return to play until the period of time recommended by their HCP has elapsed. For more

minor eye injuries, the athletic trainer may determine that

it is safe for a student to resume play based on the nature of the injury, and how the student feels. No matter what degree of eye injury is sustained, it is recommended that

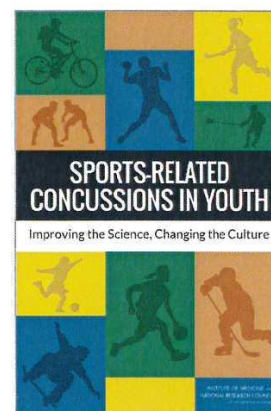
students wear protective eyewear when returning to play and immediately report any concerns with their vision to their coach and/or the athletic trainer.

Additional information on eye safety can be found at <http://isee.nei.nih.gov> and <http://www.nei.nih.gov/sports>.

⁴Bedinghaus, Troy, O.D., Sports Eye Injuries, http://vision.about.com/od/emergencyeyecare/a/Sports_Injuries.htm, December 27, 2013.

Sports-Related Concussions in Youth

Improving the Science, Changing the Culture



In the past decade, few subjects at the intersection of medicine and sports have generated as much public interest as sports-related concussions—especially among youth. Despite growing awareness of sports-related concussions and campaigns to educate athletes, coaches, physicians, and parents of young athletes about concussion recognition and management, confusion and controversy persist in many areas.

The Institute of Medicine (IOM) and the National Research Council (NRC), supported by a number of government agencies and private groups, convened an expert committee to review the science of sports-related concussions in youth from elementary school through young adulthood, as well as in military personnel and their dependents. The committee was asked to recommend actions that can be taken by a range of audiences—including research funding agencies, legislatures, state and school superintendents and athletic directors, military organizations, and equipment manufacturers, as well as youth who participate in sports and their parents—to improve what is known about concussions and to reduce their occurrence.

Sports-Related Concussions in Youth: Improving the Science, Changing the Culture finds that while some studies provide useful information, much remains unknown about the extent of concussions in youth; how to diagnose, manage, and prevent concussions; and the short- and long-term consequences of concussions as well as repetitive head impacts that do not result in concussion symptoms.

The committee was asked to recommend actions that can be taken by a range of audiences—including research funding agencies, legislatures, state and school superintendents and athletic directors, military organizations, and equipment manufacturers, as well as youth who participate in sports and their parents—to improve what is known about concussions and to reduce their occurrence.

Charting the Unknowns

Currently, there is a lack of data concerning the overall incidence of sports-related concussions in youth, although the number of reported concussions has risen over the past decade. A number of factors may have contributed to this increase, including more awareness and better recognition of such injuries.

Among male athletes at the high school and collegiate levels, football, ice hockey, lacrosse, wrestling, and soccer consistently are associated with the highest rates of concussions. Among female athletes, high school and collegiate sports associated with the highest rates of concussions are soccer, lacrosse, basketball, and ice hockey. There has been little research on the frequency of concussions among athletes in intramural and club sports and in athletes younger than high school age.

To help close data gaps, the committee calls for the Centers for Disease Control and Prevention to establish and oversee a national surveillance system to accurately determine the incidence of sports-related concussions, including those in youth ages 5 to 21. Data should be collected on a range of factors related to the participants, including their demographic information, concussion history, and use of protective equipment. Also, data should be collected on the cause, nature, and extent of the concussive injury, including on the sport or activity, level of competition and type of event, impact location on the body, nature of impact—such as contact with another player or equipment—and signs and symptoms observed that are consistent with a concussion.

Understanding Diagnosis, Recovery, and Health Effects

Although some research indicates that a series of molecular and functional changes take place in the brain following injury, little research has been conducted specifically on changes in the brain following concussions in youth or on the differences

in such changes between females and males. The diagnosis and management of concussion, as well as the measurement of recovery, also remain unsettled. Currently, diagnosis is based primarily on the symptoms reported by the individual rather than on objective diagnostic markers, and there is little empirical evidence for the optimal degree and duration of physical rest needed to promote recovery or the best timing and approach for returning to full physical activity. The committee therefore recommends that the National Institutes of Health (NIH) and Department of Defense (DoD) support research to establish objective, sensitive, and specific metrics and markers of concussion diagnosis, prognosis, and recovery in youth and to inform the creation of age-specific, evidence-based guidelines for the management of short- and long-term health consequences of concussion in youth.

Studies of the shorter-term effects of repetitive head impacts and multiple concussions have had mixed results; some studies show that these injuries result in a decrease in cognitive function—such as memory loss—and changes in brain physiology while others do not. The role that multiple concussions and repetitive head impacts play in long-term health also is not fully understood. For example, it remains unclear whether repetitive head impacts and multiple concussions sustained in youth lead to long-term neurodegenerative diseases, such as chronic traumatic encephalopathy—commonly known as CTE—and Alzheimer's disease.

To this end, the committee recommends that NIH and DoD conduct controlled, longitudinal, large-scale studies to assess short- and long-term consequences of concussions and repetitive head impacts over the life span. Research should include an examination of the effects of concussions and repetitive head impacts on quality of life and daily activities. It is critical that such studies identify predictors and modifiers of outcomes, including the possible influence of socioeconomic status, race and ethnicity, sex, and co-occurring conditions.

Currently, diagnosis is based primarily on the symptoms reported by the individual rather than on objective diagnostic markers, and there is little empirical evidence for the optimal degree and duration of physical rest needed to promote recovery or the best timing and approach for returning to full physical activity.

Improving Safety Standards and Equipment Design

Enforcing rules and standards for safe play can help to reduce the occurrence of sports-related injuries. Though there is some evidence that rules and playing standards can affect the incidence of concussions in youth sports, there is a need for much more research on this. Toward this goal, the committee recommends that the National Collegiate Athletic Association (NCAA), in conjunction with the National Federation of State High School Associations (NFHS), national governing bodies for youth sports, and youth sport organizations undertake a rigorous scientific evaluation of the effectiveness of age-appropriate techniques, rules, and playing and practice standards in reducing sports-related concussions and any resulting conditions. DoD should conduct equivalent research for sports and physical training—including combatives—at military service academies and for military personnel.

Designing more effective safety equipment may offer another route to protecting youth from concussions. The committee finds limited evidence that current helmet designs reduce the risk of sports-related concussions and no evidence that mouthguards or facial protection reduce concussion risk, although such protective equipment protects against other injuries, such as skull fractures and injuries to the mouth and face. The committee recommends that NIH and DoD fund research on the biomechanical factors that influence injury risk in youth, including how one's likelihood of being injured may be modified by

the number of repetitive head impacts and concussions he or she sustained in the past, as well as the amount of time that has passed since prior injury.

These data are critical for informing the development of effective protective equipment and equipment safety standards, impact-monitoring systems, and athletic and military training programs.

Changing the Culture

The culture of sports negatively influences athletes' self-reporting of concussion symptoms and their adherence to return-to-play guidance. Athletes, their teammates, and, in some cases, coaches and parents may not fully appreciate the health threats posed by concussions. Similarly, military recruits are immersed in a culture that includes devotion to duty and service before self, and the critical nature of concussions may often go unheeded. If the youth sports community can adopt the belief that concussions are serious injuries and emphasize care for players with concussions until they are fully recovered, then the culture in which these athletes perform and compete will become much safer.

Most states have laws with requirements for concussion education for athletes and parents, criteria for removal from play, and medical clearance for returning to play. However, there is variation among states in the specific educational requirements for coaches, student athletes, and parents; qualifications of providers who are permitted to



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Prevention (CDC Foundation)

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National Football League).*

make return-to-play decisions; and populations to which the legislation applies. Research indicates that concussion education programs are effective for improving concussion knowledge and awareness, but there is little evidence that these programs change behavior.

The committee recommends that the NCAA and the NFHS, in conjunction with various other public and private groups, develop, implement, and evaluate the effectiveness of large-scale efforts to increase knowledge about concussions and change the culture—social norms, attitudes, and behaviors—surrounding concussions among elementary school through college-aged youth and their parents, coaches, sports officials, educators, trainers, and health care professionals. These efforts should take into account demographic variations—including socioeconomic status, race and ethnicity, and age—across population groups.

Conclusion

Given the prevalence of youth sports participation in the United States, improving understanding of the extent, causes, effects, and prevention of sports-related concussions is vitally important for the health and well-being of youth athletes. The IOM and NRC hope that the findings and recommendations in this report will help in reaching this goal.

INSTITUTE OF MEDICINE AND
NATIONAL RESEARCH COUNCIL
OF THE NATIONAL ACADEMIES

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The Institute of Medicine serves as adviser to the nation to improve health.

Established in 1970 under the charter of the National Academy of Sciences, the Institute of Medicine provides independent, objective, evidence-based advice to policy makers, health professionals, the private sector, and the public.

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ACADEMIC / BEHAVIORAL SUPPORT

For academic and behavioral assistance, Northern Highlands implements the New Jersey Tiered System of Supports. NJTSS is a framework of academic and behavioral supports and interventions to improve student achievement, based on the core components of multi-tiered systems of supports (MTSS) and the three-tier prevention logic of Response to Intervention (RTI). With a foundation of strong district and school leadership, a positive school culture and climate, and family and community engagement, NJTSS builds upon intervention and referral services (I&RS) and gives schools a structure to meet the academic, behavioral, health, enrichment, and social-emotional needs of all students.

The tiered framework was developed in collaboration with New Jersey stakeholders, including educators and administrators from districts implementing an RTI/MTSS model, higher education experts, and parents. Based on successful models of RTI and MTSS from across the country, NJTSS gives schools and districts a systematic way to address learner variability and engage all students in learning the New Jersey Student Learning Standards.

NJTSS maximizes the efficient use of resources to improve support for all classroom teachers and targets interventions to students based on their needs. Through regular monitoring of student progress, along with data-based decision making by problem-solving teams and providing a continuum of support and interventions based on student performance, NJTSS offers a variety of evidence-based practices designed to improve achievement and promote positive student outcomes.

The tiered system involves the systematic development of nine essential components in schools for the effective implementation of the framework with fidelity and sustainability. Those components include:

1. Effective district and school leadership;
2. Family and community engagement;
3. Positive school culture and climate;
4. High-quality learning environments, curricula, and instructional practices;
5. Universal screening;
6. Data-based decision-making;
7. Collaborative problem-solving teams;
8. Progress monitoring; and
9. Staff professional development.

Parents who feel their child may be in need of additional support and interventions, please contact your child's school counselor.

SOURCE: "New Jersey Tiered System of Supports," New Jersey Department of Education.
<http://www.state.nj.us/education/njtss/>

SECTION 504 PROCEDURES

What is Section 504?

Section 504 is part of the Federal Rehabilitation Act of 1973, which was enacted by Congress to combat discrimination against individuals with disabilities in services, programs, and activities administered by any entity that receives federal funds, including public schools. Section 504 states in pertinent part: No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance....

Which Students Qualify for Coverage Under Section 504?

Section 504 and the ADA provide specific protections for “qualified individuals with a disability.” There are three categories that may qualify someone as an “individual with a disability.” These are:

- 1) A person who has a physical or mental impairment which substantially limits one or more major life activities;
- 2) A person who has a record of such an impairment or;
- 3) A person who is regarded as having such impairment.

Most of the student situations that schools encounter involve students with actual current impairments that substantially limit a major life activity. These students may need specific services and accommodations in order to access the school program, but it may occasionally also be true that an eligible child under Section 504 is not in need of any interventions at the present time. Protection under the second and third categories listed above generally does not require providing special accommodations or services. Instead, the second and third categories generally protect against negative, discriminatory actions by the school or school employees.

“Major Life Activities”

Major life activities are defined as activities considered important to daily life. The categories are: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function.

Eligibility Determination Must Be Made On A Case-By-Case Basis

Referral, Evaluation, and Eligibility

The district has established a set of procedures and forms that guide Section 504 processes to ensure that the school meets its Section 504 responsibilities to students. A summary of that process follows:

1. Any parent, legal guardian, or school staff member may initiate a referral of a student who is believed to be a child with a disability under Section 504. An adult student of eligible school age also may initiate such a referral for him or herself.
2. A referral for Section 504 must be forwarded to the building 504 Coordinator. This person shall ensure that the district’s 504 Referral Form is properly filled out, which will initiate the 504 referral process
3. The building 504 Coordinator will gather information that will assist the 504 Team in making a determination regarding the student’s eligibility and programming from appropriate sources (e.g., teachers, school nurse, parent, administrators, physician, etc.).
4. The building 504 Coordinator will convene a 504 Team meeting within a reasonable time to consider the concerns raised in the referral and any available information. The Team’s discussions and decisions will be summarized in the 504 Team meeting minutes and the parent will be provided a Notice of Parent/Student Rights.
5. The Team must make decisions about eligibility and significant changes in programming or placement based upon an evaluation of the child’s unique needs.

When determining a student’s eligibility under Section 504, the Team will complete a 504 Eligibility Form. A copy of the completed Eligibility Form will be sent to the parent/guardian within a reasonable time after the meeting and placed with the student’s education records.

NATIONAL HONOR SOCIETY

Advisor: Mr. Jeffrey D'Elia

Eligibility

The criteria for induction into the National Honor Society are as follows:

Juniors and seniors who are outstanding in scholarship, leadership, character, and service are considered for membership by the Faculty Council. The minimum grade-point average (GPA) required is a cumulative scholastic average of 3.95. For juniors, the GPA is calculated with grades from ninth and tenth grades. (Grades earned during the first semester of junior year are not considered for candidacy for juniors). For seniors, the GPA is calculated with grades from ninth, tenth and eleventh grades. Since Northern Highlands calculates GPAs to four decimal places, the absolute cutoff for candidacy is 3.9450. A GPA of 3.9449 is ineligible.

Junior candidates who are eligible for membership in January must have accumulated six service and leadership points from participation in school activities, clubs, sports, and service to the community by January. Senior candidates who are eligible in September of their senior year must have eight service and leadership points by September.

All candidates must have completed and documented a minimum of 30 hours of unpaid community service since September 1 of ninth grade. Please see the National Honor Society Constitution located on Mr. D'Elia's faculty page on the Northern Highlands website, for more details on the membership selection process.

There is a formal induction ceremony in the spring.

SENIOR PRIVILEGES

- I. Senior Study Hall – Seniors assigned to study hall must exercise self-discipline so as to guarantee the proper operation and continuance of this privilege:
 - a. seniors must electronically check in with their study hall supervisor using their student ID.
 - b. after signing in, seniors may use the following areas within the building upon presentation of the Student Identification Card, which serves in place of a pass: senior courtyard, library, and computer lab. Students MUST electronically check in using their student ID.
 - c. after signing in, seniors may use the outside areas of the building, from the picnic benches to the end of the back gymnasium. All other areas (i.e., baseball dugouts, bleachers, parking lot) are considered off limits.
 - d. seniors can purchase food from the cafeteria service area at the beginning of the period (A.M. rotation only). The service line will open 10 minutes after the hour and close 20 minutes after the hour.
 - e. seniors should not loiter in the hallways, stairwells, or disturb classes.
 - f. seniors are not permitted to leave the campus grounds before the end of their school day without authorization of an authorized school official.
 - g. seniors must present their identification card upon the request of a staff member or cafeteria personnel.
- II. Senior Parking – Licensed seniors are permitted to drive to school, subject to the following restrictions:
 - a. all vehicles are to be parked in assigned parking lot in spaces designated for student use.
 - b. only vehicles with proper parking decals will be permitted to park in designated lot. Illegally parked vehicles are subject to being ticketed and/or towed.
 - c. parking a vehicle at school is a privilege. Any student guilty of abusing this privilege by leaving school grounds before the end of the senior's school day without permission or through reckless or disruptive use of the vehicle while on school grounds will risk suspension or loss of the privilege.
 - d. seniors must adhere to the 15 m.p.h. speed limit.
 - e. seniors may not go to their vehicles before the end of their school day without a pass from the high school office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. In an emergency, FERPA permits school officials to disclose, without consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and does not allow for a blanket release of personal information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
(202) 260-3887

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

If a survey is approved, Northern Highlands will directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Northern Highlands will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities or surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

PARENTAL/GUARDIAN CONSENT FORM FOR PRESS RELEASES AND WEBSITE POSTINGS

Our students are involved in so many sports and activities. We request permission for your child's photo/image without any other personal identifiers to be either released to the press or published on the district and/or school's website.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without parent or guardian knowledge. Personally identifiable information includes; student name, photo or image, video, residential address, e-mail address, phone number, and locations and times of class trips. We seek permission for general press releases only.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school, and such rescission will take effect upon receipt by the school.

Your signature acknowledging receipt of this school handbook will allow the school to follow the items checked below. If more permission is necessary – this form will be sent home with more detailed information:

School's Internet Site

- ☐ I/we GRANT permission for a photo/image/video that includes this student without any other personal identifiers to be published on the school and/or district's public Internet site.
- ☐ I/we GRANT permission for a photo/image that includes this student with personal identifiers to be published on the school and/or district's public Internet site.
- ☐ I/we DO NOT GRANT permission for this student's photo/image to be published on the school and/or district's public Internet site.

Local Newspapers; Other Publications

- ☐ I/we GRANT permission for a photo/image/video that includes this student without any other personal identifiers to be published in local newspapers, school yearbook, and/or other publications.
- ☐ I/we GRANT permission for a photo/image/video that includes this student with personal identifiers to be published in local newspapers, school yearbooks, and/or other publications.
- ☐ I/we DO NOT GRANT permission for this student's photo/image to be published in local newspapers, school yearbooks, and/or other publications.

NORTHERN HIGHLANDS SCIENCE DEPARTMENT

STUDENT SAFETY CONTRACT

Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. **These rules were created by Flinn Scientific and modified to fit our classroom environment at Northern Highlands. Your teacher will take time to review these guidelines.**

GENERAL GUIDELINES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. Do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear.
11. Know the locations and operating procedures of all safety equipment including the first aid kit, eye wash station, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

CLOTHING

22. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
23. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals or socks with sandals allowed.
24. Lab aprons have been provided to you and should be worn during laboratory activities

ACCIDENTS AND INJURIES

25. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
26. If you or your lab partner is hurt, immediately call the teacher
27. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.

HANDLING CHEMICALS

28. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
30. Never return unused chemicals to their original containers.
31. When transferring chemicals from one container to another, hold the containers away from your body.
32. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Take great care when transferring acids and other chemicals from one part of the laboratory to another.
33. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
34. Never remove chemicals or other materials from the laboratory area.
35. Never use your mouth suction to fill a pipette. Use a rubber bulb or pipette pump.

HANDLING GLASSWARE AND EQUIPMENT

36. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
37. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
38. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
39. When removing an electrical plug from its socket grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
40. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
41. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections.
42. Do not use damaged electrical equipment.
43. If you do not understand how to use a piece of equipment, ask the instructor for help.
44. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

45. Exercise extreme caution when using a gas burner. Take care that hair is pulled back and clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas burners only as instructed by the teacher.
46. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
47. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
48. Heated metals and glass remain hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
49. Never look into a container that is being heated.
50. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

Please be advised that you will be charged for any lab material that you damage or break costing \$5.00 or more (accidents included). Shipping fees will be added to the total cost to replace the item.

2023-2024 SCHEDULE CHANGE GUIDELINES

All students will have been scheduled by the end of March by meeting with their school counselors. Students and parents are urged to review course requests and schedules with great care and consideration. Once families receive final course requests in June, no changes will be considered. Once the school year begins, schedule changes will be considered only for the following reasons:

1. **Elective Changes**—A student may have had a change of heart in terms of their elective choice. Changes may be made only if there is space in the course they are requesting to enter. The deadline for changing a **full year or a fall semester course** will only be allowed until **September 15, 2023**. The deadline for changing a **second semester (spring) course** will be allowed until **November 1, 2023**.
2. **Academic Misplacement of the Same Course**—As the school year progresses, some students may find themselves in a class that is too challenging. If the counselor, teacher and subject supervisor agree that a student is misplaced, a change will be considered, **provided space is available and the proper procedures have been followed**. Grades within a course will follow the student. Students will be required to make up the work missed in their new class. Misplacement most often is identified in the first four weeks of school; however, the deadline for consideration is **October 13, 2023** (i.e. Honors Biology to Biology). This does not apply to courses that are electives (see above). Please note—some AP courses are considered electives (i.e. Statistics, Economics, Art History).
3. **Dropping a Course for a Study Hall**—A student may drop a course for a study hall with written parental permission. Students may not take more than one study hall in a school year with the exception of seniors who may take up to two study halls. The deadline for dropping a **full year or first semester (fall) course** for a study is **October 13, 2023**. The deadline for dropping a **second semester (spring) course** for a study is **November 1, 2023**.

Additional Guidelines

- Parent permission is required for all changes.
- The following are **not valid** reasons for a schedule change:
 - Teacher preference.
 - Changing a course from one period to another.
- If a student decides to drop an elective course after September 15, 2023, they will not have the option to add a new elective and will be placed into a study hall.
- A year-long or semester course will not be recorded on the permanent record, provided the course is dropped by the deadlines noted above. Post-deadline drops will be entered on the permanent record as a withdrawal/failure and receive no credit.

HALL LOCKER LOCATIONS

Locker #'s	Location	Locker #'s	Location	Locker #'s	Location
1-18	102	653-670	246	1436-1451	113
19-39	104	671-704	245	1452-1468	115
40-56	106	705-719	244	1469-1486	117
57-74	108	720-742	243	1487-1502	119
75-97	110	743-760	242	1503-1521	School Counseling
98-139	112	761-776	242*	1522-1571	Middle Café*
140-157	121	777-797	243*	1572-1591	School Counseling
158-175	122	798-820	244*	1592-1597	113*
176-193	123	821-866	245*	1598-1603	134
194-211	124	867-881	247*	1604-1622	Woodshop Lobby
212-229	125	882-896	205*	1623-1647	Faculty Café
230-247	126	897-989	201*-203*	1648-1688	138
248-300	130 (Choral)	990-1074	201-203	1689-1703	137
301-336	131 (Choral)	1075	-	1704-1714	Fitness Center
337-352	Wrestling Gym	1076-1082	204	1715-1736	
353-358		1083-1100	205	1737-1742	
359-439	100	1101-1118	206	1743-1768	
440-465	099 (Band)	1119-1136	207		
466-483	212	1137-1154	208	Notes: * Opposite the room	
484-501	214	1155-1178	209		
502-519	215	1179-1204	220		
520-537	216	1205-1216			
538-556	Planetarium	1217-1245	222		
557-580		1246-1349	Sunshine Hall		
581-598	250	1350-1377	237		
599-616	249	1378-1398	239		
617-634	248	1399-1418	241		
635-652	247	1419-1435	Near 241		

Revised 8/5/15

LOCKER DIRECTIONS

To Open:

- Turn RIGHT two or more whole turns and stop at the red mark (located on the right side of the dial) at the 1st number of your combination printed below.
- Then turn LEFT one whole turn (past first number) and stop at the 2nd number.
- Now turn RIGHT to the 3rd number and slowly keep turning right until you feel resistance. Continue to hold the knob and, at the same time, push the slide bar to the right.

To Close:

- First, close the locker door.
- Then push the slide bar to the LEFT and turn the tumbler.
- Make certain that the door is locked



The Northern Highlands Home and School Association invites all parents to our monthly meetings starting September 20, 2023

Meetings will be held using Zoom. A link will be emailed in advance via Constant Contact and will be posted at www.northernhighlands.org/hasa.

Information, updates, and answers to your questions are provided by members of the Northern Highlands administration team in attendance. We hope you will join us!

HASA-Funded Programs

Digital School Directory
Wellness Center
Improvements
Boomerang Project
Project Adventure Climbing Wall and High Ropes Course
Planetarium Shows
Trauma First Aid Stations
NHTV Studio Equipment
NH Home and School
Citizenship Awards
NH Scholarship Fund, Inc
Staff Appreciation Luncheon
Auditorium Audio Equipment

To become a member and support HASA, visit www.northernhighlands.org/JoinHasa

✉ hasa@northernhighlands.org

f facebook.com/nhhasa

Made with PosterMyWall.com

Northern Highlands Regional High School

STUDENT/PARENT HANDBOOK SIGN-OFF

SEPTEMBER 2023

The Student/Parent Handbook is designed and published to provide as much information as possible. Please take time to review the policies and procedures with your child. Give careful attention to the major areas listed below:

<input checked="" type="checkbox"/> Attendance (pg. 5)	<input checked="" type="checkbox"/> Hazing (pg. 27)
<input checked="" type="checkbox"/> Athletic Code of Conduct (pg. 51)	<input checked="" type="checkbox"/> Late Arrival and Early Dismissal (pg. 6)
<input checked="" type="checkbox"/> Academic Integrity Policy (pgs. 28-32)	<input checked="" type="checkbox"/> Leadership Agreement (pg. 17)
<input checked="" type="checkbox"/> Behavior and Discipline (pg. 8)	<input checked="" type="checkbox"/> Life-Threatening Allergies Policy (pg. 27)
<input checked="" type="checkbox"/> Cell Phone Use (pg. 19)	<input checked="" type="checkbox"/> Media Release (pg. 72)
<input checked="" type="checkbox"/> COVID-19 Policies & Protocols (pg. 19)	<input checked="" type="checkbox"/> National Honor Society (pg. 68)
<input checked="" type="checkbox"/> Dating Violence at School Policy (pgs. 27)	<input checked="" type="checkbox"/> Opioid Fact Sheet (pgs. 56-57)
<input checked="" type="checkbox"/> Detention (pg. 8)	<input checked="" type="checkbox"/> Rated R Movies Policy (pg. 24)
<input checked="" type="checkbox"/> Disciplinary Actions for Co-Curricular Participants (pgs. 15-17)	<input checked="" type="checkbox"/> Science Department Student Safety Contract (pgs. 73-74)
<input checked="" type="checkbox"/> Dress Code (pg. 9)	<input checked="" type="checkbox"/> Sexual Harassment Policy (pgs. 27)
<input checked="" type="checkbox"/> Drugs, Alcohol, and Tobacco Policy (pgs. 27)	<input checked="" type="checkbox"/> Technology and Telecommunications Policy (pg. 27)
<input checked="" type="checkbox"/> Harassment, Intimidation, and Bullying Policy (pgs. 27)	<input checked="" type="checkbox"/> Use of Electronic Communication & Recording Devices (pgs. 27)

We have reviewed the 2023-2024 Student/Parent Handbook and are aware of the standards and expectations for appropriate student behavior and self-discipline. We understand that students will be held accountable for their behavior and for following all rules, procedures, and regulations.

This form MUST be acknowledged by parents and students and submitted electronically. To do this, go to the "Forms" tab in the Genesis Parent Portal and click the link for "Computer User Agreement."

Your acknowledgement is included in this document and will be automatically sent to Northern Highlands.



Guiding Principles

The achievement of our mission requires everyone's daily demonstration of our beliefs.

We believe that:

Each of us is important; our differences are a strength.

Each of us can make a difference within and beyond our community.

Individual involvement is a key to achieving excellence.

We can all learn from each other.

Respect for ourselves and others is fundamental.

We must trust each other; trust is built more on actions than on words.

Honesty, integrity, and ethics are essential to trust.

Shared decision-making and teamwork give us power beyond the sum of our individual strengths.

Setting goals leads to achievement.

We are responsible for ourselves and our environment.

Imagination and creativity will enable us to solve that which now appears impossible.



Pride is the result of striving for one's personal best.

We can learn from our mistakes.

Those who are affected by a policy should be involved in its making.

Communication is important: we must feel free to speak our minds and question openly without fear.

We must encourage each other to feel secure, supported, and understood.



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