

GENERAL INFORMATION

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EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and boards of education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often a problem in our schools. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of classmates. With support and assistance of school personnel and parents, all students have the capacity to demonstrate actions that contribute to the effectiveness of schools and worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance social relationships of the school and facilitate learning.

Therefore, we, the students, parents, teachers, administrators, and the board of education of this school district, expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare themselves mentally/physically for process of learning
- Demonstrate respect for people and property
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibilities when working as members of a group.
- Meet the unique requirements of each class
- Monitor their own progress towards objectives
- Communicate with parents and school personnel about school-related matters

CORE VALUES

The Kittatinny Regional High School Board of Education, Administration, Faculty, High School and Junior High Student Councils, and Parent Network have endorsed the following Core Values and expectations for student behavior that have been recommended by the State Advisory Council on Values Education.

A. CIVIC RESPONSIBILITY - Based upon:

1. Acknowledgment of Authority
 - Acceptance of need for and primacy of authority in given circumstances.
 - Acknowledgment that privileges and rights in a democracy should be balanced by sense of obligation to others.
 - Socially conscious conduct, though neither passive nor obsequious.
2. Global Awareness

Consciousness of the interdependence of all peoples, social systems, and natural systems that necessitates cooperation among all nations
3. Justice, Fairness

The entitlement of every person to that treatment which is his or her impartial and unprejudiced due.
4. Patriotism.

The support of or love of one's country, especially through understanding of its advantages; not inconsistent with the vigorous opposition to specific governmental policies or actions. Implies respect for and adherence to democracy, equality, and equal opportunity for all.
5. Property Rights.

Acknowledgment of the right of others to possession of their property without interference.

B. RESPECT FOR NATURAL ENVIRONMENT - Based upon

1. Care for and conservation of all the other living inhabitants of the earth.
2. Care for conservation of those prerequisites to life that were given to us in fertile, treed, and flowering land; clear air; and pure water.
3. Conduct based upon knowledge that the natural environment is not locally or nationally severable, but is every-where a part of a larger and interdependent whole.

C. RESPECT FOR OTHERS - Based upon:

1. Compassion, Service to Others

That characteristic of meaningfully sharing and responding to the feelings and needs of others which leads to providing personal assistance and comfort to them
2. Courtesy, Cooperation

Recognition of our mutual interdependence upon our fellow human beings which causes us to treat them politely, to respect their utterances and wishes, and to work jointly with them for our common good. Innovation, critical judgment, spontaneous creativity, and dissent are all complementary and essential outgrowths of this attribute.
3. Honesty - Trustworthiness and fairness in speaking and acting. The absence of fraud, deceit, and lying.
4. Loyalty – Steadfastness or faithfulness to a person, custom, or idea.
5. Moderation - Conduct which is maintained within reasonable limits so as to avoid excessive or violent extremes.
6. Recognition/Understanding of various religious traditions
A social and historical perspective based upon appreciation of the contributions of various religious traditions.
7. Regard for Human Life

Acknowledgment of the overriding importance of human life and the right of every human to the peaceful continuation of life. Includes understanding and practicing responsible sexual behavior. Also includes rejection of whatever endangers or diminishes the value of human life -- such as violence, drug and alcohol abuse.
8. Tolerance

The capacity for and the practice of allowing and respecting the differing natures, beliefs, and standards of others. The avoidance of racial, religious, or gender arrogance or animosity. The ability to permit dissenting beliefs, customs, or standards.

D. RESPECT FOR SELF – Based upon

1. Accountability

The obligation each of us carries to explain, to justify our conduct. The resultant circumstance of being answerable for our actions.
2. Courage

The willingness to face obstacles, including danger, with determination.

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3. Diligence, Commitment, Reliability
The persistent desire and ability to apply oneself with care and effort to occupations and relationships.
4. Frugality and Thrift
Wise economy in management of assets, including natural resources. The avoidance of unnecessary expenditures.
5. Knowledge and Learning
A desire for learning informed by a commitment to rational inquiry. The devotion to development of the mind. Value-based education rightly assumes that learning will be transformed into positive character and behavior patterns.
6. Moral Courage
Firm adherence to morally based actions without regard to whether the consequences will be personally advantageous or disadvantageous. Includes integrity and self-honesty. Together, these are prerequisites to principled conduct.
7. Self-esteem, Pride
Belief in oneself and one's own potential for successful participation in our society. Must be moderated with a tolerance for others.

BILL OF RIGHTS & RESPONSIBILITIES FOR LEARNING: STANDARDS OF CONDUCT AND STANDARDS FOR ACHIEVEMENT

All student and school staff have a right to:

- Schools that are safe, orderly, and drug free.
- Learn and work in school districts that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
- Learn and work in school districts that have alternative educational placements for violent or chronically disruptive students.
- Be treated with courtesy and respect.
- Learn to work in schools and classrooms that have rigorous academic standards
- Learn and work in well-equipped schools that have the instructional materials needed to carry out that rigorous program.
- Learn and work in schools where teachers know their subject matter and how to teach it.
- Learn and work in schools where high grades stand for high achievement and promotion is earned.
- Learn and work in schools where getting a diploma means having knowledge and skills essential for college or a good job.
- Be supported by parents, community, business, public officials in effort to uphold high standards of conduct and achievement.

SPECIAL EDUCATION LOCATION, REFERRAL AND IDENTIFICATION

The Kittatinny Regional school district offers varied educational programs and services for students age 3 – 21. Parents or appropriate people may refer children who are experiencing significant difficulties. Children who are experiencing some physical, sensory, emotional, communication, cognitive, or social difficulties may be eligible for special education and related services. Parents can contact the district Child Study Team Office for further information. Babies, from birth to 3, who are thought to have developmental delay, may receive assistance from early intervention programs. To access the service, parents should contact Special Child Health Services: 973-948-5400, ext. 62 or 48.

If parents are concerned about their school age child's progress, they should discuss such issues with their child's teacher, guidance counselor, and/or principal. They have the option of making a referral to the Intervention & Referral Services Committee or to the Child Study Team. The committee offers intervention procedures that are provided within the regular education school program. At times, however, more extensive interventions than can be provided in regular education settings are necessary to assist the student.

If the decision is made to undertake a full Child Study Team evaluation, the child's social, emotional, academic status may be assessed. Medical or other specialized evaluations may be included in assessment at no cost to the parent. If a child is determined to be eligible for special education and related services, an Individualized Education Program (IEP) is developed, which includes a rationale for the student's educational placement and the basis for the program implementation. For further assistance, contact your local district. For grades 7-12, contact Kittatinny at 973-383-1800. For other ages and grades in Kittatinny District, contact CST offices at these schools:

| | |
|--------------|-------------------|
| 973-383-4151 | Fredon |
| 973-383-2714 | Hampton |
| 973-948-4450 | Sandyston-Walpack |
| 973-383-3998 | Stillwater |

STUDENT PASSES

- A. Students always need a properly completed pass - every time they leave the room.
 1. Passes are to be issued by homeroom teacher on the first day of each semester.
 2. This pass will be used for student's personal use. Teacher may use yellow passes for emergent situations.
 3. All faculty and staff must sign passes in ink.
 4. At their discretion, a teacher should issue one emergency pass per student per quarter.
 5. Faculty reserves the right to confiscate passes that are being used improperly.
 6. The Main Office will handle any passes that need replacement, for any reason.
 7. Students requiring routine medication will present a pass, from the nurse, for these occasions.
- B. While in the hallways during class time, students must be certain that passes are clearly visible. All staff will check for passes.
- C. Students will use sign out/sign in sheets upon leaving and returning to class. These sheets will be posted near the door of each classroom.

EIGHTEEN-YEAR-OLD STATUS

Although the adult student is no longer legally bound to the authority and consent of his/her parents or guardian, student remains answerable to the authority of the high school. The student must obey all rules and regulations except those that pertain to obtaining parental consent. In order to effect a removal of parental communication, a student must obtain the appropriate form requesting this from the Assistant Principal. A copy of this letter will be mailed to student's parents indicating that no further communications will be forthcoming if the student is no longer financially dependent on them. If this form is absent, we will assume that our eighteen-year-old students remain answerable to their parents and continue in our normal communication practices. To achieve 18-year-old status, a student must register and sign a letter with the Assistant Principal.

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BLUE & SILVER CARDS

A Blue & Silver Card entitling the holder to Senior Privileges will be issued, on a marking period basis, to seniors who meet the following criteria:

- A. The student must be in good academic standing.
1. All grades obtained the previous marking period, (Junior year final grades will be used for first marking period for Senior year), must be **D** or higher.
 2. A grade of **D** accompanied by a low effort grade will prevent the issuing of a Blue & Silver Card.
 3. A grade of **F** with high effort grade will not prevent the issuing of a Blue & Silver Card.
 4. Blue & Silver privileges may be reinstated at time of the marking period Progress Reports if student has shown a marked improvement in the class where they were doing poorly.
 5. A grade of **I** denoting *Incomplete* will delay issuing of a Blue & Silver Card until instructor involved indicates in writing that the *Incomplete* has been made up.
- B. Student must demonstrate responsible citizenship. Blue & Silver cards will be withheld or removed for the following reasons:
1. All suspendable offenses
 2. Class cutting
 3. Truancy
 4. Any tardies beyond the fourth in a given marking period
 5. Abuse of Senior privileges
- C. Students who lose their Blue & Silver privileges are prohibited from using the Senior Lounge or window seats. They must report to, and stay in, study hall unless they have a pass from a teacher that permits them to use the Library.

SENIOR PRIVILEGES

Students with Blue & Silver cards will not be assigned to a permanent study hall. They will be free to utilize the Senior Lounge, **located in the cafeteria**, or any other area of the building with the exception of the B, C, and E wings.

Blue & Silver Cards must be produced upon request for any member of the faculty or staff.

NOTE: UNDER NO CIRCUMSTANCES DOES A BLUE & SILVER CARD ALLOW A STUDENT TO LEAVE THE SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE MAIN OFFICE.

RULES FOR THE SENIOR LOUNGE

Seniors are responsible for proper care and cleanliness of the Senior Lounge. Seniors will assume all responsibility for and will pay for any damages incurred in the Senior Lounge. Damages will be paid through the Senior Class Treasury.

Hours of use are before school and throughout the school day during study hall periods, lunch periods, and up until 2:30 p.m.

**NO UNDERCLASSMEN
WILL BE PERMITTED IN THIS AREA.
VISITORS**

Pupils planning to invite relatives or friends to school are to request a visitors permit at the main office five (5) days previous to the planned visit. All persons must have a valid reason for visitation. On the day of the visit, they must secure a visitor's pass from the Main Office. The class teachers are to be notified of any plans to bring visitors to class. **NO VISITORS ARE PERMITTED DURING THE MONTHS OF SEPTEMBER AND JUNE** or on special days. We will NOT approve the visitation of younger brothers or sisters who attend the elementary school or who are pre-school age. KRHS graduates may visit the building for a limited time period but will not be allowed to stay for the entire day.

Visitors must use the main entrance and report to the Main Office. Visitors are to park in the visitors parking area only. Visitors who loiter in other parking areas or who visit the school without proper permission will lose the privilege of visiting Kittatinny Regional High School in the future and the KRHS student will lose the privilege of bringing future visitors. Entertaining unauthorized visitors on school property is a serious violation of school regulations. Visitors in the building or on school grounds without proper permission and without first reporting to Main Office are in violation of school rules and school laws and can be charged with trespassing.

The school has the right and the obligation to restrict visitors in the school and on the property for the general good order and the protection of our students.

LOCKERS

All lockers are the property of the school and, as such, the school reserves the right to open, inspect or restrict the use of lockers at any time.

LOCKERS ARE NOT TO BE SHARED. Lockers are provided for the storage of books and clothing. Responsibility of school materials placed in a locker is that of the individual student. Any problems concerning your locker should be reported to Receptionist in the Main Office. Do not let others see or pre-set your combination.

Lockers will not be reassigned. You cannot place an extra lock on your locker.

CARE OF BOOKS & SCHOOL PROPERTY

All books should be handled with care. If books are damaged, student is expected to pay for damage before the end of school year. Books may be inspected periodically, as well as when they are returned at the end of the school year. Lost books must be paid for immediately.

Book covers are sold in the school store to help protect the students' books for other students who will use them in the future.

School property issued to you is your responsibility. If these items are lost or stolen or if you destroy school or personal property, it will be your responsibility to replace or pay for it.

OBLIGATIONS FOR EQUIPMENT & SUPPLIES

School equipment and supplies have been purchased by the Board of Education for use by the students.

As part of his/her assignment, the student will be expected to use various types of equipment in the pursuit of his/her education program.

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The responsibility for proper handling and care, after careful instruction by the teacher, lies with student. The student will pay for breakage or malfunction caused by negligence on the part of student. This includes laboratory equipment, industrial arts machinery, business education typewriters/machines, home economics appliances, band instruments, athletic and physical education apparatus, books, and all general supplies issued to the student by the school for which he/she shall be held responsible.

All outstanding obligations must be fulfilled before each major exam period.

ANNOUNCEMENTS

All announcements should be BRIEF and PRECISE. A sponsoring teacher should sign all announcements. This signature indicates that spelling, grammatical construction, and content have been checked and approved. (This information must be given to the Receptionist by 2:30 p.m. on the day prior to being placed on announcements).

FIRE DRILLS/EMERGENCY DRILLS

These drills are held regularly throughout the school year. Route signs are posted in all rooms or at all exits. Students should become familiar with all escape routes and shelter zones. Students are asked to please cooperate for one never knows when a crisis may occur. Students are to be quiet during these drills.

FIELD TRIPS

As a part of the educational service of the school, children are taken on field trips requiring bus transportation. Students may only attend if the parent signs a consent slip.

A regular classroom teacher supervises all field trips. Appropriate dress is required and this will be indicated by the teacher in charge. Specific information on field trips will be given prior to the trip. No student may leave the group while on a field trip. **All school rules are in effect.**

ALCOHOLIC BEVERAGES & SMOKING ARE PROHIBITED.

No students (including 18-year olds) are permitted to drive their cars to field trips.

TRANSPORTATION COORDINATOR

By State mandated efficiency standards, schools are required to load school buses at 120%. This reduces the number of empty seats for each bus even when students are absent. Parents may request their children to be transported in the afternoon on another bus to another location provided within the Kittatinny sending region such as work or a friend's house. This request will only be honored if there is room available on the bus since all students must be seated. Parents making a request must do so, in writing, to the transportation office prior to date of such request. Students will only be discharged at approved bus stop locations.

Transportation Coordinator's office is located in the A Wing, next to the Nurse's Office. Any matters pertaining to transportation are to be directed to her attention. Written notes requesting permission to ride another bus should be brought to this office by 12:00 Noon.

Personal items are to be removed from buses at all times. KRHS and/or contracted bus companies will not assume responsibility for any items left on school buses. Lost or stolen items are to be reported to the Main Office. KRHS will not assume responsibility for any items left on school buses at any time.

AFTER-SCHOOL PROCEDURES

3:30 & 5:30 BUS

NO STUDENT WILL BE PERMITTED IN BUILDING AFTER 2:20 p.m. WITHOUT PROPER SUPERVISION.

All students remaining after school hours for extra help must be in their after school location **no later than 2:25 p.m.** In addition they must remain with **their teacher until 3:20 p.m.**

All students must present an official 3:30/5:30 bus pass or identification with proper sticker in order to board after-school buses. All athletes will be issued a color-coded sticker which will be placed on their student identification which will allow them access to the bus. All students involved in an activity will be issued a sticker which will grant them access to an after-school bus on the date of activity only. All students who utilize the Weight Room after school must sign in upon arrival, stay until 3:20 p.m. and receive a pass from the Weight Room monitor in order for them to gain access to after-school buses. Students serving detention will be issued a late bus pass from detention monitor. These passes must be presented in order for the student to gain access to the bus.

No students will be permitted to board a 3:30 p.m. bus without first seeing an Administrator to present the proper pass or sticker.

ALL GATES IN B, C, & D wing will be closed at 4:00 P.M.

Students must have all belongings with them prior to 4:00 P.M.

BUS ACCIDENT PROCEDURES

The following procedures are instituted during a bus accident.

- A. Bus driver and Teacher/Activity Advisor and/or Coach (supervisor) are the primary adults responsible for conduct and care of students on the bus at all times.
- B. All supervisors of trips will have student names and all pertinent information and may bring their own first-aid kit. Buses are all equipped with first aid kits.
- C. A current and accurate list of students attending the trip will be dropped off at the Main Office/Athletic Director's Office before the trip departs KRHS.
- D. When an accident involving a pupil transportation vehicle occurs, the supervisor (using the emergency card) will notify:
 1. Principal or Designee - Must contact school administrator.
 2. School Transportation Coordinator
- E. The Transportation Coordinator will:
 1. Notify the Principal or Designee
 2. Notify the bus owner (if necessary)
 3. Dispatch a driver and vehicle of appropriate size to move all students away from the accident scene.
 4. Notify 911/EMS if not already notified.
- F. In case of a pupil transportation vehicle accident in which pupils are injured, the Principal or designees will make sure 911 has been notified, then will dispatch an Administrator or other faculty member to the scene as soon as possible. At the scene, the Administrator/Staff member will work in concert with the bus driver and supervisor to calm and reassure pupils involved. They will ensure that appropriate first aid is being rendered and will supervise the proper transportation of all injured students to the nearest hospital or EMS facility. Staff member will work with supervisor to gather all pertinent student information at the scene that will establish what happened, where each pupil was sitting, who was injured, extent of injuries and other necessary details imperative to the school's investigation.

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- G. The Administrator or staff member will record all information, along with collect previously recorded information for presentation to the school principal or designee.
- H. The bus driver will:
1. Stop the bus immediately.
 2. Turn off the ignition and engage the parking brake.
 3. Notify the bus company owner if not already done by the Transportation Coordinator.
 4. Keep pupils in the bus if that is a safe area. If vehicle is on fire, gasoline spilled or in additional danger, evacuate the pupils and direct them to a safe area.
 5. Prior to EMS/police arriving at the scene, the driver should determine if anyone is injured (question each pupil). Check any other person involved in the accident.
 6. Until EMS/police arrive, assist injured; be sure to render only whatever first aid he/she is qualified to give. At all times, reassure pupils that everything will be taken care of; do not allow injured to be moved unless it is absolutely necessary because of fire, passing autos, or similar hazards.
 7. Guard scene from further damage; warn other motorists; enlist the aid of passing motorists, if needed.
 - Make sure the police have been notified
 - Direct traffic around the scene of the accident.
 - Once EMS/police arrive at the scene, inform them of any information regarding injuries to students.
- I. Once EMS has arrived on scene, primary responsibility of Bus Driver/Supervisor is to assist and control/reassure students, not to render first aid unless properly qualified and asked to assist by EMS. The EMS will be responsible for determining extent of injuries and possible referral to medical care facility.
- J. Once scene is secured and students evaluated, Administrator/faculty member will report to the school to update Principal or designee. The supervisor will accompany any/all students to the medical care facility. The bus driver will remain at scene until police/school has collected all information regarding accident.
- K. Principal or designee, with appropriate school personnel, will inform parents of accident and any injuries to students will be specifically communicated to parents.
- L. Principal or designee (and school nurse) will, on the day following the accident, make additional inquiries as to possible pupil injuries. Pupils will be asked to fill out an accident form.

CHANGE OF ADDRESS

Students who move during the school year and remain in our district are to notify the Main Office and the Guidance Office of their new address.

LOST & FOUND ITEMS

All found items are to be brought to the Main Office. A lost and found area is also located in the High School Cafeteria. Items not claimed will be donated to a charitable organization.

NOTES TO SCHOOL

When writing a note to the school for any reason, please **PRINT** the student's **FIRST** and **LAST** names.

HEALTH SERVICE

The Health Room or Nurse's Clinic is located in the A-Wing. Here, a registered nurse is on duty to assist all pupils who are ill or have a health problem. This service is primarily an emergency type facility. If a student is too ill to be returned to class within one class period of time, his/her parents will be contacted in order to take student home. Chronic visitors to the health room will have parents contacted for verification of illness. The school physician checks the athletic teams at the beginning of each season.

No student will be admitted to the Health Office without a pass. If a student feels the need to see the nurse between classes, he/she must first report to his/her next period teacher to obtain a pass.

Administering Medication

A student with a chronic illness or other disability that requires the student to take medication at the school must provide the school nurse with a written statement from the physician.

Students observed by school personnel self-administering unauthorized medications will be sent to the Assistant Principal. The medication must be kept in the Health Office.

The administration of medication to pupils by school personnel shall be done only in exceptional circumstances in which the child's health may be jeopardized without it. A written statement will be required from the family physician and the parents before such medication will be administered by the school nurse. The family physician shall, in writing, indicate the necessity of said medication being taken by the child during school hours and include the name of the medicine, time of day or circumstances needed for administering.

THE NURSE GIVES FIRST AID. No medication will be given unless permission has been received in writing from parents and the family doctor. Also, the following guidelines shall be adhered to regarding the administration of medication:

- A. A pupil may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses.
- B. The parent/guardian must present to the board of education a physician's authorization request for the self-administration of the medication.
- C. The child's physician must certify, in writing, that the child has asthma or another life threatening illness and that the child is capable of, and has been instructed in, the proper administration of the required medication.
- D. The district board of education must inform the parent/guardian in writing that the district shall incur **no** liability as a result of any injury arising from the self-medication.
- E. The parent/guardian must sign a statement indemnifying and holding the district harmless against any injury or claims that arise as a result of the pupil's self administration.
- F. Permission is effective for the school year for which it is granted and must be renewed annually, following the above-mentioned process.
- G. All students participating in after-school athletic events that require the use of medication for asthma or other life-threatening illnesses must have that medication in their possession before being allowed to participate in a practice session or event.

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- H. Parents and students must assume responsibility to ensure that those students have their medication in their possession prior to participating in a practice or event or during normal academic school day.
- I. Supplements, alternative medicines and any other natural derivatives are prohibited on school property.

Procedure for Reporting Accidents

- A. Report all accidents immediately to the teacher, coach, or person in charge, even if the accidents are minor.
- B. Report to the School Nurse as soon as possible.
- C. If the accident occurs after school or during a game, report the accident the following day.
- D. Failure to promptly report injuries within twenty-four hours may jeopardize school insurance coverage.

Report & Control of Communicable Diseases

If a student contracts any of the following communicable diseases, the parent should notify the School Nurse or Attendance Officer. Upon return to school, the student must report to the Nurse's Office with a Physician's slip confirming that he/she may safely return to school, and any limitations of activity that are necessary.

1. Diphtheria
2. Infectious Hepatitis
3. Serum Hepatitis
4. Rubeola (Measles)
5. Poliomyelitis
6. Variola (Smallpox)
7. Salmonellosis
8. Typhoid Fever
9. Mumps
10. Meningococcal Meningitis
11. Pertussis (Whooping Cough)
12. Rubella (German Measles)
13. Streptococcal
14. Varicella (Chickenpox)
15. Venereal Disease

Physical Examination

Physical examinations are required for all students and any student transferring to Kittatinny Regional High School from another school.

If it has not been included in previous school records, you must present a certificate indicating proper immunization against polio-myelitis. A TB test is required prior to school admittance.

STUDENT USE OF TELEPHONES

Cell phone use is prohibited. In the event of an emergency, student may use the telephone in the Main Office with the permission of an Administrator.

PARENTS CALLING

Parents are asked to restrict their telephone messages to medical emergencies only. It is not always possible to contact your child at the time requested due to educational constraints. Please help us. Please restrict your messages.

DELIVERY OF MESSAGES, CLOTHING, LUNCHES,

AND OTHER PERSONAL ITEMS

Parents are requested to limit their messages to medical emergencies. Messages other than those from parents will not be delivered. When clothing, lunches, books, etc., are brought to the Main Office for a student, the student will be paged to the Main office between classes to retrieve the item(s).

INSURANCE

THIS COVERAGE HAS BEEN PURCHASED ON A PARTIAL EXCESS BASIS. This means that if the student is confined as a bed patient in a hospital or if as a result of a covered injury, a surgical procedure is required (in or out of the hospital, you must first claim benefits under any other medical expense coverage you have). This would include Blue Cross/Blue Shield, any private accident and health policies or group policies through your employer, etc. If there is any balance due after payment has been made by your other carriers, you would then submit all receipts of payments made by other carriers and all the medical bills incurred on the claim for consideration of payment of balance due under student policy. Charges in excess of the partial excess policy are the responsibility of parent.

GUIDANCE

The Guidance Department renders many valuable services to the school as a whole and to the individual student especially.

Each pupil has a counselor with whom he may confer whenever he needs help on his problems regardless of their nature. Parents are free to contact counselors to arrange for conferences if desired.

The Guidance Office maintains a collection of college bulletins and educational directories. It also has books, pamphlets, and other literature on vocations and occupations.

With the use of the NAVIANCE FAMILY CONNECTION computer program, students can individually explore many vocational areas, as well as the numerous college possibilities.

The Guidance Office door is open. Visit the office and do some searching on your own.

Grade Point Average is computed by:

- A. Converting final grade of each course into a number, i.e., A equals 4, B equals 3, C equals 2, D equals 1, F equals 0. This number is then multiplied by the number of credits the course is worth. This number is known as Quality Points.
- B. To convert Quality Points to GPA, divide the Quality Points by the total number of credits attempted. Physical Education is not used in GPA calculation.
- C. Honors courses are given an additional point in the conversion process, i.e., A equals 5, B equals 4, etc. The other steps remain the same.
- D. This procedure is followed for each course a student has taken.
- E. When this procedure is followed, the student's total number of Quality Points is then divided by the total number of credits attempted. The resulting number is the student's GPA.
- F. The GPA's for the entire class are then ranked and the result is the Class Rank.
- G. The student's GPA and Class Rank are re-calculated at the end of every year and after the first semester of their Senior year.

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The Guidance Department at Kittatinny believes that a parent should be made aware of these important statistics as their young adults approach graduation. Please feel free to call the Guidance Department if you need further explanation of these statistics or have any questions regarding your Son/Daughter.

Schedule/Class Changes/Drops

The majority of the student schedule changes will be made during a designated time in the summer. All students will be scheduled for the appropriate number of academic and elective courses to keep them on track for graduation. Most schedule changes will be honored as long as class size is not significantly altered. Schedule changes for other than academic reasons will not be honored.

Class level changes (Honors to College Prep, College Prep to Regular, etc.) during the course of the year will be honored under these following conditions:

- A. Teachers in both course levels as well as the Department Supervisor approve.
- B. This class change does not require other major schedule changes effecting other departments.
- C. The change takes place prior to beginning of second semester.

It should also be noted that a student changing from an Honors course to College Prep course does NOT retain weighted grade equivalent. A student receiving a C in an Honors course will be given a C in the College Prep course if a change is enacted.

If a course is dropped, the following procedures will apply to the grading process:

- A. If a course is dropped before 1/4 of the class is completed, it will not be recorded on the final transcript.
- B. If a course is dropped between the first quarter and the first half of the class, it will be recorded on the final transcript as WP (*withdrawn passing*) or WF (*withdrawn failing*). This grade does not affect class rank or GPA.
- C. If a course is dropped after the midpoint of class, it will be recorded on the final transcript as F (regardless of the grade up to that date). The F will be reflected in the class rank and GPA.

Honors Program

General Criteria: The following factors are the criteria for general or overall participation in the Kittatinny Honors Program. Specific criteria relating to entry and continuation are delineated.

- A. The student's grade in the current class.
- B. All of the prerequisites for a course must be met. Co-requisite courses must be incorporated into the student's schedule.
- C. Standardized test scores in specific areas on GEPA, HSPA, or Kittatinny Standardized Test must be at or above 95th percentile.
- D. The Teacher's Rating Scale.
- E. A writing sample from the GEPA/HSPA or Kittatinny Testing Program must achieve a score of 10 or higher.
- F. Student will have 95% of assignments in the specific subject area completed.

Regular to Honors Program: The following factors are criteria for admission to the Honors Program.

- A. The student's grade in the current class must be a 90% or better.
- B. All of the pre-requisites for course must be met. Co-requisite courses must be incorporated into the student's schedule.

- C. Standardized test scores on the GEPA, HSPA or Kittatinny Testing Program must be at or above the 95th percentile.
- D. The Teacher's Rating Scale must achieve 80 points or better.
- E. A writing sample from the GEPA/HSPA or Kittatinny Testing Program must achieve a score of 10 or higher.
- F. Student will have ninety-five percent of assignments in the specific subject area completed.

Continuation in Honors Program: The following factors are criteria for continuation in the Honors Program:

- A. Student's grade in current class must be an 80% or better.
- B. All of the pre-requisites for course must be met. Co-requisite courses must be incorporated into the student's schedule.
- C. Standardized test scores on the GEPA, HSPA or the Kittatinny Testing Program must be at or above the 95th percentile.
- D. The Teacher's Rating Scale must achieve 80 points or better.
- E. A writing sample from GEPA/HSPA or Kittatinny Standardized Testing must achieve a score of 10 or higher.
- F. Student will have ninety percent of assignments in the specific subject area completed.

Probation: Placement in an Honors class is a privilege. All students in an Honors class are admitted on a probationary basis. To remain a member of the class in good standing, all course requirements must be met diligently and in an exemplary manner.

Two points of focus impact immediately on continued membership in the Honors class. A student gains or retains his/her Honors status as long as the following two requirements are met:

- A. Satisfactory (specified % class average) completion of first marking period.
- B. Satisfactory and timely completion of summer assignment(s).

Failure to meet these two stipulations is sufficient cause for removal from the Honors Class/Program.

Appeals Process

- A. Parent and student will meet with the Guidance Counselor. If not resolved, the Director of Student Personnel will review the issue and make recommendations, or refer it to the appropriate Department Supervisor.
- B. The parent and student may register an appeal with the Department Supervisor.
- C. The appeal may be addressed to the Principal who will make the determination.

Graduation Requirements

These courses are required for graduation from Kittatinny Regional:

- English (4 years)
- U.S. History (2 years)
- World History (1 year)
- Math (3 years)
- Science (3 years)
- Physical Education (4 years)
- World Language (1 year)
- Fine, Practical or Performing Arts (1 year)
- Electives (6)
- Passing score on the State HSPA exam.

Elective requirements may be waived if a student was required to take parallel instruction. This will be decided on a case-by-case basis.

GENERAL INFORMATION

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Quarterly Assessments

A quarterly assessment will be given on scheduled days at the end of each marking period. The four Quarterly Assessment grades will be combined for a fifth grade. The fifth grade will be averaged with a student's 4 marking period grades to determine student's final grade.

Standardized Assessments

If a student scores partially proficient on any part of Grade Eight Proficiency Assessment (GEPA) or fails to pass the Kittatinny Testing Program (KTP) or NJ ASK, he/she may be required to take parallel instruction in the non-proficient areas (KRHS Board of Education Policy, Special Instruction Programs 6171).

Report To Parents

Notification in the form of quarterly progress reports will be mailed to parents at the approximate midpoint of each marking period.

These reports will notify parents of the progress made by their child in each of their courses. The reports will use various comments rather than a letter grade.

If a comment suggests that a conference is necessary, the parent is urged to call the Guidance Office to arrange a conference.

At the end of each semester/year, depending upon the length of the course, a separate departmental Progress Report will be mailed to the parents of students who have demonstrated exceptional progress.

For each of the four marking periods, the letter grade given to each student has the following equivalent percentage range:

| | | |
|----|-------------------------|---------|
| A | Excellent | 90-100 |
| B | Good | 80 - 89 |
| C | Fair | 70 - 79 |
| D | Poor, but Passing | 60 - 69 |
| F | Failure | 0 - 59 |
| S | Satisfactory Completion | |
| U | Unsatisfactory | |
| WP | Withdrawn, Passing * | |
| WF | Withdrawn, Failing * | |
| I | Incomplete ** | |

* Withdrawn

If a student withdraws from a course before $\frac{1}{4}$ of the class is completed, it will not be recorded on the final transcript. If a course is dropped between the first $\frac{1}{4}$ quarter and the first half of the class, it will be recorded on the final transcript as WP or WF. This grade does not affect class rank or GPA. If a course is dropped after the midpoint of the class, it will be recorded on the final transcript as an F (regardless of the grade up to that date). The F will be reflected in the class rank and GPA.

** Incomplete

This indicates work that is unfinished. A student who fails to complete his work within two weeks following the closing of a marking period will be regarded as having failed.

Honor Roll

The Honor Roll is determined on a marking period basis. Students achieving a rounded grade point average of 3.5 or higher will be placed on the Honor Roll. Students receiving all A's or a 4.0 grade point average would be selected for the High Honor Roll.

CONCURRENT ENROLLMENT PROGRAM

Sussex County Community College and Kittatinny Regional High School District Board of Education recognize the value of a program that allows senior students to accrue college credits while completing their high school experience. The Sussex County Community College Concurrent Enrollment Program (CEP) is a partnership program linking high schools and the college to provide qualified high school seniors the opportunity to enroll during a part of the high school day in challenging courses normally taken by College freshmen.

All CEP courses are the same as those regularly offered at the Sussex County Community College. They will be taught by either full-time faculty, adjuncts, or high school faculty serving as College adjuncts. The College is responsible for selection of the instructor in consultation with the school district. The course is carefully monitored by SCCC faculty and administration to ensure that curriculum and grading standards in CEP courses are identical to those sections taught at SCCC. The students who successfully complete course work taken through the CEP program will have their earned credits documented on a regular SCCC transcript. These credits can either be applied to SCCC degree programs or transferred to other universities and colleges across the nation.

Student Eligibility

All students registering for courses must pass or waive out of the College Accuplacer Test. High school seniors and qualified juniors may participate in the program if they meet the following criteria:

- English courses: earned a B average in English
- Sociology courses: earned a B average in social studies and passed the HSPA in language arts*
- Business courses: earned a B average and passed the HSPA in language arts and math*
- Computer classes: passed the HSPA in math* and passed an SCCC Challenge Exam for COMS101
- Are academically motivated (based on teacher and/or guidance counselor input)
- Receive the recommendation of their high school guidance counselor and teacher
- *Students are required to have SAT scores of 540 in the verbal and/or 530 in math.*
- Submit a signed parental consent to enroll in the course
- Attend a CEP orientation with parents

Course Offerings

The credit course offerings for Fall, 2007 are **Biology II Honors and AP French**.

Cost to Students

Students will pay \$100 tuition per three (3) course credits; Student will be responsible for a one-time SCCC application fee of \$15.

PARENT CONFERENCES

Conferences will be held in early December (grades 7-12) and again after the end of the second marking period, usually mid-February (grades 9-12 only). Watch for the specific date on the report card, progress report, and school calendar. Call the Guidance Office to schedule an individual 15-minute conference with one or more of your child's teachers. Conference times are by appointment only. There are no "drop-ins". No new conference appointments will be scheduled on the day of conferences. It is not mandatory that parents meet with every teacher; however, please have ready the names of teachers you do wish to meet when you call. If possible, call to cancel if you are unable to keep an appointment. While Parent Conferences are scheduled twice a year, conference appointments may be request-ed at any time to discuss issues with your child's teachers.

HOMWORK REQUESTS

If a high school student is absent for three days or more, homework assignments may be requested through our website @krhs.net. The teachers have 24 hours to prepare work and submit assignments either to Guidance Office or directly to the student/parent. Books and work may be picked up by parent or sent home with another student. When a 7th or 8th grade student is absent, parents may call the "Homework Hotline" by dialing 973-383-1800, and then entering the appropriate voice mail box number:

- #6841 BLUE (formerly All Stars)
- #6842 DREAMWORKS (formerly Universal)
- #6843 SILVER (formerly MVP's)
- #6844 PARAMOUNT

High School and Junior High homework is updated on the Kittatinny website @krhs.net. Assignments can be found by going to Staff Directory and selecting All Departments.

AFFIRMATIVE ACTION

The Kittatinny Regional High School Board of Education affirms its responsibility to ensure all students in the public schools of Kittatinny equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, and social or economic status. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary its present school and classroom programs and employment contract practices. Any questions or concerns regarding the Affirmative Action policies should be addressed to the Director of Student Personnel.

WORKING PAPERS

Any student under 18 years of age must have working papers in order to obtain employment.

- A. When a job is secured, the student may obtain Working Paper forms from the Guidance Office during his/her lunch period.
- B. The NJ State Department of Labor mandates:
 - 1. Employer must complete Promise of Employment section.
 - 2. Parent must sign.
 - 3. Student is required to have a physical.
Students who might need working papers during the school year may schedule a physical at no cost with the school physician during pre-announced athletic physical days. Should the student go to their own physician for the required physical, the costs will be borne by the parents/guardians.
 - 4. Proof of age is required (Birth Certificate or a copy).
- C. When the State mandated information is completed, student must return with the form to the Guidance Office and the working papers will be issued. A copy is sent to the Department of Labor in Trenton, New Jersey According to the NJ State Child Labor Act (NJSA 34:2-21.1), it is the prerogative of the high school to decide whether or not to issue or recall working papers due to poor grades or poor attendance.

SCHOLARSHIPS

The Senior Awards Assembly is one of the highlights of a student's senior year at Kittatinny. Local agencies, organizations and families generously donate most of the scholarships awarded. The scholarship recipients are selected generally by one of two methods.

- A. The local agency, organization or family set their criteria, interview the students or through an application process, select their winner.
- B. Many of the local agencies, organizations or families ask the school to choose an appropriate recipient of their scholarship. This is done through an application process with our Scholarship Committee making the decisions.

The application for local scholarships focuses on the following areas:

- Grade Point Average
- School activities
- Community service
- Financial need

The Scholarship Committee reviews each application without having knowledge of the applicant's name. The applications are then ranked and the scholarships awarded. Most of the local scholarships remain undisclosed until the Senior Awards Assembly.

SCHOLAR/ATHLETE PROCESS

- A. The criteria necessary to be considered for the Sussex County Scholar Athlete nomination from Kittatinny is as follows:
 - 40% Academic
 - 40% Athletic
 - 20 % Community Service
- B. All Head Coaches are provided an outline of what criteria are required for Scholar Athlete. They will be responsible to inform the student athletes.
- C. In early December the Director of Student Personnel Services will make a list of the top ten percent of the current senior class.
- D. With the list from Guidance, the Athletic Director will indicate the varsity letters awarded as well as the athletic honors received by this top academic group.
- E. This list will be returned to the Guidance Office. Guidance will then add a list of community services performed by each student who meets the athletic criteria. With all of this information, the Guidance Department will make a recommendation.
- F. The Athletic Director will meet with all Varsity coaches and distribute the list and discuss the candidates. With all of the information at their disposal, the coaches will make their recommendation.
- G. The recommendations of both the Guidance Department and the coaches will be presented to the Principal.
- H. If the Principal seeks additional information, it will be provided.
- I. The Principal will announce the Kittatinny Scholar Athlete award winner after all recommendations have been considered. This entire process will be completed by early January.