



## Parent-Student Community Handbook 2011-2012

Welcome to North Hunterdon Regional High School.

Your educational experience at North Hunterdon Regional High School will include both classroom and extra-curricular educational experiences. Your enthusiastic contribution in a broad selection of instructional, ethnic, recreational, and social programs will establish the value of your high school experience. I encourage you to grow as well as be a dynamic student and unite with the administration, teaching staff and students as educators of new opportunities.

The Interactive Community Web-based 2011-2012 Parent Student Handbook familiarizes you to services, programs, student organizations, and student conduct policies. It will function as a guide to introduce ways to best become involved and take advantage of these services, activities, and opportunities. It is designed to help you understand North Hunterdon Regional High School and get you actively involved with the community. This handbook is a working document and changes may be added throughout the school year. Any current changes will be found under the link Revisions to the current handbook.

I wish you a successful school year and if I can be of assistance, please don't hesitate to contact me. Thank you  
Sincerely,

*Michael P. Hughes*

*Principal*

[Printable Portable Document Format \(PDF\)](#)

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## Academic Honors

### High Honor Roll

At the end of each marking period, any student who has attained all "A" grades will be listed on the High Honor Roll

### Honor Roll

At the end of each marking period, any student who has attained all "B" grades or better will be listed on the Honor Roll.

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## Administration

### To Our Parents and Students:

Welcome to the North Hunterdon High School 2011-2012 school year. This comprehensive high school offers a variety of opportunities for all students in our academic and co-curricular programs. We encourage all students to take advantage of these opportunities to grow, develop and expand their abilities and to be a participant in high school life.

This parent/student handbook has been developed to assist you in knowing our policies and procedures and to encourage you to become active participants in the North Hunterdon High School family.

**Student Parking Will Be For Seniors Only, SELECTED BY A LOTTERY). Local police enforce all parking regulations on our campus. Please obey our signs.**

Parents are encouraged to participate in our Parent Advisory Committee (Third Thursday, September thru June at 9:30 a.m. - 11:00 a.m.), which provides the forum to interact on every aspect of student life. Please call [Mrs. Umhoefer](#) at 713-4122 if you are interested in participating on this committee.

2011-2012 PARENT ADVISORY MEETINGS: ROOM 114\*

- September 15 Principal's Update & Guidance
- October 20 Special Ed & Special Services
- November 17 Social Studies, Music, & Fine Art
- December 15 English/Media Specialist/Literacy
- January 19 Principal's Update & Guidance
- February 16 World Languages & Practical Arts
- March 15 Tentative Budget Presentation
- April 19 Science & Mathematics
- May 17 SAC /Student Activities/ Trainers /Nurse

Parent Advisory Meetings are the third Thursday of every month in room 114 at 9:30a.m. unless otherwise noted in the school calendar

Finally, the faculty and administration at North Hunterdon High School anticipates building on the many successes of the past, and is looking forward to the 2011-2012 school year in the hopes of providing a positive learning environment for all of our students.

## SCHOOL ADMINISTRATION

<a href="#">Michael P. Hughes</a>	Principal
<a href="#">John P. Hahola, Jr.</a>	Assistant Principal for Instruction
<a href="#">Rich Bergacs</a>	Assistant Principal for Operations
<a href="#">John Deutsch</a>	Assistant Principal/Director of Athletics
<a href="#">Sue Rader</a>	Disciplinarian Supervisor of World Language
<a href="#">Patricia Raleigh</a>	Supervisor of Guidance
<a href="#">Ann Marie Rose</a>	Intern Director of Special Services
<a href="#">Tara Marie Kraatz</a>	Director of Student Activities

**DISTRICT PROFESSIONAL STAFF**

Dr. Charles Michael Shaddow	Superintendent of Schools
Dr. Frank Helies	Assistant Superintendent Curriculum/Pupils Personnel Service
Susan Press	Business Administration/Board Secretary
Rich Bergacs	Director of Technology
Khalida Jakubas	Data Base Administrator
Anita Lamison	Director of Human Resources
Gerald Oram	Transportation Coordinator

The District Administrative Office is open from 7:30 a.m. to 4:30 p.m. each school day.

**Phone Numbers**

(Area Code 908)

High School Office	713-4110\Fax 735-6447
Guidance Office	713-4130\Fax735-6608
Special Services	713-4135
Attendance Office	713-4120
Athletic Office	713-4140\Fax 713-4194
Information Hot Line	713-8328
Transportation Office	713-4116
District Office	713-4100
Library	713-4199
Nurse	713-4171

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## Acceptable Behavior

Acceptable behavior is largely a matter of respect for others combined with good common sense.

Since the purpose of attending school is to get an education, anything that interferes with this objective is clearly unacceptable. The following specifics are presented to serve as a guide to acceptable behavior:

- \* Attend all scheduled classes.
- \* Arrive at school on time (unexcused tardies may be considered cutting).
- \* Arrive at school in appropriate attire. (See specific dress code regulations).
- \* Animals and pets not allowed in school.
- \* No skateboarding or in-line skates allowed on school property.
- \* Overt displays of affection are not appropriate for the educational environment.
- \* School personnel will not tolerate foul or abusive language or personal threats. Such actions will lead to appropriate disciplinary action
- \* Students must follow the directions and requests of their teachers and supervisors.
- \* All students must follow the proper hall pass procedures.
- \* Enter or leave Resource Centers only at the beginning or end of period.
- \* Students and their parents will be held financially accountable for any school property defaced or destroyed or not returned.
- \* Card playing is not permitted.
- \* Paging devices, radios, tape players, or CD players are not permitted on school grounds.
- \* Wear shoes at all times.
- \* No food or drink is permitted outside of the Cafeterias. Lunches are to be eaten in the Cafeterias unless special arrangements have been made with the Administration.
- \* Do not throw snowballs or other foreign objects on school grounds.
- \* If students have questions or if an unusual situation arises not specifically defined in the student handbook, inquiries should be made at the office of the Assistant Principal.

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## After School Activities

Students are encouraged to use the facilities to work with teachers and staff members after 2:25 p.m. However, students are NOT to remain after school or use ANY facility unless they are under the direct supervision of a staff member.

Students found in school after 3:15 p.m. who are not under the immediate supervision of a staff member may be placed on Level III of Disciplinary Action.

Students are reminded to schedule appointments with teachers ahead of time and not to stay after school in hopes of finding a teacher.

## Clubs

### THE CLUB PROGRAM

The club program functions on a yearly basis and eligibility is governed by Board Policy 226 Academics eligibility requirements. At the beginning of each year various clubs are formed. Each club must have a purpose for being organized. Its members must share one interest area and it must have a sponsor. Most clubs meet after school during the activity period. Some also meet on weekends or evenings.

Students are covered by school insurance any time they are attending a school sponsored event approved by the Administration and/or Board of Education. The club advisor is the sponsor.

### **HOW TO START A CLUB**

- Find at least twelve students interested in joining the proposed club.
- Identify a faculty member who would be interested in advising the club.
- Report to the Director of Student Activities to obtain the necessary information and help look for an advisor or help the advisor set up the club.
- Announcements will be made in order to advertise the proposed club and increase membership provided an advisor has been obtained.
- The students interested in the formation of the club and the advisor will then set up meeting dates, goals of the club and special projects and report back to the Director of Student Activities. The Superintendent makes club final approval.

### **CLUBS AND ACTIVITIES**

Our club program is designed to help students supplement the basic academic school day with additional activities, based upon the student's interest and abilities. If a group of students has an interest in a club, the group may start one after finding a sponsor.

Club organization forms may be obtained from the Director of Student Activities. See school website for complete listing.

Following is a partial list of clubs currently in operation:

### **PARTIAL LIST OF CLUBS OFFERED AT NORTH HUNTERDON**

[See the North Hunterdon Regional HS Student Activities website for further details](#)

[Click here for the North Hunterdon PTSA Webpage](#)

#### **Intramurals**

Intramurals will be conducted on a seasonal basis. Announcements will be made regarding these offerings. Questions see Mr. Hawk or check the bulletin board by the small gym.

[Click here for the intramural listing at North Hunterdon High School](#)

#### **Dances**

#### **DANCE RULES FOR STUDENTS**

**Only North Hunterdon students with proper identification shall be admitted to dances unless otherwise specified before the dance.**

- If a student leaves the dance, he/she may not return and must leave the school grounds.
- Mode of dress shall be specified for each dance. Those not adhering shall not be admitted.
- Students on the suspension list shall be denied admission to dances.
- DJ's or band members are not permitted to bring guests to dances.

- The chaperones shall have the authority to ask any person to leave the dance or forbid admission when in the judgment of the chaperones, the person's conduct or presence is detrimental to a wholesome situation.
- Only one door shall be used for entrance and exit at dances.
- No one may enter a dance after 10:00 p.m. unless special circumstances exist
- Disciplinary action will be taken by the Administration upon referral from a dance chaperone.
- Students suspected to be under the influence of a substance at dance are to be retained by the chaperone or the police and released only to the custody of a parent or guardian. Notification will be made to the disciplinarian the next school day.

[See the activities webpage for more information on Dances](#)

## Decorations/Posters

### DECORATION AND POSTER CODES

Before being displayed, all posters must be approved by the Director of Student Activities or an Administrator. Only posters showing good taste will be approved. Posters may be displayed in the cafeterias, the Mall area and any tiled surface in the corridors. Please use blue masking tape when hanging posters and remove all posters and tape immediately after the announced event takes place. Do not tape anything to lockers.

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## Affirmative Action

It is the policy of the North Hunterdon-Voorhees Regional High School District, not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status in its educational programs or activities and employment policies as is required by Title IX of the Educational Amendments of 1972 and N.J.A.C 6.4- 1.1. Inquiries regarding compliance may be directed to the Affirmative Action Officer at the North Hunterdon-Voorhees Regional High School District, [Rich Bergacs](#) (908-713-4199 x6354).

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## Alma Mater



*On a hill in Hunterdon against the rising sun*

*Stands beloved our Alma Mater, pride of time to come*

*Sons and daughters ever striving towards the goal in sight*

*Though we falter in the struggle, we stand for right*

*Hail to Thee dear Alma Mater as we sing thy praise*

*Loyal hearts remember fondly many happy days*

*Green and gold be ever cherished, emblem of the just*

*Humbly now we stand recalling, life is a trust.*



[Click to hear the North Music choirs version of the Alma Mater](#)

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## Announcements

Students are urged to listen carefully to all morning announcements. Daily announcements are also located on the school website at [www.nhvweb.net/nhhs](http://www.nhvweb.net/nhhs). If an announcement is to be made, an announcement form may be obtained from the Audio Visual Center. The announcements must be printed, signed by the advisor of the event or activity and placed in the announcement mailbox, which is located in the Audio Visual Center. The advisor's signature indicates that spelling, grammatical construction and content have been checked and approved. Any announcement, which has not been signed, will not be read.

[Click here to view the daily announcements](#)

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## Athletics

Accepting the fact that interscholastic competition is an invaluable asset to the total education of students whether they are members of a team or spectators, North Hunterdon High School attempts to support a varied athletic program, which is aimed at giving a maximum number of students an opportunity to participate. See the North Hunterdon Regional HS website for further details.

A parent permission form must be signed by a parent or guardian and returned to the School Trainer or Nurse before participation in any sport. These forms are available in the Nurse's Office or Trainer's Room.

In addition to a signed permission form, all students participating in athletics are required to have a comprehensive physical examination within 365 days of the first practice session. The comprehensive physical should be done by your family medical health provider, however, (The North Hunterdon-Voorhees Regional High School Board of Education Policy requires all incoming freshman students to be examined by their own physicians before entering the high school). No student is to participate in interscholastic athletics until verification of a comprehensive physical is on file in the health office and is cleared by the nurse or trainer.

## Eligibility

North Hunterdon High School is a member of the New Jersey State Interscholastic Athletic Association and the Skyland Conference. All eligibility requirements must be met before any student athlete is cleared for athletic participation, i.e. age, semester, grade, credits, etc.

Eligibility:

North Hunterdon High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA), Skyland Conference, and Hunterdon/Warren County Athletic Association. NJSIAA requirements state: An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining the age 19 on or after September 1 shall be eligible for the ensuing year.

As an incoming student from grammar school (8th grade), there are no credit requirements for the Fall or Winter season; however, to be eligible for the second semester (Spring season) a student must be passing 15.0 credits at the conclusion of the first semester (January 30).

Students in grades 10, 11, and 12 are eligible for athletic participation during the Fall and Winter seasons if they pass 30.00 credits during the immediate preceding academic year. To be eligible for Spring season, a student must be passing 15.0 credits at the conclusion of the first semester (January 30). If a student is eligible at the start of a sports season, he/she remains eligible for that entire sports season regardless of his/her grades at the end of a marking period.

A student becomes ineligible for high school athletics when the class in which he/she was originally enrolled has graduated.

\* Parents and students are responsible for checking on the credit requirements for each athletic season.

[Click here to figure out credit requirements for student-athletes](#)

All concerns or questions should be addressed to the Director of Athletics or guidance counselors. See the [Athletic webpage](#) for more information:

## **POLICY # 226 ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES**

### **DISTRICT REQUIREMENTS**

Fall & Winter Activities - 30.0 credits earned during the previous school year.

**Spring Activities** - 15 credits earned during the first semester.

Extra curricular student activities exist to provide educational experiences not otherwise provided for in academic courses. Students are expected to maintain good academic standing and citizenship to be eligible to participate in extra-curricular programs.

When a student is identified as failing one or more courses (mid marking period, marking period or semester) the following will occur:

- a. Communication to the student, parent, guidance counselor and coach or advisor will occur identifying courses the student is failing and the teachers of each course.
- b. A notification sign-off sheet will be developed for each student.
- c. Students are required to seek extra help; he/she may jeopardize his/her eligibility as outlined by district requirements.

In addition to the district requirement, all N.J.S.I.A.A. eligibility requirements will be followed with the exception of increased credit requirements indicated above.

## **NORTH HUNTERDON-VOORHEES HIGH SCHOOL DISTRICT**

### **Disciplinary Code**

Participation in the Athletic Program is a privilege and will be governed by the rules and regulations set forth in the student parent handbook as well as rules and regulations established by the coaching staff and our state organization.

### **STUDENT RESPONSIBILITY IS EXTREMELY**

### **IMPORTANT IN THE ATHLETIC PROGRAM**

This responsibility begins from the time the student is accepted as an athlete on a team until the completion of the interscholastic season. The student is responsible to the coach from the moment he/she reports to the school for the contest until the termination of the contest. This would include: Inappropriate behavior on and off the school grounds, behavior in the locker room, behavior on the bus, and behavior at the opposing schools facilities. Athletes are responsible to conform to the established rules of conduct set forth by the school and coach with respect to their actions with coaches, teammates, opponents, spectators, official personnel of the home and visiting school.

Any violation of the established rules of conduct may result in a conference with the coach, and/or suspension to include one calendar week and at least one scheduled interscholastic event. The maximum penalty for an offense may be team expulsion.

The following guidelines have been established by the North Hunterdon-Voorhees High School District Board of Education in dealing with violations of the student athlete disciplinary code. Whenever an individual is reported to the administration regarding a student athlete's behavior, which may be detrimental to the high school or the athletic program, the following process will be followed as an effort to resolve the matter.

**Level I** - The coach of the athlete will be notified as soon as possible and every attempt will be made to resolve the incident. Coaches will refer the students to their counselors and Student Assistant Counselor for further evaluation.

**Level II** - If the incident is not resolved appropriately by the coach, or if other members of the coaching staff feel that the incident has not been dealt with properly, the Director of Athletics will be notified to intervene.

## APPEAL PROCESS

### Level I - Principal

### Level II - Superintendent

**ATTENDANCE** - An athlete must be in school by 11:30 a.m. on the day of a competition or practice in order to participate.

**SUSPENSION FROM SCHOOL** - When an athlete is on suspension, he/she may not participate in practice or in competition. When the student is allowed to return to school, he/she is also eligible to return to athletic practice. Each coach will determine when the student is physically able to compete inter scholastically.

**CONDUCT UNBECOMING TO THE ATHLETE AND DETRIMENTAL TO THE HIGH SCHOOL ATHLETIC PROGRAM:** Conduct of this nature will result in proper disciplinary action. Unbecoming conduct includes, but is not limited to, hazing, bullying, harassment, vulgar language, obscene gestures, and inappropriate behavior. Immediate suspension, to include one calendar week, will be imposed. The suspension must also include at least one scheduled interscholastic event. The maximum penalty for these offenses may be team expulsion. Coaches will refer the students to their counselors and Student Assistant Counselor for further evaluation.

**POSSESSION OR USE OF DRUGS OR ALCOHOL:** A violation will result in an immediate ten day team suspension with possible team expulsion. The suspension must include at least two scheduled interscholastic events, and is independent of the terms of any school suspension.

**POSSESSION OR USE OF TOBACCO:** A violation will result in an immediate five day suspension with possible team expulsion. The suspension must include at least one scheduled interscholastic event, and is independent of the terms of any school suspension.

**STEALING:** Any student caught stealing will be required to make restitution and will be dealt with severely by the Office of the Director of Athletics and charges may be filed with the local police department.

It is recommended that students put their name or identification mark on every article of value. Do not bring large amounts of money or expensive (jewelry) articles to school. Do not give anyone your locker combination and do not use someone else's locker.

Team penalties are separate from those imposed by the Administration for infractions specified in the Student Parent Handbook.

### Student Athlete Disciplinary Code\*

I have received a copy of the guidelines and procedures and I understand the guidelines as outlined in that policy. I also understand that student and parent signatures are required and this form must be returned to the school prior to student participation in an interscholastic and/or extracurricular activity.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Copies to be received from the Coach

Please refer to the [Parent-Student handbook](#) on the athletics webpage. Click here for the [Athletic Webpage](#) with all information pertaining to athletics and refer to the [Athletic Forms off of the Health Services webpage](#) for physical paperwork. Questions on the forms, please refer to the [Ask the Athletic Trainers](#) website.

[Click here for the NHHS Booster Club Webpage](#)

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## Attendance

### [Attendance letter Building Level Attendance Procedures](#)

#### STUDENT ATTENDANCE POLICY

Students are expected to be in attendance on all days and hours that school is in session. Absence from school restricts and inhibits the student's ability to complete the prescribed curriculum requirements. It also violates New Jersey State Law, which requires students to attend school regularly. The law states:

Every, guardian or other person having custody and control of a child between the ages of six (6) and sixteen (16) years shall cause such child regularly to attend the public schools for children of similar grades and attainments or to receive instruction elsewhere than at school (18A: 38-25).

Such regular attendance shall be during all the days and hours that the public schools are in session in the school district, unless it is shown to the satisfaction of the Board of Education that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the Board of Education of any district of any child between the ages of 5 and 20, except as explicitly otherwise provided by law (18A-38: 25-26).

School attendance is the responsibility of the student and the parents. The student who absents himself/herself from school/class impedes and complicates the teaching-learning process.

The Board of Education neither condones nor permits absences from school for any reason not specified in the law, and course credit will not be issued if the student attendance requirement is not met. **This may affect eligibility for graduation.**

#### Early Dismissal

Early dismissals are discouraged. However, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal, a parent must write a note to the Attendance Office specifying the date, time, and reason for the request. Students are responsible for bringing the note to the Attendance Office the morning of their early dismissal. The student will then be given a pass to come to the Attendance Office at the designated time of departure. There may be times when a parent must make an appointment with the doctor during the current school day, but please make sure the child is aware that a parent will be calling for an appointment. It is the student's responsibility to then check with the Attendance Office (in between classes) to see if the parent has called with the dismissal time. The Attendance Office will follow up by contacting the parent to verify the early dismissal. If the parent cannot be reached to verify the early dismissal, the student could be refused permission to leave. When picking up a student, the parent must come to the attendance office to meet the child and sign the early dismissal book. Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed.

- Class cannot be disrupted to call students down to Attendance. Students will be called down from their classrooms by an Attendance staff member just before the class in progress ends.
- It is against New Jersey State statute to use cell phones during the school day, so we remind students and parents that either the nurse or the Attendance Office staff will allow students to make calls on office phones to their parents.

## Absence

Absences fall into two categories: **Excused and Unexcused**.

### Excused Absences

- (1) Professional note (i.e. doctor, dentist, lawyer, etc.)
- (2) Dated letter from a college verifying a visitation
- (3) Religious holiday, as prescribed by state law and verified by a parental note
- (4) School approved activity
- (5) Death in the family verified by a parental note
- (6) Note from the Motor Vehicle Agency verifying that a driving test was taken
- (7) Out-of-school suspension

Written documentation must be presented to verify all excused absences; and must be submitted within five (5) school days after returning.

This is not a permissive policy establishing or "licensing" a limit of days, which may be missed with no harm. Rather, it assumes absences will occur for personal illness, serious personal or family problems, religious holidays, quarantines, and professional appointments that cannot be scheduled in non-school times. Absences for any other reason not listed above must be acceptable to the administration, or the absence will be considered unexcused. Long-term or chronic illness will be considered individually by the administration and documentation of such should be on file in the nurse's office as soon as possible.

### Unexcused Absences

Students are not required to bring parental notes to school following an unexcused absence. Parents/guardians, guidance counselors, will be notified of a student's absence following the fourth (4) unexcused absence in a semester course, and the seventh (7) and tenth (10) unexcused absence in a full-year course.

### **DAYS MISSED DUE TO FAMILY VACATIONS DO NOT QUALIFY AS EXCUSED ABSENCES.**

### Loss of Credit

Students with the following unexcused absences will be subject to loss of credit in a course:

Students who miss more than six (6) classes in a semester course, or more than twelve (12) classes in a year course.

Parents /guardians will be sent letters notifying them of a student's loss of course credit. Guidance counselors and the Child Study Team will also be notified.

A student who loses credit because of excessive absence will have his/her grades recorded for each of the four marking periods listed on his/her report cards but in lieu of final grades the designation of N/C (no credit granted) will be listed.

### Review and Appeal Process

A student who has lost credit in a course must make all appeals for reinstatement of credit lost due to excessive absence in writing to the administration within ten (10) days of notification.

### Making Up Work

A student may make up work following any absence. Upon returning to school after an absence, the student will have two (2) days for each day of absence to make up work unless the student makes other arrangements with his/her teachers. However, all work should be made up within a maximum of ten (10) school days following the student's return. In the

event that illness or recovery limits a student's workload, at the conclusion of the absence parents may petition in writing the administrator in charge of attendance for an extension beyond the ten (10) days.

### **EARNING COURSE CREDIT LOST DUE TO EXCESSIVE ABSENCES**

Students who lose credit due to excessive absences may earn credit by completing a Summer Credit Restoration Program. Through this option, a student may earn course credit lost, but the grade earned would be decided by the work done during the regular school year. No grade improvement is possible. Students who have missed more than 30 days (or their equivalent) or who have failed the course may not use the Summer Credit Restoration option to earn course credit.

### **SUMMER COMPLETION PROJECT**

The Summer Completion Project is designed to allow students to earn back the course credit they lost due to excessive absences. It requires the student to perform a project under the supervision of a certified teacher, and attend a formal class during the time allotted for Summer School. Research topics would be designated for each course by the respective department chairpersons.

### **Tardy**

Students who are tardy without proper authorization from a teacher, attendance personnel, guidance counselor, or administrator will receive an unexcused tardy. Three unexcused lates to class equal one unexcused absence.

Students who are tardy to class for the following reasons will be excused:

- (1) Professional note (i.e. doctor, dentist, lawyer, etc.).
- (2) Dated letter from a college verifying a visitation.
- (3) Religious holiday, as prescribed by state law and verified by a parental note.
- (4) School approved activity.
- (5) Death in the family verified by a parental note.
- (6) Note from the Motor Vehicle Agency verifying that a driving test was taken

### **EARLY DISMISSAL**

Early Dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for Early Dismissal, a parent must write a note to the Attendance Office specifying the date, time and reason for the request. Students are responsible for bringing the note to the Attendance Office the morning of their Early Dismissal. The Student will then be given a pass to come to attendance at the designated time so as not to interrupt classes during the day. There may be times when a parent must make a doctors appointment during the school day, make your child aware that you will be calling for an appointment. It is the **students responsibility** to then check with the Attendance Office (in between classes) to see if the parent has called with the dismissal time. **(CLASSES ARE NO LONGER TO BE INTERRUPTED)** The attendance office will follow up by contacting the parent to verify the early dismissal. If the parent cannot be reached to verify the early dismissal, the student could be refused permission to leave. **THE PARENT MUST COME TO THE ATTENDANCE OFFICE TO MEET THEIR CHILD AND SIGN THE EARLY DISMISSAL BOOK.** Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed.

Students enrolled in C.I.E. or C.O.E. or who have an approved permanent early dismissal will be issued cards stating the approved departure time. Students must keep these cards with them at all times.

Students who leave school without administrative or parental permission will be considered truant and dealt with severely. Parents will be notified.

### **Medical/Dental Appointments**

Notes requesting early dismissals for professional appointments must also include the name of the professional and their phone number.

**NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL UNLESS THE REASON FOR THE APPOINTMENT HAS BEEN VERIFIED BY A PARENT.** The normal procedure includes parental contact on the day of the appointment. Either parent must be available to confirm the appointment.

Only building Administration may approve Early Dismissal for special circumstances.

**Permanent Early Dismissal**

**CONTRACT FOR PERMANENT EARLY DISMISSAL**

Permanent Early Dismissals are discouraged. Permanent Early Dismissals will be for seniors with good discipline, proof of employment and graduation requirement standing.

**Leaving School During Day**

For the protection of all students, the only conditions under which a pupil may leave school during the regular day are:

- Permission from Administration and signed out by a parent or legal guardian.
- Permission from the Health Office and is signed out by a parent or legal guardian.
- Correctly processed early dismissal. Confirmation will be made by the school Administration.
- Absence caused by a school sponsored activity; New Jersey Statutes: Title 18A-38-28, and 38-31.

Students may not leave school grounds during the school day for any reason without Administrative permission. Students found leaving school, will be considered illegally off school grounds, truant and may be suspended. Truancy complaints may be signed.

North Hunterdon must accept the responsibility for every student's safety and welfare. Therefore, please remain in the supervised areas of the school as directed.

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**Bell Schedule**

**BELL SCHEDULE**

Warning bell for homeroom		7:40 a.m.	
MOD	TIME	PERIOD	
MOD 1 - 2	7:45 -	8:31	(Includes Homeroom)
Pass	8:31 -	8:35	
MOD 3 - 4	8:35 -	9:15	
Pass	9:15 -	9:19	
MOD 5 - 6	9:19 -	9:59	

Pass	9:59	-	10:03
MOD 7 - 8	10:03	-	10:43
Pass	10:43	-	10:47
MOD 9 - 10	10:47	-	11:27
Pass	11:27	-	11:31
MOD 11 - 12	11:31	-	12:11
Pass	12:11	-	12:15
MOD 13 - 14	12:15	-	12:55
Pass	12:55	-	12:59
MOD 15 - 16	12:59	-	1:39
Pass	1:39	-	1:43
MOD 17 - 18	1:43	-	2:25

- Announcements 2:23 - 2:25
- Curriculum, Inst., & Activity Period 2:30 - 3:10
- Extended Library Hours 2:30 - 5:30(T, Th)
- Activity Bus 3:15 (M, W, Th)
- Hot Lunches Mods (7-16) 10:02 - 12:55

**ALPHA HOMEROOM TIME SCHEDULE**

7:45 -8:31

MODS	TIME
ALPHA HR	7:45 – 8:31
1-2	8:34 – 9 :13

3-4	9:17 – 9:52
5-6	9:56 – 10:31
7-8	10:35 – 11:11
9-10	11:15 – 11:49
11-12	11:53 – 12:28
13-14	12:32 – 1:07
15-16	1:11 – 1:46
17-18	1:50 – 2:25

**All periods will be 35 minutes except mod 1-2, which will be 39 minutes to accommodate AM announcements.**

#### **IN-SERVICE TIME SCHEDULE**

7:45 - 11:55

MODS	TIME
1 - 2	7:45 - 8:11
3 - 4	8:15 - 8:39
5 - 6	8:43 - 9:07
7 - 8	9:11 - 9:35
9 - 10	9:39 - 10:03
11 – 12	10:07 - 10:31
13 – 14	10:35 - 10:59
15 – 16	11:02 - 11:27

17 – 18 11:31 - 11:55
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**2 HOUR DELAYED OPENING SCHEDULE\***

**9:47 - 2:25**

Mods	Time
1-2	9:47 - 10:17
3-4	10:20 - 10:47
5-6	10:51 - 11:18
7-8	11:22 - 11:49
9-10	11:53 - 12:20
11-12	12:24 - 12:51
13-14	12:55 - 1:22
15-16	1:26 - 1:53
17-18	1:57 - 2:25

\* Mods are 27 minutes long except for Mods 1-2 which will be 30 minutes long to allow for attendance.

**PEP RALLY SCHEDULE\***

**7:45 - 2:25**

Mods	Time
1-2	7:45 - 8:24
3-4	8:28 - 9:03
5-6	9:07 - 9:42

7-8	9:46 - 10:21
9-10	10:25 - 11:00
11-12	11:04 - 11:39
13-14	11:43 - 12:18
15-16	12:22 - 12:57
17-18	1:01 - 1:20
MOVE INTO GYM	1:20 - 1:40
ACTIVITY PERIOD	1:40 - 2:25

\* Beginning at 1:20, students and teachers will be notified by intercom to report to the New Gym. Dismissal will be alphabetically by teacher last name

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## Breathalyzer Information

Dear Parents and Guardians:

The North Hunterdon-Voorhees Regional High School District recently enhanced its existing Random Drug Testing Policy by adding a random breathalyzer procedure. Random breathalyzer testing identifies those students who have consumed alcohol. The purpose of this procedure is to further underscore the District's commitment to providing a safe environment for our students that is free of alcohol and drugs. This system of testing will be used at dances, proms, and other school activities as deemed appropriate by school administration. All other District substance abuse policies and procedures remain in effect and will be implemented in conjunction with the breathalyzer procedure as required by Board of Education policy and New Jersey statute.

At school functions, students will be randomly selected by ticket number for breathalyzer testing, which will be administered by trained staff members. A percentage of the students attending the event, predetermined by the administration, will be selected for testing. Testing will be done in a private area, using breathalyzer equipment that is calibrated and maintained as per the manufacturer's instructions.

Students whose test results are negative will receive a prize. Students whose results are positive will be detained until his or her parent can come to escort the student for further testing. All Board of Education Random Drug Testing Policies remain in effect, including the requirement after a positive result for a medical clearance to return to school, counseling, and a minimum two week removal of all co-curricular privileges including parking.

Students who refuse to take the test will be refused admission to the event, and his or her parents will be notified of the test refusal. Enforcement of all Board of Education Random Drug Testing policies and procedures will commence immediately.

Please be aware that any student who is suspected of being under the influence of drugs or alcohol, whether or not he or she was selected randomly for testing, will be subject to all associated policies, procedures, and legal consequences under New Jersey reasonable suspicion statutes and Board of Education policy.

We want all of the students in our care to make beneficial choices regarding drugs and alcohol. Breathalyzer testing offers another layer of deterrence that will help keep our students safe.

Sincerely,

Michael P. Hughes  
Principal

### POLICY 5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes the pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substances abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the pupil's active participation. A PBASD may be used in certain circumstances as defined in this policy and as determined by the Building Principal or designee or the staff member(s) in charge of a school related or school sponsored event or activity. The purpose for using a PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff, and community members attending such events and to deter the use of alcohol by pupils.

The Board authorizes random PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, school assemblies. When it is determined a PBASD will be used, every pupil or pupil participating in such event may be screened or the Building Principal or designee may determine to have pupils screened on a random basis.

If the PBASD screening indicates the presence of alcohol on a pupil, a second screening will be conducted. If the second screening indicates the presence of alcohol on a pupil, the matter shall be reported to the Building Principal or designee and the certified or non-certified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 – Substance Abuse.

A PBASD will only be used in accordance with the guidelines of the Policy. The Building Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. 40A-12

N.J.A.C. 6A: 16-4.1 et seq.

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### **Bus Dismissal Announcement**

- North Hunterdon High School now has a population that is larger than some of our sending districts. Well over 2000 people arrive each day on the North Campus.
- The volume of traffic on campus has increased dramatically, making congestion a daily nuisance. We have had several minor accidents on campus already, as impatient drivers, adults as well as students, try to speed around school buses and other drivers. Luckily, no one has been injured.
- We need to remind everyone who comes to the North Campus that all New Jersey traffic regulations are in force here, and Clinton Township Police have every right to enforce the following traffic regulations:
- Students leaving North at 2:31 PM are not be allowed to exit campus in their cars until ALL school buses have be dismissed.
- Barriers and attendants will restrict the cars from exiting until the buses leave.
- All student vehicles must exit through the Regional Road exit.
- The Maintenance Yard exit down by the District Office will be locked. No one may enter or exit through that area.
- School buses ALWAYS have the right of way.

- All cars on campus must yield to pedestrians.
- The speed limit on campus is 10 miles per hour.
- Any students who ignore these safety regulations will have their parking permits revoked.
- All school regulations are in effect during the Curriculum and Instruction period. No students are to be in the halls without hall passes, and every student must be in a designated area under the supervision of a North staff member.
- **Students in the building without supervision are subject to disciplinary action.**

**Students who remain on campus will be supervised in one of several areas:**

1. ***Reading Writing Lab***
2. ***Media Center***
  - Students doing research, presentations, or other school work should report to either the Media Center or the Reading/Writing Lab. Students may also visit individual teachers for tutoring and makeup work. All others should report to Cafeteria B.
3. ***Individual teacher's/advisor's classrooms or resource rooms as arranged***
4. ***Cafeteria B***
  - ***Athletes*** who do not begin practice until 3:10 PM will report to Cafeteria B. Coaches may ask students to report to practice earlier, but the coaches assume all responsibility for supervising athletes from that time until parent pickup.

***NOTE: After school on Tuesday and Friday:***

- Students who remain on Tuesdays or Fridays will report to Café B. They will be dismissed at 3:10 PM. Busing will not be available on those days.

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## **Bus Pass Procedure**

Bus Pass Procedure Pass requests will be considered for legitimate reasons, work, study, staying overnight, etc., if space is available. Students must use existing bus stops as no new stops will be created for bus passes. Bus passes will be refused on buses that are at capacity. Bus passes will be issued for the following:

- Note from parent/guardian stating need for bus pass
- If employment, working papers or note from employer and note from parent. If the student needs to go on a different bus, parents must call transportation, get bus route and check availability of space on bus. Please include bus route information in the note to the Attendance Office.
- To another students house, 2 notes, one from each parent, Attendance Office will verify each note. If both parents do not verify note, bus pass will be denied.
- Passes issued permanently or temporarily based on need.

Guidance only issues bus passes for new students and students who have a change of address. Attendance issues all other bus passes. No bus passes are issued from Transportation Department.

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## Calendars

### Marking Periods

#### MARKING PERIODS 2011-2012

This is the 2011 – 2012 school year’s calendar with Marking Periods, Mid-Term Exams on 1/18, 19, and 20 and a half day on 1/21/11, and the half day professional development schedule.

Marking Period	Date	Days
1 <sup>st</sup> MP Begins	Thursday, August 25	46 days
1 <sup>st</sup> MP Ends	Friday, October 28	
2 <sup>nd</sup> MP Begins	Monday October 31	49 days
2 <sup>nd</sup> MP Ends	Friday January 20	
3 <sup>rd</sup> MP Begins	Monday January 23	46 days
3 <sup>rd</sup> MP Ends	Tuesday March 27	
4 <sup>th</sup> MP Begins	Wednesday March 28	46 days
4 <sup>th</sup> MP Ends	Friday, June 8	
<b>TOTAL</b>		187 days

#### Mid-quarter dates:

1st MP Tuesday September 27, 2011  
 2nd MP Friday December 9, 2011  
 3rd MP Thursday February 23, 2012  
 4th MP Monday May 7, 2012

#### Progress Report Dates:

- Please sign up for [Homelogic](#) to track your son or daughters grades.

**Student will be dismissed at 11:55 am for teacher professional development on the following days:**

Wednesday 10/12

Wednesday 11/2

Wednesday 12/7

Wednesday 1/11

Wednesday 2/8

Wednesday 3/14

Wednesday 4/18

#### Back to School Night

**This year we are scheduled for two Back to School Nights which are scheduled for Thursday, September 1, 2011, for parents of students (A-K) and Wednesday, September 7, 2011, for parents of students (L-Z). Your department supervisor will provide you with details and your responsibilities.**

#### Alpha Homeroom

In an effort to increase communication with our students and improve distribution of opening school details, an Alpha homeroom system has been developed. All professional staff will be assigned an Alpha homeroom. A new activity schedule has been

developed to accommodate this extended homeroom period. I anticipate this schedule to be used 2 to 4 times per year.

## School

[Click here for the 2011-2012 North Hunterdon High School Calendar](#)

\* Note: Click on right side of the webpage for the calendar

[Click here for the 2011-2012 School District Calendar](#)

## Testing

### **2011-2012 TESTING AND PROGRAM DATES:**

\* Please review on the current Parent-Student Calendar

Additional Notes:

[State of New Jersey Department of Education High School Proficiency Assessment \(HSPA\)](#)

[College Board SAT Preparation Center](#)

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## Cafeteria

### Privileges

- Read, study together, eat snacks, and socialize.

### Responsibilities

- Be a good school citizen - which means use good common sense and act responsibly.
- Respect the rights of others; clean up after eating.

### CAFETERIA

Students may use the cafeteria for hot and cold lunches, a-la-carte items, soup and sandwich lunches and snacks.

Hot and cold lunches and a-la-carte items are available to students during mods 7 through mod 15 (10:07-1:25). All snacks and lunches, whether brought here at school or brought from home, must be eaten in the cafeteria.

The following are the lunch prices for the 2011-12 school year:

Student Single Lunch \$3.60

Student Double Lunch \$4.75 (Protein Portion only Doubled)

Deli Bar \$4.00

Student Breakfast \$2.50

Faculty Lunch \$4.50

Faculty Breakfast \$3.00

Snack prices will be determined before the start of school.

A-la-carte items are also available and include the following: milk, tossed salad, sandwiches, soup, pies, cakes, ice cream, fruit, yogurt, coffee, tea, juice, canned drinks and a variety of snack items.

No other food, beverage, or snack item may be sold during cafeteria operating hours, Mods 7-16, 10:07-1:39.

(This included the sale of candy and lollipops for fund raising) All vending machines will be on timers and no in operation during lunch hours. All income derived from the sale of food and beverage items within a school during the hours when Child Nutrition

Programs (breakfast and lunch) are in operation must accrue to the accounts of the food service program.

### **Students are expected to**

- Pay for their lunch - no credit.
- Stand in line and wait their turn.
- Keep the table areas clean.
- Return trays and utensils to designated areas.
- Dispose of refuse in proper receptacles.
- Use good table and eating manners.
- Put chairs back in place.
- Eat only in the cafeteria.
- Carry **NO** backpacks or big coats in the serving lines.
- Exhibit proper behavior - failure to comply with these expectations may result in removal from Café

### **Student Guidelines**

- a. Students must be in the cafeteria by the late bell.
- b. Students are not allowed to leave the cafeteria unless they fall into one of the following categories:
  1. Library - With a properly authorized pass.
  2. Nurse - Telephone - Guidance -Only with cafeteria hall pass.
  3. Other Requests - Only with properly authorized pass.

[Principal's Cafeteria Electronic Meal ID Memo](#)

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## **Career Resource Information**

**Please refer to the Media Center Website for more information:**

<http://www.nhvweb.net/nhhs/MediaCenter/>

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## **Cell Phones/Paging Devices/Beepers/Electronic Devices**

### **CELL PHONE MISUSE DISCIPLINE:**

First offense: Turned in to Disciplinarian's Office, one extended detention and loss of cell phone for one week.

Second offense: Turned in to Disciplinarian's Office, confiscated for two weeks, 3 extended detentions.

Third offense: Turned into Disciplinarian's Office, confiscated for one month, meeting with parent to return phone, 5

extended detentions.

Fourth offense: Turned into Disciplinary's Office, confiscated for remainder of school year, meeting with parent to return phone, 5 extended detentions.

iPods, CD Players, may be carried in backpack. May be used in some classes, as per teacher. Discipline same as cell phones.

- Cell phones are prohibited during the instructional day (7:40AM through 2:30PM.) pursuant to New Jersey statute and the North Hunterdon Handbook. **CELL PHONES ARE TO BE TURNED OFF AND PLACED IN BACKPACKS OR LOCKERS DURING THE INSTRUCTIONAL DAY.** Cell phones will be confiscated from students WHO USE OR HAVE CELL PHONES OUT IN THE OPEN outside the limits established by New Jersey statute. First offense will be loss of cell phone for 1 week and student extended detention.

Students will no longer be allowed to use iPods/MP3 players or Bluetooth devices during the academic day, which extends from 7:40 a.m. to 2:30 p.m. This policy change is in response to the enhanced capabilities these devices and their potential to disrupt instruction.

- Bluetooth devices and iPod/MP3 players are prohibited during the instructional day (7:40AM through 2:30PM.).
- **DURING THE SCHOOL DAY, ALL ELECTRONIC DEVICES ARE TO BE TURNED OFF AND PLACED IN BACKPACKS OR LOCKERS.** Visible devices will be confiscated even if not in use.
- Consequences for repeat offenses will escalate according to the schedule below.
- First offense: Device is turned in to Disciplinary's Office, extended detention and loss of device for 1 week; one extended detention.
- Second offense: Device turned in to Disciplinary's Office, confiscated for two weeks, three extended detentions.
- Third offense: Device turned into Disciplinary's Office, confiscated for one month, meeting with parent to return device, 5 extended detentions.
- Fourth offense: Device turned into Disciplinary's Office, confiscated for remainder of school year, meeting with parent to return device, 5 extended detentions.
- Parents will be reminded at each meeting with the disciplinarian regarding the escalation of offenses.

Please discuss these issues with your children. Your support of these policies ensure a better learning environment for all students.

The Hunterdon County Juvenile Officers Association's minutes from the last meeting noted that the following information was discussed at that meeting and a clarification was issued:

...A lewd picture of anyone under the age of sixteen is considered child pornography.

Possession of these pictures is a 4th degree crime, passing these pictures is considered distribution of child pornography

[See Principal's Cyber Bullying\My Space letter](#)

[See Principal's Ipod ban Letter](#)

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## **Class Officers**

[Click here for the Student Activities website that list Class Officers](#)

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## Contacting Administration

Periodically parents ask, "Who do I talk to if an issue exists that affects my child?" My best advice is to begin with the teacher, coach, or advisor who is closest to the issue and can offer real-time advice.

This can best be accomplished by calling the school phone number (713-4199) and leaving a message, or perhaps contacting your child's counselor. This step should always be taken prior to using other options. If however, you believe that a satisfactory response has not been rendered, the following is a tentative list of administrators and the areas that they supervise:

NAME	RESPONSIBILITY	TELEPHONE EXTENSION	E-MAIL ADDRESS
Rich Bergacs	Assistant Principal for Operations	6354	<a href="mailto:rbergacs@nhvweb.net">rbergacs@nhvweb.net</a>
Shane Berry	Fine Arts, Music and Social Studies Supervisor	6537	<a href="mailto:sberry@nhvweb.net">sberry@nhvweb.net</a>
John Deutsch	Administrator/Director of Athletics	6401	<a href="mailto:jdeutsch@nhvweb.net">jdeutsch@nhvweb.net</a>
Leslie Edwards	Media Specialist	6416	<a href="mailto:ledwards@nhvweb.net">ledwards@nhvweb.net</a>
Robert Farrell	Physical Education & Health/Practical Arts Supervisor	6561	<a href="mailto:rfarrell@nhvweb.net">rfarrell@nhvweb.net</a>
Cathy Fumosa	Nurse	6391	<a href="mailto:cfumosa@nhvweb.net">cfumosa@nhvweb.net</a>
John Hahola	Assistant Principal for Instruction	6351	<a href="mailto:jhahola@nhvweb.net">jhahola@nhvweb.net</a>
Martha Hickson	Media Specialist	6414	<a href="mailto:mhickson@nhvweb.net">mhickson@nhvweb.net</a>
William Jehl	Athletic Trainer	6142	<a href="mailto:wjehl@nhvweb.net">wjehl@nhvweb.net</a>
Karen Korbul	Athletic Trainer	6142	<a href="mailto:kkorbul@nhvweb.net">kkorbul@nhvweb.net</a>
Gloria M Caputo-Korman	Nurse	6391	<a href="mailto:gkorman@nhvweb.net">gkorman@nhvweb.net</a>
Tara Marie Kraatz	Student Activities Director/Student Assistance	6406	<a href="mailto:tkraatz@nhvweb.net">tkraatz@nhvweb.net</a>
Mary Loder	English Supervisor	6435	<a href="mailto:mloder@nhvweb.net">mloder@nhvweb.net</a>
Louis Mazzella	Science Supervisor	6431	<a href="mailto:lmazzella@nhvweb.net">lmazzella@nhvweb.net</a>
Megan Grilli-Oesterle	Gifted & Talented Coordinator	TBD	<a href="mailto:mgrilli-oesterle@nhvweb.net">mgrilli-oesterle@nhvweb.net</a>
Jillian Ritchie	World Language Supervisor	6436	<a href="mailto:jritchie@nhvweb.net">jritchie@nhvweb.net</a>
Patricia Raleigh	Guidance Supervisor	6408	<a href="mailto:praleigh@nhvweb.net">praleigh@nhvweb.net</a>
Ann Marie Rose	Interim Director of Special Services	5120	<a href="mailto:amrose@nhvweb.net">amrose@nhvweb.net</a>
Chris Schumann	Special Education Supervisor	6430	<a href="mailto:cschumann@nhvweb.net">cschumann@nhvweb.net</a>
Carol Skidmore	Mathematics Supervisor/Dean of Students	6433	<a href="mailto:cskidmore@nhvweb.net">cskidmore@nhvweb.net</a>

If you have exhausted these steps without satisfaction, please feel free to call the Principal's Office at 735-5191 ext. 6350 or mail me: [mhughes@nhvweb.net](mailto:mhughes@nhvweb.net)

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## Curriculum & Instruction Time

Curriculum & Instruction Time - Students also can meet with their classroom teachers to complete make-up work or receive tutorial services on any Monday, Wednesday, or Thursday from 2:30-3:10 PM. An activities bus is available on these days. Students may also schedule time after school by appointment on Tuesdays or Fridays. No busing is available on those days.

**Curriculum and Instruction Time** is scheduled, supervised after-school time for activities, tutoring, or sports. No students are to remain on campus after 3:10 PM unless supervised by a staff member, teacher, advisor, or coach. Students will **not** be allowed to mill around in the Mall.

- All students who remain after the 2:30 PM departure should have a purpose for being on campus—research, tutoring,

or a sport, club, or activity. Check the NHHS website for information about clubs and activities.

- Students can meet with their classroom teachers to complete make-up work or to receive tutorial services on any Monday, Wednesday, or Thursday from 2:31 pm to 3:10 PM. Students will report directly to their teacher's classroom. Teachers will issue standard pink school passes when releasing students before 3:10 PM to Café B to await dismissal at 3:10 PM.
- Students may remain to socialize in Cafeteria B until 3:10 PM.
- **Buses will be available on Monday, Wednesday, and Thursday at 3:10 PM.** Those students who have missed the first bus and are waiting for the 3:10 PM bus should also report to Cafeteria B. They will be dismissed in time for the bus.

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## Death of Student

### WHEN A STUDENT DIES DURING THE SCHOOL YEAR

Following the death of a student, which occurs during the school year, the overall efforts of the school will be devoted to having things return to normal as soon as possible. It is essential to have students accept that death is a part of the life cycle. For those students who have significant emotional problems as a result of this event, the school will do everything within its power to try to meet their individual needs. The following procedures will be implemented in the event of such an occurrence.

1. Counselors and staff members will be informed of the death prior to announcing it to students. Faculty will remind students that they are to go to their regularly scheduled classes. Individuals determined by the teaching staff to need additional support may be sent to the guidance area.
2. The Principal or his designee will announce the death over the public address system, and have a minute of silent reflection at the regular announcement time.
3. Hours of calling and services will be announced at the regular announcement times.
4. The student Council will be responsible for a memorial gift or flowers.
5. Students may prearrange to go to the services with parents. This will be deemed an excused absence.
6. In all cases counseling will be available. Counselors will circulate throughout the school and provide group counseling in the Guidance Conference Room.
7. Outside counseling services will be available if needed.

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## Emergency-Delayed Openings

In case of inclement weather, students should listen to the radio for school closings or delayed openings. The following radio stations are notified if school is closed. For your added convenience visit our web site at [www.nhvweb.net/](http://www.nhvweb.net/) for up-to-date school delay/closing information. Closing/delayed opening information is also available via phone at the NHHS Hot Line: (908) 713-8328.

WIPI – 1230 (AM)

WPST – 97.5 (FM)

WRNJ – 1000 (AM)

WODE – 99.9 (FM)

NOTE: Classes will be conducted on all days not specified as school holidays unless closed by order of the Board of Education or the State Commissioner of Education. In the event of a two-hour delayed opening, students should wait for their respective buses 2 hours later. Some buses may be delayed up to 15 minutes longer. First period class will begin at 9:47 a.m.

North Web Site - [www.nhvweb.net/nhhs/](http://www.nhvweb.net/nhhs/) - The most convenient way to get up-to-date information on what is happening at North is to visit our website regularly. The information is current and includes daily announcements and up-to-date athletic schedules, including directions to away schools. We also encourage parents to communicate with our staff via e-mail. Notices of weather-related delayed openings and school closings are posted on the website as well.

### **INFORMATION HOT LINE**

The North Hunterdon-Voorhees Regional High School District provides an information hot line for information regarding the following:

1. Emergency closing
2. Sports Activities
3. School Activities
4. Board of Education Information

North Hunterdon High School Information Hot Line - 713-8328

[2 Hour Delay Opening Schedule](#)

[Emergency School Closing Process](#)

[Click here for the District Emergency Closing Procedures](#)

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## **Discipline**

### **Disciplinary Action (Levels)**

Listed below is the "Code of Conduct with the various "levels of disciplinary action" to be used in a disciplinary case. Each circumstance will be considered independently of any other. A student will move to succeeding steps for a subsequent occurrence of misconduct which requires disciplinary action. Infractions with numbers in brackets may be entered at any level indicated by those numbers.

### **Code of Conduct**

[Click here to view the Board of Education Approved Code of Conduct.](#)

### **Detention**

An individual teacher may assign detention and students will be expected to report to the specific area on the assigned date and time.

Official out-of-school suspension is assigned only through the Administration.

If the student refuses to honor the assigned detention, it will be referred to the Disciplinarian as "insubordination". (In assigning detention, the student is allowed at least (1) day's notice so that any necessary transportation might be arranged).

The student will be directed to the supervised detention room. Any student who intentionally ignores the detention will be dealt with severely and possibly suspended.

### **RULES FOR AFTER-SCHOOL DETENTION**

1. Report to Room 120 for detention.
2. Detention begins at 2:30 p.m. and ends at 3:10 p.m. Students must be on time.
3. Be sure to sign in with the person supervising the room.

4. Bring work or appropriate reading material. Sit quietly.
5. If you are out ill on the day assigned you are expected to make up the day on the next scheduled detention day.
6. Detentions will only be rescheduled with Administrative approval. If an emergency arises you are expected to make up the day on the next scheduled detention day and bring in a note from your parents explaining why you were not able to stay after school.
7. The cutting of detention will result in increased discipline explained below
  - Cut detention - two detentions
  - Cut one of the above assigned two detentions - two extended detentions.
  - Cut extended detention - out-of-school suspension.

### **Extended After School Detention**

In an effort to impress upon students the importance of following school rules, and yet not to penalize them by removal from classes, an Extended Detention program as an intermediate disciplinary step between After-School Detention and Out-of-School Suspension. It will be held each Monday, Wednesday and Thursday from 2:30 p.m. until 5:20 p.m.

Students must report to the Supervised Detention Room on time and be prepared to study quietly.

### **RULES FOR EXTENDED DETENTION**

- 1) After-School Extended Detention will be held in Room 238.
- 2) Extended Detention begins at 2:30 p.m. and ends at 5:20 p.m.
- 3) Students must sign in with person supervising the room.
- 4) Students must bring work or appropriate reading material with them.
- 5) Students that are out ill on the day assigned are expected to make up the day on the next scheduled extended detention day.
- 6) Detentions will only be rescheduled with administrative approval. If an emergency arises you are expected to make up the day on the next scheduled extended detention day and bring in a note from your parents explaining why you are not able to stay after school.
- 7) The cutting of extended detention will result in increased discipline explained below.

No Rescheduled Detention after 11:30 a.m.

**CUT EXTENDED DETENTION - AUTOMATICALLY GET TWO EXTENDED DETENTIONS CUT ONE OF THE ABOVE ASSIGNED TWO EXTENDED DETENTIONS - OUT-OF-SCHOOL SUSPENSION/INN SCHOOL SUSPENSION - PARENT RE-ENTRY CONFERENCE.**

**IF ASKED TO LEAVE AN ASSIGNED EXTENDED DETENTION, OR IF REFUSED ADMITTANCE BECAUSE OF LATE ARRIVAL, THE STUDENT WILL BE REFERRED TO THE ADMINISTRATION FOR INCREASED DISCIPLINARY ACTION.**

### ***In-School Suspension***

In-school suspension program will be conducted Monday through Friday from 7:45 a.m. to 2:25 p.m. The program has two primary goals—to encourage students to improve their self-control and keep up with their academic assignments.

Students will be placed in in-school suspension if they meet the criteria for out-of-school suspension. The nature and number of violations of school rules will be a consideration in placement.

## Out-Of-School Suspension

Most out-of-school suspensions are an indication that the school is seeking parental involvement, responsibility and cooperation in effecting change in that student's behavior patterns.

When an out-of-school suspension is referred to as a "vacation" for a student, it is usually a result of that student's parent/guardian's lack of interaction with that student during the suspension period.

It is the responsibility of the student's parents to notify the student's guidance counselor with a request for class assignments. These assignments should be completed during the out-of-school suspension period. Parents who follow this prescribed procedure will make this disciplinary measure a learning experience.

Students placed on out-of-school suspension are prohibited from the school grounds for any reason. A parent re-entry conference is required to admit a student back to school.

## Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of North Hunterdon High School.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be symptom of more serious problems such as inappropriate class placement, over commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

### Cheating includes:

Copying, faxing, e-mailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.

## Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of North Hunterdon High School.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

### **Plagiarism includes:**

1. Taking someone else's assignment or portion of an assignment and submitting it as your own.
2. Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
3. Presenting the work of tutors, parents, siblings, or friends as your own
4. Submitting purchased papers as your own
5. Submitting papers from the Internet written by someone else as your own
6. Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

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## Dress Code

The home and school need to cooperate in the matter of student attire. In order to create a positive school atmosphere, attire and grooming should be reasonably modest and neat. A student's appearance must not disrupt the teaching or learning process, therefore, the following guidelines must be followed: [Please click here for a visual description](#)

Certain programs and courses may require certain dress regulations, safety items or protective clothing to allow participation. (Examples: science, physical education, vocational, fine arts)

**The following will be deemed unacceptable and will not be permitted:**

1. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliation, slogans, which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages.
2. Trousers or slacks with studs or gaudy accessories. Wrist, ankle, neckbands with spikes. Chains, cleats, or other articles, which could cause damage to other students or property.
3. Outdoor jackets or coats except when entering or leaving the building, and when there is a defect in the heating system.
4. Sunglasses – non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor.

Low riding pants, shorts, or shirts that expose undergarments or anatomy.

6. Revealing, see through clothing, **that excessively exposes anatomy is not permitted.**

***\*\*Any articles, which are deemed by the Administration as distracting or disruptive to the educational process, will be deemed unacceptable and will not be permitted.***

Students who violate this policy will be sent to the Attendance office and asked to change into more appropriate dress. If a student does not have a change of clothing, they will be required to return home to change into something more suitable to the school environment. Parents should understand that they might be asked to bring a change of clothing to school for students who are in violation of this school policy. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events.

The “**dress code**” will be enforced at school dances including semi-formal and formal dances. Example: “**Homecoming and the Prom**”.

Whenever a member of the professional staff or an administrator feels a student is inappropriately dressed or displays inappropriate clothing, the student will be asked to change the article or articles in question. If the student refuses he/she will face disciplinary action.

We certainly request your assistance and support in this area. If you as a parent are not sure if an article is inappropriate, please call an administrator for clarification.

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## Driving Privileges

### DRIVING PRIVILEGES AND USE OF PARKING LOT

The Board of Education provides bus transportation in order to transport students to and from school. Student driving to school is a privilege, not a right. There are a limited number of parking spaces available for students. Therefore only seniors will be given permission to drive. Parking stickers will be issued while space is available. Parking stickers will be issued to those students who apply at the Attendance Office and are approved by the Administration. Upon satisfying all student obligations, students must complete the parking application, produce a valid drivers license, insurance card and valid registration. All students are subject to the rules of the school in regard to the use of motor vehicles, etc.

Students may be denied parking privileges for infractions of school rules. Student parking privilege may be suspended for tardies to school, absences, motor vehicle violations or disciplinary referrals.

Students are made aware of motor vehicle rules of the school at the time of application. They are required to sign a contract stating they understand the rules and will cooperate with school officials. The Board of Education will not be responsible for lost or stolen items or damage to automobiles.

No student will be allowed to drive without school permission. Students who drive to school should not take passengers to or from without written parental permission. All students parking is designated behind the double yellow lines in the parking lot near the tennis courts. No students are to park in the lots near the vocational areas. Students are not to bring cars to the automotive shop area without a written permission form.

Please be reminded that only seniors in the parking lottery have privileges to park on school campus. Any other student caught parking on campus will lose their driving privileges their senior year.

Students are not permitted in the parking lot during the school day without Administrative permission.

### **IMPORTANT INFORMATION FOR STUDENT DRIVERS**

Dear Parents and Guardians:

For students, driving is a coveted privilege, a milestone in independence. However, our students are at risk of fines and/or temporarily losing their driving privileges if they ignore or are unaware of NJSA 39.3-13.4. According to this statute “[t]he holder of a provisional license shall be permitted to operate the passenger automobile with only one additional passenger in the vehicle besides persons with whom the holder resides.” The only exception to this limitation is if either the driver or one of the passengers is at least twenty-one (21) years of age.” With the school year rapidly approaching, holders of provisional driver's licenses and their parents should be made aware of this limitation, in addition to all laws affecting provisional drivers.

Since many of us are under the mistaken impression that students no longer have passenger restrictions after their 18th birthdays, young drivers may unknowingly violate the statute and, as a result, face license suspension. We are forwarding this information, so our students can avoid the serious consequences of this violation. Please be reminded that local police patrol the North Hunterdon High School campus and enforce all parking and motor vehicle regulations.

With the loss of the 5:30 PM athletic bus run due to budget constraints, the likelihood is that students may want to or feel obliged to drive their friends and teammates home. Please review this information with your children, so they make the wise choice.

### **Rules for Student Parking**

**Senior Parking Lottery Procedures:** [Click here to view the Senior Parking Informational Website](#)

The Board of Education funds bus transportation to ensure that all students have access to an education. Therefore, being allowed to drive to school is a privilege, not a right. Currently, all eligible seniors have access to parking space. However, as our population continues to grow, and close to 2100 individuals arrive at the North campus daily, parking space is at a premium. During the 2011-2012 school year, parking on our campus will be limited only to those seniors who are selected by lottery. A lottery to determine senior parking for each semester will be held in September and January, with the goal being that every senior be able to park for at least half of the school year. Students who park on campus without authorization will be subject to disciplinary action, including loss of parking privileges. Additionally, all students making application for parking privileges are required to take a drunk driving awareness class.

Students in good standing are eligible to participate in a lottery for parking spots each semester. The parking fee is \$25.

1. Register car - secure application from Attendance office. Return completed application to office. Read and sign student responsibility sheet for student driving privileges.
2. Secure decal - the cost of the driving sticker is \$2.00. Place the sticker where it will be visible to supervisors preferably left rear window.
3. Students who are approved for parking of vehicles on school grounds will pay a fee of \$25 per semester. Permission to operate a vehicle on school grounds may be revoked for a pupil's failure to observe rules - BOE Policy 5514.
4. Driving responsibilities and regulations - use Regional Road entrance and Exit only! Exiting at Route 31 entrance is a right turn only. Speed limit on school grounds is 10 miles per hour as posted. Park only in your assigned area. Do not

drive car unless it is registered. **LOCK YOUR CAR.** The person to whom the sticker is issued is responsible for the car that bears that sticker. No duplicate sticker.

5. Violations - disregard of student responsibilities as listed in section 3 above. Driving without parking decal. Parking in faculty lot or restricted area. Illegally leaving school grounds. Removing or bringing other students to school without permission. Speeding or other reckless behavior. Tardiness to school or excessive absenteeism. Truancy. Presence in parking lot during school hours or sitting in vehicles. No cars may exit the parking lot as the school buses depart.

6. Disciplinary action - any violation will lead to one or more of the following disciplinary actions at the discretion of the Disciplinarian or Principal. Revoking driver's privileges. After school detention - **EARLY DISMISSAL PRIVILEGES CAN BE REVOKED!** Out-of-school suspension. Towing the violator's car at his/her own expense. **THIS WILL SERVE AS YOUR WRITTEN WARNING.**

7. Temporary parking privileges will be granted to students when they submit a signed note from their parents indicating the reason for request. Students who are 18 may do the above for themselves.

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## Family Life Education

### Philosophy

The home, the religious community, and the school share equal concern for Family Life Education and its ultimate goal of developing responsible personal behavior. As parents and clergy develop and reinforce the moral and spiritual aspects of individual growth, the school supplements their efforts by educating students in the physiological, psychological, social and economic facets of interpersonal relations.

### Content

Units of Family Life Education are included in the ninth, eleventh and twelfth grade health curricula approved by the Board of Education. Tenth graders study driver education. The family life units, periodically reviewed for content and level of placement are:

- A. Grade Nine
  - 1. Grooming, appearance, and nutrition.
  - 2. Mental health and emotional maturation.
  - 3. Social development.
  - 4. Interpersonal relationships.
  - 5. Human growth, development and reproduction.
  - 6. Building self-esteem.
  - 7. Diseases and their prevention.
  - 8. Drugs, alcohol, smoking.
- B. Grade Ten
  - Units on driver education and safety.
- C. Grade Eleven
  - 1. Human behaviors; constructive vs. destructive.
  - 2. Substance abuse.

3. Drug classification, legislation and intervention.
4. Physiological, psychological, social and economic ramifications of sexual relations.
5. Sexually transmitted diseases: their identification and treatment.

#### D. Grade Twelve

1. The family as a social unit.
2. Factors that affect the family.
3. Courtship and engagement.
4. Marriage.
5. Parenting.
6. Roots and causes of domestic violence.
7. Alternative life styles.
8. The human life cycle (including childhood, adolescence, middle years, aging, dying and death).

### Curriculum Review

The Family Life Education curriculum was developed via consultation and participation of parents, students, teachers, administrators, clergymen, physicians, and community representatives. Whenever the program is revised in future years, this process of consultation will continue.

Parents wishing to review the complete Family Life curriculum for a particular grade level, or specific instructional materials, should make an appointment with the Department Chairperson.

### Materials

#### A. Grade Nine

1. Text:
  - a.Sizer, Whitney, DeBruyne Making Life Choices (West 1994)
2. Films, filmstrips, or video-tapes sometimes shown.
  - a. Getting High on Yourself and Drug Abuse (video-tape).
  - b. Human Reproduction (film-McGraw-Hill, 1966).
  - c. V.D. - Prevent It! (film-Alfred Higgons Productions Los Angeles, 1970)

#### B. Grades Eleven and Twelve

1. Text:
  - a. Sizer, Whitney, DeBruyne Making Life Choices (West 1994)
2. Magazines: Listen, Pacific Press Publishing Association, Mountain View, California.
3. Films, filmstrips, slides, or video-tapes sometimes shown.
  - a. "Life Before Birth" - slides on fetal development - Spenco Corporation, Texas, 1982.
  - b. "Maternity" - slides - The Maternity Center, New York, 1981.

- c. "When's the Big Day?" (Film on marriage planning)
- d. "Miracle of Life" (video-tape - New Jersey Public Television, Trenton, 1983).
- e. "Labor of Love" (film 1979)
- f. "World of Three" (film on parenting)

**Because new, appropriate, and useful instructional materials are published each year, the above list of Family Life Education resources is REPRESENTATIVE rather than all-inclusive.**

[Click here for the District Curriculum Guide](#)

### Student Exemption

A parent or guardian who desires that his child be excused from one or more days of instruction in Family Life Education must present to the Principal a signed statement which identifies specific subject matter as being "in conflict with his conscience or sincerely held moral or religious beliefs." Following review, verification or parental signature, and approval of the request, the Principal will specify alternative arrangements by which the student may fulfill class requirements.

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### Fire Drills

Fire drills are necessary for the safety of the students and staff. Everyone should know the specific directions for reaching a point of safety from any area of the building in which he/she may be. These directions are posted in each office, classroom, gymnasium and cafe.

#### GENERAL RULES FOR FIRE DRILL

- Close windows.
- Students will follow designated exit instructions, keep in single file, walk (not run), refrain from talking and proceed to a designated area at least 100 feet from point of exit.
- When instructed by an Administrator, all students should return to their classrooms in the same orderly fashion.
- Students must report directly to their class teacher after leaving the building in order for attendance to be taken.
- If a student was away from the classroom when the fire alarm commenced, they must have another teacher mark them as present during the fire drill.
- Students are to stay off all macadam areas during a fire drill.

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### Gifted & Talented Program

**Purpose:** To assist students in achieving goals: mentorship's, enrichment, application preparation, or any other area that would best serve the individual.

**Coordination:** Enrichment activities are coordinated with the classroom teacher; students with a passion in a particular area may be included in special-area field trips.

**Participation:** any student desiring to participate more fully in enrichment activities should sign up for specific areas with Ms. Lori Hissner in the Gateway office.

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### Grade Policy

## Class Ranking

As of the Class of 2005, class rank will no longer be published.

### **POLICY #206.1 GRADING POLICY FOR CLASSES OF 2008**

#### **2624 Grading System**

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board directs that the instructional program of this district include a system of grading in grades nine through twelve consistent with the educational goals of the district. Grades will measure the progress of pupils against course objectives and proficiencies. Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failures, and pupils should be encouraged to evaluate their own achievements. The Superintendent shall develop and continually review in consultation with teaching staff and members, parents, or legal guardians, and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal. A pupil classified as disabled will be graded in accordance with his or her individualized educational program.

#### **INTRODUCTION**

The Board of Education believes that each report card grade issued by a teacher must represent a student's level of proficiency and growth in the subject. The grades may also reflect a student's work habits and his/her ability to meet a deadline and to work both cooperatively and independently. Performance on class work, daily homework and outside assignments are measures of these competencies.

#### **Grading Symbols**

Grading symbols to be used on report cards. (Note: Integral equivalents are only an aid in computing final grades and GPA's.)

<b>Letter</b>	<b>Percent</b>	<b>Comment</b>
A	93- and above	EXCELLENT
A-	90 - 92	
B+	87 - 89	
B	83 – 86	VERY GOOD
B-	80 - 82	
C+	77 - 79	
C	73 – 76	SATISFACTORY
C-	70 – 72	
D+	67 – 69	NEEDS

D	64 – 66	IMPROVEMENT
F	BELOW 64	FAILING

### Marking Period Grades

#### Regulation 2624 Determining Final Grades and Grade Point Averages

##### I. DETERMINATION OF MARKING PERIOD GRADES:

###### A. Methods of grading:

1. Averaging of straight letter grades.
2. Averaging of percentage grades.
3. Use of an accumulative point system, which converts to a percentage or letter grade.

###### B. Incompletes

1. A marking period grade of incomplete is issued in cases of student illness or other extenuating circumstances, where it has been determined that not all required work can reasonably be submitted by the close of the marking period. A final course grade of incomplete cannot be given without the approval of the Principal or the Assistant Principal.
2. When an incomplete is issued, the student must make up the work by the midpoint of the subsequent marking period. If outstanding work is not made up by this time, a failing grade will result.

###### C. Late submissions of required work:

The Board encourages its teachers to insist on timely submission of required work. The following procedures will be used for students who do not submit work in a timely manner:

1. Students who submit required work beyond its due date, but within a reasonable period of time as specified by the teacher can expect that the grade on the specific item will be lowered.
2. Students who do not submit required work can expect a failing grade on the specific item.

###### D. Cheating and plagiarism:

Cheating and plagiarism are not tolerated in the North Hunterdon-Voorhees Regional

High School District. Any student proved guilty of such activity will automatically receive a failing grade for the specific item on which the cheating or plagiarism occurred. Staff decisions on cheating or plagiarism are subject to appeal procedures established by the Board.

### **E. Distribution of grading procedures:**

Written grading procedures will be distributed by teachers at the beginning of each course. These procedures are to include the items listed in sections A through D above, and are to specify the exact penalty for failure to complete required assignments or take required evaluation (tests) on the date (s) specified. Copies of each teacher's grading procedure will also be submitted for filing to the Department Chair and the Assistant Principal.

## **II. COMPUTATIONS OF FINAL COURSE GRADE:**

A. Final grades will be calculated district-wide as follows:

1. Year-long courses: A student must have as a minimum, a passing grade of D in three of the five major grading factors. These grading factors include four separate marking periods and the average of the midterm and final examinations, which will yield the fifth grading factor.
2. Semester course: A student must have as a minimum a passing grade of D in two of the three major grading factors. These factors include two marking periods and the final examination.
3. The following system is to be used to calculate the final grade for semester and year courses using the point value for each letter grade and the formula to calculate

### **Final Course Grades**

Final Total Points, which will equal the final letter grade for the course.

<b>Point Value /Letter Grade</b>	<b>Letter Grade</b>	<b>Final Total Points for the Final Grade</b>
<b>96.5</b>	<b>A</b>	<b>≥ 93</b>
<b>91</b>	<b>A-</b>	<b>90-92</b>
<b>88</b>	<b>B+</b>	<b>87-89</b>
<b>84.5</b>	<b>B</b>	<b>83-86</b>
<b>81</b>	<b>B-</b>	<b>80-82</b>
<b>78</b>	<b>C+</b>	<b>77-79</b>
<b>74.5</b>	<b>C</b>	<b>73-76</b>
<b>71</b>	<b>C-</b>	<b>70-72</b>

<b>68</b>	<b>D+</b>	<b>67-69</b>
<b>65</b>	<b>D</b>	<b>64-66</b>
<b>62</b>	<b>F</b>	<b>&lt; 64</b>

Semester Course 2 (MP 1 Grade) + 2(MP 2 Grade) + Final Examination Grade = Final Total Points/5

Example: MP 1 B MP 2 C Final Examination C+

Calculation:  $2(84.5) + 2(74.5) + (78) = 396/5 = 79.2$

Final Grade C+

Full Year Course MP1 Grade + MP2 Grade + MP3 Grade + MP4 Grade + (Midterm + Final) / 2 = Final Total Points/5

Example: B+ B A B B C+

Calculation:  $88 + 84.5 + 96.5 + 84.5 + (84.5 + 78)/2 = 434.75/5 = 86.95$

Final Grade B

### III. Weighted

Weighting is not a factor in determining a marking period or final course grade.

Weighting is reflected in the computation of the grade point average.

### IV. CALCULATE GPA:

You should do the following:

1. Earned credits for each course are multiplied by the GPA numerical value of the final course grade. For AP weighted courses .5 extra points is added to the numerical value of the course grade if the student takes the AP exam. EXAMPLE: A in an AP weighted course (if exam is taken) = 4.50. For Honors weighted courses and AP courses where the student does not take the AP exam, .35 extra points is added to the numerical value of the course grade. Example: A in an Honors Weighted course (or AP course without exam) = 4.35.
2. All of these products are added.
3. The sum of all products is divided by the total number of credits attempted to determine the grade point average.

<b>GRADE SYSTEM EXAMPLE</b>		
<b>% Range Value</b>	<b>Grade</b>	<b>Numerical of Grade (4-0)</b>
<b>93-100</b>	<b>A</b>	<b>4.00</b>
<b>90-92</b>	<b>A-</b>	<b>3.67</b>
<b>87-89</b>	<b>B+</b>	<b>3.33</b>
<b>83-86</b>	<b>B</b>	<b>3.0</b>
<b>80-82</b>	<b>B-</b>	<b>2.67</b>

<b>77-79</b>	<b>C+</b>	<b>2.33</b>
<b>73-76</b>	<b>C</b>	<b>2.0</b>
<b>70-72</b>	<b>C-</b>	<b>1.67</b>
<b>67-69</b>	<b>D+</b>	<b>1.33</b>
<b>64-66</b>	<b>D</b>	<b>1.0</b>
<b>Below 64</b>	<b>F</b>	<b>0.00</b>

## V. PEER TUTORING PROGRAM

Students can obtain a Peer Tutor by contacting the staff in the Reading/Writing Center and for Math Peer Tutoring contact the Math Department.

Those students who wish to become tutors are interviewed and trained in order to provide the kind of help students need to succeed. Students who desire tutoring sessions are assigned a tutor; individual meetings are arranged during or after school at a mutually convenient time.

## VI. INCOMPLETES

Marking period requirements for any incomplete grade must be met by the midpoint of the next marking period. A grade will then replace the incomplete. An incomplete not made up by that time will be recorded as an "F", therefore, "not passing."

No incomplete grade can be carried over the summer except by satisfactory appeal to the Assistant Principal.

## VII. CLASS STANDING

### A. Senior Class

A student must have earned 85 credits or, in combination with the credits for the senior year, be scheduled to meet the graduation requirements of 120

### B. Junior Class

A student must have completed 55 credits to be considered a junior.

### C. Sophomore Class

A student must have completed 25 credits to be considered a sophomore.

### D. Freshman Class

A student becomes a freshman by satisfactorily completing 8 years of elementary school.

Issued: June 22, 2007

## IX. CHANGING OF STUDENT GRADES:

A. Challenges to Marking Period Grades- Requests for reevaluation of a marking period grade must be made within the marking period following the one in which the grade was issued.

B. Changing a Final Grade- Changing of final course grades for any reason other than a clerical error, must be approved by the Assistant Principal. The Assistant Principal, Principal and Assistant Superintendent must approve changes that occur after September 1 of the next year.

## X. LOSS OF CREDIT

Loss of credit due to poor attendance will not affect the final grade for the course. Pupils will receive the grade they earned for the course but no credit will be awarded. Loss of Credit will affect GPA calculations and may effect district credit requirements for graduation. Credit may be restored through the District Credit Restoration Program, which is offered during the regularly scheduled Summer School Program.

## XI. REVIEW:

The Superintendent is directed to establish procedures for yearly review of this policy. Adopted: June 18, 1996

### Transcripts

#### [Transcript letter sent home by the Principal](#)

Students must submit a transcript request form for each transcript needed. Transcripts can only be picked up after 2:30pm in the Guidance office. Transcripts will not be sent without a transcript release form. No Charge for:

- The first three transcripts sent in support of an individual's college application.
- Transcripts sent to Congressmen as part of the application process for admission to service academies.
- Transcripts needed to support scholarship applications.
- Transcripts requested by employers or any government organizations.
- Final transcripts/7th semester transcripts sent to colleges.

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## Graduation Requirements

The requirements for graduation are set by the State of New Jersey (N.J.A.C. 6.8-4.2) and the North Hunterdon-Voorhees Regional High School District Board of Education. In attempting to prepare students for society and in attempting to define the needs of each citizen of our society, the Board of Education has adopted the following graduation requirements:

- I. Successful completion of 120 credits including the following:
  - ENGLISH - 20 credits
  - ADVANCED ACADEMIC LITERACY'S - 2.5 credits
  - PHYSICAL EDUCATION, HEALTH, and SAFETY - as required by New Jersey Administrative Code
  - MATHEMATICS - 15 credits and completion of Algebra I
  - SOCIAL STUDIES - 15 credits (US History I, World History, U.S History II)
  - SCIENCE - 15 credits (Physics, Chemistry, and Biology)
  - FINE or PERFORMING ARTS 5 credits
  - FINANCIAL LITERACY 2.5 credits **beginning with the class of 2014**
  - PRACTICAL ARTS - 5 credits

Note: FINE ARTS (ART, MUSIC) & PRACTICAL ARTS – 10 credits total with a 5.0 credit minimum for each of the two areas

Please click here for the [NHVRHSD Curriculum Guide](#) for further clarification:

II. **COMPUTER LITERACY** - Methods of meeting this requirement will vary with each student. Certain computer courses successfully completed will also serve to complete this requirement.

III. **CAREER EDUCATION** - Methods of meeting this requirement will vary with each student. No actual class will fulfill this requirement. Throughout the high school years, a student must fulfill the following:

- A. Develop a personal inventory of aptitudes, likes and career preferences.
- B. Acquire career information, explore careers, make preliminary determination of a chosen career cluster and seek the opportunity to gain an experience of actually working within a career.

### State Testing

Students must pass all components of the High School Proficiency Assessment. These tests are administered in March of the junior year. Current 12th graders who have not yet passed the HSPA will be retested in October. Currently, the state also requires end of course testing for Biology and Algebra I which are administered in May.

### REPORT CARDS AND PROGRESS REPORTS

Report cards are mailed home four times a year; November, February, April and June, arriving approximately two weeks after the end of the marking period.

### Diplomas

The Board of Education holds final prerogative to approve students for diplomas, and recognizes the award of only one high school diploma. When a student in a special needs program successfully meets the State and local requirements established for his approved curriculum, he/she shall receive the diploma of the local high school and be entitled to full participation in all ceremonies attendant upon the awarding of the diploma.

Individual student needs necessitate a variety of preparations. It is the obligation of the school system to satisfy these individual needs, and the multi-elective approach is an effective way to accomplish this objective.

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## Guidance

### SCHOOL COUNSELING CENTER

(908) 713-4130

The Guidance Center is under the direction of Patricia Raleigh. Students can determine who their counselor is by consulting their schedule or by asking any of the guidance secretaries. Visitors wishing to come to guidance need to make an appointment ahead of time or they will not be allowed in before 2:30.

North Hunterdon High School's guidance program is designed to ensure that **ALL STUDENTS** acquire and demonstrate a set of competencies in Educational Career/Occupational, and Personal/Social planning and decision-making.

**GUIDANCE AND COUNSELING** - (908) 713-4130 [Patricia Raleigh](#)

[Counselor/Counselee Assignments - Counselor Caseloads](#)

### SAT PREP CLASSES:

North Hunterdon High School offers North students two SAT preparation courses, one for the Critical Reading/Writing sections and one for the Mathematics section. The classes are after school and are free of charge. These courses are exclusively for North students.

Prep classes for the Critical Reading and Writing sections of the SAT are scheduled by the English Department. Prep

classes for the Math section are scheduled by the Math department. Information about dates/ times/ sign-ups will be posted on the Guidance website as it becomes available.

Information on SAT Prep classes offered by outside providers in the North Hunterdon High School Building can also be found on the Guidance Website.

### **CREDIT SCHEDULE:**

Per Board of Education Policy, all students are required to schedule a minimum of 35 credits each school year.

#### **Class Standing**

##### *Senior Class*

A student must have earned 85 credits or, in combination with the credits for the senior year, be scheduled to meet the graduation requirements of 120.

##### *Junior Class*

A student must have completed 55 credits to be considered a junior.

##### *Sophomore Class*

A student must have completed 25 credits to be considered a sophomore.

##### *Freshman Class*

A student becomes a freshman by satisfactorily completing 8 years of elementary school.

#### **College Entrance**

College entrance requirements vary widely from school to school and may even vary within a particular school depending upon the curriculum desired.

The most important document utilized by college admissions personnel in the selection of a student for admission is the student's high school transcript. This record includes:

- Quality and quantity of courses taken and grades earned
- Grade point average
- Transcripts do not include rank or co-curricular activities.

Six transcripts will be processed at no charge. A two (2) dollar charge per additional transcript will be billed to the student at the end of the academic year. Graduates are charged a fee of \$2 per transcript after graduation.

Students planning on applying to college should take a strong and varied academic program consistent with their potential and past performance.

#### **Cooperatively Planned Unit**

Students may complete a contract with a sponsor teacher for learning activities which are not on the Program of Studies. The procedures are similar to those used for Independent Study. The sponsor teacher and guidance counselor must certify that the learning activity is congruent with the student's educational program.

The credit for a Cooperatively Planned Unit is awarded according to the application. The sponsoring teacher assigns a grade in the same way as regularly scheduled courses.

The teacher, department chairperson, guidance counselor, and Assistant Principal must approve all applications for Cooperatively Planned Units.

#### **Guidance Conference**

Every effort will be made to issue Guidance passes during a student's study hall time.

## Home Instruction

Home instruction is available for students who are absent for more than two weeks because of a medical/health problem. The parents (or guardians) of such students must apply for home instruction with a written statement from a medical or osteopathic doctor. All such requests must include the doctor's diagnosis and an estimate of the duration of absence. The school doctor will verify each request. **A DOCTOR'S NOTE MUST BE PRESENTED TO THE NURSE FOR A RE-ADMISSION TO SCHOOL.**

## Independent Study

Students may complete the requirements for a course on the Program of Studies through use of a learning contract with a sponsoring teacher.

It is the student's responsibility to locate a sponsor teacher and develop a contract using the guidelines supplied by Administration.

Approvals must be obtained from the student's counselor, Department Chairperson, and Assistant Principal.

The credit for the completed Independent Study Contract is the same as that for the regular course. The sponsoring teacher assigns a grade in the same way as any regularly scheduled course.

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## Health Services

(908) 713-4171 [Click here for the Health Services and Trainer Webpage](#)

**LOCATION:** The Health Office is located on the first floor across from the theater. The office is open during school hours.

**MISSION:** The mission of the Health Office is to enhance the educational process by the modification or removal of health related barriers to learning and by promoting an optimal level of wellness. The parents/ guardians assume primary responsibility for student health.

**ILLNESS/ INJURY:** A certified school nurse will assist with illness, injuries or health related issues. In the case of serious injury or illness, the parents/ guardians will be notified. If parents/ guardians cannot be reached, designated emergency contacts will be notified to transport the student for medical follow-up or home. Please update these contacts annually. If the need for an ambulance/ emergency care occurs, the parent/ guardian will be contacted and the student will be transported to Hunterdon Medical Center Emergency Room via rescue squad.

## Medication

**MEDICATION POLICY:** State law does not permit students to carry prescription or over the counter medication while at school except in the case of potentially life threatening illness (Inhalers for Asthma; Epipens for severe allergic reactions; and Insulin/Glucagon for Diabetes). If it is necessary for a student to receive medication during the school day, the school nurse will administer it. State law requires a written prescription signed by a physician or nurse practitioner including diagnosis, medication dosage, route and time of administration, a written consent of the parent/ guardian, and a medication delivered to the health office by the parent in the original pharmacy container. Forms are available in the health office and on the NHHS website, [www.nhvweb.net](http://www.nhvweb.net) (Health Office site)

**INHALER/ EPIPEN/INSULIN/GLUCAGON - SELF-ADMINISTRATION:** NJ Statutes Title 18A states that "students may be permitted to self-administer medication for asthma or other life threatening illness (i.e. diabetes, bee sting or peanut allergy) provided proper procedures are followed". A self-administration form and a diabetic management form must be signed by the doctor and parent/guardian annually in order for a student to carry an inhaler, epipen or insulin/glucagon (and blood glucose meter) in the school. Forms are available in the health office or on the NHHS web page, [www.nhvweb.net/nhhs](http://www.nhvweb.net/nhhs) (Health Office site).

## Physical Examination/Screening

**Freshmen** - All entering freshman are required to have a physical examination by their NJ Licensed physician or nurse practitioner before entering school in September. If required, immunizations should be updated during the physical exam. The forms to be completed are sent to the home with the freshmen letter in June and due by August 1st prior to entering NHHS.

**Transfer Students**: All students transferring into NHHS are required to submit proof of immunizations in compliance with NJ Statutes and a physical examination form (provided when registering) prior to entering the school. A tuberculin skin test (Mantoux) is required for all students transferring from another country as required by the New Jersey Department of Education guidelines.

**Sports Participation**: The North Hunterdon-Voorhees Board of Education and the State of New Jersey require an annual physical examination for participation in interscholastic sports. The physical examination form, medical history completed by the parent/ guardian, and parent and student signatures must be completed and submitted to the health office prior to the first day of practice.

**Vision/ Hearing Screening**: Vision and hearing screenings are performed on all 11th grade students. Annual screens are performed on students requiring frequent review and upon teacher, parent or student request.

**Scoliosis Screening**: Scoliosis screening will be offered to all 9th and 11th grade students who have not had a physical examination during the current school year. Scoliosis screening is biennial in accordance with the Pamphlet Law 2000.c126, September 21, 2000. The school nurse and school physician (if needed) will check for any abnormalities. An appropriate referral will be suggested if necessary. A pupil may be exempt from this exam if requested in writing by the parent or guardian or the Scoliosis Screening Form can be used. It is available in the Nurse's office or on the NHHS website/Health Department. Please call the Health Office with any concerns: 908-713-4171.

[Scoliosis Parent Form](#)

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## Health & Physical Education

According to N.J. Law, all students must take and pass physical education, health or driver education requirements. Every student must take the appropriate courses each year he/she is enrolled in school.

The Health program is designed to meet the N.J. State mandated program of Family Life Education. A brief outline of topics covered is included in the specific course descriptions. Copies of the complete Family Life Education curriculum are available for parental review; appointments to review the program can be made by contacting the Department Chairperson.

## EXCUSES FROM PHYSICAL EDUCATION

To be excused from Physical Education Class a student must have a note from his\her medical provider.

A gym excuse can be issued by the school nurse for one day, but a make-up class will be required unless a doctors' note is submitted.

The statement must indicate the date the student is to return to physical education. This information is filed on the student's health record in the Nurse's Office.

Pupils excused from physical education classes may not participate in extra-curricular activities that involve physical skills.

Medical excuses from non-physicians, such as chiropodist and/or chiropractor, will be honored.

In all cases, the student will remain with the physical education class or be assigned to a supervised area other than the cafeteria or mall. The physical education teacher will be responsible for keeping the records of the student's attendance during those mods.

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## Insurance \ Accident Reports

The Board of Education has purchased insurance coverage to protect all students against accidental injury.

Coverage is provided for virtually all school sponsored and supervised activities including:

- Attending regular school sessions, including summer school.
- Traveling directly and without interruption to and from home and school for regular sessions.
- Participating in school sponsored and supervised activities.
- Traveling under the sponsorship and supervision of school officials to and from school activities.

Although this coverage is very broad, there are restrictions, limitations and exclusions in this policy. In many situations, medical bills may not be covered in full.

## Completing Accident Report Forms

Please have the student report any injuries to the school nurse. An accident report must be completed at the time of the accident, no matter how trivial. Accident forms may be obtained from a coach, athletic trainer, school nurse or on the NHHS website/Health department. Once this form is completed, it is to be submitted to the nurses office. A Markel claim form will then be mailed home. It is up to the parents to collect all medical bills and submit them to the insurance company.

[NHHS Accident Report](#)

Questions regarding the policy coverage or about Specific claims should be directed to Markel Insurance Inc. 800-445-3126.

**NOTE:** This policy is a secondary policy. Parents must use their own insurance first. This policy will then pick up those bills not covered by the parents' own insurance up to the limits of the policy. If the parents do not have insurance for medical expenses, this policy will go into effect immediately. The insurance company will not be liable for medical expenses incurred fifty- two (52) weeks immediately following the date of the accident.

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## I.D. Badge Regulation

Students are to carry ID cards at all times while in school and at all school activities and functions. Students must present ID's when asked to do so by staff members. Failure to do so may result in a disciplinary referral. Students must present ID's when entering Guidance, the Reading/Writing Lab, departmental resource centers, and the Health Office. Students must present their ID cards to be admitted to the Media Center.

Remember: This policy is designed to prepare all students for the workplace and improve security in the school.

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## Issued Materials

Books, materials, equipment, etc. issued or borrowed by students are to be returned by the student issued those materials to those persons who issued the materials initially.

The responsibility for issued materials is an integral part of each academic endeavor. Students who have not met all their obligations (i.e. the return of materials, fines assessed for non-return or damage) have their report card withheld until those obligations are met.

Students will not be allowed to enter book storage rooms during the summer months to look for lost books.

**Seniors will not receive their diplomas if all obligations are not met.**

All Athletic Equipment is expected to be returned to the equipment manager or coach immediately following the last scheduled contest (home or away - clean or dirty). If a student does not return their athletic equipment they will not be able to participate in any other athletic activities until that obligation has been fulfilled. Also, after contact has been made with the student and parent and the obligation is still not satisfied report cards will be withheld and the student may face disciplinary action.

No athletic awards (certificates or letters) will be given until equipment is turned in or restitution made. No athlete (male/female) will be allowed to take part in any sport until his/her equipment and any other obligations are satisfied in the previous sport.

## Lockers

Each student is assigned a hall locker for books and outer garments. The locker is a combination lock (which automatically locks upon closing). Hall lockers, which need repair are to be reported to the custodial department.

Lockers are not to be considered private property. Lockers are the property of the NHVRHS Board of Education and are subject to search at any time.

## Lost & Found

The Attendance Office is the area designated for lost and found articles. Anyone who finds a lost or misplaced book should take it to this area as soon as possible.

It is recommended that students use indelible marks on materials and articles of value for identification. If lost and found articles are not claimed within a reasonable amount of time, they are discarded.

**NOTE:** The school will not be held responsible for stolen articles. Do not bring valuables or large sums of money to school. Teachers should have locks for security.

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## Media Center

The North Hunterdon High School Media Center welcomes students to the school's center of information. The purpose of the media center is to ensure that students become effective and efficient users of information. Our materials support the curriculum and provide for recreational reading. The center is open from 7:40 am to 3:10 pm on Monday, Wednesday and Friday. On Wednesday, the media center is open until 5:30 pm.

**Privileges**

- The use of all materials and equipment for information retrieval or recreational reading/viewing/listening
- Assistance with materials, sources, or equipment in the **media center**
- The use of copying facilities

**Responsibilities**

- To promote an atmosphere conducive to research and study
- To return materials on time and in good condition and to promptly pay fines for overdue materials
- To respect the rights of others

**Procedures**

Students may come to the media center without a pass in the morning before homeroom, after school and during lunch. Study hall students must have a pass signed by an academic teacher and by the study hall teacher. When a student comes to the media center from study hall, the student must sign in, and at the end of the period, a member of the media center staff will sign the student out.

The Checkpoint Security System electronically detects library materials through backpacks, parcels and clothing; however, it is completely safe and harmless to film, cassettes or computer disks. Students wishing to borrow materials must have the materials checked out at the circulation desk before exiting through Checkpoint.

Students are not allowed to check out materials for anyone else. Whoever checks out materials is the person ultimately responsible for those materials.

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**Mission Statement**

The North Hunterdon-Voorhees Regional High School District, a district committed to innovation, personal excellence, high achievement, and community partnership, provides all students with personalized opportunities through a broad spectrum of exemplary educational experiences to develop their fullest potential, to foster lifelong learning, and to become responsible citizens in a continually changing society.

**Beliefs:**

We believe the role of the community is:

- To provide financial support
- To express community values, standards & pride.
- To participate in school activities

We believe our children learn best:

- Their physical needs are met
- Their emotional needs are met
- Their intellectual needs are met & are realistically challenged

We believe the essential components of an excellent education are:

- All students are actively engaged in their own education supported by caring, competent professionals.

- Educating the whole child
- A supportive community that recognizes the value of parental & community involvement

We believe the role of the parent is:

- To accept the responsibility for the education of their children
- To provide stable, supportive & nurturing environment
- To be active & constructive & supportive e educators
- To be a positive role model

We believe the role of the students:

- To be responsible for their own learning by taking an active role
- To be a partner in their own education through self advocacy
- To demonstrate respectful behavior
- To recognize their role in the community

We believe the role of the professional staff is:

- To keep all students actively engaged in their own education
- To educate the whole child
- To be a supportive community recognizing the value of parental and community involvement.
- To provide an environment that fosters a life-long love of learning.
- To provide rich content and an engaging learning climate
- To employ a variety of assessments to enhance instructional practice.
- To keep current in content area and in pedagogy.

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### **National Honor Society**

The National Honor Society was established by the National Association of Secondary School Principals to recognize high school students who demonstrate excellence in the areas of scholarship, leadership, character, and service. The North Hunterdon Chapter provides this recognition for students at North Hunterdon High School.

Advisor: [Steve Delorenzo](#)

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### **Peer Tutoring Program**

Students can obtain a Peer Tutor by contacting the staff in the Reading/Writing Center, Room 106.

Those students who wish to become tutors are interviewed and trained in order to provide the kind of help students need to succeed. Students who desire tutoring sessions are assigned a tutor; individual meetings are arranged during or after school at a mutually convenient time.

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## Re-Entry Procedures

Any student having withdrawn from high school and wishing to re-enter can do so only upon the recommendations of the Principal or designee.

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## Resource Center

### RESOURCE CENTERS, OPEN LABS AND CAREER INFORMATION CENTER

Resource Center Time – Teachers from every department are available daily during their resource duty time to tutor students who are having academic difficulties. Students are welcome to walk into any department resource center to meet with the teacher on duty. Consult with your child's teacher or counselor to arrange to take advantage of this student service. Schedules are posted in each department chairperson's office and on each departmental web-site.

#### Privilege

- Accomplishment of immediate educational goals with assistance.

#### Responsibilities

- Follow the rules and regulations of the resource center as posted.

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## Revisions to the current handbook

- None at this Time

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## Schedule Changes

All students are expected to honor schedule choices that they made in the spring of the previous year. Changes will be granted for the following reasons:

- Student has an error in the scheduling process (conflicts, failure of prerequisite course, etc.)
- Student has a Child Study Team recommendation for a schedule change.
- Student wishes to take additional courses, which will not require the dropping of any courses that are already scheduled.

If there is a legitimate schedule request based on criteria listed, the student will be required to complete a request change form and return it to the guidance area.

### SCHEDULE CHANGES WILL NOT BE MADE FOR THE FOLLOWING REASONS:

- The student prefers a different teacher.
- The student thought the class would be different than it is.
- The student feels that the class is not needed to meet requirements.
- The student has decided he/she wants a lighter class load.

- The student wants to make the schedule more convenient for himself.
- The student feels that the class is boring, not relevant, etc.

Students should always assume they will complete every course, which they have chosen. If, however, a student is deleted from a course, due to a recommendation from a building administrator for disciplinary, attendance, or instructional reasons, a grade of “WF” (Withdrawn Failing) may result. A grade of “WF” is calculated for grade point average as a failing grade.”

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## Scheduled Events

North Hunterdon High School serves as an important asset of the community. As such, the High School and surrounding grounds is the site of numerous activities/events. Although many of these activities/events are sponsored by the North Hunterdon-Voorhees High School District Board of Education, there are many that are not. It is important that you understand the difference before allowing your child to participate in any activity. If you have any questions concerning sponsorship please contact the Student Activities Office at 908-713-4199 ext.6406.

**Advisor:** [Tara Marie Kraatz](#)

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## School Board Members

[Click here to go to the Board of Education Website](#)

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## Sexual Harassment

The North Hunterdon-Voorhees Regional High School District Board of Education ("Board") shall maintain a learning environment that is free from sexual harassment. The Board explicitly forbids any conduct or speech that may be reasonably construed as the sexual harassment of a student by an employee or by another student.

The Superintendent of Schools shall direct the instruction of all students in their rights to be free of sexual harassment and innuendo, and shall encourage students to report any incident of sexual harassment to the Principal or any teaching staff member. Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately report it to the Affirmative Action Officer or Superintendent for immediate investigation. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services ("DYFS") for investigation by that agency.

An employee who engages in the sexual harassment of a student will be subject to stringent discipline, up to and including termination. A student who engages in the sexual harassment of another student will be subject to disciplinary action, including the possibility of suspension or expulsion, consistent with the disciplinary code.

- I. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, or other inappropriate conduct, including but not limited to verbal or physical contact of a sexual nature when made by a member of the school staff to a student or by a student to another student or staff member when:
  - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when:
  - B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when:
  - C. Such conduct has the purpose or effect of interference of a student will be subject to stringent discipline, up to and including termination. A student who engages in the sexual harassment of another student will be subject to disciplinary action, including the possibility of suspension or expulsion, consistent with the disciplinary code.

**The Board of Education affirms the following practices:**

- I. The District shall maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student or staff member in the district to harass a staff member or another student through conduct or communications of a sexual nature as defined below.
- II. Sexual harassment may consist of unwelcome sexual advances or suggestions, requests for sexual favors, or other inappropriate conduct, including but not limited to, verbal or physical contact of a sexual nature that would not have happened but for the gender of the harassed individual, when made by a member when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, or when:
  - b. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student, or when:
  - c. Such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive education environment.

**Sexual harassment may include, but is not limited to the following:**

- \* Verbal harassment or abuse, including slur, demeaning nicknames, mimicking, name-calling, innuendo and graffiti
  - \* Stalking or bullying
  - \* Spreading rumors or lies of a sexual nature about someone
  - \* Displaying sexually explicit written materials or photographs
  - \* Pressure for sexual activity
  - \* Repeated remarks to a person, with sexual or demeaning implications
  - \* Unwelcome touching
  - \* Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, course-work, class selection, etc.
  - \* Unwelcome remarks or gestures, including requests for sexual favors, directed at a person because of gender
- d. The use of authority to emphasize a student's sexuality in a manner that impairs or prevents that student's full enjoyment of his or her educational opportunities
- III. Procedures:
    - a. Any student who alleges sexual harassment by any staff member or student may complain directly to his or her building principal or Affirmative Action Officer. Reporting sexual harassment will not affect the student's status nor will it affect future assignments.
    - b. The right to confidentiality will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
  - IV. Notification:

Notice of this policy will be circulated to all schools and departments of the North Hunterdon/Voorhees Regional High School District on an annual basis and incorporated in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers, students, and staff members on a triennial basis.

**HARASSMENT AND HAZING**

Hazing activities of any type are inconsistent with the educational process. Accordingly, the North Hunterdon-Voorhees Regional High School District Board of Education (the "Board") strictly prohibits all such activities at any time on school premises and at school-sponsored events.

"Hazing" shall include the organization, promotion, facilitation or performance of any act, which, in connection with the initiation of applicants to or members of a class, athletics team, club or organization, places or may place another person in danger of injury. Permission, consent, or assumption of risk by a person subjected to hazing shall not lessen the prohibitions contained in this policy.

All Board employees shall be alert to possible circumstances or events that might include hazing. A Board employee who detects hazing or planned hazing shall immediately inform the students involved of the prohibition against hazing and direct them to cease all hazing activities or planning for hazing. All hazing activities must be reported immediately to the Superintendent of Schools.

A Board employee or student who fails to observe the prohibitions and mandates of this policy will be subject to discipline. Participants in hazing activities should be advised that reports of their activities might be referred to authorities for prosecution.

*N.J.S.A. 18A: 42-5; 18A: 42-6*

*Adopted: 1 May 2001*

### **Policy 5512.01**

## **HARASSMENT, INTIMIDATION AND BULLYING**

### **PART ONE OF TWO**

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

#### **Definition**

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **Expected Behavior**

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-

discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from a parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guideline and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and right of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedure and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

#### Consequences and Appropriate Remedial Actions

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

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

Policy 5512.01

HARASSMENT, INTIMIDATION AND BULLYING:  
[BOE Policy 5512.01 HARRASSMENT, INTIMIDATION AND BULLYING \(M\)](#)

#### PART TWO OF TWO

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with

case law, Federal and State statutes, and district/school policies and regulations.

### Reporting Procedure

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

### Investigation

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

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

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

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

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engaged in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

### Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining that the Policy applies to all acts of harassment, intimidation or bullying that occur on school property, at school-sponsored functions or on a school bus.

The Superintendent shall develop a process for the Principal(s) to discuss the school district's policy on harassment, intimidation or bullying with pupils on an annual basis.

#### Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A. 18A:37-17.c., the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parents(s) or legal guardian(s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.c., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussion the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-17.c., the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

Adopted: 11 November 2003

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### Special Services

The North Hunterdon High School Child Study Team is housed in the Child Study Team suite. The following services are provided by these staff members:

- Assessment of educational difficulties of referred students through testing and diagnostic practices as determined appropriate for students identified as potentially disabled
- Administration of tests and recommendation of placement for students determined eligible for special education services
- Individualized program planning for students determined eligible for special education services
- Transition planning for students determined eligible for special education services
- Consultation with, and training of, staff relative to educational needs of students with disabilities
- Consultation on unique needs of students with educational disabilities

The Child Study Team complies with all related legislation as mandated by the State of New Jersey.

### [Speech/Language and Development Program](#)

The Speech Language Specialist serves as a member of the Child Study Team for students eligible for speech language services.

The Speech Language Specialist provides individualized speech language services as determined appropriate through the Individualized Education Plan process.

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## **2nd Floor Youth Helpline Information**

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](http://www.2NDFLOOR.org) for more information and try the message board!

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## **Student Council**

Student Council meetings are scheduled on a rotating basis. Council representatives are excused from class to attend the meeting. However, the representative has the responsibility of checking with his or her teacher and is responsible for any work missed during that period. The teacher may refuse permission to the representative to attend the meeting. It is imperative that the representative realizes that schoolwork comes first. If a representative is unable to attend a meeting, it is his/her responsibility to inform the Student Council Advisor and/or one of the Student Council Officers.

### **Student Council**

President: See advisor

V-President: See advisor

Treasurer: See advisor

Corresponding Secretary: See advisor

Recording Secretary: See advisor

Advisors: Rachelle Kayal/Jennifer Rigby

[Click here for the Student Council Webpage](#)

## **CLASS ELECTION PROCESS**

Class elections are organized through the Student Council and Class advisors. See the school website for election procedures.

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## **Student Pictures**

In September, each North Hunterdon student will have his/her picture taken. This is a requirement of the high school for purposes of student records, ID's and the yearbook. Students may also purchase pictures at this time. These pictures are not to be confused with senior portraits, which are taken in May.

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## **Student Rights/Responsibilities**

The North Hunterdon-Voorhees Regional High School District provides education to all high school students regardless of race, color, national origin, sex, or handicap as required by Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and section 504 of the Rehabilitation Act of 1973 as amended.

Inquiries regarding compliance may be directed to the District's Affirmative Action Officer, [Rich Bergacs](#) (908-713-4199 x6354) or Section 504 Coordinator, Patricia Raleigh. (908-713-4130)

## Bus Rules

### SCHOOL BUS BEHAVIOR/PUPIL RESPONSIBILITY

All buses equipped with seat belts require that students must wear them at all times while being transported.

A pupil may be excluded from the bus for disciplinary reasons by the Administration and his/her parent shall provide for his/her transportation to and from school during the period of exclusion. Title 18A:25-2.

- \* Be on time at designated bus stop. The bus must keep to schedule to insure the safety of other pupils.
- \* Never stand in the roadway while waiting for the bus.
- \* Be careful approaching bus stops enroute from home.
- \* Bus riders shall conduct themselves in a safe manner while waiting.
- \* Avoid crowding and pushing in getting on or off the bus.
- \* Do not move toward the bus at the loading zone until the bus comes to a complete stop.
- \* Never enter or leave the bus while it is in motion.
- \* Do not destroy or damage property while waiting for the bus. Bus stops may be discontinued for such action.
- \* On the bus, go immediately to assigned seat and remain there until bus reaches the school.
- \* Keep arms or other parts of the body inside the bus at all times after entering and until leaving bus.
- \* Assist in keeping the bus safe and sanitary at all times.
- \* Obey the driver promptly and cheerfully. He/She has a large responsibility and pupils must help him in his job.
- \* Loud talking, laughter or undue confusion tends to divert the driver's attention. Remember, your life depends on must approve these exceptions before approval is given to the sponsored organization).

## Complaints & Grievances

Student complaints are to be discussed by the student directly with the staff member involved in an attempt to immediately resolve the issue. However, when the student presents a formal complaint or grievance, information on the proper procedure can be obtained from the disciplinarian.

## Flag Salute

### FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey Law requires that students show respect for the flag of the United States of America. If the student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies but is expected to stand.

## Make-Up Work

Any student absent from classes for any reason including suspension, will be required to make up all work missed. The school believes that the student being disciplined should be given the opportunity to main his/her academic standing. However, it is the responsibility of the student to see his/her teachers if he/she feels their help is needed to make up the work missed.

## Records

### STUDENT RECORDS BOARD POLICY STATEMENT

A cumulative record shall be kept for each student enrolled in the schools of this District. This individual folder shall contain pertinent facts about the student, but shall not violate reasonable requirements of privacy. The folder shall be kept

up to date and should move with the student through his career. These records of the individual pupil shall be used for the promotion of the welfare of a pupil, and shall not be made available to any other person or agency unless it is reasonably clear that such person or agency will use the records to the advantage of the student.

No staff member shall give information from a student's record to anyone outside the school staff, except the student's parents, unless he shall obtain the permission of the Superintendent or the Principal and the student or his parents. Outside agencies or individuals not approved by the student or his parents must present a legal need to know order. Such an order must state the specific information needed. The Administration may then furnish the specific information requested and no other. Parents may request in writing the exclusion of their child's name in a school graduation list.

#### A. Definitions

1. "Access" means the right to view, take notes, and copy by hand or photo-reproduction.
  2. "Adult pupil" means a pupil who is the subject of the record and is eighteen years of age or older, is attending an institution of postsecondary education, or is an emancipated minor. The Superintendent may determine that a minor pupil is emancipated on the pupil's presentation of evidence indicating that he or she is financially independent.
  3. "Parent or legal guardian" means the natural or adoptive parent or legal guardian, custodial or non-custodial, whose parent or legal guardian rights have not been terminated by a court of competent jurisdiction; legal guardian; foster parent or legal guardian; approved parent or legal guardian surrogate; or legal custodian of the pupil who is the subject of the record and includes only such persons for whom access is authorized at D1a. In the event parent or legal guardian rights have been terminated or limited by a court of competent jurisdiction, the pupil's legal custodian must so notify the custodian of the pupil's file, by submission of appropriate legal documentation, in order that improper access to the pupil's records is not granted.
  4. "Pupil record" means any information in tangible form regarding an individual pupil enrolled or formerly enrolled in this district, regardless of its subject, source, or physical form, that is maintained for the purpose of review by a person other than the originator of the record. Information recorded by a teaching staff member solely to aid memory is not a pupil record for the purpose of this regulation; at the time such information is reviewed by another person, it becomes a pupil record.
- B. Authorized Content of Pupil Records. A pupil's file may include only the following mandated and permitted records.

1. The collection of the following mandated records is authorized:
  - a. Personal identifying data, including name, address, date of birth, citizenship, gender, and name of parent or legal guardian; personal data cannot include the pupil's religious or political affiliation, except as so requested by the adult pupil or parent or legal guardian, and cannot include any indication of the pupil's illegitimacy;
  - b. Daily attendance records;
  - c. Pupil progress reports, report cards, and grade transcripts;
  - d. Grade level and program assignments
  - e. Physical health records, including data collected pursuant to Policy No. 5310. Any school records with HIV identifying information will be maintained in accordance with the standards of N.J.S.A. 26:5C; which require the following for disclosure of records.

Consent is required for the disclosure of the record of a minor who has or is suspected of having AIDS or HIV infection. Consent shall be obtained from the parent or legal guardian or other individual authorized under State law to act in the minor's behalf.

Records may be disclosed to only the following individuals or agencies:

- (1) Qualified personnel for purpose of conducting scientific research
- (2) Qualified personnel for purpose of conducting management audits, financial audits or program evaluation;

- (3) Qualified person in medical education or in the diagnosis and treatment of the individual involved;
  - (4) To the New Jersey Department of Health as required by state or federal law; and/or
  - (5) As permitted by the rules and regulations of the New Jersey Department of Health.
- f. Records required and created in the identification, referral, evaluation, and classification of disabled pupils and the provision of special education and/or related activities pursuant to Policy No. 2460 through 2460.14; and
  - g. All other records required by the State Board of Education.
2. The collection of the following permitted records is authorized to promote the pupil's educational welfare:
    - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator; information recorded solely as a memory aid for the originator becomes a pupil record when it is reviewed by any other person, including a substitute;
    - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
    - c. Educationally relevant information provided by the parent or legal guardian or adult pupil regarding the pupil's achievements or school activities;
    - c. Any correspondence with the pupil and/or the pupil's parent or legal guardian;
    - d. Driver education certificate;
    - e. Emergency notification form;
    - f. New pupil registration form;
    - g. Withdrawal or transfer form;
    - h. Change of schedule form;
    - i. Records of disciplinary infractions, penalties, and disciplinary hearings;
    - j. Records of the pupil's co-curricular and athletic activities and achievements;
    - k. Class rank;
    - l. Awards and honors;
    - m. Notations of additional records maintained in a separate file (C2);
    - n. The statement of a parent or legal guardian or adult pupil regarding a contested portion of the record; and
    - o. Entries indicating review of the file by an authorized person (D6).

### C. Collection and Maintenance of Records

1. A pupil's records will be maintained in a single central file in the office of the school to which the pupil is assigned. The file of a pupil assigned to a program outside this district will be maintained in the office of the Child Study Team.
2. In the event any record is kept in a place other than the pupil's central file, the central file will include a notation of the existence and location of the additional record.
3. The Principal or designee is the custodian responsible for the collection and security of pupil records in his or her school. The Principal or designee is the custodian responsible for the collection and security of pupil records

maintained by the Child Study Team. The School Nurse is the custodian responsible for any physical health records and emergency notification forms maintained in the School Nurse's office.

4. All pupil records will be securely maintained under lock and key to protect the integrity of the record and to prevent access by unauthorized persons. Secretarial and clerical personnel, including properly assigned aides, may handle and view pupil records only to the limited extent necessary to enter data, amend records, file materials, copy pages, and conduct routine clerical tasks, as specifically directed and supervised by professional personnel.
5. Any computer program utilized for the electronic storage and retrieval of pupil information must provide adequate security blocks to protect the records against improper access and alteration. An updated printout must be made of all computerized pupil records and will be maintained in strict accordance with Policy No. 8330 and these regulations.

The registration of a pupil transferring to this district must be reported to the Superintendent in order that prompt request for the pupil's records may be made.

### Access to Records

#### D. Access to pupil records.

1. The responsible custodian shall permit access to pupil records only by the following authorized persons:
  - a. The parent or legal guardian of
    - (1) A minor pupil;
    - (2) A financially dependent adult pupil when the parent or legal guardian has agreed not to disclose information contained in the record to a second or third party without the adult pupil's consent;
    - (3) An emancipated adult pupil with the written permission of the pupil; or
    - (4) An adult pupil who has been declared legally incompetent.
      - a. A minor pupil with the written permission of his or her parent or legal guardian;
      - b. A pupil sixteen years of age who plans to terminate his or her education by graduation from high school or by withdrawal from school at the end of the term;
      - c. An adult pupil;
      - d. Teaching staff members who have assigned educational responsibilities for the pupil;
      - e. Representatives of accrediting organizations for the purpose of determining accreditation;
      - f. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibilities that necessitate the review of pupil records;
      - g. Officers and employees of a state agency responsible for protective and investigative services for pupils referred in cases of suspected child abuse;
      - h. Representatives and persons outside the school who have been authorized by the written consent of the parent or legal guardian or adult pupil, provided that a written request for review, together with the required authorization, is first submitted to the custodian of the record and provided that the reviewer shall not transfer pupil record information to a third party without the written consent of the parent or legal guardian or adult pupil;
      - i. Representatives and persons not otherwise authorized, upon the presentation of a court order, provided that, absent a judicial order to the contrary, the parent or legal guardian or adult pupil has been given at least three days' written notice of the name of the requesting agency and the records requested; and
      - j. Bona fide researchers approved by the Superintendent after the requesting researcher has submitted a written request that sets forth the nature of the research, the relevance of the records sought, and the

researcher's assurances that pupil anonymity and confidentiality will be strictly guarded.

2. A request for inspection of pupil records submitted by an authorized person will be granted, provided any condition for access set forth in D1 has been met, as soon as is practical and no later than ten days after the request is received or any hearing or review to which the record is relevant, whichever first occurs.
3. No pupil record shall be altered or destroyed after review has been requested and before the requested review occurs. As soon as a request is received, the pupil's file will be marked to prevent inadvertent clerical alteration. The mark will be removed when the review occurs.
4. Where access has been requested by a person other than a parent or legal guardian or pupil or teaching staff member educationally responsible for the pupil, access will generally be limited to the record or portion of the record relevant to the purpose for which access was granted.
5. The custodian of the record, or a teaching staff member appointed by the custodian, shall be present during the period of review to provide interpretation of the record as required; to prevent any alteration, damage, or loss of the record; and to limit review where such limitation is a condition of access.
6. Except for inspection by a parent or legal guardian, pupil, or teaching staff member educationally responsible for the pupil, every inspection of a pupil's record shall be noted in an entry in the file that sets forth the name of the person or persons granted access, the reason access was granted, the time and circumstances of the inspection, the records inspected, and the purposes for which the data will be used.
7. Access to pupil records will be available only to the pupil's parent or legal guardian, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his or her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent. The place of residence of either parent shall not appear on any records or information released pursuant to this policy.

A pupil's parent, guardian or legal custodian may petition the court to have a parent's access to the pupil's records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the pupil or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited.

8. An authorized person may request a photocopy of all or a portion of that part of the pupil's record to which the reviewer has been granted access. Copies will be made by district personnel for a fee equal to that charged for copies of the public records of this district, except that the fee may be waived for a parent or legal guardian or adult pupil who, in the judgment of the custodian of the record, might otherwise be prevented from exercising his or her rights of access and appeal under rules governing access to pupil records and the due process rights of disabled pupils.

#### E. Release of Information

Information in a pupil record, other than directory information defined in H1, may be released only to the following persons and under the following conditions.

1. In order to fulfill its legal responsibilities, the Board of Education may receive information contained in a pupil's record. Any request for such information must be made to the Superintendent by the Board duly convened. The information will be presented by the Superintendent to the Board in private session, except that the parent or legal guardian or adult pupil will be notified of the planned private discussion and, on the written request of the parent or legal guardian or adult pupil, the information will be discussed in a public meeting.
2. Teaching staff members may, in their discretion, disclose information in a pupil record to the minor pupil who is the subject of the record or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health and safety of the pupil or other persons.
3. A parent or legal guardian or adult pupil may be given information from that portion of another pupil's record that contains information about the parent or legal guardian's child or about the adult pupil.

4. Transfer of Records
5. When a pupil transfers to another school district in New Jersey, the custodian of the pupil's records shall, within ten days of the receiving district's verification of the transfer:
  - a. Forward the pupil's mandated records to the receiving district with written notice of the transfer to the parent or legal guardian or adult pupil; and
  - b. Forward the pupil's permitted records to the Superintendent of the receiving districts on the written consent of the parent or legal guardian or adult pupil, except that permitted records may be forwarded from Bethlehem Township, Califon Borough, Town of Clinton, Clinton Township, Franklin Township, Glen Gardner Borough, Hampton Borough, High Bridge Borough, Lebanon Borough, Lebanon Township, Tewksbury Township, and Union Township without written consent.
6. When a pupil departs permanently from this school district by transfer to a private school or a school district outside New Jersey, the parent or legal guardian or adult pupil will be notified in writing that a copy of the entire pupil record will be provided on request. The record will be forwarded to the receiving school or district on the written request of the parent or legal guardian or adult pupil.
7. The parent or legal guardian or adult pupil shall, on request, be provided with a copy of the records forwarded to another school district or educational institution.
8. Appeal of Record

A parent or legal guardian or adult pupil may request the expunging of allegedly inaccurate, irrelevant, or improper information; the insertion of additional data and commentary; and request a stay of disclosure, in accordance with the following appeal procedures:

1. The parent or legal guardian or adult pupil must submit a written request to the Principal that includes the specific issues and allegations relating to the pupil record and the relief sought.
2. The Principal will, within ten days of the receipt of the request, meet with the parent or legal guardian or adult pupil to review the issues and allegations raised and the relief sought.
3. If the relief sought by the parent or legal guardian or adult pupil is not granted at the review meeting, the parent or legal guardian or adult pupil will be notified of his or her right to appeal the matter to the Board of Education or the Commissioner of Education in writing within ten days of the meeting.
4. An appeal to the Board will be promptly heard in private session, unless the parent or legal guardian or adult pupil requests a public meeting, and the Board will issue a written determination within twenty days of the receipt of the written request for appeal to the Board. The Board determination will include notification of the right of the parent or legal guardian or adult pupil to appeal to the Commissioner.
5. At all stages of the appeal process the parent or legal guardian or adult pupil will be afforded a full and fair opportunity to present evidence relevant to the issue.
6. A record of the appeal proceedings and outcome will be included in the pupil's file and copies will be made available to the parent or legal guardian or adult pupil.
7. Appeals relating to the records of disabled pupils will be processed in accordance with N.J.A.C. 6A:14-2.9.
9. Regardless of the outcome of the appeal, the parent or legal guardian or adult pupil may place a statement in the pupil's file commenting on the information contained in the record or specifying reasons for disagreeing with the decisions of the Board or its officers. Any such statement will be retained in the file so long as the contested portion of the file is maintained and will be disclosed whenever the contested portion is disclosed.

#### H. Directory Information

1. Directory information includes a pupil's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in district activities recognized by the Board of Education, weight and height relating to athletic team membership, degrees, awards, the educational agency most recently attended by

the pupil, and other, similarly non-intrusive information.

Parent or legal guardians and adult pupils will be informed annually at the beginning of the school year of their right to prohibit the release of any or all types of directory information about the pupil and will be provided a period of ten days to submit to the Superintendent a written statement prohibiting the release of such information.

3. Except where a parent or legal guardian or adult pupil has requested that directory information about the pupil not be released, directory information may, without the consent of the parent or legal guardian or adult pupil, be:
  - a. Released to recognized representatives of the press for use in published reports on district activities and
  - b. Used in district publications and records such as the newsletter, handbook, school newspaper, yearbook, graduation program, Board minutes, and administrative reports to the Board.
4. A student information directory of pupils in grade(s) 9-12 may be compiled annually for distribution to educational, occupational, and military recruiters. The directory will include each pupil's name, address, telephone number, grade level, and other items of directory information as authorized by the Superintendent.

The student information directory will be made available to educational, occupational, and military recruiters on an equal basis, in accordance with Policy No. 9713. An adult pupil who so requests or a minor pupil whose parent or legal guardian so requests will not be listed in the student information directory for any and all recruitment purposes.

#### I. Review of Records

1. The records of all currently enrolled pupils will be reviewed annually by teaching staff members appointed by the custodian. Information no longer descriptive of the pupil or the pupil's educational situation or necessary to provide educational services to the pupil will be removed and destroyed. No record will be made of the removed information or of its removal.
2. A record that is mandated (B1) may be destroyed only after:
  - a. The parent or legal guardian or adult pupil has been notified of the pending destruction and has consented in writing to the destruction or
  - b. Reasonable attempts to notify and secure the consent of the parent or legal guardian or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the parent or legal guardian or adult pupil to the last known address is returned or after, notification having been received, the parent or legal guardian or adult pupil fails to submit written consent within ten working days of receipt of notification.
3. Removed records will be destroyed by shredding, burning or complete erasure of records stored on computer disk.

#### J. Retention of Records

When a pupil graduates from high school or permanently departs from the school system,

1. The parent or legal guardian or adult pupil will be notified in writing that records other than those permanently retained will be destroyed and that a copy of the pupil's entire record will be provided on request.

Except where records are transferred to another New Jersey school district (F1), the following records will be maintained in perpetuity: the pupil's name, date of birth, gender, address and telephone number at time of departure from this district, grades, attendance record, classes attended, grade level completed, year completed, name(s) of parent or legal guardian(s), and citizenship status.

The student profile form, with all appropriate attachments, of any pupil assessed by a special review assessment, pursuant to Policy No. 5460, will be retained for one year after the graduation of the pupil's class.

4. All other records will be destroyed after
  - a. The parent or legal guardian or adult pupil has been notified of the pending destruction and has consented in writing to the destruction or

- b. Reasonable attempts to notify and secure the consent of the parent or legal guardian or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the last known address of the parent or legal guardian or adult pupil is returned as undeliverable or after, notification having been received; the parent or legal guardian or adult pupil fails to submit written consent within ten working days of receipt of notification.
5. No additional information will be placed in the pupil's file without the prior written consent of the parent or legal guardian or adult pupil.
6. The permanent records of pupils formerly enrolled in this district will be maintained in the high school office.

### Search of Student Property

The Board is aware that a balance must be made to weigh the constitutional rights of students (as described in the Fourth Amendment) against the need for school officials to maintain order and discipline.

The Principal and/or designees may conduct a search if he/she has reasonable grounds for suspecting that the intended search will reveal evidence that the student has violated or is violating, either the law, or the rules of the school. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the suspected infraction.

Students are permitted to go to their lockers only during class changes.

### **STUDENTS ARE NOT TO SHARE THEIR HALL LOCKERS AND COMBINATIONS NUMBERS WITH OTHER STUDENTS. STUDENTS WILL BE HELD RESPONSIBLE FOR ANY ARTICLES FOUND IN THEIR LOCKERS.**

All lockers are emptied and thoroughly cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to non-profit organizations or discarded. Students may not be assigned the same lockers the following school year.

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### Student Store

Many items needed for school such as notebooks, paper, pens, report covers, slide rules, protractors, and gym bags along with the local weekly newspapers are available at the student store. The [Student Council Advisors](#) run the store.

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### Student Tobacco Use

#### **STUDENT TOBACCO POSSESSION**

Possession of tobacco products in any form, such as but not limited to cigarettes, cigars, snuff, or chewing tobacco, is prohibited in any of the buildings of the North Hunterdon-Voorhees Regional High School District except as part of classroom instruction or a theatrical production. Moreover, students are prohibited at all times from possession of tobacco on school premises, on school transportation, on school sponsored field trips, or at any school sponsored event.

#### **POLICY #514.1 SMOKING BY STUDENTS**

The Board of Education recognizes that smoking poses a problem to the health and welfare of staff and students. Further, the Board is aware of the negative effects of smoking on the school environment.

Therefore, to promote a healthful and wholesome school atmosphere, any student found smoking in school buildings and grounds and at school-sponsored events, on buses or other forms of school transportation, will be subject to the following disciplinary actions. Charges to be filed with the Clerk of the Court by the Administration pursuant to N. J. S. A. 26:3D-20, and disciplinary action if appropriate.

Parental notification will precede each disciplinary action.

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**Smoking by Student/Visitors****POLICY #910 SMOKING BY VISITORS**

The Board of Education recognizes that smoking poses a problem to the health and welfare of staff and students. Further, the Board is aware of the negative effects of smoking on the school environment.

The smoking of tobacco is prohibited on the grounds and in the buildings of the District.

For purposes of public safety and health the Board will post as necessary "NO **SMOKING**" signs on areas of the grounds where smoking is not permissible.

Violations will be filed with the Clerk of Court for appropriate action. Smoking within public buildings is in violation of State Law P.L. 1989 Chapter 96.

References: P.L. 1989 Chapter 96, approved June 14, 1989

N.J.S.A. 26:3D-15

N.J.S.A. 26:3D-20

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**Substance Abuse**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions

N.J.S.A.18A: 40A-9

N.J.A.C. 6:29-6.2

**Policy****For the purposes of this policy:**

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:211x-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170~25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

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

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 1BA: 40A-10; ISA: 40A-IIN.J.A.C. 6:29-6.3 (c)2

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

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel.

Instruction N.J.S.A. 13A: 40A-1 N.J.A.C. 6:29-6.5

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

#### Identification, Evaluation, and Intervention

N.J.S.A. 18A: 40A-11 N.J.A.C. 6:29-5.3

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school *property* or at a school function, shall report the matter as soon as possible to the school nurse or the school medical inspector physician and the Principal (or, in the Principal's absence, to a person designated by the Principal). If neither the school nurse or school medical inspector physician is available, the staff member responsible for the function shall be notified. The Principal or his/her designee shall immediately notify the pupil's parent (s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the pupil by a doctor selected by the parent(s) or legal guardian(s) or, if the parent(s) or legal guardian(s) doctor is not immediately available, by the school medical inspector physician. If neither the parent(s) or legal guardian(s) doctor nor the school medical inspector physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if possible and by a member of the school staff appointed by the Principal. An examination conducted, at parental request; by a physician other than the school medical inspector shall not be at district expense. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by reaching staff members who are properly and appropriately certified and trained to render such services.

Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

**A substance abuser who has** also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services-

In-Service Training N.J.S.A. 13A: 40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A: 40A-16 N.J.A.C. 6:29-6.3(c)7

The Board will provide a program of outreach to parent(s) or Legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school

premises or in other suitable facilities.

Records S408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, '42 U.S.C., and Implementing Regulations, 42 CFR Part 2

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with 2408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part

If a secondary pupil involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally Using a substance as that term is defined in N.J.S.A. 18A: 40A-9, that information shall be kept confidential and may be disclosed only with; the pupil's written consent, to another person or entity whom the pupil specifies in writing; pursuant to a court order; to a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils NJ.S.A. 18A: 40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be no cost to the district.

Civil Immunity N.J.S.A. 18A: 40A—13, 18A: 40A-14; N.J.A.C. 6:29-6.5(C)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A: 40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the Principal, the Principals designee, the school medical inspector or the School Nurse in an attempt to help such pupil cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

Drug Free School Zones N.J. A.C. 6:29-6.3(c) 6

The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. 6:29-10 at seq. and Policy No. 9322, Drug Free School Zones.

Policy Review and Accessibility NJ.S.A.18A: 40A-10; 18A: 40A-11

N.J.A.C.6: 29-6.3(b); 6:29-6.3(d); 6:29-6.4

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health and Senior Services and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s).

Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

N.J.S.A. 18A: 40A-1 et seq.; 18A: 40A-7.1 et seq.

N.J.A.C. 6:29-6.1 et. seq.

Cross-reference: Policy Guides Nos. 2422, 7436, 9322

## Evaluation/Counseling/Therapy

The Board recognizes that the school district lacks the resources to provide evaluation, long-term counseling or therapy for student whose lives are troubled and who have turned to drugs.

While the procedures established herein for disciplinary/infractions involving drugs and the procedures for intervention/prevention require identification of individual student problems, a total evaluation with resulting prescribed counseling/therapy is beyond the capability of the district.

Parents/guardians of those students in need of intensive evaluation, counseling or therapy shall be made aware of both human service agencies and local private persons and organizations dedicated to the evaluation and treatment of drug users and abusers.

## Random Drug Testing Policy

[Click here for the North Hunterdon-Voorhees Regional High School District Random Drug Testing Information & Resources](#)

### **POLICY #5531 Random Alcohol and Drug-Testing Policy**

#### Statement of Need

This policy is based on the following facts:

Medical studies have established that drug use affects motor skills, learning, memory retention, reasoning ability and coordination.

Except in extreme cases, drug use is difficult for laymen, or even physicians, to detect by casual observation.

No safe level of drug use has been established. Any measurable amount of a mind-altering drug or alcohol in a person's body can cause some degree of impairment, even if that impairment is not readily apparent to the layman.

#### Community Task Force

The District convened a Task Force which, in part, conducted surveys, solicited public input from the community and parents and obtained law enforcement data. This information was obtained to gain an understanding of the current drug use among students. The District's Task Force found there was enough information of substance use/abuse by students that additional attention is warranted.

#### State and National Trends

The District's results are consistent with other national and state-wide data. Both New Jersey and the United States as a whole continue to confront both a drug and alcohol problem of significant magnitude in its public schools. According to a recent national survey sponsored by the National Institute on Drug Abuse, although teen drug-use has decreased in recent years it still affects a significant portion of students. Marijuana use among tenth graders remains at thirty percent, with nearly a third of students in that grade report having used the drug. See Press Release, National Institute on Drug Abuse, 2002 Monitoring the Future Survey Shows Decrease in use of Marijuana, Club Drugs, Cigarettes, and Tobacco, at 2 (Dec. 16, 2002). In New Jersey, data released in 1999 by then-Attorney General John J. Farmer, Jr., shows "virtually no change in young people's use of alcohol, marijuana, hallucinogens, cocaine, amphetamines and heroin" between 1995 and 1998. See Press Release, New Jersey Department of Law and Public Safety, State Releases Survey of Substance Abuse Among High School Students, pg. 1 (Dec. 30, 1999). According to the New Jersey Department of Law and Public Safety, "about four in every five students (78.5%) report the use of alcohol at some time in their lives" that "36.9% (report using marijuana) in the past year(,)" and the most widely used illicit drugs, other than marijuana, are hallucinogens and amphetamines." New Jersey Department of Law and Public Safety, Drug and Alcohol Use Among New Jersey High School Students 1999, pgs. 17-18. The State's survey moreover reveals that nearly sixty percent of all responding students indicated that parental disapproval would prevent them from using drugs in the first instance.

The Board of Education recognizes its responsibility for the children entrusted to its care. The Board of Education wishes to deter drug and alcohol use and does not wish to wait for a substantial portion of its students to begin using drugs or alcohol before instituting this Policy. Accordingly, this Policy is a rational attempt by the Board of Education and approving parents to address a documented and substantiated problem of illegal drug and alcohol use affecting a sizeable

portion of its student population.

Therefore, it is the policy of The North Hunterdon-Voorhees Regional High School District Board of Education to authorize the Administration to implement a random alcohol and drug testing program for all students engaged in any athletic programs or extra-curricular activities not required by the Board of Education for graduation or who possess a parking permit for on-campus parking (the "Program"). Further, any parent or guardian may elect to have their student participate in the program on a voluntary basis by completing the consent form. Eligibility shall apply to the entire academic school year. Administrative Regulations (R5531) cover the procedures for conducting these tests and appropriate recourse regarding the results. Design of the program should be consistent with the Board of Education's objectives, which are as follows:

- Promote health and safety;
- Deter drug use, thereby countering peer pressure which may encourage indulgence;
- Encourage students who use alcohol and drugs to participate in rehabilitative programs; and
- Encourage and invite voluntary testing.

Primary emphasis in administering this Program should be directed toward deterrence and remediation rather than punishment of students who test positive for illegal drugs or their metabolites. Sanctions and corrective action should be designed accordingly. This Policy and its implementing Regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils and parents(s) or legal guardians(s).

This Policy is not intended to be disciplinary or punitive in nature. No student shall be expelled or suspended from the curricular program as a sole result of any verified positive test conducted by the school under the random drug testing program.

This policy will apply to all North Hunterdon-Voorhees Regional High School District students in grades 9-12 who participate in any athletics, extra-curricular activities not required by the Board of Education for graduation or who possess a parking permit for on-campus parking.

Definitions:

Drugs – All controlled substances designated and prohibited as stated in North Hunterdon-Voorhees Substance Abuse Policy #5530 and N.J.S.A. 23:21-2, N.J.S.A. 2A170-25.9, N.J.S.A. 2C:35.2 For the purpose of this policy, a drug includes, but is not limited to, phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, opiates, alcohol, and anabolic steroids or any other substance which is defined as a controlled substance by New Jersey law or their metabolites.

Alcoholic Beverages – Includes beer, wine, distilled liquors and any other liquid containing alcohol.

Medications – All medications, including over the counter drugs must be properly registered with the school nurse. N.J.S.A. 18A:40-12.4

Activities – Any extra-curricular activities not required by the Board of Education for graduation.

Adopted: May 25, 2004

North Hunterdon-Voorhees Regional High School District Random Drug Testing Regulations #5531

#### Testing Coordinator

- The Assistant Principal or administrative designee will coordinate and supervise the testing program at both High Schools.

#### Eligibility For Testing

- North Hunterdon-Voorhees Regional High School District students participating in athletics, extra-curricular activities not required by the Board of Education for graduation, volunteers to the random alcohol and drug testing program, or those students possessing an on campus parking permit will be eligible for random drug testing (the "Testing Pool").

- Students become eligible upon submission of a consent form. Student athletes must submit a consent form on or before on the first day they participate in a practice. Students involved in extracurricular activities must submit a consent form by no later than their attendance at a second meeting and students with parking permits for on-campus parking will submit a consent form before the first day of parking.
- Students remain eligible for random drug testing from the date the consent form is turned in throughout the remainder of the school year whether or not they have been previously tested or are currently participating in athletics or extra-curricular activity at the time they might be randomly selected for a drug test. In the event that a student eligible for random alcohol and drug testing ceases to participate or withdraws from an athletic team, extra-curricular activity, or student parking, he or she has the opportunity to submit to the Assistant Principal or administrative designee an Activity Drop Form. In order for a student's withdrawal to be effective and thereby remove him or her from the Testing Pool, the student's Activity Drop Form must be signed by both the student and a parent/guardian.
- The District will test no more than 10% of the total number of students in the Testing Pool annually.

#### For what Substances will Students be Tested?

- In administering the Program, the District will test for the presence of certain substances that may include, but not limited to, the following substances or their metabolites: alcohol, marijuana (THC), opiates, cocaine, methamphetamines, anabolic steroids and phencyclidine (a/k/a PCP), MDMA (a/k/a Ecstasy, and/or any other substance defined as a "controlled substance" by either New Jersey or Federal law.

#### Selection of Students for Testing

- A confidential testing schedule will be created by the administrations of the High Schools prior to the initiation of the Program to ensure that testing of eligible students is conducted in a manner that is random.
- Testing will only occur on student contact days during the academic year.
- Selection of eligible students for testing will be conducted in a purely and entirely random basis, which will be carried out as follows:
- The Testing Coordinator or designee will assign a number to each student eligible for testing.
- The Testing Coordinator or designee will receive a list of numbers to be tested.
- The Assistant Principal or administrative designee will notify the individual(s) selected for testing (the "Participant") (in person) and escort the Participant to the location designated by his or her respective High School as the location for testing (the "Testing Site").
- The Testing Site will be at the Participant's respective High School in an area that has a secured bathroom which will maximize privacy of the Participant.
- Alternate student selections will be made in the event of student absence.
- The names and/or any other personally identifiable information of the Participants will remain confidential.

#### Administering The Test

- All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all the personal and/or privacy rights of the Participant to the maximum extent possible. The Policy treats a Participant's test result as a confidential health record pursuant to both federal and state regulations. 42C.F.R. 2.1 and 2.2; N.J.A.C. 6A: 16-1.5. As such, any information obtained by the Program which would identify the Participant as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42C.F.R. – Part II. No testing record of any Participant will be used to initiate or substantiate any criminal charges against a Participant or to conduct any investigation of him or her, and the District will not share Participants' individual test results with law enforcement authorities.
- Any information transmitted to an approved outside collection agency for testing or processing will not contain

any personally identifiable information of the Participant. The approved outside collection agency will oversee the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.

- The approved outside agency will collect specimens from the selected students and forward the specimens to a licensed laboratory for testing. Any information transmitted from an approved outside collection agency to a licensed laboratory for testing or processing will not contain any personally identifiable information of the Participant. The agency may conduct an initial on-site test on the specimen before sending the specimen to the laboratory.
- The Participant shall complete a specimen control form which bears an assigned identification number. This identification number shall be the means for identifying the specimens by all laboratory personnel. Only the designated school personnel shall know the assigned number for each Participant.
- The Participant shall submit a saliva, urine and/or breath specimen according the North Hunterdon-Voorhees Regional High School District Random Alcohol and Drug Testing Written Consent Form.
- Specimens will be kept by the testing facility for at least ninety (90) days pending a request for retesting of a specimen, if any.
- Any attempt by a Participant to tamper with the specimen collection process will deem and constitute the specimen as positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of Participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

#### Notification of Testing & Testing Results

- Students participating in District athletic programs, extra-curricular activities not required by the Board for graduation, volunteers to the random alcohol and drug testing program, or students who possess a District parking permit for on-campus parking are required to complete the North Hunterdon-Voorhees Regional High School District Random Drug Testing Program Consent Form (the “Consent Form”).
- The parent(s) or guardian(s) of students selected for testing will be notified (via phone call or message) on the day of testing.
- Where a Participant tests positive, the Participant’s parent(s) or guardian(s) will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.
- Results of student tests confirmed by the MRO will be provided to the Superintendent or designee within twenty-four (24) hours of the MRO’s consultation with the Participant and his or her parent(s) or guardian(s).
- Participant test results will be kept in confidential files separate and apart from his or her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the Program or the consequences for violating the Policy. Student drug testing information resulting from the Program will not be turned over to any law enforcement authorities except under circumstances in which the District is legally compelled to surrender or disclose such test results. N.J.A.C. 6A:16-3.2
- The District respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing for this Program. The results will only be released to designated district personnel. All records and subsequent actions shall be kept in a file separate from the student’s regular file. The district Personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian. In accordance with 42C.F.R. – Part II,

#### Consequences

- Consequences will result from the following:
- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process
- Students will be ineligible for participation in a district athletics program, District extra-curricular activity or parking on-campus unless they complete the North Hunterdon-Voorhees Regional High School District Random Alcohol and Drug Testing Program Consent Form.

When a Random Alcohol or Drug Test is Positive:

- The Assistant Principal will contact the parent(s) or guardian(s) to remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
- The Participant will be removed from the athletics program and/or extracurricular activity as well as have his or her District parking permit revoked for a minimum period of two (2) weeks.
- The Participant shall have a minimum of five (5) visits with the (Student Assistant Counselor) SAC.
- The Participant shall attend four (4) out of five (5) prevention/education sessions.
- In accordance with N.J.S.A.18A:40A-12 and N.J.A.C. 6A:16-4.3, the Participant must be evaluated by a physician before returning to school and a written report must be furnished to the District certifying that substance use no longer interferes with the student’s mental or physical ability to participate in school.
- The Participant must submit a negative drug test prior to the returning to the athletics program and/or extra-curricular activity and prior to reinstatement of his or her District parking permit and privileges associated therewith.

Appeal Procedure

- A Participant or his or her parent(s) or guardian(s) may request a retest of their specimen at their own expense at a laboratory approved by the District. Request must be made within forty-eight (48) hours of receiving the results of their drug test.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT STUDENT RANDOM ALCOHOL AND DRUG CONSENT TO TEST FORM**

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the North Hunterdon-Voorhees Regional High School District Board of Education and the sponsors for the activity in which I participate.

I authorize the North Hunterdon-Voorhees Regional High School District to conduct a test on saliva, urine and/or breath which I provide on-site to test for alcohol and/or drug use if my name is drawn from the random pool. Pursuant to the Regulations for Policy #5531, I also authorize the release of information concerning the results of such tests to the Superintendent or administrative designee.

I understand that I may also be randomly drug tested throughout the remainder of the school year.

\_\_\_\_\_  
(Student Name – Please Print)

\_\_\_\_\_  
(Student ID Number)

\_\_\_\_\_  
(Student Signature )

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Parent/Guardian Nam–Print) (Date)

\_\_\_\_\_  
(Parent/Guardian Home Phone)

\_\_\_\_\_  
(Parent/Guardian Work Phone)

\_\_\_\_\_  
(Parent/Guardian Cell Phone)

\_\_\_ I plan to participate in the one of the following:

Athletic Program

Extra-curricular Activity

On-campus Parking

\_\_\_ I am volunteering to be placed in the testing pool.

THIS FORM WILL BE MAILED HOME TO YOU

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT ACTIVITY/ATHLETIC PROGRAM/PARKING PERMIT DROP FORM.**

I, \_\_\_\_\_ wish to withdraw from \_\_\_\_\_

If withdrawing from parking, please insert decal number here: \_\_\_\_\_

I will submit this form to the advisor or coach of said activity or athletic program. My name will be withdrawn the testing pool on the date this is received by the Assistant Principal or designee. Completing this form will pertain to all extra-curricular activities not required for graduation, athletic programs and/or on-campus parking permit. I understand, by withdrawing, I can no longer participate in any extra-curricular activities not required for graduation, athletic program or on-campus parking and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool by filling out a new consent form.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assistant Principal Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

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**Technology Agreement**

[System Administrator Message](#)

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT TECHNOLOGY CODE OF CONDUCT**

The computer system structure facilitates educational advancement through its use by students, staff, and faculty. Anyone, who prevents this facilitation by excessive use of system resources, by altering the structure with computer viruses, or by vandalizing the system, will have all privileges revoked for system use. The following code of conduct will be adhered to for continued system use at North Hunterdon-Voorhees Regional High School District.

- Do not use someone else's password or sign-on identification code, or share yours.
- You are expected to stay on your network menu at all times and not to alter the configuration of the PC.
- Do not introduce any system altering programs such as electronic "viruses" on the system at any time.
- Do not take apart or try to fix any hardware or software at any time.
- Do not use any personal software of any kind, including games or screen savers, on the system.
- If a computer is found to be damaged or does not seem to be working, notify the teacher immediately.
- **LOG OFF!** For your own protection, please make sure that you have logged off properly before leaving the computer station. In most cases this will be accomplished by restarting the machine.
- For Internet usage with a school account, you will need to fill out a Technology and Computer Acceptable Use Agreement.

Please be advised that the consequences of misuse or damage to the North Hunterdon-Voorhees computer system may result in student restriction or suspension of computer access, disciplinary action and or a bill for the cost of equipment and network engineer reprogramming services.

Students will not receive Internet access until this agreement is signed by both the student and parent/guardian and returned.

### STUDENT

I have read the Board of Education's Technology Acceptable Use Policy and understand its provisions. Further, I have read the Technology Code of Conduct, and I agree to its terms. I understand that a violation of this agreement will result in loss of privileges and possible legal action.

User's full name (please print) \_\_\_\_\_

User's signature \_\_\_\_\_

Date \_\_\_\_\_ Student ID # \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read and understand the Board of Education's Technology Acceptable Use Policy and the Technology Code of Conduct. I also understand that this access is for educational purposes, and that I will not hold the Board of Education responsible for materials acquired on the Internet. Further, I accept full responsibility for the actions of my child in the use of the NHVnet. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

### [Student Information Policy](#)

#### Dear Parents or Guardian,

The New Jersey Legislature has enacted a law that prohibits the posting of student information on school web sites, unless a form developed by the Department of Education is signed by the student's parent or legal guardian. In order to continue disseminating information to the community about our students, we are requesting that you read the attached permission form developed by the New Jersey Department of Education, check the appropriate option, sign the form and return it to the school.

***Please read the following instructions before signing the form!!!***

The attached Department of Education form cannot be altered by our district to suit our individual district needs. Please read the following for clarification about each option on the attached permission form as it applies to our district.

The first option on the attached form allows for only a student photo to be posted on the website. Please note, however, that there are instances in which students are recognized by name only. If, therefore, you chose this option, your child's name will not be posted in an honor roll list, student of the month section, or any other place where recognition is given by name only.

The second option allows for the posting of a student photo and student name on the website. This option allows for your child's name to be posted for recognition, as well as publication of your child's photo on the website. Please be reminded of District guidelines, which prohibit the posting of a student's name and photo together. These guidelines are designed as a safety precaution in order to avoid strangers being able to identify a student by sight and name. If you chose this option, therefore, although your child's name and photo may appear on the website in different locations, they will never be posted together.

Although the third option allows all personally identifiable student information to be posted on the website, District guidelines prohibit the posting of a student's residential address, electronic mail address or phone number. This option, therefore, is contrary to District guidelines. Such information will not be posted even if this option is chosen.

The fourth and final option prohibits the North Hunterdon Voorhees Regional High School District from posting your child's photo or name on the website.

In summary, if you wish to have your child recognized on the district web site through photo or name, please choose the second option on the attached permission form. Our local guidelines will ensure that student photo and name are never associated with each other. If you do not wish to have your child's information posted, please choose the fourth and final option. No information about your child will be posted on our website if you choose this option.

Finally, if there are any questions regarding this law, or the district guidelines that we apply to protect our students, please contact me directly through email [rbergacs@nhvweb.net](mailto:rbergacs@nhvweb.net) or phone (908) 713-4118.

Richard Bergacs

District Technology Coordinator

All of the above-listed information

Any information Via the district web site

The following information: \_\_\_\_\_

\_\_\_\_\_

I fully understand that this notice is effective only as of the date below and shall not be construed as retroactive.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature of Witness \_\_\_\_\_

Signature of Parent/Guardian/ Adult Student \_\_\_\_\_

[Technology Acceptable Use Policy](#)

[District Technology Plan](#)

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## Teen Pep

Dear Parent:

We are excited to begin our second year of New Jersey Teen Prevention Education Program (Teen PEP) at North Hunterdon High School. Teen PEP trains teens to help other teens make healthy decisions in their relationships and promote respect for others. In 2006, North Hunterdon was selected by the New Jersey Department of Health and Senior Services, the New Jersey Department of Human Services, The Prudential Foundation, the Princeton Center for Leadership Training, and HiTOPS, Inc. to join 40 other schools and 3 community-based organizations who will offer students juniors an opportunity to participate in the program by enrolling in an in-school course for credit in place of Junior Health and Physical Education. Interested students will apply to the program and go through a selection process.

The Teen PEP curriculum is based on a nationally recognized "teens teaching teens" program that encourages students to understand the consequences of their actions and to make responsible personal decisions. Throughout the year, Teen PEP peer educators will conduct workshops dealing with important issues facing young people—pregnancy, sexually transmitted infections, relationships, sexual harassment, dating and communication with peers and parents. Our goal is to empower teens with knowledge and information so they will have the tools they need to make responsible decisions.

Teen PEP peer educators will:

- take an advanced health class for credit
- help develop and conduct teen sexual health workshops for students, parents, and other adults
- provide a teen perspective to our school and community

Peer educators are trained in sexuality issues, group facilitation and leadership skills. We will use problem-solving and group cohesion exercises, improvisational skits and small group discussions. Teen PEP peer educators are required to participate in an overnight weekend retreat, to attend all classes as scheduled, and help present workshops during the school year. There is an evaluation component to the program in which the peer educators will complete an anonymous post-test survey on sexual health knowledge, attitudes and behaviors. Participation in Teen PEP requires a commitment of time, dedication and responsibility. Students who participate are role models in a position of leadership.

Signing the *Teen PEP Peer Educator Application* gives your child permission to participate in the various program components, including program evaluation, if selected. If you have any questions about the program, please feel free to contact us.

We are very excited about this opportunity to continue this innovative peer education program at North Hunterdon High school

Sincerely,

[Veronica Conly](#) & [Tara Dyer](#)

Teen PEP Advisors

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## Telephones

If a student needs to contact their parents they can utilize the phones in the front of the school offices. Students can use their cell phones before classes start and after 2:30pm.

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## Visitors

Visitors, such as graduates or former students, who wish to come into the school to meet with teachers, should make an appointment in advance. They must report and sign the visitor's book in the Administrative Offices upon arrival in the building. Former students should plan any visit to the building for after-school hours (after 2:30).

In order not to interrupt the school day or students, visitor's requests with students will be denied.

Outside students will not be permitted to shadow North Hunterdon students during the school day.

Visitors - All visitors to our school should enter at the Route 31 entrance and sign in at the front desk or in the Attendance Office. The person on duty will provide a visitor pass. Visitors to North Hunterdon High School are required to display a visitor ID while in our facility. Your support of this regulation is appreciated.

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## Withdrawal Procedures

Before a student will be permitted to withdraw from North Hunterdon High School, the following procedure must be followed:

- The student must come to the Guidance Area, accompanied by a parent or guardian.
- The required Release Form must be completed.
- All books must be returned and any other school obligations met.
- The sign out process, must be completed, including the parent and or guardians signature.

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## Working Papers

Any student under 18 years of age must have working papers in order to obtain employment. Forms may be obtained in the Guidance Office. Part C can be completed by the school nurse if a physical exam was completed within the current year and is on file in the nurses office. Part D, F and G are verified in the guidance office.

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On-Line Handbook originated in 8/1/07. Number of visitors since 7/1/10

7415

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Webmaster: [John Deutsch](#) - Administrator