

**VOORHEES HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2015-2016 SCHOOL YEAR**

*To Our Students And Parents –*

**STUDENTS**

Welcome to Voorhees High School for the 2015-2016 school year. Our academic, athletic and extra-curricular programs offer a wide variety of opportunities. We encourage you to take advantage of these opportunities, to grow, develop and expand your abilities in a variety of areas.

We urge you to take the strongest academic program that you can handle, yet still allow time for activities and a reasonable amount of leisure and recreation. Our system favors a heavy credit load which includes as many weighted courses as can be handled. There are heavy expectations and you need to be prepared to fulfill these expectations.

**To the Class of 2016** – The administration takes a special interest in the senior class. Many of the senior activities are the highlight of our school year. We are counting on you to serve as role models for the underclassman. Best of luck in your final year at Voorhees High School.

**PARENTS**

We encourage parent involvement at Voorhees High School. Your involvement provides input and strengthens the resources to provide a sound educational program for the students at Voorhees High School. Below are a few of the committees and organizations that are available for your participation. If you are interested in participating in the following, please contact us at (908) 638-6116.

- Parent Advisory Committee (PAC)
- PTSO
- Building Level Curriculum Committee
- Music Booster
- Athletic Boosters

Please read through this Parent-Student Handbook as it contains a wealth of information that will help guide you through your years at Voorhees High School and answer many questions you may have.

Have a great school year!

## **TABLE OF CONTENTS**

Absences	Health & Physical Education
Academic Honors	Health Services
Acceptable Behavior	Home Instruction
Activities	Insurance and Accident Reporting
Administration and Contact Information	Issued Materials
Affirmative Action	Lockers
Alma Mater	Lost and Found
Announcements	Marking Periods
Athletics	Media Center
Attendance	Mission Statement/School Philosophy
Bell Schedules	National Honor Society
Cafeteria	Off Limit Areas
Calendar	Random Drug Testing
Clubs and Dances	Report Cards
College Entrance Requirements	Resource Center and Open Labs
Detention/Suspension	School Bus Information
Discipline	Search of Student Property
Dress Code	Senior Mall
Early Dismissals	Senior Driving Privileges
Electronic Devices	Special Services
Emergency Closing Information	Student Council
Faculty and Staff List	Student Grievances
Fire Drills	Student IDs and Photos
Flag Salute/Pledge of Allegiance	Student Records
G.A.I.N. Time	Substance Abuse
Gifted and Talented Program	Technology Use Policy
Grading Policy	Transcripts
Graduation Requirements	Visitors
Guidance Information	Working Papers
Harassment, Intimidation and Bullying	Dating Violence

**VOORHEES HIGH SCHOOL ADMINISTRATION**

Ron Peterson	Principal
Susan Hammerstone	Assistant Principal
Janice VanEtten	Assistant Principal
Allan J. Stumpf	Director of Athletics
Richard Broan	Dean of Students
Michael Squarcia	Director of Guidance
Brian Baumann	Director of Student Activities

**DISTRICT PROFESSIONAL STAFF**

Frank C. Helies, Ph.D.	Interim Superintendent
Michael P. Hughes	Assistant Superintendent/Curriculum/Pupil Personnel Services
Ms. Susan Press	Business Administrator/Board Secretary
	Assistant Business Administrator
Mr. Guillermo Vargas-Dellacasa	Director of Technology
Ms. Mary Pat Publicover	Director of Special Services
Ms. Joann Keffer	Director of Human Resources
Ms. Maren Smagala	Communications Coordinator

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

**SCHOOL BOARD MEMBERS**

<b>Califon/Tewksbury</b>	John Melick – 2015
	Robert Becker - 2017
<b>Union Township</b>	John Kulick, Ph.D. – 2015 (President)
<b>Bethlehem/Hampton</b>	Francis Goger – 2016
<b>Clinton Township/Lebanon Borough</b>	Beverly Thorne – 2015
	Sandra Seidorf – 2017 (Vice President)
	Roger Straight - 2016
	Marc Strauss – 2017
<b>High Bridge/Lebanon Township</b>	Garry Peabody - 2015
	Jane Costa - 2016
<b>Town of Clinton/Franklin/Glen Gardner</b>	Megan Lehman-Wranitz – 2017
	Todd Jobson - 2016

**PHONES**

High School Office	638-6116
Main office fax #	638-8689
Athletic Office	638-2106/638-2107
Athletic Office fax #	638-2185
Guidance	638-2130
Guidance fax #	638-6355
Attendance	638-2120
Attendance fax#	638-8689
Hot Line	713-8329
Central Office-Administrative Bldg.	735-2846
Central office fax #	735-6914
Transportation	735-6811

## **AFFIRMATIVE ACTION**

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 at 735-2846.

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 NJAC 6.4-1.1. Inquiries regarding compliance may be directed to the Affirmative Action Officer at the North Hunterdon-Voorhees Regional High School District. (735-2846)

---

## **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.

## **SCHOOL PHILOSOPHY**

We believe that the North Hunterdon-Voorhees Regional High School District should share responsibility with the home, the community, and the student for the educational process that leads to meaningful participation in the student's academic, culture, economic, political, and social life. We believe that as a comprehensive high school we should continue to provide the flexible educational programs designed to meet the individual needs of the students in a changing society. We believe that the content, methods, and evaluation of the educational process should at all times be varied enough to meet the needs. We believe that the school should promote and encourage student activities, which aim to develop qualities of leadership, responsibility, and positive interpersonal relationships. We believe that the educational program should provide opportunities for the students to develop to their fullest potential.

## **ALMA MATER**

In the midst of Jersey's woods  
On a hill overlooking a gorge  
Proud of our school and heritage  
A future we must forge.  
Born like the young child  
who struggles from the first  
it's with trust and confidence  
we pledge ourselves to search  
and find; to make of life some sense.

Voorhees High School, Vikings' quest  
traditions made to hold,  
blending beauty with true grace  
stark, majestic and bold.

Voorhees High School, Viking brand,  
we'll ever to cardinal and gold  
building strength and confidence  
we gain the knowledge that we  
do seek; to make of life some sense.

LYRICS: Lowell Snare, N.H.H.S. 1963

MUSIC: Jim Hoffman, V.H.S. 1977

**Voorhees High School Staff and Administration  
2015-2016**

<b>Faculty</b>			
Angstadt, Robert	Galal, Mary	Nestel, Elaine	Tomczyk, Pat
Attard, Christie	Giannelli, Aidan	Novak, David	Tucker, Joseph
Babich, Amy*	Grilli-DeRobbio, Megan	O'Steen, Jennifer	Tusa, Barbara
Baer, Kelsey	Grodkiewicz, Christina	Pearson, Tarah	Unger, Robert
Barbieri, Chase	Gorton, Jessica*	Perlowski, Benjamin	VanEtten, Janice
Bauer, Suzanne	Hacker, Heather	Peschel, Pam	Vlasova, Tatiana
Baumann, Brian	Haines, Melissa	Pessin, Yosef	Watson, Lauren
Baumann, Carolyn	Hall, Eric	Peterson, Ronald	Whitehead, James
Bellows, Teri	Hamm, Sarah	Reichard, Sarah	Willsey, Aaron
Beneszewski, Bonnie	Hammerstone, Sue	Reluzco, Magaly*	Wyglendowski, Chris
Betsill, Marguerite	Hanley, Michael	Reynolds, Joseph	York, Lauren
Bischoff, Brittany	Hance, Laurie	Richardson, Daniel	
Blaustein, Antoinette	Hartman, Sandra	Rojas, Joel	<b>Secretaries</b>
Bolash, Nicole	Heuer, Lauren	Rosania-Harvie, M.	Bonavita, Ann
Brandt, Jeremy	Hintz, Heidi	Rowlin, MaryLouise	Crescenti, Carol
Broan, Richard	Hughes, Lisa	Scarloss, Christine	Greulich, Irene
Calvache, Luisa	Hunt, Jeff	Schmidt, Michael	Hertling, Claudia
Carmella, Aimee	Jennings, Kimberley*	Shevalier, Richard	O'Reilly, Linda
Castello, Nancy	Kent, Cory	Simpson, John*	Trontis, Kathleen
Clark, Jessica	Kerr, Melanie	Skene, Judith	Turkus, Mary
Collins, Mitchell	Kieffer, Kelly	Skinner, Keith	Viscel, Ellen
Cook, Carmen	Kirby, Reid	Smith, Sharon	
Crane, Mike	Komoroski, Jennifer	Smolinsky, Meeghan	<b>Aides</b>
Cullen, Tim	Kopsaftis, Renee	Song, Woo Min	Barry, Nancy
Decker, Kerrie*	Kotulich, Mark*	Soska, Jana *	Bolash, Sue
D'Agusto, Whitney	Kush, Michelle*	Squarcia, Mike*	Bonavita, Dan
Davis, Mark	Leonelli, Karlie	Stell, Kristin	Bush, Lynn
DeNicola, Anthony	Liscinski, Diana	Stine, Julie	Capone, Jeff
DeRobbio, Matthew	Lomas-Reynolds, Nancy	Stocker, Beth	Corallo, Sal
DiMarcello, Sherri*	Luckhardt, Kera	Stone, Clarence*	Echeverri, Natalia
DiSalvio, Jean	Makoski, Abby	Strauss, Brian	Gross, Lois
Escott, Kaitlyn	Makoski, Anthony	Stumpf, Allan	Hotchkin, Marianne
Exley, Angela	Manz, Kathy	Syrstad, Steve	Kurtz, Richard
Fedorko, Lauren*	Masser, Joseph	Terry, Kimberlie	Pennucci, Michele
Franz, Jeff	McGeehan, Marc	Thompson, Ken	Rocca, Laura
Fresoli, Ann	Mercer, Shawn		Weiss, Denise
	Michel, Shelley	<i>*Traveling Teacher/</i>	
	Mulrooney, Molly	<i>Supervisor</i>	
	Mundhenk, Sarah		
	Nehlsen, Kerri*		
	Nemeth, Elizabeth		

**2015-2016 DISTRICT CALENDAR – [Click here](#)**

**2015-2016 MARKING PERIODS**

**1<sup>st</sup> Marking Period**

Marking Period Begins August 27, 2015  
End of Marking Period November 2, 2015

**2<sup>nd</sup> Marking Period**

Marking Period Begins November 3, 2015  
End of Marking Period January 22, 2016

**3<sup>rd</sup> Marking Period**

Marking Period Begins January 25, 2016  
End of Marking Period April 8, 2016

**4<sup>th</sup> Marking Period**

Marking Period Begins April 11, 2016  
End of Marking Period June 15, 2016

**BELL SCHEDULES – [Click here](#)**

**EMERGENCY CLOSING INFORMATION – [Click here](#)**

---

**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 parent, 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. When students lose credit in a course, it has the same negative impact on their grade point average as a failing grade.**

**If students are to be dismissed early due to Dr. appointments, etc. they should bring a note from their parent/guardian to be given to the attendance office the day of the appointment, if possible. The student will then be given a pass to be released from class. This would be greatly appreciated as there are times when classes cannot be interrupted or a student cannot be reach.**

---

## **ABSENCES**

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

### **Excused Absences**

- Professional note (1.e. doctor, dentist, lawyer, etc);
- Dated/Signed letter from a college admission office verifying a visitation. (grades 11 and 12 only)
- Religious holiday, as prescribed by state law and verified by a parental note
- School approved activity
- Death in the family verified by a parental note
- Note from the Motor Vehicle Agency verifying that a driving test was taken
- Suspension
- Nurse Sent Home

**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.

**Parents are to call the Attendance Office and report their child absent on the day of the absence. 908-638-2120**

### **Unexcused Absences**

Students are not required to bring parental notes to school following an unexcused absence. Parents/guardians, guidance counselors, and the Child Study Team will be notified of a student’s absence following the fourth (4) and seventh (7) unexcused absences in a semester course, and the seventh (7), tenth (10) and thirteenth (13) unexcused absence in a full-year course.

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

### **District Procedure for College Visits**

Seniors and second semester juniors are permitted to go on college visitations during the school day. For these days to be excused absences, the student must:

- Complete a college visitation form and submit to the Attendance Office at least three (3) days prior to the visit.
- The student must provide written verification signed by an employee of the college/university of the visit on college letterhead within five (5) school days to the Attendance Office.

### **Loss of Course 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 due to unexcused absences will have loss of credit.**

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 absences will have his/her grades recorded for each of the four marking periods listed on his/her report card 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. The School Appeal Committee will consist of the Assistant Principal (Chair) and five (5) members of the teaching staff.

### **Making Up Work Following Absences**

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.

### **Credit Restoration Program**

This program is for students who have received a passing grade for a course, but did not receive credit because of attendance issues. The program requires that students must successfully complete a research-based project and attend the mandated sessions. (For a semester course (2.5 credits), students must attend a total of twelve (12) hours of credit restoration sessions. For a year course, (5.0 credits) students must attend a total of twenty four (24) hours of credit restoration sessions. Students may restore up to ten (10) credits. Sessions will be scheduled twice weekly during the normal summer school program). No grade improvement is possible, just credit restored. This procedure is required for every course in which credit is to be restored.

### **TRUANCY**

Truancy is defined as:

- being present in the building without properly signing in or
- being away from school for reasons other than those listed by the Board of Education.

### **DISCIPLINE GUIDELINES FOR TRUANCY**

- 1) First Offense: 3 Extended Detentions/1 Day Suspension  
Phone notification to parent/guardian
- 2) Second Offense: 2 days of In-School Suspension  
Referral to Counselor and Child Study Team;  
Written notification to parents/guardian with a copy of the law
- 3) Third Offense: 3 days of In-School Suspension  
Notification to authorities for legal action.

### **LATENESS**

All students are responsible for being in class by 7:45 a.m. The only time students will be excused is if the bus is late. After three unexcused tardies, students will be referred to the Dean of Students for disciplinary action. In addition, 3 lates to class will equal an absence under the Attendance Policy.

Students who arrive between 7:45 and 8:30 AM must sign in at the security desk. Students arriving after 8:30AM must report to the Attendance Office.

### **DISCIPLINE GUIDELINES FOR UNEXCUSED LATES**

*Three lates* – 1 After school detention, Parent notification

*Six lates* – 1 Extended detention, Parent phone call, potential loss of privileges (including driving)

*Nine lates*- 2 Extended detentions, Parent phone call , loss of driving privileges for one month



**Twelve lates- Suspension**

Loss of driving privileges, loss of GAIN time and other privileges for two months  
Penalty for driving while under suspension is loss of privilege for the year.

**ATTENDANCE RULES**

Students who arrive at school before 11:30 a.m. will be considered tardy.  
Students who arrive at school between 11:30 a.m. and 1:00 p.m. will be considered absent for one-half day.  
Students who arrived after 1:00 p.m. will be considered absent for one full day.  
Students who leave school before 11:30 a.m. will be considered present for one-half day.  
Students who leave school after 11:30 a.m. will be counted present for the full day.  
Students who participate in extra-curricular activities (i.e. athletics, plays, band, etc.) must be in attendance from 11:30 a.m. on.  
In the event of a half day dismissing at 11:55 a.m., an athlete must be in school by 9:25 a.m.

Consistent tardiness to school and/or class will jeopardize student's present and/or future G.A.I.N. time.

---

**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 notes to the attendance office the morning of the requested day.** 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 STUDENT AND SIGN THE CHECK OUT BOOK.**

**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 THE PARENT.** The normal procedure includes parental contact on the day of the appointment. Either parent must be available to confirm the appointment.

**When students would like to be dismissed early due to Dr. appointments, etc. they should bring in a note from their parent/guardian in the a.m. to the attendance office. The student will then be given a pass to be released from class. This would be greatly appreciated as there are times when classes cannot be interrupted or a student cannot be reached.**

The Assistant Principal may approve Early Dismissal for special circumstances. These requests must be made directly to the Assistant Principal.

**CONTACT FOR PERMANENT EARLY DISMISSAL**

Permanent Early Dismissals are discouraged. Permanent Early Dismissals will be for seniors with employment only! Students must arrange for a conference with the Assistant Principal. No Permanent Early Dismissal will be granted until the student, his/her parents and the employer are aware of the student's contractual responsibilities in fulfilling his graduation requirements.

**LEAVING SCHOOL DURING THE DAY**

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

- Permission from an Administrator, verified with a parent/guardian
- Permission from the Health Office
- Correctly processed early dismissal
- Special class schedule
- Absence caused by a school sponsored activity

New Jersey Statutes: Title 18A-38-27, and 38-31.

Students who leave school without school or parental permission will be considered truant.

All students including eighteen-year-olds living at home must have an early dismissal request signed by parent/guardian. All requests will be verified.

---

### **RESOURCE CENTERS AND OPEN LABS**

The use of these areas is a privilege to accomplish immediate educational goals with assistance. Students who visit these areas must sign in and stay for the entire period. Students are expected to follow the rules and regulations for each area as posted.

---

### **SENIOR MALL**

The Indoor Mall is the pit area in the main lobby. The use of this area is a senior privilege. While there, students may study, socialize, or read. Seniors are expected to respect the safety of others by avoiding horseplay. They are to keep the halls clear as passage ways, and not loiter in the locker area. **Eating or drinking is not permitted in the Mall.**

---

### **MEDIA CENTER**

The 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. An Educational Media Specialist supervises the Center. Students are encouraged to use materials and equipment for information retrieval or use the facility for recreational reading, viewing, or listening. Assistance with materials, sources, equipment, or the copy machine will be provided by the Media Center staff. Hours are Monday, Wednesday, and Thursday, 7:30 a.m. – 3:10 p.m.

Students visiting the Media Center are expected to:

- Promote a peaceful atmosphere conducive to research and study.
- Respect the rights of others
- Produce student I.D. card when signing out books
- Sign out materials for yourself only.
- Return all materials on time and in good condition so that they are available to all students.
- Promptly pay fines upon receiving notice. Books will not be lent if there are outstanding obligations.

When entering the Media Center, all students must sign in at the main desk and check with the staff when ready to leave.

Failure to do so will result in loss of privileges.

### **Procedures**

Students may come to the Media Center from study hall, lunch, during GAIN time, and before and after school. Students coming to the Media Center from lunch should report to the library in the morning or before lunch to acquire a pass. Students going to the library during study hall must go directly to the Media Center and sign in under the appropriate study hall list.

The Checkpoint Security System electronically detects Media Center materials through briefcases, parcels, and clothing; yet it is completely safe and harmless. The system will not affect film, cassette or computer tapes, or any other personal objects. Students wishing to borrow Media Center materials must have them

checked out in the normal fashion at the circulation desk before exiting the Media Center through Checkpoint.

---

### **GRADUATION REQUIREMENTS**

Graduation requirements 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 American society and in attempting to define the needs of each citizen of our society, the Board of Education has set down the following graduation requirement:

#### **Successful completion of 120 credits including the following:**

LANGUAGE ARTS LITERACY – 20 credits (English I, English II, English III) 5 elective credits  
PHYSICAL EDUCATION, HEALTH, and SAFETY-as required by New Jersey Administrative Code.

MATHEMATICS - 15 credits ; 5 must be in Algebra; 5 must be in Geometry; 5 must be in a third course which builds on Algebra and Geometry skills.

SOCIAL STUDIES – 15 credits (Early American, Modern American, World History)

SCIENCE – 15 credits: Strongly Recommended (Physics, Chemistry, and Biology)

VISUAL & PERFORMING ARTS - 5 credits

21<sup>ST</sup> CENTURY LIFE AND CAREERS OR CAREER-TECHNICAL EDUCATION 5 credits

WORLD LANGUAGES – 5 credits in one language

COMMUNICATIONS & DIGITAL LITERACY – 2.5 credits

FINANCIAL - 2.5 Credits

**Career Education** – Methods of meeting this requirement will vary with the student. No actual class will fulfill this requirement. Throughout high school, 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.

[Click here](#) to access District's Policies and Regulations Manual. High School Graduation Requirements are Policy and Regulation #5460.

### **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 education program successfully meets the State and local requirements established for his/her 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.

---

### **POLICY #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 the New Jersey State Core Curriculum Content Standards.

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 failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff 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.

**I. 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.

**II. Grading Symbols**

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

<u>Letter</u>	<u>Percent</u>
A	93-and above
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	64-66
F	Below 64

The above information should be shown in the legend on the report card effective fall term, 2004 – 2005 school year.

**III. Recording Of Marking Period Grades:**

Each marking period grade shall be recorded in the teacher's grade book and report card as A, A-, B+, B, B-, C+, C, C-, D+, D, or F. A marking period numerical average will not appear on the report card. Marking period grades, final course grades and grade point average will be calculated as specified in Regulation 2664.

**IV. Examinations:**

End of course examinations will be given in each course during the specifically scheduled examination period. Final examinations will be presented as separate letter grades on student report cards.

**V. 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 subsequent to 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.

**VI. 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.

## REGULATION 2624 - DETERMINING FINAL GRADES AND GPA

### 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. Incomplete grades:

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 mid-point 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:

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

Point Value/Letter Grade	Letter Grade	Final Total Points For Final Grade
96.5	A	93
91	A-	90-93
88	B+	87-89
84.5	B	83-86
81	B-	80-82
78	C+	77-79

74.5	C	73-76
71	C-	70-72
68	D+	67-69
65	D	64-66
58	F	63

**Semester Course:** 45% (MP 1 grade) + 45% (MP 2 grade) + 10% (Final exam grade) = Final Grade

Example: B (MP 1) + C (MP 2) + C<sup>+</sup> (Final exam) = C<sup>+</sup>

$$.45 (84.5) + .45 (74.5) + .1 (78) = 79.35$$

**Full Year Course:** 22.5% (MP 1) + 22.5% (MP 2) + 22.5% (MP 3) + 22.5% (MP 4) + 10% (Final exam grade) = Final Grade

Example: B<sup>+</sup> (MP 1) + B (MP 2) + A<sup>-</sup> (MP 3) + B (MP 4) + B (Final exam) = B

$$.225 (88) + .225 (84.5) + .225 (91) + .225 (84.5) + .1 (84.5) = 86.75$$

### **III. Weighted Grades:**

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 will be 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>Range</b>	<b>Grade Value</b>	<b>Numerical of Grade (4-0)</b>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
64-66	D	1.00
Below 64	F	0.00

---

## **ACADEMIC HONORS**

### **High Honor Roll**

At the end of each marking period, any student who has attained all “A- or above” 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- or better” grades or better will be listed on the Honor Roll.

**Honor Graduates**

To be recognized as graduating from Voorhees High School with High Honors, the graduate must have a four-year cumulative grade point average of 3.7001 or higher.

To be recognized as graduating with Honors, the graduate must attain a four-year cumulative average of 3.4001 or higher.

**Valedictorian & Salutatorian**

Honor speakers recognized at graduation will be chosen on the basis of cumulative average at the end of four years. (Eight semesters).

---

**REPORT CARDS**

Students who wish to receive a final report card at the end of the year must fill out the appropriate form which is available on the District website. Parents and Students are encouraged to check Aspen to monitor progress throughout the year. For assistance with Aspen accounts please contact Sherri DiMarcello (ext. – 7478) or Susan Gutwillig (ext. 6450) in the Guidance Office.

**INCOMPLETES**

Marking period requirements for an 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.

---

**TRANSCRIPTS****No charge for:**

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

Additional applications will be processed for a two (2) dollars processing fee per application.

**CLASS RANK**

The North Hunterdon-Voorhees Regional High School District will no longer have a published class rank. A non-published class rank will be maintained in the Guidance office for scholarship purposes.

---

**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

Students planning on applying to college should take a strong and varied academic program consistent with their potential and past performance. Other important items used by college admissions counselors include:

- College Testing Data (SAT,ACT)
- Teacher Recommendation
- Student Essays/Writing Samples
- Co-curricular Activity resume
- Community Service/Work History

## GUIDANCE AND COUNSELING CENTER

### COUNSELOR/COUNSELEE ASSIGNMENTS – 2015-2016

	<u>Gr. 9</u>	<u>Gr.10</u>	<u>Gr.11</u>	<u>Gr.12</u>
<b>Ms. Beth Nemeth</b>	<b>A-C</b>	<b>A-Co</b>	<b>A - De</b>	<b>Ab - Cz</b>
<b>Ms. Jean DiSalvio</b>	<b>D-Hal</b>	<b>Cr - J</b>	<b>Di - Hi</b>	<b>Da - Ir</b>
<b>Mr. Brian Strauss</b>	<b>Han - Man</b>	<b>K - O</b>	<b>Ho - M</b>	<b>Ja - Na</b>
<b>Ms. Grilli-DeRobbio</b>	<b>Mar - Rul</b>	<b>P - Si</b>	<b>N - Sc</b>	<b>Ne - Sk</b>
<b>Ms. Ann Fresoli</b>	<b>Run - Z</b>	<b>Sl - Z</b>	<b>Sh - Z</b>	<b>Sm-Z</b>

#### **Jeffrey Hunt**

Student Assistance Counselor

#### **Mr. Michael Squarcia – Director of Guidance**

**2015-2016 GUIDANCE CALENDAR – [Click here](#)**

#### **GUIDANCE CONFERENCE**

Every effort will be made to issue Guidance passes during a student’s G.A.I.N. time or study hall time.

#### **CREDIT SCHEDULE**

Per Board of Education Policy, all students are required to schedule a minimum of 35 credits each school year. Students with two or more AP Courses may appeal to the principal for a reduced schedule.

#### **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

#### **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 an IEP recommendation for a schedule change.
- Student wishes to take additional courses which will not require the dropping of any courses that are already scheduled, and the additional course must have seat openings.

If there is a legitimate schedule request based on criteria listed, the student may be required to complete a request change form and return it 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 the 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 they have chosen. If, however, a student is deleted from a course, the records will show WF (withdraw/failing) as a grade on the student’s official transcripts. WP (withdraw/passing) may be listed if the student is deleted by the school for cause.

**Schedule Change Deadlines/Penalties**

Fall Semester: First 10 days of school-delete after 2weeks –WF  
 Spring Semester: First 5 days of spring semester after 1week-WF

**PROCEDURE FOR WITHDRAWAL FROM SCHOOL**

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

- The student must come to the Guidance Office, 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.

**RE-ENTRY PROCEDURE**

Students having dropped out of school and wishing to re-enter can do so only upon the recommendation of the high school principal.

**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. Each request will be verified by the school doctor. A DOCTOR’S NOTE MUST BE PRESENTED TO THE NURSE FOR RE-ADMISSION TO SCHOOL.

**SPECIAL SERVICES**

Role and Function of the Child Study team

The Voorhees High School Child Study Team is housed in Room 124. The following services are available to both the student population and faculty:

- Assessing the difficulties of referred students, appropriate testing and diagnostic practices.
- Administering/recommending tests and placement for all exceptional children.

- Identifying within the school all types of exceptional children.
- Conferring with teachers and parents whenever necessary.
- Consulting on special education needs of all learning disabled students.
- Acting as consultants to teachers regarding special needs programs within the classroom.

The Child Study Team will comply with any new pending legislation as mandated by the State of New Jersey.

### **SPEECH AND LANGUAGE DEVELOPMENT PROGRAM**

The Speech & Language Therapist, functioning as part of the Child Study Team, offers services to students with difficulties in understanding and/or expressing the spoken language.

The Speech & Language Therapist carries out a formal screening program. All referred students are screened, and parents are contacted if a program is to be initiated. Referrals may be received from parents, students, or staff.

### **GIFTED AND TALENTED SCHOLARSHIPS & PROGRAMS**

**Purpose:** To assist students in obtaining and applying for scholarships and other academic and career opportunities. For a complete listing, visit our website at <http://www.nhvweb.net/giftedandtal/>.

### **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 another 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.

### **CATEGORIES OF RECORDS**

**Category "A" Data:** Includes official administrative records and constitutes the minimum personal data necessary for operation of the educational system. Specifically, we take this to mean identifying data (including names and addresses of parents or guardian), birth date, academic work completed, level of achievement (grades, standardized achievement test scores) and attendance data. These records shall be maintained in perpetuity.

**Category "B" Data:** Includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others. Specifically, scores on standardized intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher or counselor rating and observations, and verified reports of serious or recurrent behavior patterns are included in this category and will be destroyed or else retained only under conditions of anonymity (for research purposes) when the student leaves school.

**Category "C" Data:** Includes potentially useful information but not yet verified or clearly needed beyond the immediate present; for example, legal or clinical findings including certain personality test results, and unevaluated reports of teachers, counselors and others which may be needed in ongoing investigations and disciplinary or counseling actions.

## **FORM OF RECORDS**

All information collected on a pupil, whether part of the “mandated” or “permitted” pupil record, shall be authenticated information which has been dated and signed by the one who originated the data. Hearsay information is not considered to be authenticated by this definition. All records for each individual pupil shall be maintained together. Records for an individual pupil may be maintained in different locations if there is a notation in the pupil’s central file as to where such other records may be found.

## **ACCESS TO PUPIL RECORDS**

Only authorized organizations, agencies or person as defined herein shall have access to pupil records. The District Board of Education may charge a reasonable fee for reproduction, not to exceed the schedule of costs set for in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents from exercising their rights under this subchapter or under rules and regulations regarding educationally handicapped pupils. Authorized organizations, agencies and persons shall include only:

- The parent (s) of a pupil under 18 and the pupil who has the written permission of such parents(s);
- Pupils at least 16 years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
- The adult pupil and the pupil’s parent(s) who have the written permission of such pupil, except that the parent(s) shall have access without consent of the pupil as long as the pupil is financially dependent on the parent(s) and enrolled in the public school system or if the pupil has been declared legally incompetent by a court appropriate jurisdiction;
- Certified school district personnel who has assigned educational responsibility for the pupil;
- A District Board of Education, in order to fulfill its legal responsibilities as a board, has access through the chief school administrator or his or her designee to information contained in a pupil’s record. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil;
- Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conduction of routine clerical tasks. Access shall be limited only to those pupil files in which such staff are directed to enter or record information and shall cease when the specific assigned task is completed:
- Accrediting organizations in order to carry out their accrediting functions;
- The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records;
- Officials of other District Boards of Education within the State of New Jersey in which the pupil is placed, registered or intends to enroll, subject to the following conditions;
- Mandated pupil records shall be forwarded to the receiving district with written notification to the parent(s) or adult pupil.

## **VIEWING OF RECORDS**

Authorized individuals, organizations, agencies as defined above shall have access to the records of a pupil, subject to the following procedures:

- Authorized individuals, organizations, agencies and persons from outside the school must have prior approval from the Principal to view the records.
- A counselor shall be present during the period of inspection in order to be available for the interpretation of the record and to prevent the alteration, damage, or loss of the record itself.
- All individuals, organizations, or agencies desiring access to the records of a pupil shall be required to sign a form which shall be kept permanently with the records and which shall specify the names of the person(s) granted access, the reason access was granted, and date of inspection and the records studied.
- Upon request, the counselor shall provide for the interpretation of the pupil records in the dominant language of the authorized inspector.

- Prior to the disclosure of any pupil records to individuals, organizations or agencies outside the school pursuant to a court order or upon request of officials of another public school district, the parent or adult pupil shall be given reasonable notice of the name of the requesting agency and the specific records requested. Only those records requested shall be disclosed.
- A record may be withheld from a parent or guardian of a pupil or from an adult pupil, only when the person who originated the record demonstrates with clear and convincing proof to the Superintendent that such disclosure would create a substantial risk to the pupil or the person about whom the record deals.
- If the Superintendent or Principal is convinced that the risk of disclosure noted above is of such high degree, he shall notify the parent or adult pupil within five days that access to the record has been denied, and that the student has the right to request a review by the State Department of Education in accordance with their rules.

### **CHALLENGE OF RECORDS**

Pupil records are subject to challenge by parent and adult pupils on grounds of accuracy, relevancy, disclosure or denial of access to individuals, organizations or agencies. The parents or adult pupil have the following rights:

- To appeal expunction or correction of inaccurate, misleading, irrelevant or invalid information contained in the pupil record.
- To appeal, a parent or adult pupil must notify the principal, in writing, of the specific issues set forth in the appeal. If the matter is not satisfactorily resolved, the parent or pupil may appeal this decision to the Superintendent, Board of Education, or Commissioner of Education within ten (10) days.
- The building principal shall provide a copy of these rules and regulations to each parent upon the entry of their child into high school.
- Lists of graduates may be given to newspapers for appropriate publicity at graduation time; however, all staff shall protect the student roster and lists of graduates from exploitation and from inspection by any out-of-school individual or agency.

The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

---

### **TECHNOLOGY ACCEPTABLE USE POLICY**

All students who enter the district must read the technology acceptable use policy and sign an agreement form in order to use the school's computer network and equipment.

[Click here](#) for full agreement and form.

### **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.

1. Do not use someone else's password or sign-on identification code, or share your information.
2. You are expected to stay on your network menu at all times and not to alter the configuration of the PC.
3. Do not introduce any system altering programs such as electronic "viruses" on the system at any time.
4. Do not take apart or try to fix any hardware or software at any time.

5. Do not use any personal software of any kind, including games or screen savers, on the system.
6. If a computer is found to be damaged or does not seem to be working, notify the teacher immediately.
7. 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.
8. 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.**

---

### **HEALTH AND PHYSICAL EDUCATION**

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

The Health program is designed to meet the New Jersey 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 gym classes may not participate in extra-curricular activities that involve physical skills.
- Medical excuses from non-physicians, such as a chiropractor, will be honored.
- In all cases, the student will remain with the gym class or be assigned to a supervised area other than the cafeteria or mall. The gym teacher will be responsible for keeping the records of the student's attendance during those mods.

### **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.

b. Human Reproduction (film-McGraw-Hill, 1966).

B. Grades Eleven and Twelve

1. Text:

a. Sizer, Whitney, DeBruyne Making Life Choices (West 1994)

2. Films, filmstrips, slides, or video-tapes sometimes shown.

a. "Life Before Birth" – slides on fetal development – Spenco Corporation, Texas, 1982.

d. "Miracle of Life" (video-tape – New Jersey Public Television, Trenton, 1983).

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.

#### **CURRICULUM AND DEVELOPMENT 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.

#### **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 of parental signature, and approval of the request, the Principal will specify alternative arrangements by which the student may fulfill class requirements.

---

### **STUDENT COUNCIL**

The Student Council at Voorhees holds elections once a year. The members of the Student Council should be those students who wish to make Voorhees a better community for all. The elected members and their advisors, as well as the Principal will determine the specific goals. **The Student Council officers for the 2015-2016 school year are as follows:**

President – Samantha Wood  
Vice President – Katherine Desch  
Secretary – Danielle DePaola  
Treasurer – Morgan Clemens  
Historian – Payce Lange

**The following people will be class officers for the 2015-2016 school year:**

#### **Class of 2016**

President – Michael White  
Vice President – Evan Kozak  
Secretary – Dana Croghan  
Treasurer – Veronica Cervelli  
Historian – Emma Frost

**Advisors: Nancy Lomas-Reynolds & Melanie Kerr**

#### **Class of 2017**

President – Dan Pavan  
Vice President – Emily Zobian  
Secretary – Danika Berman  
Treasurer – Julian Rosenbloom  
Historian - Jade Fosburgh

**Advisors: Tarah Pearson & Aidan Giannelli**

#### **Class of 2018**

President – Glenn O’Brien  
Vice President – Maia Lewis  
Secretary – Nicholas Fabbroni  
Treasurer – Nicole Garrett  
Historian - Sam O’Brien

**Advisors: Laurie Hance & Sharon Smith**

#### **Class of 2019**

**TBA**

**Advisors: Christina Grodkiewicz & Joe Reynolds**

Each class is entitled to elect for itself, any type of governing body it may choose, with the approval of the class advisor. Classes can hold meetings, participate in fund-raising and community projects, hold dances, and take trips as a group.

---

### **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 Voorhees Chapter provides this recognition for students at Voorhees High School.

Each year students are selected for this honor by a faculty committee appointed by the Principal. In order to assure that all students are given equal consideration, the following procedures are employed:

1. In the spring of their junior year and again in the fall of their senior year, students with a cumulative grade point average of 3.5 or above, will be considered eligible for the scholarship aspect of selection.
2. The students who meet the above criteria are then notified by letter, in homeroom, of their eligibility for membership into the National Honor Society. Parents also are sent a letter to inform them that their child is eligible for the National Honor Society due to his or her grade point average. Attached to the letter of eligibility is a list of criteria used to evaluate the other aspects of membership: leadership, service and character. Students are notified in the letter that they must attend a mandatory meeting with the advisor to review the selection process. At the meeting, students are given instructions on how to properly fill out the student activities form that is used to assess the leadership and service aspects of membership and are given a more detailed explanation of the criteria with discussion. Eligible students must hand in the student activities form if they wish to proceed in the selection process.
3. Once the student activities form has been submitted to the advisor by the deadline, the student's candidacy is considered official. At this point, the advisor issues a character survey with the names of the official candidates on it to the faculty. Only faculty members who are familiar with the candidate are asked to comment on the student's character. The results of the survey are confidential and are viewed only by the selection committee.
4. The faculty selection committee convenes to consider each candidate based on all the available information collected: the students activities form, the faculty survey results, attendance records and discipline records. The selection committee uses the above data to assess a student's leadership, service, and character qualities. All aspects are weighed equally; a student must demonstrate excellence in all the above-mentioned categories to be chosen for membership into the National Honor Society. To ensure that each candidate is reviewed as objectively as possible, each is assigned a code number. The selection committee agrees that this practice allows for a bias-free environment for the candidate since his/her name is not revealed during the review process.
5. Once the selection process is complete, each candidate is notified via a letter as to the status of his or her membership. Selected students attend a formal induction ceremony held at VHS. Induction ceremonies are held in the spring of a student's junior year and again in the fall of a student's senior year. Therefore, an eligible student has two opportunities for induction into the National Honor Society. Once inducted in the society, students are expected to maintain all the qualities that enabled them to be admitted. This society is not only for the recognition of the individual, but is a service organization.

---

## **ACTIVITIES**

All students at Voorhees are encouraged to participate in school-sponsored activities. In order to meet the needs of the students, Voorhees has an activities program, which organizes, advertises, and sponsors all authorized activities in the school. Some activities at Voorhees are clubs, dances, assemblies, plays, concerts, service, intramurals, and honorary organizations.

Every student at Voorhees is entitled to join clubs, attend dances and work on fundraising activities provided that activity is sponsored by the school and headed by a faculty sponsor.

Application for all club and organizational fund raising events must first be approved by Director of Student Activities and registered on the fund raising calendar. Final approval for all fund raising will come from the Principal.



Club activity sales and fund raising activities may be held between 10:07 a.m. and 12:15 p.m. or 2:25 p.m. and 3:10 p.m. **CANDY AND OTHER FOOD ITEMS CAN ONLY BE SOLD BEFORE 7:40 a.m. AND AFTER 2:25 p.m.**

### **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.

All athletes, cheerleaders, managers and those students participating in the athletic program must take their books, clothing, etc. to the east end of the school before 3:15 p.m.

Students found in school after 2:30 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 set up appointments with teachers ahead of time and not to stay after school in hopes of finding a teacher.

---

### **VOORHEES 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, Voorhees High School attempts to support a varied athletic program which is aimed at giving a maximum number of students the opportunity to participate.

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

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. It is strongly recommended that the comprehensive physical be given by your family physician.

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.

An athlete must ride on the team bus to and from each contest. Exceptions may be made at the discretion of the Director of Athletics only if a Travel Release form has been filed in the Athletic Office at least 1 day before the contest takes place. These forms may be downloaded from the Athletic Website or picked up in the Athletic Office.

### **ELIGIBILITY REQUIREMENTS**

Voorhees is a member of the New Jersey State Interscholastic Athletic Association and the Skyland Conference. 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 age 19 on or after September 1 shall be eligible for the ensuing year.

As an incoming student from grammar school (8<sup>th</sup> 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 15.00 credits at the conclusion of the first semester (January 31).

**NORTH HUNTERDON-VOORHEES REGIONAL  
SECTION 200 – STUDENTS**

**226. ACADEMIC ELIGIBILITY REQUIREMENTS  
FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

**DISTRICT REQUIREMENTS**

**Fall and Winter Activities** – 30.0 credits earned during the previous school year.

**Spring Activities** – 15.0 credits earned during the fall semester.

Extracurricular student activities exist to provide educational experiences not otherwise provided for in academic courses. Students are expected to maintain good academic standing 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.

Adopted: April 13, 1999

During the current scholastic year, Voorhees will compete in the following interscholastic sports.

**Fall Season** – Football, Boys’ Soccer, Girls’ Soccer, Boys’ Cross Country, Girls’ Cross Country, Cheerleading, Field Hockey, Girls’ Tennis, Girls’ Volleyball

**Winter Season** - Boys’ Basketball, Girls’ Basketball, Boys’ Fencing, Girls’ Fencing, Indoor Track, Cheerleading, Wrestling, Swimming.

**Spring Season** – Baseball, Softball, Boys’ Lacrosse, Girls’ Lacrosse, Golf, Boys’ Tennis, Boys’ Track, Girls’ Track

**NORTH HUNTERDON-VOORHEES HIGH SCHOOL DISTRICT  
STUDENT ATHLETE 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 athletic association, N.J.S.I.A.A.

**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: behavior on 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 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 North Hunterdon-Voorhees High School District Board of Education has established the following guidelines in dealing with violations of the student athlete disciplinary code. Whenever an individual is reported to the administration regarding a student athlete’s 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 at this time.
- 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. In the event of a half day dismissing at 11:55, an athlete must be in school by 9:25 a.m.

### **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 interscholastically.

### **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, 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.

### **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.

### **VANDALIZING OR STEALING:**

Vandalism or theft will require restitution and result in an immediate five-day suspension with possible team expulsion. The suspension must include at least one scheduled interscholastic event. This rule applies to vandalism or theft of property belonging to the district, as well as other high schools.

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

---

### **THE CLUB PROGRAM**

The club program functions on a yearly basis. At the beginning of each year various clubs are formed. Each club must have a purpose for being organized. One interest area must be shared by its members 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 eight students interest 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 Services.  
*Club final approval is made by the Superintendent*

#### **CLUBS OFFERED AT VOORHEES**

Bible Club	Carmen Cook
Biology Advisors	Laurie Hance & Kera Luckhardt
B.R.I.T.E.	Mary Gala & Kathy Manz
Chemistry Advisor	Sharon Smith
Chess Club	Joe Tucker
Consumer Bowl Advisor	Debra Hunt
Poetry Club	Bonnie Beneszewski
Drama Club	Joe Reynolds
English SAT Advisor	Mike Crane
FBLA	Sandra Hartman
FCCLA	Kelsey Baer
French Club	TBD
German Club	Christine Scarloss
History Club	Jennifer O'Steen
Images (Literary Magazine)	Bonnie Beneszewski, Mike Crane,
Intramurals	Tony Makoski – Coordinator
	Basketball – Fall – Heidi Hintz
	Basketball – Winter – Heidi Hintz
	Dodgeball – Winter – Nicole Bolash
	Open Gym – Fall – Mike Crane, Jessica Clark
	Ping Pong – Fall – Carmen Cook
	Fitness – 1 <sup>st</sup> Semester – Lauren York
	Fitness – 2 <sup>nd</sup> Semester – Lauren York
	Dance Team – Jessica Clark
	Floor Hockey – Winter – Bob Angstadt, Kristen Stell
	Weight Room – Fall – Mary Louise Rowlin
	Winter – Mary Louise Rowlin
	Spring – Sarah Hamm
	1 <sup>st</sup> Semester Morning Weight Room – Kristen Stell
	2 <sup>nd</sup> Semester Morning Weight Room – Rick Kurtz
Instrumental Ensemble	Aidan Giannelli
Key Club	Sharon Smith & Nancy Castello
LAN/Tech Club	Jessica Gorton & TBD
Latin Club	Jana Soska
Math Competition Club	Bob Unger
Math SAT Advisor	Barbara Tusa
Mock Trial	Kathy Manz
Model UN	Karli Leonelli, Reid Kirby
National Honor Society	Laurie Hance
P.A.C.T.	Caroline Baumann, Melissa Haines, Kaitlyn Escott
Peer Mentor	Ann Fresoli
Physics Advisor	TBD
Red Cross Club	Heidi Hintz, Marc McGeehan
S.A.D.D.	Jeff Hunt
Students for Change	Nancy Castello

Science League	Sharon Smith
SHIP	Kera Luckhardt & Mark Davis
Ski Club	Kera Luckhardt, Bob Angstadt
Spanish Club	TBD
Stage Manager	Aaron Willsey
Student Council	Angela Exley & Kristen Stell
Student Store	Mitch Collins
Theatre Coordinator	Nancy Lomas-Reynolds
T.S.A. (Tech Student Assoc)	TBD
Valhalla (School Yearbook)	Aimee Carmella, MaryJo Rosania-Harvie
Varsity Club	Tim Cullen
Video Club	Jeremy Brandt
WHAM Quiz Bowl	Joe Masser
World Lang. Honor Soc.	Tatiana Vlasova
World Vision Club	TBD

### **INTRAMURALS**

Intramurals will be conducted on a seasonal basis. Announcements will be made regarding these offerings.

### **DANCES**

All dances are sponsored by a school organization and are chaperoned by faculty members. Students are under the jurisdiction of the school during a dance, and they are expected to adhere to the rules set forth by the school. The following rules are listed in order to ensure safety and provide for the enjoyment of all students who attend:

- Students enrolled in the school with I.D. cards will be admitted to dances unless otherwise specified before the dance. When visitors are permitted, their host must secure a pass from the office of the Director of Student Activities prior to the dance and present it at the door.
- If a student leaves the dance, he 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.
- Guests must have, in addition to guest passes, some form of I.D.
- Students who smell of or possess intoxicants shall be subject to immediate action as outlined in the Board Substance Abuse Policy.
- Students on the suspension list shall be denied admission to dances.
- Band members who are not enrolled in the school are not entitled to bring guests to the dance.
- Alumni may be admitted at the discretion of the head chaperone.
- The chaperones shall have the authority to ask any person to leave the dance or forbid admission when, in the judgment of 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.
- Students who display too much affection toward one another may be asked to leave the dance by the chaperones.
- Students unwilling to accept these rules may be asked to leave and denied admission to all future dances.
- Dance doors will close one and a half hours after the dance begins.
- No one is allowed to congregate around the locker area.

### **DECORATION AND POSTER CODES**

- All posters must be approved and signed by the Assistant Principal/Principal
- Posters are to be tacked on to any of the many bulletin boards throughout the school. Tape is not to be used.
- All dance decorations are to be taken down and discarded at the conclusion of the dance. The sponsoring group is responsible for this.
- Posters are to be down and discarded the day after the event has taken place. The sponsoring group is responsible for this.
- Posters are not to be placed on glass anywhere in the building.

---

## **ANNOUNCEMENTS**

Students are urged to listen carefully to all morning announcements. If an announcement is to be made, an announcement form may be obtained from the Media Center. The announcements must be printed, signed by the advisor of the event or activity and returned to Mrs. Crescenti in the Media Center. The advisor's signature indicates that spelling, grammatical construction and content have been checked and approved. Any announcement that has not been signed will not be read.

A list of all daily announcements can be found on VHS Website.

---

## **LOST AND FOUND ARTICLES**

The Student Store is the area designated for lost and found articles. Anyone who finds a lost or misplaced item 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 responsible for stolen articles.

---

## **WORKING PAPERS**

Any students under 18 years of age must have working papers in order to obtain employment. All forms may be obtained in the Main Office.

---

## **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) will lose G.A.I.N. time and/or 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 until all obligations have been 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. After contact has been made with the student and parent and the obligation is still outstanding, G.A.I.N. time and report cards will be withheld.

No athletic awards (certificates or letters) will be given until equipment is returned or restitution has been 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 that need repair are to be reported to the Main Office.

Lockers are not to be considered private property. School officials reserve the right to open any number of lockers at any time. Lockers are the property of the NHVRHS Board of Education and are subject to search at any time.

---

## **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Directions are posted in each office, classroom, gymnasium and the cafeteria.

### **GENERAL RULES FOR FIRE DRILL**

- Close windows
  - Students will follow designated exit instructions, keep in single line, walk (not run), refrain from talking and proceed to a distance approximately 100 feet from point of exit.
  - Students must stay with their teacher in order for attendance to be taken.
  - When instructed by an administrator, all students should return to their classrooms in the same orderly fashion.
  - Students are to stay out of the parking lot during a fire drill.
  - With a few exceptions on the third floor, students should not exit through a fire door.
- 

## **DRIVING PRIVILEGES**

The Board of Education provides bus transportation as well as activity bus routes in order to transport students to and from school. Student driving to school is a **PRIVILEGE**, not a right. Parking stickers will be issued to **SENIOR** students who apply at the Attendance office. Students must have a Student Automobile Permit Card filled out and signed by their parent or guardian, a valid license, registration and insurance card. They are subject to the rules of the school in regard to the use of motor vehicles.

Students may be denied parking privileges for infractions of school rules or having an outstanding obligation. Student parking will be suspended for tardies to school, absences and motor vehicle violations.

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.

Students who require one day parking permits for appointments after school may obtain them the day before the appointment. Students must bring in parental permission for one day parking permits.

No student will be allowed to drive without school permission. Students who drive to school should not take passengers to or from school without written parental permission. Students may not park in the designated faculty area. Seniors who ride mopeds to school must also register their vehicles. Underclassmen may not ride their mopeds to school. The fee for a parking hang tag is **\$75.00 per year**. The hang tag must be visible to supervisors. In addition, students must attend a drinking and driving seminar before a parking sticker will be issued.

Polytech students needing to drive to/from polytech for a specific purpose must fill out the appropriate form and obtain the required signatures at least twenty four (24) hours in advance of the request

**NO VEHICLES MAY BE PARKED BY ANYONE AT ANY TIME IN THE RESTRICTED ZONES. THESE AREAS MUST BE KEPT FREE AT ALL TIMES FOR BUSES AND FIRE AND EMERGENCY VEHICLES.**

**RULES FOR STUDENT PARKING**

1. **Register car** – Secure an application from the Attendance Office. **Read** “Rules for Student Parking.” Complete application with signature and return to the Attendance Office. Students must have a driver’s license, registration and insurance card for the vehicle being registered.
2. **Decal** – Place the hang tag where it will be visible to supervisors. Sharing of the tag will not be allowed. Duplicates will not be issued.
3. **Driving Responsibilities and Regulations** - Speed limit on school grounds is 15 miles per hour as posted. Park only in assigned area. Do not drive a car unless it is registered. **LOCK YOUR CAR.** The person to whom the tag is issued is responsible for the car that bears that tag. No duplicate tags.
4. **Violations**
  - a) Disregard of student responsibilities as listed in Section 3 above.
  - b) Driving without parking hang tag.
  - c) Parking in faculty lot or restricted area.
  - d) Illegally leaving school grounds
  - e) Transporting other students to and from school without permission.
  - f) Speeding or other reckless behavior.
  - g) Tardiness to school or excessive absenteeism.
  - h) Truancy
  - i) Presence in parking lot during school hours or sitting in vehicles without permission.

Passengers must have permission notes signed by the parents/guardians of BOTH the passenger and driver on file with the appropriate administrator.

5. **Temporary parking** – Privileges will be granted to students when they submit a signed note from their parents indicating the reason for request.
6. **Disciplinary action** – Any violation will lead to one or more of the following disciplinary actions at the discretion of the Administration.
  - a) Revoking driver’s privileges
  - b) After school detention
  - c) Early dismissal privileges can be revoked
  - d) In-school suspension or out of school suspension
  - e) Towing the violator’s car at his/her own expense.

---

**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 at the Security desk upon arrival in the building.

In order not to interrupt the school day, requests to visit students will be denied.

**FULL DAY VISITORS**

A student must obtain permission from the Assistant Principal and all of his/her teachers prior to the visit of any student guest. Written permission must be returned 3 days before the visit. On the day of the visit, the student and student guest must report to the Security Desk immediately upon entering the building to receive a visitor’s pass. The student must bring a written permission slip from his/her parent indicating their approval and the student guest should also have written approval from their parent. Visitors must stay with their host at all times and be introduced to teachers upon entering rooms. Students are responsible for the actions of their guests and will be held accountable. Students are not allowed to bring preschool children to school unless they are involved in a child study class and permission is granted before the visit.



---

## **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 14 (10:07-12:55). All snacks and lunches, whether brought here at school or brought from home, must be eaten in the cafeteria.

A Complete list of prices and menus can be found at <http://www.nhvweb.net/foodservices/>

No other food, beverage, or snack item may be sold during cafeteria operating hours, Mods 7-14 (10:07-12:55). (This included the sale of candy and lollipops for fund raising.) All income derived from the sale of food and beverage items within the school during the hours when Child Nutrition Programs (breakfast and lunch) are in operation must accrue to the accounts of the food service program.

For information on how to set up an online cafeteria account, please visit the district's [food services webpage](#).

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.

### **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. Seniors – May go to the mall
  2. Library – With a properly authorized pass
  3. Nurse-Telephone-Guidance – Only with cafeteria hall pass
  4. Other Requests- Only with properly authorized pass

---

## **INSURANCE**

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.

Please have the child report any injuries immediately to the school nurse. The school will provide accident reports, but it will be up to the parents to collect all medical bills and submit them to the insurance company. 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. Thus 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 weeks (52) weeks immediately following the date of the accident.

### **COMPLETING ACCIDENT REPORT FORMS**

The High School Accident Report Form must be completed at the time of the accident, no matter how trivial. Parents, teachers and coaches must insist on students doing this. Forms may be obtained from the coach, a teacher or in the Nurse's Office. Once the form has been completed, it must be signed by the teacher, coach of individual supervising the area of activities in which the accident occurred, and must be filed in the Health Office immediately.

Insurance forms will be sent to parent after the accident form is completed. The parent is responsible for getting the insurance form completed by the physician.

---

### **HEALTH SERVICES**

Parents are primarily responsible for student health. The school assists the parents in fulfilling this responsibility without assuming it from them. The aims of the school health office are: 1) to discover and initiate treatment of remediable conditions that impair the child's health and his ability to learn. 2) To service an educational means of creating a favorable attitude toward health maintenance throughout life.

The Health Office is located on the first floor next to the Guidance Office. 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 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 VHS website, [www.nhweb.net/vhs/healthoffice](http://www.nhweb.net/vhs/healthoffice).

**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 VHS web page.

### 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 VHS.

**Transfer Students:** All students transferring into VHS 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 10th 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 10<sup>th</sup> 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 VHS website/Health Department. Please call the Health Office with any concerns: 908-638-2148.

The school nurse can be contacted at **638-2148** during school hours and during limited summer hours. The health office **fax number is 638-2188**.

---

### **STUDENT PICTURES AND ID CARDS**

In September, arrangements are made to have student pictures taken. Announcements pertaining to the dates, costs, etc. are sent home via each student. Students are given the opportunity to purchase pictures. However, each student is required to have his picture taken at this time for school records. ID cards will be issued to all students and it is required that students carry these cards at all times for proper identification and surrender them upon the request of staff members.

### **STUDENT ID**

ID's will be used for:

- Check out materials from the library
- Entrance into school activities
- Vote in Student Government elections
- For identification

**ID's must be carried at all times.**

---

### **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 must stand or remain seated quietly.

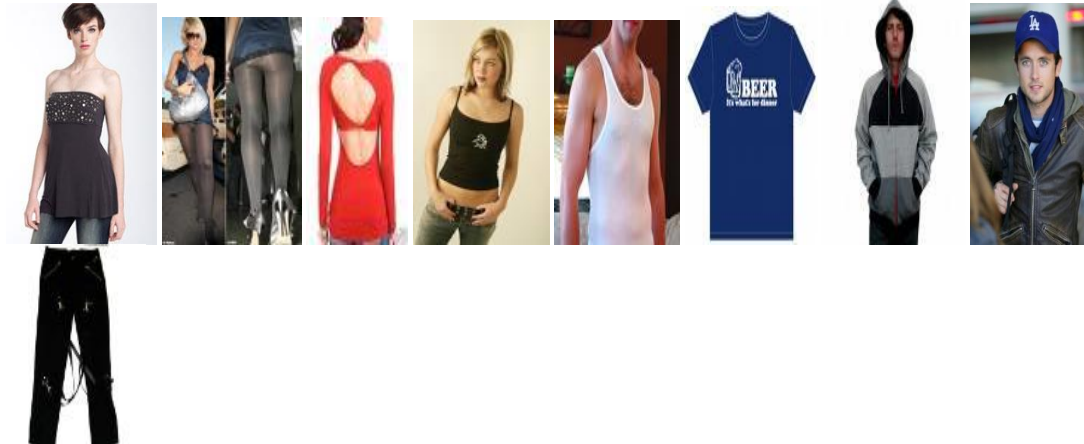
## Code of Conduct - Dress Code

**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 school appropriate, reasonably modest and neat. A student's appearance must not disrupt the teaching or learning process; therefore, the below guidelines must be followed:**

1. Appropriate and safe footwear must be worn at all times. (i.e. bare feet, slippers, cleats, roller shoes, etc. are not permitted)
2. Heads should be uncovered at all times (hats, hoods, bandanas, and sweatbands are not to be worn during school hours)
3. Leggings, yoga pants or other excessively tight pants must be worn with an appropriate length shirt/top and must conform to other elements of the dress code.
4. Skirts, shorts, and dresses must be an acceptable length (just below fist level when arms are straight) and may not be excessively tight (micro/tube skirts, spandex/exercise shorts, or other excessively tight apparel is not permitted).
5. All clothing must cover undergarments, midriff, and cleavage.
6. Clothing that excessively exposes the anatomy is not permitted (i.e. halter tops, strapless tops, open backs, tube tops, clothing worn below the hip line, any garment that is see through, etc.)
7. No tank tops/sleeveless shirts of any kind are permitted to be worn by boys.
8. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco, weapons, or gang affiliations; slogans that contain offensive or obscene words, symbols, or signs; or slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, sexual orientation or drug-related messages are not allowed.
9. Any articles of clothing or accessories with studs, chains, spikes or cleats that could cause damage to other students or to property are not permitted.
10. Outdoor jackets or coats are not permitted except when entering or leaving the building, and when there is a defect in the heating system.
11. Non-prescription sunglasses and glazed and tinted glasses are not permitted except as prescribed by the pupil's doctor.
12. Any articles which are considered distracting or disruptive to the educational process are subject to administrative review.

**Please see the examples below of clothing that is not appropriate for school.**

### *What Not To Wear:*



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

This list is not intended to be all-inclusive. Rather, it is intended to provide a sense of appropriateness for school. The school administration reserves the right to make the final decision regarding appropriate dress in school and at school-sponsored events. Any clothing that is considered by the administration to be distracting or disruptive to the educational process will not be permitted. Should a student's attire be considered inappropriate, his or her parents will be asked to bring a change of clothing to school. Students who persist in violating the dress code will be subject to disciplinary action.

---

## **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. 12A: 42-5; 18A:42-6

Adopted: 1 May 2001

## **HARASSMENT, INTIMIDATION AND BULLYING**

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, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

For more information regarding our Harassment, Intimidation and Bullying policy and procedures, please visit the District's [Board Policies Manual](#) and search 5512, 5512.01 and 5512.02.

---

### **ACCEPTABLE BEHAVIOR**

Acceptable behavior is largely a matter of respect for others combined with 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 school behavior.

Students are to: adhere to the following:

- Attend all scheduled classes and make proper use of GAIN time.
- Arrive at school on time (unexcused tardies may be considered cutting).
- Arrive at school in appropriate attire. (Refer to Dress Code)
- Animals and pets are not permitted in school.
- Skateboards, roller blades or in-line skates are not allowed on school property
- Overt displays of affection will not be tolerated
- Follow the directions and requests of their teachers and supervisors.
- Foul language, abusive language and/or personal threats will not be tolerated.
- Enter or leave Resource Centers only at the beginning or end of the period.
- Underclassmen must report to their study hall for attendance purposes. Students may report directly to the Media Center or a Resource Center where they will sign in on the sign in sheet provided.
- Students and their parents will be held financially accountable for any school property defaced or destroyed.
- Cell phones may be used to text or access the internet during passing time and during lunches. Students needing to make a phone call during school hours may come to the Main Office or Guidance Office
- Shoes are to be worn at all times.
- Eat lunches in the Cafeteria only. No food or drink is to be taken out of the cafeteria, unless by special permission of the Principal.
- Throwing snowballs on school grounds is prohibited.
- 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.

---

### **STUDENT COMPLAINTS AND 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 a formal complaint or grievance is presented by a student, information on the proper procedure can be obtained from the Assistant Principal.

---

### **OFF LIMIT AREAS**

Students **should not** be in the following areas:

- Parking lot

- Wooded area behind school.
- Any other unsupervised area

---

## **LEVELS OF DISCIPLINARY ACTION**

Listed below are the various levels of action to be used in a disciplinary case. Each circumstance will be considered independently of any other. These levels are a guide. A student will move to succeeding steps for a subsequent occurrence of misconduct which requires disciplinary action.

### **Level 1: Conference, Detention and Potential Loss of Privileges**

1. Profanity/vulgarity of the incidental type
2. Failure to follow school rules and procedures
3. Dress code violation
4. Failure to log off computer
5. Failure to carry/present a student ID
6. Removing food from the cafeteria
7. Driving/parking violation – first offense

### **Level 2: Extended Detention and Loss of Privileges, Including Parking**

1. Disruptive behavior
2. Violation of Technology Acceptable Use Policy
3. Accessing an unauthorized area
4. Failure to follow directions/requests of teachers, administrators, or other supervisory personnel
5. Disrespectful behavior toward staff or other students
6. Profane gestures or words directed at another person
7. Forgery of signatures, notes, passes or other official documents
8. Cheating or plagiarism: penalties noted in addition to academic penalties
9. Defacing of school property not considered vandalism
10. Driving/parking violation – second offense

### **Level 3: One Day Suspension/Two or Three Extended Detentions/Loss of Privileges, Including Parking/Legal Action May Result**

1. Driving/parking violation – third offense
2. Possession and/or use of a laser pointer
3. Profane gestures or words directed toward staff
4. Leaving school grounds without permission – First Offense
5. Possession of tobacco products, **including electronic cigarettes**, lighters, or matches
6. Truancy

### **Level 4: Two or Three days of Suspension/Loss of Privileges, Including Parking/Legal Action May Result:**

1. Use of tobacco products, **including electronic cigarettes**, on campus (Discipline in addition to reporting to municipal court as per board policy)
2. Insubordination (including disregard of parking monitor's directive)
3. Vandalism—willful or malicious defacing or damage of school property (restitution for damage will also be assessed)
4. Theft—the unlawful taking of another's possessions without his or her consent
5. Gambling
6. Leaving school grounds without permission – Second Offense
7. Endangering the welfare of students
8. Inciting and/or creating a disturbance
9. Reprisal against anyone who has reported harassment, intimidation, or bullying

### **Level 5: Three to Five Days Out-of-School Suspension and Loss of Privileges, Including Parking/Legal Action May Result**

1. Tampering with defibrillator/AED

2. Tampering with fire alarm, fire doors or fire extinguishers
3. Tampering with security cameras
4. Threatening behavior or language directed at students or staff
5. Hazing other students
6. Endangering the welfare of staff
7. Possession of a vaporizer without confirmed illegal substance use (screen and medical exam required)
8. Possession of fireworks
9. Fighting – first offense
10. Possession of pornography

**Level 6: Ten Days Out-of-School Suspension/Loss of Privileges, Including Parking/Possible Recommendation for Additional Consequences up to and Including Expulsion/Legal Action May Result/Law Enforcement May be Involved**

1. Premeditated fight
2. Fighting – second offense
3. Gang or group fighting
4. Hate crimes/bias acts
5. Possession and/or use of substances not prescribed to the student.
6. Possession and/or use of alcohol, illegal drugs or drug paraphernalia
7. Providing/Selling controlled or illegal substances to other students, including alcohol
8. Possession of a vaporizer with confirmed illegal substance use/possession (screen and medical exam required)
9. Possession of cutting implements such as knives or box cutters
10. Possession or use of explosives including fireworks
11. Possession of a gun or replica
12. Arson
13. Setting a false fire alarm
14. Assault/aggravated assault
15. Repeated threats toward students or staff
16. Bomb threat

Incidents of Harassment, Intimidation and Bullying will be handled on a case by case basis. Consequences may include remedial action and discipline that may range from detentions to out of school suspensions.

Cutting and Tardiness

1. Cutting Class

Students are expected to attend school whenever it is in session. In addition to school-imposed discipline, students who are truant are subject to fines and other civil penalties through the municipal court.

Cutting Class:

- 1<sup>st</sup> cut—one extended detention
- 2<sup>nd</sup> cut—two or three extended detentions
- 3<sup>rd</sup> cut—two or three days in-school suspension
- 4<sup>th</sup> cut—three/five days in-school suspension
- 5<sup>th</sup> cut—five/ten days in-school suspension or out-of-school suspension

2. Unexcused Tardy to School or Class

- Three unexcused tardies to school/class – one detention, parent notification
- Six unexcused tardies to school/class – one extended detention and potential loss of privileges, including driving.



- Nine unexcused tardies to school/class – two extended detentions/parent notification/ privileges suspended for one month, including driving
- Twelve unexcused tardies to school/class – suspension, parent notification, privileges suspended for two months or permanently, including driving

Please note that students are to attend school every day that it is in session. Excessive absences from school may be reported to the local municipal court.

## **ELECTRONIC DEVICES**

### **In Class/Instructional Area**

- Do not use the cell phone unless permitted by the teacher

### **In Study Hall**

- Do not use the cell phone unless permitted by the study hall teacher

### **In the hallway during passing time**

- Okay to text, access the internet, or open school-appropriate apps while standing against the wall and not blocking traffic.
- No using the phone while walking
- No voice calls
- No headphones/ear buds

### **In the Cafeteria during lunch period**

- Okay to text, access the internet, or open school-appropriate apps
- No voice calls
- No headphones/earbuds

### **Consequences**

- **1<sup>st</sup> offense – Device is confiscated for 1 week; student receives 1 extended detention**
- **2<sup>nd</sup> offense – Device is confiscated for 2 weeks; student receives 3 extended detentions**
- **3<sup>rd</sup> offense – Device is confiscated for 1 month; student receives 5 extended detentions**
- **4<sup>th</sup> offense – Device is confiscated until the end of the school year; student receives 7 extended detentions**

If there is reasonable suspicion that a phone has been used in an activity prohibited by the code of conduct, for bullying, or in violation of the computer-use agreement, its contents may be reviewed and searched.

Parents may come to school to retrieve the phone before the confiscation period is over by calling the Dean of Students( x7439) to make an appointment between the hours of 7:30 am and 3:30 pm.

## **PAGING DEVICES – BEEPERS**

*No student may possess a paging device or beeper on school property without permission of the North Hunterdon-Voorhees School District Board of Education at any time, regardless of whether school is in session. A student who brings a pager or beeper to school is guilty of a disorderly persons offense and will be subject to disciplinary action and charges may be filled with the local police N.J.S.A. 2C: 33-18. (1-7)*

## **DISCIPLINE APPEAL PROCESS**

1. Appeals will proceed up the Chain-of-Command: –Mrs. Hammerstone (Assistant Principal) - Mr. Peterson (Principal) – Dr. Shaddow (Superintendent).
2. No appeal will be heard without a copy of the referral, a written description of the discipline meeting with the student, teacher and parents if applicable, and the student’s discipline file.

---

### **G.A.I.N. TIME**

G.A.I.N. time means:

G – Going

A - Ahead

IN – Independently

G.A.I.N. time is composed of those mods during which the student is not scheduled for a formal class and is a senior privilege. It is the unstructured part of the student's schedule and the responsibility for constructive use of this is placed squarely upon the student.

### **G.A.I.N. time privilege may be withdrawn if you:**

- 1) Leave campus during the school day without permission from an administrator, the health Office, or an early dismissal
- 2) Are in the vicinity of either parking lot during school hours or in an unauthorized area of the campus
- 3) Receive a grade less than a D
- 4) Are referred to the office for disciplinary reasons
- 5) Are tardy to school and/or class more than three times during any given marking period
- 6) Are absent , unexcused three or more days from school during any given marking period
- 7) Loitering in the halls during class

Students who are unable to make proper use of GAIN time may be assigned a detention or study hall!

---

### **DETENTION**

Detention may be assigned by an individual teacher. Students will report to the teacher assigned area. The student's detention will be supervised by the assigning teacher.

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

Administrative after-school detention is assigned only by an Administrator. The student will be directed to the supervised detention room.

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

1. Report to assigned room for detention
2. Detention begins at 2:30 p.m. and ends at 3:10 p.m. **Students must be on time.**
3. 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, students are expected to make up the detention on the next scheduled detention day.
6. Detentions will only be rescheduled with administrative approval. If an emergency arises, students are expected to make up the detention on the next scheduled detention day. A note from a parent explaining the need to reschedule is required.
7. The cutting of detention will result in increased discipline explained below
  - Cut detention – Automatically get two detentions
  - Cut one of the above assigned two detentions-automatically get two extended detentions

### **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 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) Report to the assigned room
  - 2) Extended Detention begins at 2:30 p.m. and ends at 5:20 p.m.
  - 3) Sign in with person supervising the room.
  - 4) Bring work or appropriate reading material with them.
  - 5) If you 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, students are expected to make up the detention on the next scheduled detention day. A note from a parent explaining the need to reschedule is required.
  - 7) The cutting of extended detention will result in increased discipline explained below.
- **CUT EXTENDED DETENTION – AUTOMATICALLY TWO EXTENDED DETENTIONS.**
  - **CUT ONE OF THE ABOVE ASSIGNED TWO EXTENDED DETENTIONS- SUSPENSION**

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

## **SUSPENSION**

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

If the suspension is out of school, it is the responsibility of the student/parent to notify the student's guidance counselor with a request for class assignments. These assignments should be completed during the suspension period. Parents who follow this prescribed procedure will make this disciplinary measure a learning experience. Students' that are placed on suspension are prohibited from the school grounds for any reason.

## **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 maintain his academic standing. However, it is the responsibility of the student to contact each teacher regarding make up work. Failure to make up work could affect your final grade.

---

## **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. Seniors, however, may go to their lockers (by the mall) if they choose to spend G.A.I.N. time in the mall or cafeteria. **STUDENTS ARE NOT TO SHARE THEIR HALL LOCKERS AND COMBINATIONS 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.

---

## **SUBSTANCE ABUSE**

**Board Policy 5530, 5530.1, 5530.2** – [Click here](#) for District's Policies Manual

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.

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled and uncontrolled substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.A.C. 2C:35-2, any chemical or chemical compound which 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. 2C:35-10.4, and over-the-counter and 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.

**Please visit the district's policies manual to read the full policy.**

### **Substance Abuse - Discipline Procedures**

On the first offense for use of alcohol or other drugs, including controlled dangerous substances and other substances and other substances as defined by N.J.S.A. 18A:40A-9, the student will:

1. Receive a suspension of ten days out of school as a minimum. If the parent and the student are cooperative in seeking intervention for a student's problems in the use of alcohol or other drugs, as recommended through staffing, the Principal or the Board may reduce the amount of suspension after the disciplinary action as he/she thinks appropriate in order to correct the behavior of the student. Parental participation in the staffing meeting is a prerequisite to any alteration of the disciplinary action. The suspension is intended to discipline the offender and to communicate to other students the Board's intolerance of substances in the school. (See note);
2. Be referred to the Student Assistance Counselor (SAC) immediately; and
3. Be enrolled in an appropriate prevention/education program.

On the second offense for use of alcohol and/or other drugs, the student will:

1. Receive a suspension of ten days out of school as a minimum;
2. Be referred to law enforcement officials for appropriate action;
3. Be required to complete a full drug/alcohol evaluation by an outside agency within two weeks, the student must comply with the outside evaluation before returning to school; and
4. Be enrolled in an appropriate prevention, education, treatment program.

On the third offense for use of alcohol and/or other drugs, the student will:

1. Be immediately suspended and automatically scheduled for an expulsion hearing before the Board which may result in expulsion;
2. Be referred to law enforcement officials for appropriate action;
3. Be required to complete a full drug/alcohol evaluation by an outside agency within two weeks; the student must comply with the outside evaluation before returning to school; and
4. Be enrolled in an appropriate prevention/education/treatment program.

Note: The Principal (or designee) will convene a staffing for the purpose of determining a plan of action in dealing with the student. The staffing shall involve the SAC, the student's Guidance Counselor, administrative and teaching staff as necessary, human service agencies as appropriate, and Child Study Team members as required. Recognizing the importance of parental intervention and cooperation with the school, the Principal shall invite parents/guardians to the staffing. Following all staffing meetings at which parents/guardians are not present, the Principal shall inform parents/guardians of the conclusions.

In attempting to maintain a substance free school. students returning to school following a suspension for a substance offense must provide medical certification that they are physically and mentally capable of returning to school. As noted above, this may include urine testing. Other conditions for returning to school. including, but not limited to, required counseling, may be established by the Principal in cooperation with the parents/guardians, human service agencies and law enforcement officials.

For any offense involving possession, distribution or sales of alcohol or other controlled dangerous substance, the student will:

1. Be immediately referred to law enforcement officials for appropriate action (per the Model Agreement between Education and Law Enforcement. July 15, 1997).
2. Be immediately suspended and automatically scheduled for an expulsion hearing before the Board which may result in expulsion.

### **Re-entry**

In attempting to maintain a “substance free” school, students returning to school following a suspension for a substance offense must provide medical certification that the student’s substance abuse no longer interferes with the student’s physical and mental ability to perform in school. As noted above, this will include a negative substance use screen as defined by NJ state or federal guidelines or upon the recommendation of a Board approved Medical Review Officer. Other conditions for returning to school (such as staffing and required counseling) may be established by the Principal in cooperation with the parents/guardians, human service agencies and law enforcement officials.

The Principal (or designee) will convene a staffing meeting for the purpose of determining a plan of action in dealing with student. The staffing meeting may involve the Student Assistance Counselor, the student’s Guidance Counselor, administrative and teaching staff as necessary, human service agencies as appropriate, and Child Study Team members as required. Recognizing the importance of parental intervention and cooperation with the school, the Principal shall invite parents/guardians to the staffing meeting. Following all staffing meetings, at which parents/guardians are not present, the Principal shall inform parents/guardians of the conclusions.

---

### **Policy #5519 DATING VIOLENCE**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil’s safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct.

[Click here](#) for Policy 5519

[Click here](#) Voorhees360 and choose Abusive Relationships from menu.

---

### **POLICY #5531 - RANDOM ALCOHOL AND DRUG-TESTING POLICY**

To read full policy, please visit [District’s Policies Manual](#)

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 possesses a parking permit for on-campus parking.

## **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.

To read the rest of the regulation, [Click here](#) to access District's Policies Manual and search for Regulation 5531.

[Click here](#) for Random Drug Testing Consent form (found on Health Office website).

---

### **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 at the designated bus stop 5 minutes prior to the time listed on your bus schedule. 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 that your life depends on the driver watching the road.
- Refrain from conversation with the driver while the bus is in motion.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Treat bus equipment as you would valuable furniture in your own home.
- Damage to seats, etc., must be paid for by the offender.
- Remember, the bus and its equipment serve a purpose.  
Tampering with any part may result in serious injury to yourself or others.
- Any damage to the bus should be reported immediately to the driver.
- In case of a road emergency, remain in your seat until instructions are given by the driver.
- Leave no books, lunches, or other articles on the bus.

- Keep your books, packages, coats, and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
- Be a courteous and responsible passenger at all times.
- Harassment or fighting on board the bus or at the bus stop will not be tolerated.
- There is to be no smoking or use of tobacco products on board the bus or at the stop.

### **CHANGE OF BUS ROUTE**

Students who move their residence permanently must request a change of bus route assignment from the Guidance Office. This written request must be made by the parent/guardian. Students will be given a pass for the bus driver and their residence will be given to the Director of Data Processing.

Students requesting a temporary change of bus route (one day at a time) must report to the Guidance Office and receive a bus pass to be handed to the driver. Temporary passes will only be honored when accompanied by a note from the parent requesting this change and stating the reason. Temporary bus route changes will be approved when the reason given would create hardship for the parent to get said student to a certain location after school. These reasons are a job after school, music lessons, and a medical or dental appointment.

### **BOARD OF EDUCATION COURTESY ROUTES**

The activity routes are provided by the Board of Education for students who are participating after school in a club activity, and/or getting extra tutorial help. However, students that are involved in sport activities, play practice, etc. must make their own provisions for transportation after 3:10. These routes operate on Monday, Wednesday, and Thursday.