

## **TO OUR STUDENTS AND PARENTS STUDENTS**

Welcome to Voorhees High School for the 2012-2013 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 2013** – 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)  
PTSA  
Building Level Curriculum Committee  
Music Booster  
Athletic Boosters

## **VOORHEES HIGH SCHOOL ADMINISTRATION**

Ron Peterson	Principal
Susan Hammerstone	Assistant Principal
Allan J. Stumpf	Director of Athletics
Anthony Nanni	Dean of Students
Michael Squarcia	Director of Guidance
Brian Baumann	Director of Activities

## **DISTRICT PROFESSIONAL STAFF**

Charles Michael Shaddow, Ph.D.	Superintendent
Dr. Frank C. Helies	Assistant Superintendent/Curriculum/Pupil Personnel Services
Ms. Susan Press	Business Administrator/Board Secretary
	Assistant Business Administrator
Mr. Guillermo Vargas Dellacasa	Director of Technology
Ms. Ann Marie Rose	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.

## **PHONES**

High School Office	638-6116
Main office fax #	638-8689
<a href="http://vhsweb.net">vhsweb.net</a>	
Athletic Office	638-2106/638-2107
Athletic Office fax #	638-2185
Guidance	638-2130
Guidance fax #	638-6355
Email: <a href="mailto:vhsguidance@elipse.net">vhsguidance@elipse.net</a>	
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)

### **SCHOOL BOARD MEMBERS**

<b>Califon/Tewksbury</b>	Nicholas Nacamuli – 2012 (Vice-President) Robert Becker - 2014
<b>Union Township</b>	Monica Gondek – 2012 John Kulick, Ph.D. - 2013
<b>Bethlehem/Hampton/Glen Gardner</b>	Francis Goger – 2013 Debra Roosen - 2014
<b>Clinton Township/Lebanon Borough</b>	Beverly Thorne – 2012 (President) Sandra Seidorf – 2014 Roger Straight - 2013
<b>High Bridge/Lebanon Township</b>	Garry Peabody - 2012

## **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  
2012-2013*

**Faculty**

Andolino, Lauren	Grilli-DeRobbio, M. *	Nestel, Elaine	Tomczyk, Pat
Angstadt, Robert	Grodkiewicz, Christina	Novak, David	Tucker, Joseph
Attard, Christie	Hacker, Heather	O'Steen, Jennifer	Tusa, Barbara
Babich, Amy	Haines, Melissa	Osmun-Ditzler, L.	Unger, Robert
Baer, Kelsey	Hanisek, Bill	Pearson, Tarah	VanEtten, Janice
Barbieri, Chase	Hall, Eric	Perlowski, Benjamin	Vlasova, Tatiana
Baumann, Brian	Hammerstone, Sue	Pessin, Yosef	Wargo, Paul
Bellows, Teri	Hance, Laurie	Peterson, Ronald	Willsey, Aaron
Beneszewski, Bonnie	Hartman, Sandra	Polt, Pam	Wyglendowski, Chris
Bernard-Mason, Amy	Heller, Carla	Publicover, Mary Pat	<b>Secretaries</b>
Betsill, Marquerite	Hintz, Heidi	Reichard, Sarah	Bonavita, Ann
Blaustein, Antoinette	Huang, Andrew	Reluzco, Magaly	Crescenti, Carol
Bolash, Nicole	Hughes, Lisa	Reynolds, Joseph	Greulich, Irene
Brandt, Jeremy	Hunt, Jeff	Risalvato, Barbara	Hertling, Claudia
Broan, Richard	Imhof, Lori	Rosania-Harvie, M.	O'Reilly, Linda
Calvache, Luisa	Jennings, Kimberley	Rowlin, MaryLouise	Schaible, Ann
Campo, Michele	Kirby, Reid	Schmidt, Michael	Turkus, Mary
Canonico, Lauren	LaCorte, Anne	Shevalier, Richard	Viscel, Ellen
Castello, Nancy	Leyland, Theresa	Skene, Judith	<b>Aides</b>
Chapman, Theresa	Liscinski, Diana	Skinner, Keith	Barry, Nancy
Clark, Jessica	Lomas, Nancy	Smith, Sharon	Capone, Jeff
Collins, Mitchell	Lopez, Kirby*	Sobel, Elyssa	Corallo, Sal
Cook, Carmen	Luckhardt, Kera	Song, Woo Min	Echeverri, Natalia
Crane, Mike	Makoski, Abby	Squarcia, Mike	Foland, Sandy
Cullen, Tim	Makoski, Anthony	Stell, Kristin	Gross, Lois
D'Agusto, Whitney	Manz, Kathy	Stemple, Sharon	Hotchkin, Marianne
DeRobbio, Matthew	Masser, Joseph	Stine, Julie	Kurtz, Richard
Devane, Agnes	McGeehan, Marc	Stone, Glen	Mork-Geist, Leslie
DiBrango, Shirley	McGourty, Tara	Strauss, Brian	Pennucci, Michele
DiSalvio, Jean	Meyler, Maria	Stumpf, Allan	Rocca, Laura
Ehrie, Ryan	Michel, Shelley	Sullivan, David	Schedlbauer, Alan
Ermanis, John	Mulrooney, Molly	Syrstad, Steve	Slicklen, Dorothy
Exley, Angela	Nanni, Anthony	Terry, Kimberlie	Weiss, Denise
Exley, Donna	Natalo, Arlene	Thibeault, Courtney	
Franz, Jeff	Nehlsen, Kerri*	Thompson, Ken	
Fresoli, Ann	Nemeth, Elizabeth		
Galal, Mary			
Giannelli, Aidan			
Gigantino, Jennifer			

\*Traveling Teacher

## BELL SCHEDULE

Warning bell for homeroom – 7:40

Mods 1-2	7:45 – 8:31
Pass	8:31 – 8:35
Mods 3-4	8:35 – 9:15
Pass	9:15 – 9:19
Mods 5-6	9:19 – 9:59
Pass	9:59 – 10:03
Mods 7-8	10:03- 10:43
Pass	10:43- 10:47
Mods 9-10	10:47- 11:27
Pass	11:27- 11:31
Mods 11-12	11:31- 12:11
Pass	12:11- 12:15
Mods 13-14	12:15- 12:55
Pass	12:55- 12:59
Mods 15-16	12:59 - 1:39
Pass	1:39 – 1:43
Mods 17-18	1:43 – 2:25
Announcements	2:23 – 2:25
Curriculum Inst./Activity Period	2:30 – 3:10
Extended Library	2:30 – 5:30 (T, Th)
Activity Bus	3:15 (M, W, Th.)
Hot Lunches (Mods 7-14)	10:03 – 12:55

## IN-SERVICE TIME SCHEDULE\*

7:45 – 11:55

Mods 1-2	7:45 - 8:11
Mods 3-4	8:15 - 8:39
Mods 5-6	8:43 – 9:07
Mods 7-8	9:11 - 9:35
Mods 9-10	9:39 – 10:03
Mods 11-12	10:07 – 10:31
Mods 13-14	10:35 – 10:59
Mods 15-16	11:03- 11:27
Mods 17-18	11:31- 11:55

All mods will be 24 minutes long except for Mods 1-2 which will be 26 minutes long to allow for attendance.

## **2-HOUR DELAYED OPENING SCHEDULE**

9:45 – 2:25

Mods 1-2	9:45 - 10:12
Homeroom	10:12- 10:16
Mods 3-4	10:20 - 10:47
Mods 5-6	10:51 – 11:18
Mods 7-8	11:22 – 11:49
Mods 9-10	11:53 – 12:20
Mods 11-12	12:24 – 12:51
Mods 13-14	12:55 - 1:22
Mods 15-16	1:26 - 1:53
Mods 17-18	1:57 - 2:25

\*Mods are 27 minutes long except for Mods 1-2 which will be 31 minutes long to allow for attendance.

## **AM**

### **ACTIVITY PERIOD TIME SCHEDULE**

Report to Mod 1	7:45 - 7:48
Pass Time	7:48 - 7:52
Activity Time	7:52 - 8:25
Mods 1-2	8:29 - 9:09
Mods 3-4	9:13 - 9:48
Mods 5-6	9:52 -10:27
Mods 7-8	10:31-11:06
Mods 9-10	11:10-11:45
Mods 11-12	11:49-12:24
Mods 13-14	12:29- 1:03
Mods 15-16	1:07- 1:42
Mods 17-18	1:46- 2:25

## **PM**

### **ACTIVITY PERIOD TIME SCHEDULE**

**7:45 – 1:36**

Mods 1-2	7:45 - 8:24
Mods 3-4	8:28 - 9:03
Mods 5-6	9:07 – 9:42
Mods 7-8	9:46 -10:21
Mods 9-10	10:25- 11:00
Mods 11-12	11:04- 11:39
Mods 13-14	11:43- 12:18
Mods 15-16	12:22 –12:57
Mods 17-18	1:01 - 1:36
ACTIVITY TIME	1:40- 2:25

**CALENDAR  
2012-2013**

August 20,21	Staff Days/In-Service
August 22	Staff Preparation
August 22	Freshman Discovery PM Session
August 23	School Opens – Staff and All Students
September 3	Labor Day –School Closed
Aug.30 & Sept. 5	Back-to-School Night - NHHS
September 6	Back-to-School Night – VHS
September 12	In-Service 11:55 Dismissal
September 26	Yom Kippur - School Closed
October 10	In-Service 11:55 Dismissal
November 8 & 9	NJEA Convention-School Closed
November 14	In-Service 11:55 Dismissal
November (half-day) 21 thru November 23	Thanksgiving Recess-School Closed
December 12	In-Service 11:55 Dismissal
December 24 thru thru January 1 (inclusive)	Winter Recess
Return Wednesday, January 2 <sup>nd</sup>	
January 9	8 <sup>th</sup> grade Parent Orientation –VHS 7-9 PM
January 9	In-Service 11:55 Dismissal
January 18	Last Day of 1 <sup>st</sup> Semester (1/2 day students)
January 21	Martin Luther King Day – School Closed
January 22	2 <sup>nd</sup> Semester Begins
February 6	In-Service 11:55 Dismissal
February 15	President’s Holiday 11:55 Dismissal
February 18	President’s Holiday Recess-School Closed
March 13	In-Service 11:55 Dismissal
March 29 thru April 5	Spring Recess-School Closed
April 17	In-Service 11:55 Dismissal
May 27	Memorial Day-School Closed
June 7	Last Day of School/ Graduation

Calendar includes three emergency closing days. If not used they will be given as vacation days on Friday, May 24<sup>th</sup>, and dates to be announced.

Shortened school days for additional professional staff development will be arranged if needed. In the event of inclement weather, the Board will revise this calendar to include make-ups, in this order: President’s Holiday; 5 days at spring recess beginning Friday, April 5<sup>th</sup> and working backwards and ending on Monday; weekends; and then extension of the school year thru June 30. Again, all emergency closing days will be made up to ensure 185 staff days and 182 student days.

**In-Service Days**

**During the 2012-2013 school year, students will be dismissed at 11:55 AM on the following dates for teacher professional development.**

**September 12, 2012**

**October 10, 2012**

**November 14, 2012**

**December 12, 2012**

**January 9, 2013**

**February 6, 2013**

**March 13, 2013**

**April 17, 2013**

**EMERGENCY CLOSING/DELAYED OPENINGS** - In case of inclement weather, students should listen to the radio for school closings or delayed openings. The following radio stations are notified if school is closed. For your added convenience visit our web site at [www.nhvweb.net/](http://www.nhvweb.net/) for up-to-date school delay/closing information. Closing/delayed opening information is also available via phone at the VHS Hot Line: (908) 713-8329. Please do not allow your child to drive his/her car to school. Please have them ride the bus. Students will not be allowed to leave school before regular dismissal time. The following radio stations are notified if school is closed.

WEST-1400 (AM)	WIPI – 1230 (AM)
WPST - 97.5 (FM)	WRNJ- 1000 (AM)
WODE - 99.9 (FM)	WLEV- 96.1 (FM)
WOR - 71.0 (AM)	Hotline: 713-8329

Web Site ([nhvweb.net](http://nhvweb.net))

**Note:** Classes will be conducted on all days not specified as school holidays unless closed by order of the Board of Education or the State Commissioner of Education. In the event of a two hour delayed opening, students should wait for their respective buses 2 hours later. Some buses may be delayed up to 15 minutes longer. Homeroom will begin at 9:50 a.m.

## **2012-2013 MARKING PERIODS**

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

Marking Period Begins	August 23, 2012
End of Marking Period	October 29, 2012
Days in Marking Period	46

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

Marking Period Begins	October 30, 2012
End of Marking Period	January 18, 2013
Days in Marking Period	48

### **Mid-quarter dates**

**1<sup>st</sup> MP Tuesday, September 25, 2012**

**2<sup>nd</sup> MP Thursday, December 6, 2012**

**3<sup>rd</sup> MP Friday, February 22, 2013**

**4<sup>th</sup> MP Monday, May 8, 2013**

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

Marking Period Begins	January 22, 2013
End of Marking Period	March 28, 2013
Days in Marking Period	47

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

Marking Period Begins	April 8, 2013
End of Marking Period	June 7, 2013
Days in Marking Period	44

## **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 a day prior to 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 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 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 three (3) classes in a nine-week course, 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 (7) 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  
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 after 7:45 a.m. must report immediately to the Attendance Office for an admission slip which must be presented to all teachers in classes scheduled for that day. If a student does not have an admission slip, he/she will be illegally on school grounds and will be considered in-school truant. Students who are late for unexcused reasons can be considered truant.

## **DISCIPLINE GUIDELINES FOR UNEXCUSED LATES**

*Three lates* – 1 After school detention

*Six lates* – 1 Extended detention, Parent phone call

*Nine lates*- 2 Extended detentions, Parent phone call

Senior driving permit pulled for 1 month, Loss of GAIN time for one semester

*Ten lates*- Suspension

Driving permit will be re-issued at the end of suspension

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 a day prior to 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.**

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

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

#### **MEDICAL/DENTAL APPOINTMENTS**

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

**NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL UNLESS THE REASON FOR THE APPOINTMENT HAS BEEN VERIFIED BY 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 enrolled in C.I.E. or C.H.E. or who have an approved Permanent Early Dismissal will be issued cards stating the approved departure time. Students must keep these cards with them at all times.

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

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 Friday, 7:30 a.m. – 3:10 a.m. and most Tuesdays and Thursday until 5:30 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 coming to the library during study hall must acquire a pass from the study hall teacher. They may 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:**

ENGLISH – 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

SOCIAL STUDIES – 15 credits (World History, U.S. History I, U.S. History II)

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

FINE or PERFORMING ARTS (5 credits)

PRACTICAL ARTS (5 credits)

WORLD LANGUAGES – 10 credits

ADVANCED ACADEMIC LITERACY – 2.5 credits

FINANCIAL LITERACY (Class of 2014, 15, 16)

**Computer Literacy** - Methods of meeting this requirement will vary with the student. Various courses will provide computer literacy experience.

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

**High School Proficiency Assessment (HSPA)**

In order to graduate from any high school in New Jersey, students must pass all components of the High School Proficiency Assessment in Language Arts and Mathematics. These tests are administered to juniors or to seniors who do not pass the test as juniors. An alternative assessment of subject area skills is provided to those students who have not passed all sections of the tests by the second semester of their senior year.

**It is imperative that students understand that no diploma will be issued until they pass all three sections of the HSPA.**

**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 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 POLICY**

**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 classwork, daily homework and outside assignments are measures of these competencies.

**II. GRADING SYMBOLS:**

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

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

### 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, 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 R 2664.

### IV. EXAMINATIONS:

End of quarter examinations will be given each quarter in each course during specifically scheduled examinations periods. 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 re-evaluation 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 affect 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.

### VII. REVIEW

The superintendent is directed to establish procedures for yearly review of this policy.

**Semester Course:**  $2 (\text{MP 1 Grade}) + 2 (\text{MP 2 Grade}) + \text{Final Exam Grade} = \text{Final total points}/5$

**Example:** B + C + C+

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

**Full Year Course:**

**MP1Grade + MP2Grade+MP3Grade+MP4Grade + Final Exam Grade = Final total points/5**

**Example:** B+ + B + A + B + B = B+

**Calculation:**  $88 + 84.5 + 96.5 + 84.5 + 84.5 = 438/5 = 87.6$

### VIII. WEIGHTED GRADES:

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

### GRADE SYSTEM EXAMPLE:

% Range	Grade	Numerical Value of Grade (4-0)	Point Value (For Calculating Final Average)
93-100	A	4.00	96.5
90-92	A-	3.67	91
87-89	B+	3.33	88
83-86	B	3.00	84.5
80-82	B-	2.67	81
77-79	C+	2.33	78
73-76	C	2.00	74.5
70-72	C-	1.67	71
67-69	D+	1.33	68
64-66	D	1.00	65
Below 64	F		58

Revised: May 2007

## **IX. CALCULATE GPA:**

To calculate GPA:

- A. The final grades for each course are multiplied by the numerical value of the course grade, provided they take the AP Exam. For AP courses, .5 extra points are added to the numerical value of the course grade.  
**Example:** A in an AP course, provided the AP exam is taken = 4.50. For Honors courses, .35 extra points are added to the numerical value of the course grade.  
**Example:** A in an Honors Weighted course = 4.35.
- B. All of these product are added and then divided by the total number of credits attempted.

## **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.

### **Honor Speakers**

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

## **REPORT CARDS**

All Students will receive a Final Report Card at the end of the year. Parents and Students are encouraged to check Home Logic to monitor progress throughout the year. For assistance with Home logic accounts please contact Sherri DiMarcello (ext. – 7478) 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 2012-2013 CALENDAR DATES**

August 16	Orientation for 8 <sup>th</sup> graders taking classes – 10:00 AM
August 20,21	Staff In-Service days
August 22	Freshmen Orientation
August 22	Staff Preparation - Freshmen PM Session
August 23	Staff and Students – Full Day
<b>September 3</b>	<b>Labor Day Holiday – School Closed</b>
September 6	Back To School Night
September 7	Last Day for Schedule Changes
September 7	Registration deadline for October SAT
September 8	ACT test
<b>September 12</b>	<b>Professional Development – Half Day</b>
September 18	PSAT Registration – Lunch Mods
September 19	North Hunterdon College Fair 6:00 PM
September 19	PSAT Registration – 2:30 to 3:10 PM
September 20	PSAT Registration – 2:30 to 3:10 PM
September 20	New Student Breakfast
September 20	Fall College Night
September 21	Requirements Warning Letter for Seniors
<b>September 26</b>	<b>Yom Kippur – School Closed</b>
Oct. 2,3,4	HSPA test dates
October 5	Registration deadline for November SAT
October 6	SAT test
October 9	Mini-College Fair #1 (6:00-7:30 PM in back gym)
October 9	Peer Mediation Training
October 9,10,11	HSPA Make-Ups (tentative)
<b>October 10</b>	<b>Professional Development – Half Day</b>
October 18	PSAT Prep Assembly – 2:30 PM
October 20	PSAT at Voorhees

October 23	Mini-College Fair #2 (6:00-7:30 PM in back gym)
October 27	ACT test
October 29	1 <sup>st</sup> MP Ends
November 3	SAT test
November 7	Military Day
<b>November 8,9</b>	<b>NJEA Convention – School Closed</b>
<b>November 14</b>	<b>Professional Development – Half Day</b>
November 15	Financial Aid Night – 7 PM
November 16	Senior Warning Letters
<b>November 21 (half day)</b>	<b>Through November 23 (inclusive) – Thanksgiving Recess - School Closed – Senior Breakfast</b>
December 1	SAT test
December 3	Local Scholarship Applications available online
December 8	ACT test
<b>December 12</b>	<b>Professional Development – Half Day</b>
December 18	PRIDE
December 21	Registration deadline for January SAT
<b>December 24</b>	<b>Through January 1 (inclusive) – Winter Recess – School Closed</b>
January 7	Eighth Grade Orientation for Lebanon Twp. Clinton Public & Hampton (Snow Date 1/10)
January 8	Eighth Grade Orientation for Tewksbury, Califon & High Bridge (Snow Date 1/11)
<b>January 9</b>	<b>Professional Development – Half Day</b>
January 9	Eighth Grade Parent Program 7:00 PM (Snow Date 1/10)
January 10,11	Curriculum review with students in history classes
January 11-14	Grade 11 students can submit course requests for schedules in HomeLogic
January 15-17	Grades 9 and 10 students can submit course requests for schedules in HomeLogic
January 18	Course verification forms due to counselors
<b>January 18</b>	<b>2<sup>nd</sup> MP ends – 1<sup>st</sup> Semester Ends – Half Day</b>
<b>January 21</b>	<b>Martin Luther King Jr. Day – School Closed</b>
January 22	8:00-10:00 AM Meeting conferences at VHS for incoming freshman & parents
January 23	12:30-2:45 PM Meeting conferences at VHS for incoming freshman & parents
January 24	8:00-10:00 AM Meeting conferences at VHS for incoming freshman & parents
January 25	12:30-2:45 PM Meeting conferences at VHS for incoming freshman & parents
January 26	SAT test
January 28	8:00-10:00 AM Meeting conferences at VHS for incoming freshman & parents
January 29	12:30-2:45 PM Meeting conferences at VHS for incoming freshman & parents
January 30	8:00-10:00 AM Meeting conferences at VHS for incoming freshman & parents
January 31	12:30-2:45 PM Meeting conferences at VHS for incoming freshman & parents
February 4	Local Scholarship Applications due
<b>February 6</b>	<b>Professional Development – Half Day</b>
February 8	Senior warning letters
February 8	Registration deadline for March SAT
February 9	ACT test
February 9	Military visits (mall area)
<b>February 15 (half day)</b>	<b>Through February 18 (inclusive) - Presidents' Weekend – School Closed</b>
March 5,6,7	HSPA tests
March 6	ASVAB test at Voorhees – all sophomore students will test during HSPA time
March 9	SAT test
March 12,13,14	HSPA Make-Up tests
<b>March 13</b>	<b>Professional Development – Half Day</b>
March 18	Student requests available on HomeLogic
March 21	College Night, Part Two – 7 PM
March 28	3 <sup>rd</sup> MP ends
<b>March 29 - April 5</b>	<b>Spring Recess – School Closed</b>

April 6	Registration deadline for May SAT
April 8-12	Junior groups with students in Biology classes
April 13	ACT test
April 15-19	Sophomore Career Testing
<b>April 17</b>	<b>Professional Development – Half Day</b>
April 26	Sophomore Career Fair
May 1	AP Pre-Gridding 9:00AM
May 3	Registration deadline for June SAT
May 4	SAT test
May 6-17	AP tests
May 14,15	EOC Biology test
May 16,17	EOC Biology Make-Up test
May 24	Letter to sending districts requesting permanent records for rising 9 <sup>th</sup> graders
May 24	Last day for course level changes
<b>May 27</b>	<b>Memorial Day – School Closed</b>
June 1	SAT test
<b>June 7</b>	<b>4<sup>th</sup> MP ends - Last day of school - Graduation</b>
June 8	ACT test

#### COUNSELOR/COUNSELEE ASSIGNMENTS – 2012-2013

	<u>Gr. 9</u>	<u>Gr.10</u>	<u>Gr.11</u>	<u>Gr.12</u>
<b>Ms. Beth Nemeth</b>	Ab-Cz	A-Da	A-Cr	A-C
<b>Ms. Jean DiSalvio</b>	Da-Ir	De-Ha	Cu-H	D-He
<b>Mr. Brian Strauss</b>	Ja-Na	He-Ma	I-N	Hi-Mc
<b>Ms. LoAnn Osmun-Ditzler</b>	NE-Sk	Mc-Sc	O-Sc	Me-Se
<b>Ms. Ann Fresoli</b>	Sm-Z	Se-Z	Se-Z	Sh-Z

#### **Jeffrey Hunt**

Student Assistance Counselor

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

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

## **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 A RE-ADMISSION TO SCHOOL.

## **SPEECH AND LANGUAGE DEVELOPMENT PROGRAM**

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

The Speech Correctionist 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.

## **SPECIAL SERVICES**

### **Role and Function of the Child Study team**

The Voorhees High School Child Study Team is housed in Room 165. 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.

## **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.

### **North Hunterdon-Voorhees Regional High School District Technology Acceptable Use Agreement**

The North Hunterdon-Voorhees Regional High School District is providing computer, network, Internet access to student, faculty, and staff for educational and district business purposes only.

Internet access enables clients to access university library catalogs, online databases, and public domain software. Communication with people globally using e-mail and discussion groups on a multitude of topics are only a few uses for the Internet. The types of information available on the Internet are vast, and not all information available on the Internet is educationally appropriate. The North Hunterdon-Voorhees Regional High School District firmly believes that the information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. In accordance with the "Children's Internet Protection Act" (CIPA), the North Hunterdon-Voorhees Regional High School will use appropriate filtering measures to limit the exposure of students to indecent or objectionable material on the Internet. All students, faculty, and staff using the Internet are expected to exercise caution when accessing information and are reminded that the final responsibility lies with the user.

The North Hunterdon-Voorhees Regional High School District expects anyone using a computer, technology facilities and equipment to use them in such a way as not to violate personal as well as professional data and not to break any laws concerning network and Internet usage. Students and parents must understand that a user who violates any of these provisions will have his/her privileges terminated and future access could be denied. Anyone who commits an illegal act may be subject to criminal prosecution. Access to NHVnet is by unique user ID and password, and users should be aware that use of the technology will be logged and monitored for compliance.

**Please be advised that the consequences for 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.**

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 Use Agreement

1. **Acceptable Use** – NHVnet is to be used for educational purposes and district business. The use of each account must be in support of education and must be consistent with the educational objectives of the North Hunterdon-Voorhees High School District.  
Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state or local regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, racially offensive material, or material protected by trade secret or contract.
2. **Privileges** – The use of any computer facility and the Internet is a privilege. If the terms of this agreement are violated, privileges will be taken away.
3. **Network Etiquette** – Use should be consistent with Board of Education guiding ethical statements and accepted community standards. Clients are expected to be polite and not to use foul or abusive language. The privacy of others must be respected; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Clients **MUST NOT** give their personal address or phone number or the address or phone number of anyone else while on the Internet! Clients should remember that information found on the Internet is theirs to use; however, they assume it is copyrighted material.
4. **Security** – Clients are responsible for maintaining the security of their accounts(s). Using someone else's user ID or password is considered a violation of this agreement and may result in the loss of privileges. Attempts to log on to network resources as a system administrator or any individual or organization other than oneself will result in cancellation of user privileges.
5. **Vandalism and Harassment** – Vandalism is defined as any following:
  - Malicious damage to hardware including but not limited to CPU's, monitors, printers and network wiring.
  - Malicious attempts to harm or destroy data, or programs of another user, Internet or other networks that are connected to the network backbone.
  - The knowing uploading, downloading, dissemination of or the creation of computer viruses.
  - Installations of software without administrative consent.
  - The use of hardware or software tools designed to intercept or interrupt network services.

Harassment is defined as the persistent annoyance of another user, or the interference with another's work. Harassment includes, but is not limited to, the sending of unwanted mail.

6. Use of NHVnet and any attached network in a manner that precludes or significantly hampers its use by others is not allowed. Excessive uses of shared resources such as printing facilities or network file services or the excessive downloading of files is prohibited.
7. All forms of electronic advertising not sanctioned by the Board of Education are prohibited. Using the system for commercial or personal financial gain is prohibited.
8. Users will abide by the rules set down in this document as well as the guiding principles of the District's "Acceptable Use Policy" and any regulations developed by the school administration.
9. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by the Board of Education to restrict access to Internet material shall not be deemed to impose any duty on the Board to regulate the content of material on the network.

The Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing; it will not be responsible for any damages a user suffers. This includes loss of data resulting

from delays, deliveries, miss-delivers; damage caused to personal equipment, or service interruptions caused by the Board of Education's operation of NHVnet, or by the user's errors or omissions. Use of the telecommunications facilities and systems, as well as any information obtained via the Internet is at the user's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through the Internet of telecommunications resources. All users need to consider the source of any information they obtain, and consider how valid that information may be.

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

**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 yours.
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.**

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

**STUDENT**

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

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

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

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

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read and understand the Board of Education's Technology and Computer Agreement. I also understand that this access is for educational purposes, that no attempt is made to restrict access to controversial materials, and that I will not hold the Board of Education responsible for materials acquired on the Internet. Further, **I accept full responsibility for the supervision of my child in the use of NHVnet.** I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

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

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

**\*Note: Please sign and return form inserted in handbook.**

### **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**

One week or more-student must have a note or certification from his physician.

The statement must indicate the date the student is to return to gym. This information is filed on the student's health record in the Nurse's Office. The student may be assigned to the Development and Adaptive Physical Education Program (D & A Program) for this period of time by the physical education teacher after clearance through the Health Office if the D & A Program is available. Less than a week must be approved by the school nurse; pupils should report to gym class, bring a pass from the Health 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
  1. 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 which 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)

**Materials**

- A. Grade Nine
  - 1. Text
    - a. Sizer, Whitney, DeBruyne  
Making Life Choices (West 1994)
  - 2. Films, filmstrips, or videotapes sometimes shown.
    - a. Getting High on Yourself and Drug Abuse (video-tape)
    - b. Human Reproduction (film-McGraw-Hill, 1966)
    - c. V.D. – Prevent It! (film-Alfred Higgons Productions Los Angeles, 1970)
- B. Grades Eleven and Twelve
  - 1. Text
    - a. Sizer, Whitney, DeBruyne  
Making Life Choices (West 1994)
  - 2. Magazines
    - Listen, Pacific Press Publishing Association,  
Mountain View, California.
  - 3. Films, filmstrips, slides, or video-tapes sometimes shown.
    - a. “Life Before Birth” – Slides on fetal development-  
Spenco Corporation, Texas, 1982.
    - b. “Maternity” – slides- The Maternity Center, NY, 1981.
    - c. “When’s the Big Day?” (film on marriage planning)
    - d. “Miracle of Life” (video-tape-NJ Public television, Trenton, 1983)
    - e. “Labor of Love”(film 1979)
    - f. “World of Three” (film on parenting)

Because new, appropriate, and useful instructional materials are published each year, the above life 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 2012-2013 school year are as follows:



- 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.

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.

### **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 feels 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**

- Fine 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 Services 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**

Amnesty International	
Astronomy Club	Teri Bellows
Bible Club	Dave Sullivan
Biology I Advisor	Laurie Hance
Biology II Advisor	Kera Luckhardt
Book Club	Lori Imhof
B.R.I.T.E.	
Chemistry Advisor	Sharon Smith
Consumer Bowl Advisor	Debra Hunt
Dance Troupe	Jessica Clark
Debate Team	
Poetry Club	Terry Leyland
Drama Club	Joe Reynolds
English SAT Advisor	Terry Leyland
Fashion Club	Shelly Michel
French Club	Arlene Natalo
German Club	Maria Meyler
Guitar Club	Mike Crane
Images (Literary Magazine)	Mike Crane, Lori Imhof
Interact/ABLE	Magaly Reluzco

Intramurals	Tony Makoski – Coordinator Basketball – Fall – Mary Louise Rowlin Basketball – Winter – Heidi Hintz Ultimate Frisbee – Fall – Heidi Hintz Open Gym – Fall – Mike Crane, Jessica Clark Ping Pong – Fall – Kristin Stell Fitness – 1 <sup>st</sup> Semester – Lauren Andolino Fitness – 2 <sup>nd</sup> Semester – Mary Louise Rowlin Dance Team – Jessica Clark Floor Hockey – Winter – Bob Angstadt, Kristen Stell Dodgeball – Winter – Carmen Cook Weight Room – Fall – Donna Exley Winter – Eric Hall Spring – Donna Exley
Instrumental Ensemble	Aidan Giannelli
J.P.A. Junior Statesmen of America	
Key Club	Sharon Smith & Nancy Castello
Latin Club	
Marine Fitness Team	Robert Angstadt
Math Competition Club	Dave Sullivan
Math SAT Advisor	Barbara Tusa
Mock Trial	Kathy Manz
Model UN	Jen O'Steen, Reid Kirby
National Honor Society	Laurie Hance
Peer Leadership	Ann Fresoli
Physics Advisor	Paul Wargo
Red Cross Club	Heidi Hintz, Marc McGeehan
S.A.D.D.	Jeff Hunt
Students for Change	Nancy Castello
Science League	Sharon Smith
Ski Club	Kera Luckhardt, Bob Angstadt
Spanish Club	Diana Liscinski
Spectrum	Pam Polt
Stage Manager	Aaron Willsey
Student Council	Angela Exley & Kristen Stell
School Newspaper	Nancy Castello
Student Store	Yosef Pessin
Theatre Coordinator	Nancy Lomas
Valhalla (School Yearbook)	Courtney Thibeault
Varsity Club	Brian Baumann
Video Club	Jeremy Brandt
WHAM Quiz Bowl	Joe Masser
World Lang. Honor Soc.	Magaly Reluzco

## **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 day 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 Audio Visual Center. The announcements must be printed, signed by the advisor of the event or activity and placed in the announcement mailbox which is located in the Audio Visual Center. The advisor's signature indicates that spelling, grammatical construction and content have been checked and approved. Any announcement that has not been signed will not be read.

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

#### **LOST AND FOUND ARTICLES**

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

It is recommended that students use indelible marks on materials and articles of value for identification.

If lost and found articles are not claimed within a reasonable amount of time, they are discarded.

*Note:* The school will not be 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 Administration Office.

## **STUDENT STORE**

Many items needed for school such as notebooks, paper, pens, report covers, slide rules, protractors, and gym bags along with school apparel are available at the student store.

## **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 if all obligations are not met.

All athletic equipment is expected to be returned to the equipment manager 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.

## **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.

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

- Close windows
- Student 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.
- 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 Athletic office. Students must have a Student Automobile Permit Card filled out and signed by their parent or guardian, a valid license and registration. 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. Students are not to bring cars to the automotive shop without written permission from the instructor. 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 **\$25.00 per semester**. 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.

**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 discipline office. **Read** “Rules for Student Parking.” Complete application with signature and return to the Athletic Office. Students must have a driver’s license to register.
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.

Park only as designated by the parking attendants. 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 who are under 18 when they submit a signed note from their parents indicating the reason for request. Students who are 18 may do the above for themselves.
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 student, 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 Administrative Office 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 a form from the Assistant Principal prior to the visit of any guest. The form must be returned 3 days before student visited to obtain permission for visit. On the day of the visit, the student and student guest must report to the office of the Assistant Principal 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.

Type "A" Hot Lunch	\$3.60
Type "A" Soup and Sandwich	\$3.60
Type "A" Cold Salad Bowl	\$3.60
Doubles (protein portion only)	extra

A-la-carte items are also available and include the following:

Milk, tossed salad, sandwiches, soup, pies cakes, ice cream, fruit, yogurt, coffee, tea, juice, canned drinks and a variety of snack items.

No other food, beverage, or snack item may be sold during cafeteria operating hours, Mods 7-14 (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.

## **Payment in the Cafeteria**

The cafeterias at both North Hunterdon and Voorhees High Schools offer an automated point of sale system that allows students to enter a PIN number to access their automated account in order to pay for a meal.

Here is how the system works. Cafeterias have touch screen terminals installed as well as keypads. Students enter their student ID number into the keypad, which brings up their information on the touch screen monitor for the cafeteria worker to see. Information includes the balance on the student's account, if they are enrolled in the free or reduced lunch program, and the student's picture. Cafeteria staff ring up the student's purchase, which is automatically deducted from the student's account as long as money is available in the account.

**Note: Cash is still accepted.**

Parents can make payments to the student's meal account in a few ways:

- 1) Parents can send checks payable to the school's cafeteria directly to Sandy Banks, Food Services Director, at either high school. As checks are received, they will be entered into the student's account.
- 2) Students can also give cash or checks to the cafeteria staff when they are purchasing lunch or snacks.
- 3) Parents can deposit money into a student's account with a credit card through the Nutrikids secure website.

**Note: money left in a student's account at the end of the year will roll over to the next year. Seniors graduating must submit a written request to the cafeteria in order to receive left over funds at the end of the year.**

Prepayment Option Online: NutriKids

The Nutrikids website provides parents a convenient, easy and secure way to deposit money into your child's school meal account at any time. This online prepayment service also provides parents the ability to view your child's account balance through the Nutrikids website, [www.MyNutrikids.com](http://www.MyNutrikids.com). By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.



[Click Here to Go to MyNutriKids.com](http://www.MyNutriKids.com)

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 *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 POLICIES**

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.

### **HEALTH ROOM**

The Health room is on the first floor in room 131 next to the guidance area. The nurse will assist with acute and chronic illness and injuries as needed. All students who become ill during the school day should report to the health office with a pass from their classroom teacher. Students may rest there or may contact their parents to provide transportation home. First aid is given for injuries. Parents will be contacted concerning serious illness or injuries. If a parent is not available, the emergency contact will be notified or, if not available, the student will be taken to Hunterdon Medical Center for care. If injured at school, students will complete an accident form and an insurance form will be sent home.

The North Hunterdon-Voorhees Board of Education requires a physical examination for all ninth grade and transfer students. The New Jersey State Department of Health mandates that all students enrolled in any school in New Jersey be fully immunized according to the following schedule:

- 5 doses of DPT or DT
- 4 doses of Polio
- 1 dose of MMR (after the 1<sup>st</sup> birthday)
- 3 doses of Hepatitis B

The majority of ninth grade students are due for their Diphtheria-Tetanus and Measles –Mumps-Rubella boosters. Transfer students from out-of-state will also be required to have a mantoux test for tuberculosis which can be done by either your private physician or by the school nurse. Families experiencing a hardship and having difficulty making arrangements with a physician can call the nurse for assistance with other arrangements.

If a student intends to participate in a sport, he/she will need to have a current annual physical examination on file in the health office. Each coach will also require a signed parent permission form before a student may participate in a new sport season. All physicals must be reviewed and approved by the school physician before participation may begin.

Students may not carry medication on the school grounds. The school nurse must give all medications to the student. The only medications that may be carried by a student are an asthma inhaler or Epipen for severe allergic reactions. If your child carries an inhaler or epinephrine injection, please notify the school nurse.

If your child is currently taking other types of prescription medication and you wish to have the school nurse give a dose during school hours, please contact the health office. We will need a signed parent permission form and a physician's prescription. It is important that parents (not students) bring the medication to school in the original container, which is appropriately labeled by the pharmacy. A parent permission form is also available which allows the school nurse to dispense over-the-counter medications, such as Tylenol, Advil, antacids, and Pepto Bismol, to your child during the school day.

The health office keeps records of all immunizations, physicals, and hearing and vision screenings. Therefore, the school nurse can complete paperwork for college immunization records, driving vision tests, and working papers if the records are provided at the time of the freshman physical exam. The health office staff also does hearing and vision testing of all tenth grade students on request. Scoliosis exams are offered on a by-yearly basis for all students who have not had a physical exam.

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, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For more information regarding our Harassment, Intimidation and Bullying policy and procedures please click on the following link for Board Polity 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 need to report to their study hall to receive a pass in order to be admitted to the Media Center, resource centers, and the reading/writing lab.
- Students and their parents will be held financially accountable for any school property defaced or destroyed.
- Cell phones may be used in common areas prior to 7:40 am and following dismissal. Students needing make a phone call during the school hours may com to the Main 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 I**

Conference, Detention, and Loss of G.A.I.N. time.

- Failure to follow general rules as listed in Parent/Student Handbook
- Profanity or vulgarity of an incidental type.
- 1<sup>st</sup> Dress Code Violation
- Not logging off computer

### **Level II**

Extended After-School Detention and Loss of G.A.I.N. time, and/or parking privileges.

- Disruptive behavior
- Dress Code violation - 2<sup>nd</sup> Offense
- Technology violations
- Giving away student password for computer access
- Accessing inappropriate sites
- Profanity, gestures or words directed towards another person in a covert manner
- Forgery of notes, passes, etc.
- Cheating, Plagiarism
- Food out of the Cafeteria
- Being in an unauthorized area
- Driving/parking violation-1<sup>st</sup> offense

### **Level III**

One day suspension/two Extended Detentions and Loss of G.A.I.N. time. Legan action may result at the discretion of the Administration

- Truancy
- Disregard of Parking Monitor's directive
- Driving/Parking violation – 2<sup>nd</sup> offense
- Dress code violation – 3<sup>rd</sup> offense
- Possession of tobacco products, matches or a lighter
- Possession of a laser pointer

### **Level IV**

Two-Three Days Suspension/Loss of G.A.I.N. time, and loss of driving/parking privileges – legal action may result at the discretion of the Administration.

- Vandalism (willful or malicious defacing or destruction of school property).
- Insubordination
- 4<sup>th</sup> Dress Code violation
- Petty theft (the unlawful taking of another's property without his/her consent)
- Extortion (to obtain another person's money or property by force, threat or illegal power)
- Gambling
- Leaving school grounds without permission
- Profanity toward staff member

### **Level V**

Three-Five days Suspension, Loss of G.A.I.N. time, and loss of driving/parking privileges – legal action may result at the discretion of the Administration.

- Theft
- Tampering with fire alarm or fire extinguishers, fire doors
- Tampering with defibrillator/AED
- Tampering with security cameras
- Inciting other students to create a disturbance
- Hazing of other students
- Endangering the welfare of students and/or staff

### **Level VI**

Five days Suspension, Loss of G.A.I.N time and loss of driving/parking privileges – legal action may result at the discretion of the Administration.

- Fighting, 1<sup>st</sup> offense

- Harassment/bullying/intimidation
- 6<sup>th</sup> dress code violation
- Possession of a “look alike” weapon
- Possession of pornography
- Possession of fireworks

### **Level VII**

Ten days Suspension, loss of parking/driving privileges, possible recommendation for additional consequences up to and including expulsion – legal action may result at the discretion of the Administration.

- Fighting – 2<sup>nd</sup> offense
- Bias/Hate Crime/Acts
- Gang or group fighting
- Harassment/bullying – ongoing pattern of mistreatment
- Reprisal against anyone who has reported intimidation, harassment, or bullying
- Possession and or use of illegal drugs, including alcohol
- Possession of Drug paraphernalia
- Use of fireworks
- Selling or supplying illegal drugs, including alcohol, to another person
- Possession of dangerous weapons, including knives and homemade devices
- Bomb threat
- Possession of cutting implements such as knives or box cutters
- Arson
- Setting a false fire alarm
- Physical assault of a staff member
- Aggravated assault, assault
- Repeated threats upon students or staff

**\*Police may be called at the discretion of the Administration.**

### **ELECTRONIC DEVICES**

- Cell phones and all other electronic devices such as iPods, media players, etc., are prohibited during the instructional day (7:30 a.m.—2:30 p.m.).
- Laptop/notebook computers are only permitted with prior approval from a teacher and can only be used during that specifically approved class.
- All electronic devices should remain in the students’ backpack/locker until dismissal. Students should use wall clocks and wristwatches, not cell phones, to look up the time.
- Cell phones and other devices will be confiscated from students using them during the school day. Parents must come in to pick up the phones after the confiscation period is over.
- Electronic Devices:
  - 1<sup>st</sup> offense: device may be confiscated for one week/1 extended detention
  - 2<sup>nd</sup> offense: device is confiscated for 2 weeks/3 extended detentions
  - 3<sup>rd</sup> offense: device is confiscated for one month/5 extended detentions
  - 4<sup>th</sup> offense: device is confiscated until the end of the school year/5 extended detentions

### **CUTTING**

Students are expected to attend all scheduled classes. Students cutting a class face the following disciplinary action:

- 1<sup>st</sup> cut – One extended detention
- 2<sup>nd</sup> cut – Two/three extended detention
- 3<sup>rd</sup> cut - Two days suspension
- 4<sup>th</sup> cut - Three days suspension
- 5<sup>th</sup> cut - Five days suspension

## **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.

Procedure to obtain G. A.I.N. time privileges

- 1) Student applies to Guidance Counselor which reviews the criteria and makes the schedule changes if approved.

Criteria includes:

- No failures the previous marking period
- No obligations
- No serious discipline infractions

## **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 (except long term illness)
- 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!

## **STUDENT TOBACCO POSSESSION**

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

Penalties for violation of this policy are as follows:

### **Possession**

- |                |   |  |
|----------------|---|--|
| First Offense  | - | One extended after-school detention                          |
| Second Offense | - | Two extended after-school detention<br>Parental Notification |

Third Offense	-	Third extended after-extended detentions Parental Notification
Fourth Offense	-	Suspension Parental Notification

### **POLICY #5533 SMOKING BY STUDENTS**

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

To promote a healthful and wholesome school atmosphere, any student found smoking in school buildings and grounds and at school sponsored events, on buses or other forms of school transportation will be subject to the following disciplinary action.

Charges to be filed with the Clerk of the Court by the Administration pursuant to N. J. S. A. 26:3D-15 through 26:3D-2D and disciplinary action if appropriate.

### **POLICY #7434 SMOKING BY VISITORS**

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

“NO SMOKING” signs will be posted at each public entrance in accordance with the law. Signs will also indicate violators will be subject to a fine.

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

References        N.J.S.A. 26:3D-55 through 26: 3D-63  
                         N.J.A.C. 6A: 16-1.3

### **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 day 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 5:30 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 5:30 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.

Upon suspension, 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 NUMBERS WITH OTHER STUDENTS.  
STUDENTS WILL BE HELD RESPONSIBLE FOR ANY ARTICLES FOUND IN THEIR LOCKERS.

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

### **SUBSTANCE ABUSE REGULATIONS**

**"Substance"** means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A: 170-25.9, or over-the-counter or prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, or any substance that can cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

1. Any professional staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the Dean of Students, Principal, school nurse, substance awareness coordinator or medical inspector. In the absence of the principal, his or her designee shall be notified, and in instances where the school nurse, medical inspector or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
2. The Principal or his or her designee shall immediately notify the parent or guardian and the Superintendent and arrange for an immediate examination of the student by a school selected physician or a physician selected by the parent or guardian, if that physician is not immediately available, then by the medical inspector. The parent(s) or guardian(s) of the student are required to pick up and accompany the pupil and transport them to the physician of their choice or the emergency room of the nearest hospital for examination. If the parents(s) or guardian(s) are not available, emergency services will be contacted to transport the student to the medical inspector or nearest emergency room for medical examination. The Principal or his or her designee will meet the student at emergency services at the hospital to await the arrival of the parents. Failure to comply with this procedure will be considered a violation of the District Substance Abuse Policy and the student will be suspended out-of-school for ten days.
3. If at the request of the parent or legal guardian, a physician other than the school selected physician or the medical inspector conducts the medical examination, such examination shall not be at the expense of the District Board of Education.
4. Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.
5. The examining physician shall furnish a written report of the medical examination to the parent or guardian of the pupil, and the Principal or his or her designee within twenty-four hours.
6. If the written report of the medical examination is not submitted to the parent or guardian, and Principal or his or her designee within twenty-four hours, the student shall be allowed to return to school with a letter from the examining physician. The letter shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. With his letter, the student will be allowed to remain in school until such time as a positive diagnosis of alcohol or other drug use is received.
7. If there is a positive diagnosis from the medical examination, indicating that the student is under the influence of alcoholic beverages or other drugs, the student shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume, following the suspension, until a written report including a negative substance screen has been submitted to the physician who has examined the student to diagnose alcohol or other drug use. This report shall

certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.

8. Refusal or failure by a parent or guardian to comply with the provisions of N. J. S. A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S. A. 18A:38-25 and 18A:33-31) and or child neglect (N.J.S.A.9.6-1 et seq.) laws.

### **Discipline Procedures**

On the first offense for use of alcohol or other drugs, including controlled dangerous substances and other substances as defined by or identified in the definition in the 5530 Substance Abuse Policy adopted by the Board and N. J. S.A. 18A:40A-9, the student will

1. Receive a suspension of ten days out-of-school. If the parent and the student are cooperative in seeking intervention for a student's problems in the use of alcohol or other drugs which may include but is not limited to a substance use evaluation, as recommended through a staffing (staffing may include Athletic Director, Dean of Students, Student Assistance Counselor); the Principal or Superintendent may reduce the amount of suspension from ten days to five days in order to correct the behavior of the student. Parental participation in the staffing meeting is a pre-requisite 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.
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 and provide written proof to the Student Assistance Counselor of successful completion of evaluation. The student must comply with the recommendations of the outside evaluation or will be unable to return to school. Treatment shall not be at the expense of the Board of Education. 18A:40A-10
4. Be enrolled in an appropriate prevention/education program.

On the third offense

1. Be immediately suspended and may be 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 and provide written proof to the Student Assistance Counselor of successful completion of evaluation. The student must comply with the recommendations of the outside evaluation or will be unable to return to school. Treatment shall not be at the expense of the Board of Education. 18A:40A-10.
4. Be enrolled in an appropriate prevention/education program.

### **Possession and/or Distribution**

For any offense involving possession, distribution or sales of alcohol or other controlled dangerous substances, or over-the-counter or prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, or any substance that can cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, the student will:

1. Be immediately referred to law enforcement officials for appropriate action (per the Memorandum of Agreement between Education and Law Enforcement. July 15, 1997).
2. Be immediately suspended and may be 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 for the purpose of determining a plan of action in dealing with student. The staffing 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. Following all staffing meetings, at which parents/guardians are not present, the Principal shall inform parents/guardians of the conclusions.

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

### **BOARD OF EDUCATION**

#### **POLICY #5531**

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

##### **Statement of Need**

This policy is based on the following facts:

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

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

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

##### **Community Task Force**

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

##### **State and National Trends**

The District's results are consistent with other national and state-wide data. Both New Jersey and the United States as a whole continue to confront both a drug and alcohol problem of significant magnitude in its public schools. According to a recent national survey sponsored by the National Institute on Drug Abuse, although teen drug-use has decreased in recent years it still affects a significant portion of students. Marijuana use among tenth graders remains at thirty percent, with nearly a third of students in that grade report having used the drug. *See* Press Release, National Institute on Drug Abuse, 2002 *Monitoring the Future Survey Shows Decrease in use of Marijuana, Club Drugs, Cigarettes, and Tobacco*, at 2 (Dec. 16,

2002). In New Jersey, data released in 1999 by then-Attorney General John J. Farmer, Jr., shows “virtually no change in young people’s use of alcohol, marijuana, hallucinogens, cocaine, amphetamines and heroin” between 1995 and 1998. See Press Release, New Jersey Department of Law and Public Safety, *State Releases Survey of Substance Abuse Among High School Students*, pg. 1 (Dec. 30, 1999). According to the New Jersey Department of Law and Public Safety, “about four in every five students (78.5%) report the use of alcohol at some time in their lives” that “36.9% (report using marijuana) in the past year(,)” and the most widely used illicit drugs, other than marijuana, are hallucinogens and amphetamines.” New Jersey Department of Law and Public Safety, *Drug and Alcohol Use Among New Jersey High School Students 1999*, pgs. 17-18. The State’s survey moreover reveals that nearly sixty percent of all responding students indicated that parental disapproval would prevent them from using drugs in the first instance.

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

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

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

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

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

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

#### Definitions:

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

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

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

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

Adopted: May 25, 2004

This policy will expire effective June 30, 2006.

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

### **Testing Coordinator**

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

### **Eligibility For Testing**

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

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

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

### **Selection of Students for Testing**

- A confidential testing schedule will be created by the administrations of the High Schools prior to the initiation of the Program to ensure that testing of eligible students is conducted in a manner that is random.
- Testing will only occur on student contact days during the academic year.

- Selection of eligible students for testing will be conducted in a purely and entirely random basis, which will be carried out as follows:
  1. The Testing Coordinator or designee will assign a number to each student eligible for testing.
  2. The Testing Coordinator or designee will receive a list of numbers to be tested.
  3. The Assistant Principal or administrative designee will notify the individual(s) selected for testing (the “Participant”) (in person) and escort the Participant to the location designated by his or her respective High School as the location for testing (the “Testing Site”).
  4. The Testing Site will be at the Participant’s respective High School in an area that has a secured bathroom which will maximize privacy of the Participant.
  5. Alternate student selections will be made in the event of student absence.
  6. The names and/or any other personally identifiable information of the Participants will remain confidential.

**Administering the Test**

- All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all the personal and/or privacy rights of the Participant to the maximum extent possible. The Policy treats a Participant’s test result as a confidential health record pursuant to both federal and state regulations. 42C.F.R. 2.1 and 2.2; N.J.A.C. 6A: 16-1.5. As such, any information obtained by the Program which would identify the Participant as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42C.F.R. – Part II. No testing record of any Participant will be used to initiate or substantiate any criminal charges against a Participant or to conduct any investigation of him or her, and the District will not share Participants’ individual test results with law enforcement authorities.
- Any information transmitted to an approved outside collection agency for testing or processing will not contain any personally identifiable information of the Participant. The approved outside collection agency will oversee the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.
- The approved outside agency will collect specimens from the selected students and forward the specimens to a licensed laboratory for testing. Any information transmitted from an approved outside collection agency to a licensed laboratory for testing or processing will not contain any personally identifiable information of the Participant. The agency may conduct an initial on-site test on the specimen before sending the specimen to the laboratory.
- The Participant shall complete a specimen control form which bears an assigned identification number. This identification number shall be the means for identifying the specimens by all laboratory personnel. Only the designated school personnel shall know the assigned number for each Participant.
- The Participant shall submit saliva, urine and/or breathe specimen according the North Hunterdon-Voorhees Regional High School District Random Alcohol and Drug Testing Written Consent Form.
- Specimens will be kept by the testing facility for at least ninety (90) days pending a request for retesting of a specimen, if any.
- Any Participant unable to produce an adequate specimen during the collection period will be recalled for testing.
- Any attempt by a Participant to tamper with the specimen collection process will deem and constitute the specimen as positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of Participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

**Notification of Testing & Testing Results**

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

### **Consequences**

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

### **When a Random Alcohol or Drug Test is Positive:**

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

**Appeal Procedure**

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

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

**STUDENT RANDOM ALCOHOL AND DRUG CONSENT TO TEST FORM**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
(Parent/Guardian Name – Print)

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

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

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

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

- I plan to participate in the one of the following:
  - Athletic Program
  - Extra-curricular Activity
  - On-campus Parking
- I am volunteering to be placed in the testing pool.

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

**ACTIVITY/ATHLETIC PROGRAM/PARKING PERMIT DROP FORM**

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

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

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

\_\_\_\_\_  
(Student Signature) (Print Name) (Date)

\_\_\_\_\_  
(Parent/Guardian Signature) (Print Name) (Date)

\_\_\_\_\_  
(Advisor Signature) (Print Name) (Date)

\_\_\_\_\_  
(Assistant Principal Signature) (Print Name) (Date)

**SCHOOL BUS BEHAVIOR/PUPIL RESPONSIBILITY**

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

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

Title 18A: 25-2.

- Be on time at designated bus stop. The bus must keep to schedule to insure the safety of other pupils.
- Never stand in the roadway while waiting for the bus.
- Be careful approaching bus stops enroute from home.
- Bus riders shall conduct themselves in a safe manner while waiting.
- Avoid crowding and pushing in getting on or off the bus.
- Do not move toward the bus at the loading zone until the bus comes to a complete stop.
- Never enter or leave the bus while it is in motion.
- Do not destroy or damage property while waiting for the bus. Bus stops may be discontinued for such action.
- On the bus, go immediately to assigned seat and remain there until bus reaches the school.
- Keep arms or other parts of the body inside the bus at all times after entering and until leaving bus.
- Assist in keeping the bus safe and sanitary at all times.
- Obey the driver promptly and cheerfully. He/she has a large responsibility and pupils must help him in his job.
- Loud talking, laughter, or undue confusion tends to divert the driver's attention. Remember 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 serves 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.  
Help look after the comfort of small children.
- Harassment of 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 Center. 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 Assistant Principal 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 and athletic late routes are provided by the Board of Education for students who participate in school sponsored and approved activities after dismissal at 2:25 p.m.

The activity routes are 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.

### **IN THE EVENT THAT A STUDENT DIES DURING THE SCHOOL YEAR...**

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

1. Counselors and staff members will be informed of the death prior to announcing it to students. Faculty will remind students that they are to go to their regularly scheduled classes. Individuals determined by the teaching staff to need additional support may be sent to the guidance area.
2. The Principal or his designee will announce the death over the public address system and have a minute of silent reflection at the regular announcement time.
3. Hours of calling and services will be announced at the regular announcement times.
4. The Student Council will be responsible for a memorial gift or flowers.
5. Students may prearrange to go to services with parents. This will deem an excused absence.

6. In all cases, counseling will be available. Counselors will circulate throughout the school and provide group counseling in the Career Resource Center.
7. Outside counseling services will be available, if needed.

#### **GIFTED AND TALENTED PROGRAM**

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

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

**Participation:** Any student desiring to participate more fully in enrichment activities should sign up for specific areas with Mrs. Crawford-Jones in the Gateway office.

#### **GRADE-LEVEL OPPORTUNITIES**

**All Grade Levels: Contests,** awards for 100 hours volunteer service, Amazing Kids in Business, scholarships, and leadership programs and ethnic opportunities.

**Tenth:** Horatio Alger Scholarship; fall, Hugh O'Brian (HOBY) Leadership; spring, Hunterdon Tomorrow.

**Eleventh:** Governor's Schools, New Jersey Scholar; Discover Card, Horatio Alger, and NJ Junior Miss Scholarship, Rotary Youth Leadership Awards, U. S. Senate and other leadership programs.

**Twelfth:** A variety of academic scholarship and leadership opportunities- McDonald's, Ray A. Kroc, Robert Byrd, and so much more.

#### **Age of Majority**

A student who is eighteen years of age may be allowed to sign into or out of school for either late arrival or early dismissal provided he or she completes an Age of Majority Form which is available in the Principal's Office. In accordance with Board of Education Policy No. 524, the student will be responsible for providing verification for absences and will be responsible for any make-up assignments. The student will be responsible for meeting Board of Education attendance and graduation requirements.