

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT

DISTRICT BELIEF STATEMENTS

- We believe in the worth and dignity of each person.
- We believe that all students are entitled to the opportunity to maximize their talents and abilities.
- We believe that students thrive in a learning environment that facilitates self-discovery, exploration, and intellectual risk-taking.
- We believe that a quality education is a life-long process that fosters academic and cultural understanding.
- We believe that an effective education is a shared responsibility by all persons, groups, and organizations within our community.
- We believe that we have the obligation to nurture a culture of respect that honors the uniqueness of the individual and fosters responsibility toward the community and the environment.
- We believe that an effective educational system anticipates, plans and acts in response to a changing world.

DISTRICT MISSION STATEMENT

The mission of the Hopewell Valley Regional School District, in partnership with the community, is to provide a comprehensive, caring educational experience which:

- Nurtures the unique talents of each individual
- Creates a fulfilled, socially responsible, life-long learner
- Develops confidence and capabilities to face the challenges of a rapidly changing world
- Promotes a culture of respect which values diversity
- As partners, we will provide sufficient resources and a talented, committed staff that creates a safe environment where all individuals flourish.

HOPEWELL VALLEY REGIONAL BOARD OF EDUCATION

Mel Myers President

Aaron Tellier, Vice-President

Roy Dollard

Stephen Keen

Judith Lindenberger

Daniel O'Connor

Leigh Ann Peterson

Lisa Wolff

James Wulf

Colin Montemarano - Student Representative

ADMINISTRATION

Dr. Thomas Smith Superintendent

Richard Lang Asst. Superintendent

Michael Daher CHS Principal

Dr. Ida Marie Chiaradia CHS Vice Principal

Lyndell K. Davis CHS Vice Principal

Kiki Enderle..... CHS Athletic Director
 John McGinley CHS Interim Athletic Director
 Robert Colavita Board Secretary
 Dr. Celeste Curley..... Director of Pupil Services
 Lori Barnett Director of Curriculum and Instruction

SUPERVISORS (ALL K-12 UNLESS NOTED)

Douglas W. Brower Business Education/Technology/ Practical Arts
 Frank Fusco English
 Kiki Enderle Wellness
 John McGinley Interim Supervisor Wellness
 Peter J. Griffin Visual and Performing Arts
 Rafael Meulener World Languages
 Christine Abrahams Counseling Services
 Isabelle Richards (6 -12) Learning Resources
 Peter James Mathematics
 Jack Wolff Social Studies
 Mary Yeomans Science
 Amy Orlando Special Projects

I. COUNSELING SERVICES

Counseling Services is an integral part of the school's total education program. There is a commitment to individual uniqueness and the maximum development of student potential. Your school counselor is an educational specialist who is available to assist you in the areas of academic planning and placement, and /or career planning and placement. Your school counselor is also available to assist you with a wide range of concerns such as peer relations, separation and divorce, substance abuse, depression/suicidal ideation, abuse, and/or the death of a family member or friend.

SCHOOL COUNSELOR ASSIGNMENTS FOR 2009-2010

<u>Counselor</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Ms. Buono	A - Corrado	A - De	A – E	A - Dember
Ms. Getman	Cre - Ha	Do - Hol	F – H	Devlin - Hite
Mr. Stuhlmuller	He - McCarthy	Hop - McCabe	I – N	Hoeffel - McKeon
Ms. Clark	McFadden- Rossi	McCarthy- R	O - Simonian	Meer - Savino
Mr. Mormile	Royer - Z	S - Z	Slover - Z	Scannella - Z

Mr. Mormile will be the counselor to all Vo-Tech students.

ARRANGING A CONFERENCE

The importance of making personal contact with your school counselor cannot be stressed too strongly. Do not wait for your school counselor to call you to get acquainted. Take the initiative to make appointments regularly throughout your high school experience.

In order to serve you more effectively, you are requested to schedule an appointment with your assigned school counselor. Conference request forms are available in the counseling services office. Completed forms may be left with the counseling secretary, or deposited in the school counselor's mailbox located in the reception area.

COLLEGE AND CAREER PLANNING

Pre-College Group Series

In addition to individual counseling during the junior and senior years, the counseling staff provides a pre-college group series on such topics as the Preliminary Scholastic Aptitude Test (PSAT), the college admissions testing program, what a college looks for in selecting a student, what students look for in selecting a college, and resources for college planning.

A similar series is offered to parents in the evening. Additional topics include financial aid, post-secondary options for learning disabled students, and post-secondary planning for student athletes. Check the District's website and the counseling website for specific dates and times.

College Admissions Testing Program

The College Entrance Examination Board has established the following test dates for 2009-2010:

September 12, 2009.....	ACT
October 10, 2009.....	SAT I and II*
October 17, 2009	PSAT /National Merit Qualifying test
October 24, 2009.....	ACT*
November 7, 2009.....	SAT I and II
December 5, 2009.....	SAT I and II
December 12 2009.....	ACT
January 23, 2010.....	SAT I and II
February 6, 2010	ACT
March 13, 2010	SAT I*
April 10, 2010	ACT
May 1, 2010.....	SAT I and II
June 5, 2010.....	SAT I and II*
June 12, 2010.....	ACT*
March 2, 3, 4, 2010	HSPA Regular Test
March 9 ,10,11, 2010	HSPA Make-up Test
May 3 - 7, 2010	Advanced Placement Exams
May 10 - 14, 2010	Advanced Placement Exams

*Denotes dates HVCHS is a test center. Please contact your school counselor for the location of other test centers.

Hopewell Valley's code number for both the College Board and the American College Testing (ACT) program is 311165.

A Special Message About the PSAT/NMSQT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered in October to high school juniors. It is an optional test and is not used by colleges for admission consideration; rather, it serves as a practice test for the Scholastic Aptitude Test (SAT).

CHS, along with many other schools, allows sophomores to take the PSAT. If you are a sophomore whose plans include college, you are encouraged to do so. Sophomores who take the test have the advantage of having had one more practice experience at least a year and a half before taking the SATs in the spring of the junior year. This is an ideal period for test preparation, and remember, the benefits received from any test preparation program depend most on your individual commitment to time and hard work.

College and Career Conferences

During the school year, career and college representatives visit CHS for the purpose of talking with interested junior and senior students about the career opportunities and college programs. The high school and counseling websites and daily bulletin will carry announcements of these conferences.

Students interested in attending a career or college conference must sign up in the counseling office, obtain a pass, and secure the signatures of the school counselor and the teacher whose class would be missed.

TRANSCRIPTS AND OTHER RECORDS

Transcripts

Transcripts are requested by employers, colleges, and other institutions. All requests for a transcript(s) require that you and/or your parent(s) complete a transcript request card. During the peak of the transcript season, it may take two to three weeks before your record is sent. **To avoid delays, your school counselor and the counseling secretary must have your request for transcript(s) at least two weeks before the deadline date.**

Working Papers

The state labor laws require any employer who employs a minor under 18 years of age to have working papers. Instructions and required forms are available in the counseling office.

Student Firefighter and First Aid Squad Member Information

A number of our students are active members of local volunteer fire departments or first aid squads. The school recognizes and appreciates their service to our communities and wishes to support their efforts, but in a way that causes the least possible disruption to the school program. To accomplish this, we have developed guidelines for student firefighters in concert with fire officials. This is also applicable to first aid squad members.

The student firefighter or squad member must be on the approved school individual response list. To qualify for this privilege, a permission form must be completed and accepted by Mr. Doug Brower and school administration. Forms are available in the main office.

II. ACADEMIC INFORMATION

STUDENT GRADING SYSTEM

A NUMERICAL SCORE WITH THE RANGE OF 0-100 WILL BE USED TO REPORT STUDENT ACHIEVEMENT.

<u>Score</u>	<u>Letter Grade Range</u>	<u>Standard</u>
96 -100	A	Superior
90 - 95	A-	
87 - 89	B+	
83 - 86	B	Above Average
80 - 82	B-	
77 - 79	C+	
73 - 76	C	Average
70 - 72	C-	
65 - 69	D	Below Average
60 - 64	D-	
0 - 59	F	Failing
	P	Pass
	I	Incomplete*
	X	Excused
	W	Withdrawn

Incomplete grades will be given only in cases of extended illness or situations approved by the high school administration. When the marking period ends and a student's work is not completed, the classroom teacher will average all grades for the marking period including zeros for the missing work. The student will have the same number of days to make up the missing work as the days of excused

absences. After the time for authorized makeup has passed, the marking period grade will remain unchanged.

In order for a student to pass a course successfully, the following requirements must be met:

- A. Full Year Course - A student must achieve an accumulated average of 60 to achieve a passing grade in a full year course. To determine a student's final average on a full year course the following formula is to be used: marking period numerical score x 1, mid-term and final exam scores x .5, add the combined scores, and divide by number of grades.
- B. Semester Course - A student must achieve an accumulated average of 60 to achieve a passing grade in a semester course. To determine a student's final average in a semester course the following formula is to be used: marking period score x 1, exam score x .5, add the combined scores, and divide by number of grades.

Testing Dates (HVCHS as Test Center)

PSAT	October 17	Saturday
SAT I and II	October 10	Saturday
SAT I	March 13	Saturday
SAT I and II	June 5	Saturday

ACADEMIC INTEGRITY

Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the high school administration. Records of cheating by students will be maintained throughout a student's full four years of attendance. See "Glossary of Infractions" for more information.

EXAMINATIONS

Mid-term and final exams will be averaged together to make one-fifth of the final average in each subject. Seniors are eligible for exemption for their final exams under the following conditions:

- (1) The average for exemption is 89.5.
- (2) Seniors who receive an F (59.0 or lower) for a marking period grade or a mid-term exam grade will not be eligible for exemption in that course.
- (3) Any senior student accorded exemption status must, in good faith, complete all major requirements of the course in order to maintain exemption status.
- (4) The student's attendance record in the fourth marking period will also be considered.

GRADE POINT AVERAGE

The grade point average, computed at the end of the sixth and seventh semesters, includes all subjects in which a student receives a numerical grade. This cumulative GPA is weighted with five additional points added to each honors level course final grade and eight points added to each advanced placement course final grade. "Add on" points will not be given for grades below a 70. Placement into these courses is highly selective rather than elective. Note: Only the cumulative semester GPA incorporates these weightings. Final course grades posted on the academic transcript are actual grades earned in the course. Students are not assigned a rank in class.

REPORT CARDS - HONOR ROLL

Report cards are issued in homeroom about one week following the end of each nine-week period. Final grade reports are mailed. If you have incomplete grades, you will be allowed the number of days absent to make up work. In all cases, the incomplete grade must be changed by the fourth week of the next marking period. If you achieve an 85 average and no grade lower than a 78 for the marking period, you will be included in the Honor Roll. If you achieve a 90 average or better and no grade lower than an 85, you will be awarded a place on the High Honor Roll.

TESTAMUR

The Testamur award is presented by the Hopewell Valley Board of Education to students who achieve at a superior level in a required core of subjects specified for College Preparation, Business Education, or Vocational Education. The core requirements recommended for each of the testamur areas are included in your Program of Studies.

NATIONAL HONOR SOCIETY

Membership in the Hopewell Valley Central High School Chapter of the National Honor Society is clear evidence of a student's achievements in both the school and community. Students are selected based on the nationally recognized areas of scholarship, service, leadership, and character upon which the society was created. This is one of the highest honors a high school student can achieve; therefore, we have established the following guidelines for selection and membership.

Selection Procedures

In the fall of each school year, a list of academically eligible juniors and seniors will be compiled. Students will be required to have a minimum weighted GPA of 91.01. All eligible students meeting the criteria will be invited to a mandatory informational meeting where all materials for application will be distributed and discussed.

Those students intending to make an application should be aware of the following criteria upon which they will be assessed:

- 10 hours of documented community service must be completed prior to application date. This must also include one letter of support.
- A written faculty recommendation must be obtained in support of the candidate's leadership and character.
- A 250-300 word essay on leadership is due with the application.
- Faculty will complete confidential rating forms to evaluate candidates in the areas of leadership and character.
- A review of the candidate's discipline and attendance records.

A panel of faculty members will conduct a final review of all applications and rating forms. Candidates who meet the scholarship, service, leadership, and character requirements and who obtain the required faculty rating score, will be recommended for induction unless a majority of the faculty selection committee declines to recommend.

Maintaining Membership

All students selected to the National Honor Society will be required to complete mandatory service and tutoring hours as well as maintaining good disciplinary and attendance records. Students unable to maintain the standards by which they are selected may be removed from the honor society or placed on probation at the discretion of the principal.

Officers

The following students are the officers and advisors of the National Honor Society for the 2009-2010 school year.

President..... Sarah Hirsh
Vice President..... Spencer Caton
Secretary..... Kent Stratton
Service Chair Anna Wagner
Tutor Chair Arjan Ahluwalia
Advisors Ms. Cavanaugh and Ms. Cell

III. EXTRACURRICULAR INFORMATION

STUDENT AND CLASS GOVERNMENT

The student voice in the operation of the school community is expressed through your Student Council and your class officers. The Student Council organizes many social activities within the school and is an activity which encourages student leadership. The Student Council acts as a liaison between the school administration and the student body.

If you wish to participate in Student Council, please contact any member of the Student Council Executive Board.

STUDENT COUNCIL OFFICERS 2008-2009

President..... Wren Sieber
Vice President..... Dan Hageman
Secretary..... Carrie Fippinger
Treasurer Lauren Colasanti
Representative to Board of Education..... Colin Montemarano
Student Council Members
Justin Baumann (10), Andrew Blumenthal (10), Jennifer Cibulskis (11), Kelsey Dunne (10), Meghan Finnegan (10), Aaron Frankel (12), Joey Gambino (9), Jenn Goldman (11), Megan Haggerty (11), Tyler Hoppe (10), Juliana Jung (12), Alex Katz (11), Kari Lang (11), Elizabeth Neary (12), Casey Parrett (9), Kevin Roveda (11), Maryanna Santin (11), Audrey Schlette (12), Caitlin Sing (12), Eleanor Yusko (11).
Faculty Advisors..... Ms. Misiak and Ms. Darcy

Though each of us at Hopewell Valley will have our own unique experiences this year, we will all have the same opportunities our school provides and the anticipation of a new year. The student council is especially looking forward to making Hopewell traditions the best they can be. You can help this year by becoming a fan of HoVal Stud Con on Facebook and providing us with comments on the discussion boards. Your involvement and spirit is what will make the difference.

Freshmen: Welcome to Central High. Once you get through finding your way through the hallways and learning the difference between the senior and junior lot, you will be well on your way to fitting in. The best advice is to try out new things and get involved. Hopewell has so many clubs and sports to offer, and taking advantage of them is the best way to meet other students and enjoy yourself.

Sophomores: This year should be pretty relaxing; you know the swing of things, you aren't new to the school anymore, and are far enough away from college to not stress. It's the best time to get involved, because in another year things will start to fly by.

Juniors: This is probably the most intense year of high school. I'm sure you've been told numerous times that this is the year that colleges care about. It's also the year you take SATs and begin your college search. Keep up your work ethic. Not only will hard work pay off but you can enjoy yourself so much more once you've pushed through a tough year.

Seniors: I'm sure I don't need to tell you that the year before us should be an exciting one. Besides for the worry of big envelopes versus small, we have a lot of fun ahead of us this year. Every game, dance, and meeting brings us that much closer to our last, here at Hopewell Valley Central High.

Good luck to all of you and I hope you enjoy 2009-2010 as much as possible.

Wren Sieber
Student Council President

SENIOR CLASS OFFICERS - CLASS OF 2010

PresidentChristina Benn
Vice President Robert Henderson
SecretaryAngela Dunay
Treasurer Lauren Nespoli
Liaison Lindsay Maida
HistorianJacqueline Savino and Megan Wall
Faculty Advisors Ms. Getman and Ms. Sabo

JUNIOR CLASS OFFICERS - CLASS OF 2011

PresidentNatalie Santos
Vice President Libby Ordonez
Secretary Ali Valcarcel
TreasurerSara Hopkins
LiaisonMelissa Helmstetter
Historians.....Casey Schoenholtz and Cassie Whitbread
Faculty Advisors Ms. Carrigan and Ms. Claps

SOPHOMORE CLASS OFFICERS - CLASS OF 2012

President David Kilstein
Vice President Tom Hageman
Secretary Ryan Heiser
Treasurer Ryan Murphy
Liaison.....Jacob Camins-Esakov
Historians.....Rohit Purandee and Wyatt Sarafin
Faculty Advisors Ms. Kincaid and Ms. Levy

FRESHMAN CLASS OFFICERS - CLASS OF 2012

PresidentRia Sabnis
Vice President Mandy Lee
Secretary Charlotte Prud'Homme
TreasurerHina Afridi
Liaison Megan Hill
Historians.....Sarah Ehrenberg and Lauren Maida
Faculty Advisors Ms. Jamie Courts and Mr. Nick Johnson

STUDENT CLUBS AND ACTIVITIES

You are invited to become involved in the school clubs and activities program. The extent of the club offerings will depend upon student interest and teacher sponsorship. Any student who wishes to form a new club should consult with the CHS administration. A complete list of activities, including sign-up procedures, will be provided during the first weeks of school. Some of the clubs and activities offered are:

All State Chorus Mr. Winnie
Art Club Dr. O'Boyle
Bible Club Mr. Bello

Big Brothers/Big Sisters.....	Ms. Lucci
Bulldog News (school newspaper)	Ms. Claps
Centralogue (yearbook).....	Mr. Losch
Certamen (Junior Classical League)	Ms. LaPorte
Chess Club	Mr. Paull
Club for the Cure.....	Ms. Rivera
Color Guard	Ms. Huereca
Debate Club.....	Mr. Sherwin
DECA.....	Ms. McLaughlin
Elias Club.....	Mr. Parkinson
Fall Play/ Spring Play.....	Ms. Hatch
Firefighters/First Aid Squad Club.....	Mr. Brower
France Exchange Club	Ms. Bonnell
Gay Straight Alliance	Ms. Silverman
German Club.....	Ms. Lilly and Ms. Schoen
Guidance Ambassadors	Ms. Buono
Japanese Club.....	Ms. Barzilai
Jazz Ensemble.....	Mr. Schwartz
Key Club	Mr. Steinberg
Kids for Kids.....	Ms. Cell
Magic Club	Mr. Karlin
Marching Band.....	Mr. Schwartz and Mr. Parkinson
Martial Arts Club	Mr. Manning
Math League	Mr. Steinberg
Model United Nations Club	Mr. Tkacs
Model W.H.O.(World Health Organization).....	Mr. Angwenyi and Dr. Rankel
National Honor Society	Ms. Cavanaugh and Ms. Cell
PANDA.....	Ms. Iarussi
Peer Leadership.....	Ms. Dolan and Mr. Parkinson
Peer Mediators.....	Ms. Cell
Photography Club	Ms. McGrath
Recycling Club.....	Ms. McGrath
Region Band	Mr. Schwartz
Region Chorus	Mr. Winnie
Region Orchestra.....	Ms. Morse
ROBOTICS	Mr. Delaney and Mr. Tournegard
Science League	Ms. Lucci
Second Act (Literary/Fine Arts Magazine).....	Dr. O'Boyle and Ms. Solomon
Spain Exchange Club	Ms. Kincaid
Special Olympics	Ms. Cardinale
TATU – Teens Against Tobacco Use	Ms. Getman
Table Tennis Club.....	Mr. Tkacs
Volleyball Club	Ms. Bessellieu

Winter Musical Ms. Potucek
Youth Environmental Society..... Ms. Holstein and Ms. Sherwin

BP 5320 Student Conduct and Extracurricular Activities

Under BP 5300, students are required to abide by all board policies and rules of behavior during all times they are subject to the school district's jurisdiction. Compliance with building based rules of conduct becomes especially important during extracurricular activities, when normal school day organizational structures and supports may not be present, where higher risk physical activities may be undertaken, or where a more relaxed environment is deliberately established to enhance the student's experience during the activity.

In addition to behavioral codes that are enforced by disciplinary actions, all extracurricular activities may include safety, health, and personal commitment related standards of eligibility for continued participation. A student breaching such standards may be excluded from participation in the extracurricular activity in a non-disciplinary action until the condition giving rise to the exclusion is ameliorated. Accordingly, breaches of behavioral standards and breaches of prohibitions on the use of tobacco, alcohol, and controlled substances, and all verbal or physical threats, harassment, abuse and fighting or scuffling will be examined in each instance for non-disciplinary exclusion in a manner consistent with the eligibility standards and procedures set forth in the particular activity code.

For each extracurricular activity classified as category 1, 2 or 3 under BP 5500, the building principal shall cause a specific code of conduct and a form of participant contract to be promulgated, the code shall clearly set forth the eligibility standards for participation, expectations for each participant's behavior, specific training, and non-training rules as may be required and a schedule of consequences for breach of such rules, as well as an internal appeal process.

BP 5319 Conduct Related Exclusion From Extracurricular Events

Any person attending a youth sports event or other event that is part of a regular curricular activity or extracurricular activity who (1) engages in verbal or physical threats or abuse aimed at any student, coach, official, parent, or other person in attendance, or (2) initiates a fight or scuffle with any student, coach, official, parent or other person, may be barred from further attendance at that or any subsequent similar event. Written notice of this policy shall be prominently posted at each event venue.

BP 5500 Student Extracurricular Activities and Related Organizations

All student extracurricular activities of the school district shall be identified as such in all descriptive and promotional literature. Each extracurricular activity above grade level 5 shall be classified and likewise identified by the building principal in one of the following categories:

1. Team or Individual competitive – interscholastic
2. Team or Individual competitive – intramural
3. Team based non-competitive-club
4. Non-team based club or social organization

Participation and continued eligibility for participation in activities classified under categories 1 or 2 shall be in accordance with written eligibility standards and rules established pursuant to state law or pursuant to district policy, and may include reasonable eligibility standards relating to academic standing, possession and/or demonstration of the requisite skills, personal commitment, and health necessary for safe participation, given the nature of the team activity and the risks associated with the activity. Participation and continued eligibility for participation in activities classified under category 3 may be conditioned upon reasonable eligibility standards relating to academic standing, possession, and/or demonstration of the personal commitment, and health necessary for safe participation. Participation and continued eligibility for participation in activities classified under category 4 may be conditioned upon reasonable eligibility standards relating to possession of the health necessary for safe participation.

All extracurricular activities are subject to the provisions of board policies relating to student discipline,

including but not limited to BP 5300, 5301, and 5320. All eligibility and continued participation standards shall include simple provisions for due process of non-disciplinary eligibility disputes by the supervisor or director of the activity or in such other manner as shall be approved by the building principal. All eligibility standards and rules governing continued participation shall be provided in writing to each participant on or before the start of the activity in each school year.

The formation of any and all organizations within a school must have the approval of the principal and the superintendent. Organizational by-laws shall require that students shall conduct themselves in keeping with the policies of the board of education and the school building conduct codes during all extracurricular organizational activities. Social events conducted under the auspices of school organizations must be approved by the building principal.

BP 5501 Student Activities Literature Distribution

During school hours, the distribution of literature relating to activities available to students shall be limited to literature provided in conjunction with regular curricular course content, or relating to those activities that have been designated by the Board as extracurricular activities of the school district. Those community based non-profit organizations sponsoring activities that supplement and augment the educational program or that provide recreational programs for the school age children (of the community) as school approved extracurricular activities or otherwise in joint partnership with the school district may be granted permission to distribute flyers or other printed materials announcing pertinent information about the activities, or information explaining or promoting the activities to students. The grant of such permission shall be subject to the approval of the superintendent of schools or his/her designee.

ATHLETICS

Hopewell Valley Central High School is proud of its athletic program and looks forward to the continued growth of its athletic traditions. At the present time, the following sports are offered:

Fall 2009	Winter 2009/2010	Spring 2010
Varsity/JV/Frosh Football	Varsity/JV/Frosh Boys Basketball	Varsity/JV Baseball
Varsity/JV/Frosh Boys Soccer	Varsity/JV/Frosh Girls Basketball	Varsity/JV Softball
Varsity/JV/Frosh Girls Soccer	Ice Hockey	GirlsTrack
Varsity/JV/Frosh Field Hockey	Wrestling	Boys Track
Varsity/JV Girls Tennis	Boys Swimming	Boys Tennis
Boys Cross Country	Girls Swimming	Golf
Girls Cross Country	Winter Track – Boys	V/JV/Frosh Boys Lacrosse
Varsity/JV Cheerleading	Winter Track – Girls	V/JV Girls Lacrosse
	Varsity Cheerleading	

Announcements will be made when each of these team sports begins practice. Athletic events are an important part of high school life and you are encouraged to participate both as an athlete and as a Bulldog fan. You can help insure everyone's enjoyment of the game by showing courtesy to all around you. All school rules are in effect for those attending athletic events and all other activities.

Hopewell Valley Central High School is a charter member of the Colonial Valley Conference.

Intramural sports offerings will be announced during the year.

ATHLETIC CODE

Student Responsibilities

Athletic Eligibility

Eligible if a student has not reached the age of 19 prior to September 1

- Eligible during the first semester (September 1 to January 31) if a student has passed 25% of the credits required by the State of New Jersey for graduation during the immediately preceding academic year (27.5 credits).

- Eligible for second semester (February 1 - June 30) if a student has passed the equivalent of 12 1/2% of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31) (13.75 credits).
- To determine credits passed during the immediately preceding semester full year courses shall be equal to one half of the total credits to be gained for the full year.
- Eligible immediately if transferred because of change of residence to another public secondary school district by parents or as approved by the executive committee.
- Eligible if no influence was used to retain or recruit the student
- Eligible to represent his/her present school, if a student's parents move to another public school district maintaining a secondary school of equal grade or higher, provided student remains properly enrolled; any subsequent transfer will be subject to the transfer provisions.
- Not eligible after the completion of eight (8) semesters following a student's entrance into the ninth grade
- Not eligible after the class in which a student originally enrolled graduated, regardless of transfer from any school during the 3 or 4 year period

Team-Associated Students' Code of Conduct

All team-associated students are subject to the athletic code only during the season (fall, winter, spring) in which they participate in athletics. However, all students, whether or not Team-Associated, are subject at all times to the full range of rules, regulations, and sanctions set forth in the Hopewell Valley Regional School District Board Policy Book, Central High School Student Handbook, and Timberlane Student Handbook. "This Team-Associated Student's Code of Conduct" is issued as a part of the high school and middle school's student behavior code, which in turn is issued in compliance with Hopewell Valley Regional School District Policy BP 5300. Team-Associated students and parents must recognize that this Code of Conduct is as binding on these students as the student handbook is binding on all students.

A "Team-Associated student" is defined as one involved in the secondary athletic program as an athlete, manager, statistician, and/or student trainer, or such other position as may be designated from time to time by the athletic director.

An "athletic season" extends from the first day of practice to the final interscholastic event, including playoffs.

Expectations of Team-Associated Students

Each team-associated student shall:

- Recognize his or her obligation to abide by all rules of student conduct as outlined in the Central High School Student Handbook, the Hopewell Valley Regional School District Board Policy Book and the Athletic Code
- Recognize and understand the privilege of being a Team-Associated student and assume the responsibilities that go with it
- Take the buses provided by the school district to and from each athletic contest unless the athletic office has received a written note from a parent/guardian allowing the athlete to return home with them. The written note must be supplied before each contest.
- Abide by correct health and training routines
- Be a team player and avoid actions that are detrimental to the unity of the team
- Represent the school in a positive manner in appearance, conduct, and performance
- Respect the role of spectators, coaches and officials in his or her specific sport
- Respect his or her teammates and not participate in hazing of any kind.
- Understand that "academics" come first. Athletics, as important as they may be, are but a part of the education process
- Be permitted, at the discretion of the coach, to compete in outside competition, remembering that

high school athletics come first. Students who compete on outside teams should have the director of the league or team contact the high school coach or athletic department to clarify training regulations or other issues prior to the beginning of each season.

Conditions for Athletic Participation by Team-Associated Students

- If a team-associated student is late to practice because of academic reasons, the student must bring a note from the teacher stating the time of dismissal.
- If a team-associated student has detention, Extended Weekday Detention, or Extended Saturday Detention, after serving the required time the student will then report to the coach for proper assignment and must bring a note from that teacher. Past due disciplinary sanctions will result in loss of practice and playing time until the team-associated student is in good standing.
- If a team-associated student is tardy to school and does not serve four hours of instruction or classroom time, the student cannot practice or play that day or evening. Exceptions can be exercised at the discretion of the attendance officer or with prior approval of the administration.
- If a team-associated student fails to participate in a scheduled wellness class for medical reasons, the student may not participate in practices, scrimmages, or games that day or evening.
- If a team-associated student is suspended from school, the student will not be permitted to practice or play during that period of suspension.

Sanctions for Violations of the Athletic Code - Non-Training NJSIAA sanctioned event

- Ejection for misconduct (2 game suspension as per NJSIAA rules)
- Profanity (2 game suspension as per NJSIAA rules)
- Conduct unbecoming an athlete
 - First offense - 2 game suspension as per NJSIAA rules
 - Second offense - 4 game suspension as per NJSIAA rules

TRAINING RULES AND SANCTIONS

During an athletic season, no Team-Associated student shall use, possess, or distribute tobacco, alcohol and other drugs including any chemical which releases vapor or fumes, prescription drugs except those for which use in school has been properly authorized (see school nurse or student handbook), and anabolic steroids. The school district considers prohibited substance use to pose singular medical and functional risks to student athletes and associated team personnel. It will utilize the full extent of its authority over private conduct under BP 5301 and over school property under BP 5302 for creating a safe and healthy environment for all participants in its athletic programs. The following sanctions are based upon the existing policies of the school district and the general building code of conduct, and are repeated here as a specific part of this code:

Tobacco

- | | |
|-----------------|---|
| First Offense | 4-day Athletic exclusion in addition to Central High School discipline sanction given by administration |
| Second Offense: | 10-day Athletic exclusion plus Central High School discipline sanction |
| Third Offense: | Athletic season suspension |

Alcohol and Other Drugs

- | | |
|-----------------|---|
| First Offense: | 10-day out-of-school suspension, 30 day extra-curricular activity suspension as per District policy |
| Second Offense: | Immediate suspension; expulsion proceedings begin |

Every team-associated student found to have violated the alcohol or drug provisions of these training rules shall be referred to the district's substance abuse counselor. The counselor shall designate appropriate treatment and may recommend participation in the designated treatment.

Notwithstanding a team-associated student's second drug offense or third alcohol offense, the substance abuse counselor may recommend that the student's eligibility be restored/denied upon

certified completion of a designated treatment program, completion of all Board sanctions, and upon satisfactory completion of administrative re-entry protocols. A student who has committed more than two drug offenses or three alcohol offenses shall not be eligible for restoration.

According to Board Policy 5300, any violations that impact a student athlete's participation shall be decided by the athletic director, building administration in consultation with the coach.

Upon the request of a team-associated student sanctioned for a training rule violation, or upon the request of a parent/guardian of such student, the director of athletics shall inform the student or parent/guardian of the potential sanctions for subsequent offenses. Such potential sanctions shall be consistent with the above guidelines.

SANCTIONS FOR PRACTICE ATTENDANCE VIOLATIONS

Pre-season, in-season, and weekends

- 1st offense - coach's discretion
- 2nd offense - one game suspension at the coach's discretion
- 3rd offense - one week suspension at the coach's discretion
- 4th offense - meeting with athletic director and parents for dismissal

School vacations

- A three to four day (consecutive) vacation will be provided during each season. Labor Day weekend, winter holiday, spring vacation
- Students are expected to be in attendance before and after each break
- The season will continue as scheduled at the conclusion of the break

ATHLETIC PHYSICALS

The New Jersey State Department of Education requires athletic physicals as a prerequisite for participation in athletics, whether in practice or competition.

A summary of the regulations is presented below:

1. Each candidate for a place on a school athletic team shall undergo one physical examination each year, with a mandatory medical review before each sports season.
2. Students will be notified of the dates for physical examinations during the school year. (Parents can access this information on the school web site <<www.hvrsd.k12.org>> and in bulletins in the Hopewell Valley News and the Pennington Post.)
3. The physical examination shall be conducted by the "medical home of the student." State code defines "medical home" as meaning the office of a health care provider such as "family doctor, pediatrician, or clinic" where a student receives well and sick care. If your child does not have a "medical home," contact the School Nurse who will assist you in making arrangements.
4. A physical examination used to determine the fitness of a student shall include a **Medical History Questionnaire** to be completed by the parent of legal guardian of the student. The second part of this form is the medical evaluation form, which is to be completed by the licensed physician. The physician will not be able to administer the medical evaluation without a completed Medical History Questionnaire.
5. Any examination which shall be used to determine the fitness of a student to participate in athletics shall be administered no more than 365 days prior to the first practice.
6. A **Health History Update** is required to be completed by parent or legal guardian of candidate if the physical examination took place more than 60 days prior to the first practice session of each sports season. A Medical Review Form will be given to candidates for their parent/legal guardian to complete, sign and return to the School Nurse prior to the start of the season. The school medical inspector must review this form before participation is allowed.
7. Any candidate for athletics who sustains any illness or physical injury subsequent to the initial physical examination shall be required to receive clearance from the school medical inspector as

fit to continue in current or future athletic sessions or events.

8. PARENT REMINDER!!: Please submit all forms by the required dates. Physicals obtained from private licensed physician must be cleared by school medical inspector in order for the student to begin participation. Please be advised that it is impossible to obtain medical clearance unless these forms are submitted by the deadlines imposed for each sports season.

ACTIVITY NIGHT GUIDELINES

When a school activity is being held at Hopewell Valley Central High School, the following rules will be in effect:

1. Students will not be permitted entry after the first hour of the student activity and may not leave until one hour prior to the end of the event.
2. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from a vice principal in advance.
3. Students who leave the building will not be permitted to return.
4. Disorderly persons may be escorted from the building, no refunds will be given, and parents will be contacted.
5. Smoking, alcoholic beverages, and drugs are not permitted on school premises. Disciplinary action according to board of education policy will be taken.
6. If students or guests appear to be under the influence of drugs or alcohol, or have the odor of alcohol on their breath, they will be subject to disciplinary action as defined by the substance abuse policy.
7. CHS activities are open only to CHS students in grades 9 through 12. Guests are not permitted to "student only" events. The only exceptions are the Junior Prom and Senior Prom, for which all guests' names must be submitted to the vice principal upon purchase of tickets, or 24 hours in advance of the event and appropriate guest forms completed. At the Junior Prom, Senior Prom, and "community events," students are responsible for the behavior of their guests.
8. CHS issued student identification cards are required in order to gain admittance to "student only" events.
9. Students must be up-to-date with serving sanctions in order to be admitted to school activities.

LATE BUS PRIVILEGES

Students staying after the regular school day(7:45 a.m. - 2:45 p.m.) to participate in school sponsored extracurricular activities, students remaining after school for extra help or study, and students assigned to detention are eligible to ride the after-school activities late bus (4:00 p.m. – schedule to be determined). **These students will be issued a bus-boarding pass good for that day directly from the teacher with whom the student is working.**

IV. GENERAL RULES AND STUDENT RESPONSIBILITIES

SCHOOL REGULATIONS

Students are expected to respect the rights of other persons, whether they are faculty members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Students are expected to obey the reasonable classroom regulations established by a teacher and are subject to the direction of the teacher in matters of discipline and the enforcement of school regulations.

Violations of school regulations will subject a student to disciplinary action. This may include classroom or office assigned detention, class or school-wide suspension, or in extreme cases, recommendation to the Board of Education for expulsion from school.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for

their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' abilities to grow in self-discipline.

STUDENT CODE OF CONDUCT

The Hopewell Valley Board of Education believes that among the first priorities of the school district are the attainment of quality education and the safety of its students. The board also believes that an important part of a student's education is the development of self-discipline. By accepting and fulfilling appropriate responsibilities, students will acquire the self-discipline which is necessary to function effectively in society.

Therefore, the school district will provide an environment which encourages each student to:

1. Be accountable for one's actions and realize that with privileges there are responsibilities;
2. Acquire the values and attitudes necessary for responsible citizenship;
3. Develop a positive attitude toward learning and the school environment;
4. Know and abide by the rules and decisions of those in authority until such time as those rules and decisions are changed;
5. Develop an appreciation for the rights of others including a respect for the rights of persons who belong to various cultural, social, religious, and ethnic groups;
6. Develop a sense of responsibility to groups in which one participates.

Given an environment that encourages the student to acquire self-discipline, each student has the responsibility to:

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and punctually;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;
7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the best possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

HALL PASSES

It is necessary that students be accounted for at all times. Students are required to sign in and out of class. If you are in the halls during class time, you are required to have an official school pass from your classroom teacher. A pass from the VP office is also required to go to the parking lot.

SCHOOL DRESS CODE

The school accepts that the way students dress is a reflection of personal choice, but we do insist that there are certain boundaries of taste and safety that must be respected. The types of clothing listed below are considered inappropriate for school and are not permitted.

- Clothing that does not completely cover undergarments or is otherwise too revealing such as sagging pants, crop tops, halter tops, and tops with narrow/spaghetti straps, swimwear, etc.
- Patches, buttons, designs or words that are profane or relate to drugs, alcohol, or tobacco.
- Hats, bandanas, sweatbands or any other type of head gear.

Students are reminded that footwear must be worn at all times and in all places. Appropriate protective gear must be worn in science classes.

WELLNESS DRESS CODE

Students must change clothes for physical education classes according to the following guidelines.

- Wear proper footwear such as tennis shoes or sneakers.
- When required students will wear protective eye gear.
- T-shirts, sweat shirts or tennis shirts are acceptable. No tops with narrow/spaghetti straps, halter tops or swimwear.
- Wear elastic band shorts of appropriate length.

ELECTRONIC DEVICES

The use of electronic devices (ipods, CD players, pagers and/or cell phones) is not permitted upon entry of school building/grounds until 2:45 p.m. If a student is observed using any of these devices during school hours, the item will be confiscated by a staff member and held in the main office until the end of the school day. At the first offense, a student may sign for his/her phone at the end of the day. Repeated infractions will result in parents/guardians being required to come in and sign for the electronic device and may also result in parent/guardian conferences and possible disciplinary action.

TIPS ON HOW TO RESOLVE CONFLICT WITH A FACULTY MEMBER

- (1) If a student and a teacher should have a strong disagreement during a class, the student should follow the teacher's direction. In such cases, the student is encouraged to arrange to speak with the teacher after class or during a mutually agreed upon time.
- (2) If a student is experiencing difficulty in a particular class or situation, he/she should speak privately with the teacher and voice concerns.
- (3) If the conversation with the teacher does not resolve the issue, the student may go to the counseling office or vice principal office for advice on how to proceed for help by mediating with the teacher.
- (4) If a student feels uncomfortable in pursuing an issue, the student should ask his/her parent/guardian to intervene by contacting the teacher directly.

TIPS ON AVOIDING DISCIPLINE REFERRAL IN THE HALLWAYS AND CAFETERIA

- (1) When directed by a faculty/staff member, the student should comply immediately and respectfully.
- (2) If there is misunderstanding or disagreement, the student should comply first, then speak with the faculty/staff member at a more appropriate time.

DISCIPLINARY POLICIES

Whenever a student receives a detention, the student will be given a written notice to take home. The teacher should attempt to contact the parents/guardians via phone or email. It is the student's responsibility to make sure this note is shared with his/her parents. EWD, ESD, and suspension letters will be mailed directly to parents/guardians.

A. Classroom/Teacher Detention:

- (1) The date of the teacher-assigned detention is at the discretion of the staff member.
- (2) If a student believes that the detention was assigned unfairly, or if the date presents a conflict, he/she should appeal the detention or request to reschedule it at the mutual convenience of the teacher and student. Under no circumstances should a detention be cut.
- (3) Students who cut a teacher's detention will be given one office detention.

B. Office Detention:

- (1) Whenever a student receives an office detention, the student will be given a written notice to take home. It is the student's responsibility to share the note with his/her parent/guardian.
- (2) All students assigned office detention should report to their assigned room and be seated before the 2:55 p.m. bell or be seated by 7:00 a.m. if they are serving a morning detention. The office detention schedule will be determined and communicated at the beginning of the school

year. Detention will not be held on early dismissal days.

- (3) Students are expected to bring individual work to do during the detention.
- (4) Use of electronic devices and card playing are prohibited during detention.
- (5) Students who fail to attend office detention will be subject to the following sanctions:
 - a) First offense – one extended weekday detention (EWD).
 - b) Second offense – one extended Saturday detention (ESD).
 - c) Third Offense –out-of-school suspension (OSS) pending parent conference.
 - d) Fourth Offense - three days OSS.
 - e) Fourth Offense or more – five days OSS.

C. Extended Weekday Detention (EWD) and Extended Saturday Detention (ESD):

- (1) Whenever a student receives a EWD or ESD, the student will be given a written notice, and a letter will be sent to the home.
- (2) All students assigned EWD or ESD should report to their assigned room and be seated prior to the start of the sanction. **EWD will be offered a minimum of two days per week from 2:55 – 5:55 p.m. ESD will be held on Saturday mornings from 7:45 – 11:45 a.m.**
- (3) During their EWD or ESD, students will be required to complete work in order to receive credit for attending.
- (4) Use of electronic devices and card playing are prohibited during EWD and or ESD.
- (6) **Students who fail to attend EWD or ESD may be subject to the following sanctions:**
 - a) First Offense – OSS pending parent conference.
 - b) Second Offense – three days OSS.
 - c) Third Offense or more – five days OSS.

D. Out-of-School Suspension (OSS):

- (1) Whenever a student receives an OSS, the student will be given a written notice, and a letter will be sent home. The students' parent/guardian will be contacted by phone.
- (2) During the term of an OSS, the student serving the sanction may not be present on school property without prior approval of the administration. Any violation of this policy may result in trespassing charges and/or additional suspension.

E. Extracurricular Activities (ECA):

Multiple disciplinary infractions may cause students to be excluded from participating in extracurricular activities or events. Students serving out-of-school suspension will not be eligible to participate or attend any school activity until their first day back in school following the suspension.

STUDENT BEHAVIOR/SANCTIONS

Consequences for student misbehavior always have the purpose of empowering students to understand, correct, and take control of their own behavior. The following is a list of infractions with their MINIMAL subsequent sanctions. Students who become involved in repeated offenses will receive additional sanctions. Our hope with any disciplinary consequence, is that parents, teachers and administrators will work together to help students to improve their own behavior.

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1. Academic Dishonesty	1 ESD/Conference with parent/ guardian and a zero for the assignment	2 days OSS, Conference with parent or guardian, and possible removal from the class without credit.	2 days OSS 4 th OFFENSE: 5 days OSS
2. Insubordination	1 office detention	2 office detentions	1 EWD
3. Open Defiance	1 EWD	1 ESD	2 days OSS
4. Electronic Devices	Confiscation. Return of item at end of school day.	Parent/Guardian must pick up device	Parent/Guardian must pick up device with possible disciplinary action.
5. Wandering	1 office detention	2 office detentions	1 EWD
6. Cutting class	1 EWD	1 ESD	2 days ESD
7. Leaving class without permission	1 office Detention	2 office detentions	1 EWD
8. Leaving building without permission	1 office detention	1 EWD	1 ESD
9. Leaving school grounds without permission	1 EWD	1 ESD	3 days OSS
10. Truancy	1 ESD; Students will receive a "cut" from each class missed		
<i>18A:37-1. Submission of pupils to authority. Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them</i>			
11. Theft, vandalism, destroying, or damaging school property	OSS/possible referral to the police for appropriate action/ the liability for damages will be incurred by parents/ guardians. Adult students will be assessed any liabilities directly. Office sanctions may include Detention, EWD, ESD, and OSS.		
12. Computer Code Violation	Violations of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include Office Detention, EWD, ESD, and OSS, along with possible suspension of computer privileges.		
<i>18A:37-3 Liability of parents of pupils for damage to property. The parents or guardian of any minor who shall injure any public or non public school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit Amended: L. 198.c.302.1 effective Aug. 11, 1983.</i>			

INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
13. Habitual use of profanity or obscene language or gestures	1 Office Detention	2 Office Detentions	1 EWD
<i>18A:37-2. Causes for suspension or expulsion of pupils. Any pupil who is guilty of continued and willful disobedience or open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension or expulsion from school</i>			
14. Dress code	Multiple offenses of the dress code may include office detentions, EWD, ESD, or OSS as deemed necessary by the administration.		
15. Consensual but inappropriate behavior	Sanctions may include office detention, EWD, ESD, or OSS depending on the circumstance.		
16. Harassment, Sexual Harassment, and Bullying	After a thorough investigation, those who have participated in harassment will face any of the sanctions listed in this handbook, may be referred to the building Affirmative Action Committee, and/or may potentially face police intervention.		
17. Endangering the safety of others	1 Office Detention	2 Office Detentions	EWD/ ESD
18. Fighting	Any student who physically assaults another student or otherwise provokes a fight may be suspended out-of-school.		
19. Threats to Student	Appropriate action will be determined as a result of a conference with the appropriate vice principal with a possible consequence of EWD, ESD, OSS		
<i>18A:37-2.1 Assault by a pupil upon teacher, etc.; suspension; expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of the board of education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings will take place no later than 21 calendar days following the day on which the pupil is suspended. Adopted L. 1979.c189.2.</i>			
20. Profanity to Staff	Profanity directed toward a staff member will result in OSS beginning with 3 to 10 days and escalating with each infraction.		
21. Threats to Staff	Any student directing a threat to a staff member will be given an OSS for 3 to 10 days . Subsequent threats will result in a recommendation for expulsion.		
22. Smoking in school	4 days OSS	10 days OSS, and a referral to municipal court	

INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
23. Smoking on school property (See Board Policy #4500), on the way to and from school, or within 1,000 feet of a school	1-5 days OSS	5 days OSS, and a referral to municipal court	
24. Possession, use (under the influence) or distribution of drugs or alcohol (see School Board Policies #5335 and #5336)	First violations of the district policy on alcohol and drugs will result in an automatic suspension of 10 days out-of-school and loss of extracurricular activity privileges for 30 days.		
25. Possession, custody, or use of a weapon (see Board Policy #5345)	Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) in or on school property will be suspended a minimum of ten days out of school pending action of the superintendent of schools. With the approval of the School Board a student may be expelled from the Hopewell Valley Regional School District.		
<i>Hopewell Township Smoking Ordinance, 16-8A, "Smoke Free School Zone": prohibits tobacco and tobacco products within 1000 foot Tobacco Free Zone.</i>			

PLEASE NOTE – Students who accumulate major disciplinary violations may be subject to loss of senior privilege and loss of parking privilege. Other sanctions may be used at the discretion of the school administration.

GLOSSARY OF INFRACTIONS

Academic Dishonesty, Cheating, Plagiarism, Forgery or Unauthorized Use or Possession of School Forms - Any student found cheating will be subject to the following sanctions:

- a) **First offense:** 1 ESD, a conference with the parent/guardian and a zero for the assignment.
- b) **Second offense:** Two days OSS, a conference with the parent/guardian, and possible removal from the class without credit.
- c) **Third offense:** Two days OSS.
- d) **Fourth offense:** Five days OSS.

For the purposes of this sanction, academic dishonesty includes but is not limited to:

- 1) Cheating in all forms, including the giving or receiving of answers in any test or quiz;
- 2) Plagiarism in all forms, including the submission of non-original term papers, reports, projects, or oral presentations; and
- 3) Unauthorized collaboration with another student in the preparation of assigned work.

Note: Academic Dishonesty is a cumulative infraction. Records are maintained for all four years.

Consensual but Inappropriate Behavior - Displays of affection are best left to private times and places. Students are expected to display proper decorum, and will be directed to do so when inappropriate behavior occurs.

Cutting Class – For the **first** cut in a class, one EWD; for the **second** cut in a class, one ESD; for the

third cut of a class, two ESDs. At the third cut in the class, the principal shall determine whether the student's conduct is so willfully disobedient and insubordinate as to compel a loss of credit and placement in a study hall, or alternatively, whether other interventions are necessary.

Computer Code Violation – Students found to be in violation of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include detention, EWD, ESD, and/or OSS, along with suspension of computer privileges. The Guidelines for Responsible Computing may be reviewed at: www.hvrnsd.k12.nj.us/district/tech/guide.htm.

Dress Code Violation – Students dressing in a manner that is not safe or that is distracting to the education of others will be asked to correct the inappropriate dress. Multiple offenses of the dress code will result in office detentions and/or ESD as deemed necessary by the administration.

Drugs and alcohol - Students found to be under the influence of, or in possession of, alcohol or other drugs will be subject to all policies and regulations of the district's "Policy and Regulations on Alcohol and Other Drugs."

Endangering the Safety of Others - The school is entrusted with the safety of all students. Potentially dangerous behavior such as pushing; throwing snowballs, water balloons or other objects; use or possession of water pistols or toy guns; climbing on the roof or flicking lighters; etc. will result in appropriate disciplinary action which may include OSS and/or referral to the police.

Fighting - Any student who physically assaults another student or otherwise provokes a fight may be suspended out-of-school. Students who continue to disrupt the school environment and endanger the safety of others by fighting will not only face repeated OSS, but will be referred to the police.

Harassment/Hazing - Harassment, which includes any pattern of conduct which discomforts or humiliates, is defined as a pattern of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt will not be tolerated. After a thorough investigation, those who have participated in harassment will face any of the sanctions listed in this handbook, may be referred to the building Affirmative Action Committee and may potentially face police intervention.

Habitual Profanity - Students using profanity will be directed to the appropriate vice principal for a first referral conference and will receive one office detention. A repeated referral will result in two office detentions. A third offense will result in a EWD. Additional referrals will result in sanctions of increasing length and severity including OSS.

Insubordination – A student is insubordinate when he/she knowingly defies policies and rules of the school. The first offense is one office detention, with subsequent disregard to policies and rules resulting in further sanctions.

Leaving Class without Permission – Any student leaving class without an official pass or permission of a staff member is subject to the same sanctions as addressed by the wandering code.

Leaving School Without Permission - Students who choose to leave the school building without permission will receive one office detention for the first infraction, one EWD for the second, and one ESD for the third. Students who choose to leave school property without permission will be given one day EWD for the first offense, one ESD for the second, and three days OSS for the third. Any additional offenses will result in OSS of increasing length.

Open Defiance - Any student blatantly defying the authority of a staff member will receive one EWD for the first offense, one Saturday ESD for the second, and two days OSS for the third offense.

Possession of Firecrackers or Explosive Devices - Any student found to be in possession of or detonating firecrackers or other explosive devices at any time on school property or at school-sponsored activities will be given an OSS. Such students will be prosecuted to the fullest extent of the law.

Profanity to a Staff Member - Profanity directed toward a staff member will result in OSS beginning with three days and escalating with each infraction.

Smoking - There is no smoking on school grounds at any time. There is no smoking at any school function including all extracurricular events and field trips. Any student found smoking in the building will be given an OSS for four days. Any student found smoking outside of the building but within the tobacco-free zone will be given an OSS for up to five days. Any student in possession of a tobacco product (cigarettes, cigars, pipe tobacco, chewing tobacco, etc.) will be given one ESD.

Theft, Vandalism, Tampering with School Equipment - Any student involved in a theft, including possession of stolen goods, or who vandalizes or tampers with school property will be subject to the following:

- a) Suspension out-of-school
- b) Possible referral to the police for appropriate action
- c) The liability for damages and losses caused by a minor will be incurred by parents/guardians. Adult students will be assessed any liabilities.

Threats to School Personnel/ Other Students - Any student directing a threat to a staff member will be given an OSS for 3 - 10 days. Subsequent threats may result in a recommendation for expulsion. Any student making a threat to another student will be referred to the appropriate vice principal for a conference. Appropriate action will be determined as a result of this conference with a possible consequence of EWD, ESD or OSS.

Truancy - Students truant from school will serve one ESD. Students will receive a "cut" from each class missed. Parents will be notified. Repeated truants receive loss of credit as a result of our cut and class attendance policies.

Wandering - Any student found roaming the school building without a hall pass or supervision of a staff member will be given one office detention. Repeated offences will result in further sanctions outlined in the handbook.

Weapons - Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) on school property will be given an OSS for an indefinite period not to exceed ten days pending action by the superintendent of schools. With the approval of the School Board a student may be expelled from Hopewell Valley Central High School. This policy includes facsimile weapons and incendiary devices.

Willful Disobedience - Any student who disobeys the rules and regulations of a staff member or the school (other than those covered elsewhere in the list of sanctions) will be punished at the first offense with office detentions. Additional offenses will lead to sanctions of increasing severity and length including EWD, ESD, and OSS.

ALCOHOL AND DRUG POLICY

The Board of Education believes that the possession, use or distribution of alcohol and drugs in the school environment is a substantial danger to students and all other individuals in the school community. Therefore, such actions will not be tolerated. Copies of Board Policies on the use of alcohol and other drugs are available in the school office. The following information may help you understand the policies more clearly.

What are the consequences of a first violation of the policy?

If you are reasonably suspected of having violated the alcohol and drug policy for the **first time**, you will be

- suspended from school for 10 school days,
- excluded from extracurricular activities for 30 calendar days, and
- counseled by the Student Assistance Counselor.

If the violation is sufficiently serious, you may be recommended for expulsion from school.

Your parent/guardian and the principal must meet in conference prior to your return to school.

What are the consequences of a second violation?

If you violate the policy a **second time**, you will be

- immediately suspended, and
- recommended to the Board of Education for expulsion

When you are expelled, you lose the right to free public education in this school district. The superintendent will notify your parents/ guardians in writing of the time, date, and location where the recommendation for expulsion will take place.

All violations are cumulative. If you violated the policy for the first time while you were in Timberlane, for example, any violation at the high school will be considered a second offense and you will be recommended for expulsion.

What does “possession, use, or distribution” mean?

Being under the influence of alcohol or a controlled dangerous substance in school or at a school-sponsored event is considered a prohibited use, regardless of the time or place the substance was ingested.

Possessing alcohol or a controlled dangerous substance in school or at a school-sponsored event is prohibited.

Giving, providing, or making available to another student an alcoholic beverage or controlled dangerous substance is considered a prohibited distribution, regardless of:

- whether an actual transfer of the substance was completed,
- whether anything of value was asked for or received in return,
- the time or location of the distribution, and
- whether or not the substance is determined to be an analogue or counterfeit substance.

Where does this policy apply?

The policy applies on school premises, within the drug-free school zone, on school buses or other authorized transportation, and at any event away from school that is authorized or sponsored by the district. Even if you ingest the substance prior to your arrival at school or at a school-sponsored event, you will be considered to be in violation of the policy.

What happens if I am suspected of being under the influence?

- If you appear to be under the influence, you will be reported to the school nurse and the principal or his/her designee.
- You will be removed to a protective environment for observation and care until you can be examined.
- Your parents/guardian and the superintendent will be notified immediately.
- The principal will arrange for an immediate medical examination by the school medical inspector or by a physician selected and paid for by your parent/guardian.
- If neither your physician nor the medical inspector is available, you will be transported by the emergency squad or the police to the emergency room of the nearest hospital. You will be accompanied by a member of the school staff and, if available, your parent/guardian.
- Your parents/guardian and the school should get a report from the examining physician within 24 hours. (If the report is not received within 24 hours, you may be allowed to return to school until it is received, but if there is reasonable suspicion that you were under the influence, you may be suspended immediately.)
- The principal or his/her designed may institute a search if there are reasonable grounds to suspect that there will be evidence that you have violated the policy. Confiscated substances will be turned over to police and/or to medical personnel for analysis.
- Police assistance may be requested.
- If you are determined to have been under the influence, you will be suspended, as described above.
- You will not be allowed to return to school until your physician submits a report to your parents/guardian, the principal, and the superintendent indicating that substance abuse no longer

interferes with your physical and mental ability to perform in school.

What if I am suspected of being in possession of or distributing alcohol or other drugs?

- If any staff member has reason to believe that you are in possession of, selling, or distributing alcohol or other drugs, you will be placed under the supervision of the principal or his/her designee.
- The suspect substance will be confiscated.
- The principal or designee may institute a search if there are reasonable grounds to believe that there will be evidence that you violated the policy.
- Your parents/guardian and the superintendent will be notified immediately.
- If it is determined that you have violated the policy, a conference will be held with you, your parents/guardians, and the principal.
- Police assistance will be requested in all cases involving controlled dangerous substances.
- You will be suspended as described above.
- You will be referred to the student assistance counselor or other appropriate specialists for an evaluation. A follow-up plan that addresses your specific needs will be developed.

What if I think I have a drug or alcohol problem but have not violated the policy?

- If you confide in a staff member that you have a problem, or if another student contacts a staff member regarding your drug or alcohol use, or if a staff member suspects that you have a problem because of academic, social, physical or psychological changes in behavior, the staff member should discuss his or her concern with you.
- The discussion should focus on observed signs or symptoms.
- You may be referred to the student assistance counselor.
- Fact-finding by program staff will be limited to discussion with you unless you agree otherwise.
- Any information you provide during counseling regarding suspected use of alcohol or other drugs will be made available to your parents/guardian only with your written consent.
- The student assistance counselor will develop an evaluation and treatment plan that addresses your specific needs.
- If you voluntarily acknowledge your problem prior to having allegations made against you and if you successfully complete a rehabilitation program, the information you provide will not be used against you, providing that you do not violate the policy in the future.
- Your physician must provide a report that you are physically and mentally able to return to school.
- You cannot seek refuge under this policy if you are found to be under the influence, in possession of, or distributing alcohol or drugs in violation of the policy.

FOR PARENTS

Parents need to take a firm stand against alcohol/drug use by their children. They should be knowledgeable about alcohol and drugs as well as the signs of use. It is difficult for a parent who suspects his/her children of using, yet the earlier a problem is identified, the better chance there is to arrest it.

Parents should remember that there are people within the school setting to support both them and their children. School counselors and the substance assistance counselor are available to help and answer any questions parents may have.

POSSIBLE SIGNS OF DRUG USE

- decline in quality of work/grade earned
- increased absenteeism or tardiness
- lack of motivation/effort
- changes in friends

- drug related literature/clothing
- changes in appearance

SUPPORT GROUPS

- Parents Anonymous.....(800) 843-5437
- Narcotics Anonymous(800) 992-0401
- Alcoholics Anonymous(609) 656-8900
- Alateen/Alanon(856)547-0855

COUNSELING AGENCIES

- Corner House(609) 924-8018
- Family and Children's Services of Central NJ.....(609) 924-2098
- Youth Emergency Services.....(609) 396-6722 or (609)989-7297

Information on other agencies and individual therapists is available through the student assistance counselor, the school counselors, or the school nurse.

BP 5327 HARASSMENT AND BULLYING

1. **Basic Policy.** The board of education finds that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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.

Therefore, it is the policy of the Board of Education of the Hopewell Valley Regional School District that all students have the right to be in an environment free of all forms of harassment, intimidation or bullying. The district does not condone, and will not tolerate, any form of harassment, intimidation or bullying. The district shall take immediate action to prevent and to remedy all reported instances of such harassment.

All misconduct in the nature of personal harassment is generally proscribed district wide under BP 2220 and is subject to non-punitive remedial efforts under that policy. When such misconduct becomes egregious so as to meet certain definitional standards of the law as described here, disciplinary action may be taken.

2. **Prohibited Behavior** Under this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus, and in any other circumstances subject to the district's jurisdiction. Behavior that meets this definition is subject to discipline under this policy if (a) a reasonable person should know, under the circumstances, that such behavior will have the effect of harming a student or damaging the student's property, or places a student in reasonable fear of harm to his or her person or damage to his or her property or (b) the behavior has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school shall also be covered under this policy.
3. **Expected Behavior.** The board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board believes that standards for student behavior must be set cooperatively through

interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

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

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the building principals shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Each building code shall:

- A. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold the authority.
 - B. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.
 - C. Explain student rights; and
 - D. Identify disciplinary sanctions and due process.
4. **Sanctions.** In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Upon completion of an investigation, the Principal or Principal's designee may institute appropriate disciplinary measures pursuant to the building code against any students found to have harassed, intimidated or bullied another individual; provided, however, that no such disciplinary measures may be take based solely upon an anonymous complaint. Each building code of conduct shall include the offenses defined under this policy and establish appropriate sanction for same.
5. **Reporting and Investigation.** Any student who believes that he or she is being harassed, intimidated or bullied, or any school employee, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying, shall report the incident(s) to his or her teacher or any other adult as soon as possible so that steps may be taken to protect the student from further incidents and appropriate investigation and

remediation measures may be initiated. While submission of a report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports shall also be considered official reports. Individuals may report harassment, intimidation or bullying anonymously and the Principal or the Principal's designee shall initiate further investigation of the complaint, including taking any necessary remedial action. However, no formal disciplinary action shall be taken based solely upon an anonymous report. During the course of an investigation, the names of the individual's involved shall be kept confidential.

The teacher or other adult to whom a complaint has been given shall document the incident(s), including the individual(s) involved in performing or participating in the incident(s) and shall immediately notify the Principal or the Principal's designee and deliver the complaint to that person. A district Affirmative Action Officer or a Building Affirmative Action Committee shall make a report to the building principal in any case where the conduct under review rises to meet the definitional threshold of this policy.

Upon receipt of such a complaint, the Principal or the Principal's designee shall conduct an investigation, including a determination as to whether the person is harassing, intimidating or bullying other students, and whether other students encouraged the incident(s). Upon completion of the investigation, the Principal or the Principal's designee shall inform the parties involved of the outcome of the investigation and shall immediately take appropriate remedial measures.

6. **Responses.** Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

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

7. **False Accusations.** If any individual is found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation or bullying, the principal (or principal's designee) may institute appropriate disciplinary measures pursuant to the building code against that individual.
8. **Reprisals or Retaliation.** There shall be no retaliation or reprisals against any student, school employee or volunteer for filing a complaint or assisting, testifying, or participating in the investigation of such complaint. Any act of reprisal shall be considered an infraction of the code of conduct.
9. **Dissemination and Training.** Each school principal shall inform all students that harassment, intimidation and bullying are prohibited under the terms of this policy. The contents of this policy shall be circulated annually to all schools and departments of the Hopewell Valley Regional Schools by incorporation in all teacher and student handbooks, and by sending a statement to all parents/guardians. The Superintendent shall insure that staff and students have the opportunity to participate in educational programs relating to this policy.
10. **Establishment of Bullying Prevention Program.** Pursuant to N.J.S.A.: 18A:37-17(5)(c), information regarding the district's policy against harassment, intimidation and bullying shall be

incorporated into a school employee training program.

STUDENT ATTENDANCE

A goal of the Hopewell Valley Board of Education is to provide an appropriate educational program for every student enrolled in the schools of the district. Pupil participation in all regularly scheduled classroom activities is essential if the board is to accomplish this goal. In addition, frequent absences from regularly scheduled classes disrupt the learning process and will not allow a student to receive the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day when school is in session or shall be engaged in other approved school activities, unless legally absent.

Students who are absent are to have a parent or guardian call the high school Attendance Office at 737-4000 x3506 prior to 7:45 a.m. on the first day of an absence.

ABSENCE FROM SCHOOL

If you have an illness, which causes you to be absent more than two days, you should notify the high school health office and request that your homework assignments be collected for you.

A physician's note is required for you to be readmitted to school in the following cases:

- (1) Surgery
- (2) Long illness (more than 5 school days)
- (3) Injury that limits school activity
- (4) Communicable disease

The note should state any physical restrictions to be followed and the length of time these restrictions shall be in effect. This note will be referred to the nurse for appropriate action. The doctor's notes should be in the hands of the school nurse no later than five days after your return to school. The school may, at any time, require a doctor's note for an absence, when it appears that it is necessary, before permitting you to return to the classroom.

V. ADMINISTRATIVE REGULATIONS AND PROCEDURES FOR SCHOOL ATTENDANCE

BP5210 ATTENDANCE REQUIREMENTS

A. General Principles. The law in New Jersey provides that every parent, guardian, or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or any day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school.

The curriculum for pupils enrolled in the Hopewell Valley Regional School District is designed to achieve certain educational goals within the limited number of school days provided by our resources. Maximum attendance is a prescribed condition upon which all courses of study are predicated. Absence from school jeopardizes the ability of the student to meet minimum attendance requirements for each course and/or school day and may violate New Jersey State law requiring pupils to regularly attend school. The frequent absence of a student from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of the student to complete the prescribed curriculum requirements successfully.

Pupils are expected to attend school daily when schools are in session. The board of education cannot condone nor permit absences from school for any reason not specified in the law. The board will deny course credit and/or grade level promotion if the pupil attendance requirement is not met.

B. Parental Responsibility. Parents and/or guardians bear a legal and ethical responsibility for a minor child's education, even though the state education law does not mandate attendance after age sixteen. Thus, whenever a student under age eighteen is enrolled in the district's schools,

parents are responsible to secure the student's compliance with attendance requirements. Excessive absences by students under age sixteen can result in truancy charges. Excessive absences for any student jeopardize academic performance and attainment.

Since young children are particularly impressionable, it is appropriate to help them understand and appreciate the importance of regular and punctual attendance. This is especially so, since our society values these attributes. Additionally, regular attendance improves the opportunity for optimal student learning. In accord with these assumptions, parents can serve as models by encourage prompt and regular attendance, and by scheduling family vacations, medical and dental appointments, and similar necessities so that they do not conflict with school attendance.

- C. **Minimum Attendance Requirements.** The school year consists of those school days scheduled on the district's annual school calendar. For purposes of this policy, a "school day" shall consist of not less than four hours of actual school attendance, except that in an approved kindergarten one continuous session of two and one-half hours shall be constitute a "school day."

Failure to meet the standard for attendance specified in this policy shall be considered grounds for loss of academic credit or grade completion. The failure to obtain course credits due to non-attendance will adversely effect a student's grade advancement and/or eligibility for graduation under state law and board policies governing these areas.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school classes or curricular activities are conducted by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member, and regularly demonstrates progress toward the objectives of his/her course of study.

- D. **Documentation of Non-Attendance.** This policy shall not be interpreted as a permissive policy "licensing" a certain number of days, which may be missed without good cause. Rather, it assumes that certain absences will normally occur for such causes as a student's disabling personal illness or medical quarantine, required court appearances, death in the family, religious holidays recognized by law, and medical or college placement appointments which cannot be scheduled in non-school times. In such circumstances, when the principal finds that the cause of an absence has been reasonably documented and in fact exists, the absence may be recorded in the student's records as in the official attendance register as not adversely affecting academic credit by the school principal. However, written documentation does not automatically ensure that academic credit will not be affected.

In order to avoid an inference that an absence is the result of truancy, each absence must be documented within three days of the student's return to school by a written note from the student's parent or guardian, or a doctor's note or similar documentary proofs. Documentation of the nature and causes of all absences shall be the responsibility of the student and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

- E. **Required Notice and Warnings.** The building principal shall be responsible to provide written notice to the parents/guardians of a minor student, and a warning to any student, whose non-attendance has reached a level that reflects a disregard of the legal attendance requirements or otherwise jeopardizes the student's academic standing. Such notice and warning shall be mandatory for any student for any student accumulating nine (9) or more days of such absences and shall include a copy of this policy and shall provide an opportunity for an in-school conference to review the student's status. Any student accumulating twelve (12) or more such absences shall be subject to the institution of court proceedings for truancy, and written notices to that effect shall be issued forthwith. Any student accumulating twelve (12) or more such absences shall be subject to mandatory review by an attendance review committee as set forth in

this policy.

The building principal shall be responsible to provide an "end of credit" written notice to the parents/guardians of a minor student, and a warning to any student, whose non-attendance at any time has reached a level requiring consideration of the denial of course credit, promotional advancement or graduation. Such notice and warning shall include a copy of this policy, shall identify opportunities for make-up, if any, and shall provide an opportunity for an in-school conference to review the student's status.

F. Make-up Opportunities. Unless, in the judgment of the building principal the composition of a student's absences precludes it, a student may overcome a loss of grade advancement or course credit resulting from absences by doing one of the following:

- Complete an appropriate instructional program, approved by the building principal, with a certified tutor at the student's expense.
- Repeat the course the next semester in which it is available.
- Repeat the course at a state approved summer school at the student's expense.
- Repeat the needed course during a subsequent semester or school year.
- Complete a school sanctioned remediation program.

G. Attendance Review Committee. The board of education is cognizant of possible unforeseen factors, which may create hardships relating to the operation of this attendance policy.

In keeping with the dictates of fairness and procedural due process, a school attendance review committee will be established in each building to hear applications made by written request from the parents or guardians of affected students, or from adult students, or upon referral by the building principal.

The committee will be composed of people serving the following capacities:

- Principal or his/her designee
- School Counselor
- School Nurse
- One of Student's Teachers
- Child Study Team Caseworker, if applicable

With the exception of the pupil's teacher, the principal/vice principal, school counselor, school nurse, and child study team caseworker (if applicable) will serve as permanent members of the committee. The pupil's teacher on the secondary level will be designated by the pupil.

A written request must be presented to the principal of the school by the parent and/or guardian, or adult student no later than five (5) school days after the receipt of notification of non-credit and/or grade promotion status.

The Attendance Review Committee shall conduct a conference with the parent(s)/guardian(s) or adult student within seven (7) school days of receipt of the written request for a hearing.

The Attendance Review Committee shall communicate its findings and recommendation to the parent(s) or adult pupil, in writing, no later than three (3) school days after the conference. In determining whether, and in what manner the pupil may be permitted to regain or restore his/her academic position, the review committee shall consider the nature and causes of all absences, and the student's overall school performance. A hardship waiver of attendance requirements may be granted, upon recommendation of a review committee in light of its evaluation of these factors, by the school principal.

H. Truancy. Truancy is defined under N.J.S.A. 18A:38-27 as any child between the ages of six and sixteen years who is repeatedly absent from school, and any child found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him/her to attend school.

The chief school administrator will report to appropriate authorities infractions of the law regarding

the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the pupil. Each student who is habitually and repeatedly absent from his/her assigned program may be referred for evaluation by child study team, and his/her academic program may be appropriately adjusted.

- I. **Late Arrival and Early Dismissal.** The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

Parent(s)/guardian(s) shall notify the student's school administration in advance of such absences by written request that the pupil be released, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled after school hours;
2. Medical disability;
3. Motor vehicle driver's test;
4. Interview for college entrance or employment;
5. Family emergency;
6. Court appearance;
7. Such good cause as may be acceptable to the building principal.

All absences, regardless of cause, which result in a student being in actual attendance for less than four hours, are counted against the attendance requirements in section C of this policy. In addition, tardiness not resulting from the causes listed above may be the basis for disciplinary action.

- J. **Cutting Class.** Willfully cutting a class will be viewed as a dereliction of the student's duty of attendance and insubordinate of the classroom teacher's direction that the class meet for academic purposes.

Sanctions will be uniformly imposed at the secondary level as follows:

- For the first cut in a class, one EWD;
- For the second cut in a class, an ESD;
- For the third cut of a class, two ESDs. At the third cut of a class, the building principal shall determine whether the student's conduct is so willfully disobedient and insubordinate as to compel a loss of credit and placement in study hall, or alternatively, whether other interventions are called for.

Willfully cutting class on days when tests or quizzes are scheduled or assignments are due will be viewed as particularly disruptive of the educational environment, since the remediation and make up examinations otherwise contemplated by the district's attendance policies are impossible to administer without disrupting the progress of other, fully compliant students or diverting resources from them. **It shall therefore be the uniformly imposed sanction at the secondary level that tests, quizzes and assignments missed as a result of the cut will receive "zero" or no credit.** In circumstances where the building principal determines that a missed examination may unfairly result in a gross misrepresentation of the student's academic achievement, the principal may arrange for a make-up examination to be administered or for an alternative demonstration of academic skill. A make-up fee in the approximate amount of the expense of developing a new examination may be assessed and, and if assessed, must be paid prior to the administration of the make-up examination.

- K. **Administrative Goals.** The chief school administrator shall cause each building administration to develop and maintain procedures for the attendance of pupils which:

1. Ensure a school session, which is in conformity with requirements of the rules of the state board;
2. Identify potentially missing and/or abused pupils;
3. Govern the keeping of attendance records in accordance with rules of the state board,

including pupils serving out-of-school suspensions or excluded for health reasons;

4. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
5. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
6. Address tardiness and class cutting in terms that enhance the intent and effectiveness of this policy;
7. Ensure that pupils absent for good cause have an opportunity to make up work they missed;
8. Recognize exemplary attendance.

MAKE-UP OPPORTUNITIES AFTER AN ABSENCE

An incomplete grade (I) is assigned only when work has not been completed during a marking period due to extensive illness or a reason beyond the student's control. The student must complete the course work to remove the incomplete grade during the following marking period. If the course work is not completed within the allotted time, teachers are to determine grades by considering both the work completed and the work not finished.

WHEN YOU REQUEST TO BE EXCUSED FROM SCHOOL

If you wish to be excused from school before 2:45 p.m., a written request which includes the student's first and last name and homeroom number must be received by the Main Office no later than 7:45 a.m. on the day of the absence. This request must be signed by your parent/guardian, or adult student, state the reason, and contain a phone number where the parent may be reached for verification. No note to be excused early is valid unless approved by the high school administration. If approved, your name will be placed on the daily attendance sheet with the time of dismissal. **Before any student who is excused early leaves the building, he/she must sign out in the main office.**

Once you arrive at school, you must remain in school unless excused by the administration. Your attendance in school on a regular basis is essential if you are going to take advantage of every educational opportunity. Therefore, excuses to leave early will be restricted. If you return before the end of the school day, you must sign in at the Main Office upon re-entering the building. Leaving the building or school grounds without permission will result in disciplinary action.

Permission to leave school because of illness may only be granted by the school nurse or by the administration if contact can be made with a parent or guardian.

In the event you plan to be absent for an extended time you must notify the main office at least one week prior to leaving. Present a note indicating length of absence and reason. **Reminder: If you are absent, you are required to make up all work missed. If you are aware that you are going to be absent, meet with your teachers so that instructional problems can be minimized.** However, teaching staff members shall not provide outlines, homework assignments, or related study materials in advance in anticipation of a student absence due to a family vacation or trip.

TARDINESS TO SCHOOL

Students are tardy if they arrive to school after 7:45 a.m. Students who miss homeroom will report to the attendance office for a late pass. Understandable reasons for tardiness are doctor's appointment (must have doctor's note) or lateness of school bus. If students are tardy for any of these reasons, their parent/guardian should notify the school by telephone or in writing, specifying the reason for tardiness. These students will receive an excused tardiness code in our computerized register and may receive an excused class absence if the reason for their tardiness is noted in the class absence policy. Students who are 18 years old may write their own tardy note.

Students who arrive tardy to school without a parent note or for reasons not covered above will receive an unexcused tardiness code. Students may accumulate three unexcused tardies per

marking period without incurring a disciplinary sanction. This allows for problems such as oversleeping, missing the bus, etc.

Each marking period **beginning with the fourth unexcused tardy**, students will receive **one detention for each tardy**. Students who are chronically tardy may expect the following:

- Required parent conference
- Loss of senior option privilege
- Loss of parking privilege
- Additional discipline sanctions for willful disobedience

Tardiness to school may cause students to lose attendance credit for one or more classes. Class cuts/truancy issues may also cause a student to lose credit in their classes or be removed from their assigned program of study.

ABSENCE - STUDENT PARTICIPATION

Students must be in attendance in school for a minimum of four hours to participate in after school or evening activities (athletics, drama productions, dances, etc.).

TARDY TO CLASS

Students are **tardy to class** if they arrive after the bell to begin class has rung. If you stay late in any class, please ask your teacher for a late pass to give to your next period teacher. Teachers should record unexcused tardiness in their attendance record book along with class absence. Each semester, beginning with the fourth unexcused tardy to class you can expect the following:

- 4th -- assigned teacher detention
- 5+ -- referral to the office via a discipline slip for each additional unexcused tardy.
- Chronic patterns of unexcused tardiness to class will be considered willful disobedience.
- Unexcused tardiness to class of more than 20 minutes will be considered a cut.

LUNCH PERIOD

Students eat lunch in the cafeteria. An outside area is also provided for student enjoyment. We do ask that you obtain a pass before leaving the lunch area if that is necessary and **please clean up your area before leaving**. A list of rules regarding behavior in the cafeteria will be given to the students during the first week of school and will be posted in the cafeteria. Laptops used for educational purposes are permitted.

Senior Lunch Privilege / Senior Option Privilege

Seniors who demonstrate good school citizenship, responsible behavior and self-control are eligible for senior privilege status. Upon submission of completed permission forms, seniors are eligible to leave school during their study hall and/or lunch period. Seniors electing to receive these privileges are reminded of the following:

- Completed permission forms **MUST** be on file **BEFORE** leaving the school building.
- **PUNCTUALITY** to classes adjacent to your privilege period is required.
- Seniors who elect to stay in school during their privilege period are required to report to their originally assigned study hall or lunch period **AND** are expected to conform to all school rules and regulations.

Seniors may forfeit their senior privilege status as a result of any of the following:

- Patterns of tardiness to school or class
- Cutting of classes
- Truancy
- Violation of our drug/alcohol abuse policy
- Chronic discipline violations

Senior privilege is yours to use or lose based on your conduct at CHS.

VI. ADDITIONAL POLICIES AND PROCEDURES

MEDIA CENTER/LIBRARY

The goal of the high school media center is to provide students with academic and vocational materials, including on-line research databases, in an atmosphere conducive to study. You may use the media center for research, reading and selecting or returning materials.

As stated in the District Guidelines for Responsible Computing signed by students and posted on the homepage, student use of on-line resources such as the Internet, will be by teacher/administrative approval. Staff supervision will accompany any on-line usage by students. You are expected to maintain the academic atmosphere of the library and observe library rules and regulations as posted in the media center.

All media center materials may be checked out, including reference books, which may be signed out overnight or for a weekend. Books circulate for three weeks and may be renewed unless someone else has requested them. For term paper purposes, a limit may be placed on the number of books taken out on the same subject by the same student.

Printing and photocopying are available in the media center. Documents printed or copied should be reasonable in length and for academic purposes only.

You are encouraged to recommend books and magazines for possible purchase. The media center staff is trained to assist students and staff in academic pursuits and welcomes any opportunity to help. Hours are Monday through Thursday from 7:30 a.m. to 3:45 p.m., Friday from 7:30 to 3:00 p.m.

HEALTH SERVICES (WHEN YOU NEED TO SEE THE NURSE)

If you become ill or injured while at school, nursing services and emergency services are available. In such cases, you must ask your teacher for a pass and report directly to the Nurse's office for help. Under no circumstances should you leave an assigned area without a pass or leave the building without permission from the nurse. If it becomes necessary to send you home or elsewhere for medical attention, your parents will be contacted and should be prepared to provide transportation.

Prescription medications taken during school must have a written statement from the physician which identifies the type, dosage and purpose for which the medication is prescribed. All prescription medication **MUST** be brought to school in the original prescription container. All prescription medication and over-the-counter medication must be kept in the health office. You are not permitted to carry medications in school. **KEEP IN MIND THAT THE SCHOOL NURSE CAN GIVE YOU ASPIRIN, TYLENOL, OR OTHER OVER-THE-COUNTER MEDICATIONS ONLY WITH A WRITTEN NOTE FROM YOUR PARENT OR GUARDIAN.**

When it is necessary to see the nurse for a school physical examination, hearing or vision tests, or to appear for some other reason, a green appointment slip will be distributed in homeroom. Try to put this slip where it will be partially visible to you throughout the day, so that you will be reminded of the designated time.

Report to the nurse **before homeroom** in the morning for excuses from physical education.

GUIDELINES FOR RESPONSIBLE COMPUTING

Each student will be required to complete the Hopewell Valley Regional School District Guidelines for Responsible Computing before being issued a computer login account which will enable the student to have:

- Access to a variety of software applications
- Local and Internet email accounts
- World Wide Web Internet access
- Access to over 50 CD ROM applications

Failure to observe the responsible computing guidelines may result in loss of privileges and

disciplinary actions.

PARKING

All parking permits are contingent upon availability of space and administrative approval. Parking privileges will only be extended to work study students, Tech. Prep./MCCC students, PM Vocational School students and seniors. You must submit a completed parking permission form and received a legitimate parking tag to be eligible to park on campus. Parking privileges are extended as a convenience and a privilege, and the administration reserves the right to inspect your car at any time it is parked on school property, including requiring you to unlock or otherwise provide access to the vehicle's interior to school officials at their request. By accepting and using your parking permit, you acknowledge the absence of any expectation of personal privacy of your vehicle or its contents while it is parked on school property. Students who refuse to provide access to their vehicle's interior or otherwise fail to cooperate with the inspection of their vehicle or who park illegally on school property will be subject to disciplinary action for willful disobedience and shall forfeit their parking privileges. Underclass students who drive an unregistered car on campus may forfeit their senior parking privilege and may be subject to towing.

Students are reminded of the following rules regarding parking:

- Maintain a 5 mile per hour speed limit at all times
- Use the proper entrance and exit
- Do not park in assigned faculty spots
- Student parking spots may not be shared or transferred without administrative approval
- Display your parking tag in the vehicle you are driving
- Report all accidents to the office
- Be courteous to our staff and your fellow parkers

Students may forfeit their parking privilege as a result of any of the following:

- Refusal to provide access for inspection of contents
- Unsafe driving
- Transporting underclass students away from school during school hours
- Patterns of tardiness to school or class
- Chronic class cutting
- Truancy
- Violation of our drug/alcohol abuse policy
- Chronic discipline violations

Senior parking privilege is yours to use or lose based on your deportment here at CHS.

Bicycles should be parked in the racks provided at the front of the school and should be locked!

VISITOR POLICY

If you wish to bring a guest to Hopewell Valley Central High School, you should seek permission one week prior to the visitation date. All requests are reviewed by a vice principal.

It is our policy not to accept student guests when their school is in session. No visitors are permitted on altered schedule days, exam days, or days before a holiday or vacation. Guests are only allowed to visit for one day.

TEXTBOOKS

When you receive a textbook, enter the teacher's name, your name and the date of receipt in ink on the blank in front of the book. Your teacher will enter the condition of the book and keep a record of the book number and condition.

Once the book is issued to you, you are responsible for it and will be expected to pay for any damage caused by negligence or willful abuse.

If you lose a text, you will be fined according to its condition when issued.

All books should be covered at all times. Write your name on the cover, thus doubly identifying the book.

FINES AND FEES

You are responsible for all materials, equipment, and facilities assigned to you or provided for your use. Fines will be assessed for abuse or loss of these items. In addition to the regular school fees, you may be charged special use fees in individual classes. Fines or fees should be paid by the end of the semester before any records or reports can be forwarded.

STUDENT LOCKERS

You have been assigned a regular locker, and a locker for physical education. These lockers are for your convenience, but are school property. As a condition of accepting and utilizing a locker, you acknowledge the absence of any expectation of personal privacy of the locker or its contents and the administration has the right to inspect the contents of your locker at any time. At least twice a year, announced locker clean-out times will be held to ensure cleanliness. **Please keep your lockers locked at all times. The school cannot be held responsible for items lost or taken from your locker. Please do not bring valuables or large sums of money to school.** You will be held responsible for any locker damage and students are to use only the locker assigned. Please do not give your locker combination to another student. These regulations also apply to your gym locker.

LOST AND FOUND

Report the loss or finding of any article to the high school office. A lost-and-found box for glasses, school materials, jewelry, etc., will be maintained in the main office. All clothing, athletic gear, etc. will be placed in a box in the cold cafeteria. You should mark all personal items such as gym clothes, sneakers, clothing, especially winter coats and jackets, etc., with your name. **The school is not responsible for any loss or theft of personal items.**

EMERGENCIES

In the event of severe weather such as heavy snow, hurricane, or other natural disasters, every attempt will be made to alert the citizens of the community by utilizing the facilities of **radio station WPST, 94.5 on your FM dial or WBUD, 1260 on your AM dial.** Any reference to our school will be made as **HOPEWELL VALLEY CENTRAL HIGH SCHOOL.** You can also sign onto the district web site at www.hvrtd.k12.nj.us for more information. **Please do not call the school because our lines will be needed for emergency purposes.**

Should an emergency occur during the school day, every attempt will be made again to notify your parents as to the time school will be closing. Again we will use the facilities the radio stations and the district web site.

FIRE DRILLS

Fire drills are required by law in the State of New Jersey. Instructions for leaving the building are posted in each room. **When the fire bell rings, stop work immediately; walk quickly and quietly in single file to the designated exit. Remain outside until the bell rings for your return to class.**

Fire drills are for everyone in the building without exception. If you are not in your room when the fire bell rings, join the nearest group.

MANAGEMENT OF FUNDS

Student clubs and other activities often raise money to finance their operation. The security and wise use of these funds is very important to both the students and to the school and is governed by Board Policy.

Students are reminded that all monies raised for school activities should be given directly to Mrs. Farrell in the Vice Principal's office the day that it is collected. You will receive a receipt for all deposits made. Monies should not be kept in lockers or turned in to teachers.

RIGHTS & RESPONSIBILITIES OF EIGHTEEN YEAR-OLD STUDENTS

Eighteen-year-old students are considered adults in New Jersey by the Age of Majority Law.

However, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year-old students may sign their own dismissal notes. However, **these notes must be approved by the vice principals before** taking them to the attendance office. The vice principals may approve or deny the reason for early dismissal.
2. Eighteen year-old students may write excuses for their tardiness to school. However, these notes must first be approved by a vice principas before they are submitted to the attendance office. If this procedure is not followed, the student will be charged with an unexcused tardy to school.

Attendance credit for classes missed will be determined by the administrative regulations and procedures for school attendance.

3. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
4. Eighteen-year-old students are subject to all other regulations according to school policy.
5. In instances when law enforcement authorities wish to contact 18-year-old students while at school, the school reserves the right to contact the student's parents/guardian to inform them of the situation.

PUPIL SUBMISSION TO AUTHORITY

18A:37-1-2. "Pupils in the public school shall comply with the regulations established in pursuance of law for the government of such schools, pursue the prescribed course of study, and submit to the authority of the teacher. Continued and willful disobedience, open defiance of the authority of the teacher, or the habitual use of profanity or obscene language shall be good cause for suspension or expulsion of any pupil from school."

STAFF

Mr. Michael Daher.....	Principal
Ms. Stephanie Caponi	Secretary
Ms. Diane Burkhalter	Secretary
Ms. Lynn Gray.....	Secretary
Dr. Ida Marie Chiaradia.....	Vice Principal
Mr. Lyndell Davis	Vice Principal
Ms. Barbara Farrell	Secretary
Ms. Laddie Franz	Secretary
Mr. Douglas Brower	Supervisor Business Education
Ms. Allison Stephens	Secretary
Mr. Robert Crognale	Business Education
Ms. Tracy Morgan.....	Business Education
Mr. Aaron Oldfield.....	Business Education
Ms. Laura McLaughlin.....	Business Education
Ms. Carol Rolewicz	Business Co-op program
Ms. Audrey Fiscor.....	Child Study Team/ Social Worker (p/t)
Ms. Joanna Strauch.....	Child Study Team/ School Psychologist
Ms. Barbara Hannman.....	Child Study Team/ School Psychologist
Ms. Beth O'Brien.....	Child Study Team/ Learning Consultant
Ms. Beverly Wittkop	Speech Therapist
Ms. Nicole Dolan.....	Child Study Team/Learning Consultant
.....	Supervisor English

Ms. Johanna Allen	English
Ms. Elizabeth Dykty	English
Ms. Elisa Haggarty.....	English
Ms. Lindsay Makofka	English
Mr. William O'Brien	English
Mr. Andrew Paul.....	English
Mr. Christopher Roebuck.....	English
Mr. Alan Seltzer	English
Mr. David Sherwin.....	English
Ms. Santa Shields	English
Ms. Kim Siris	English
Ms. Tery Solomon.....	English
Mr. Peter J. Griffin.....	Supervisor Fine Arts
Ms. Patricia Arbitell	Fine Arts/Art
Ms. Barbara Hatch.....	Fine Arts/Perf. Arts
Ms. Carolyn McGrath.....	Fine Arts/Art
Ms. Judy Morse.....	Fine Arts/Orchestra
Dr. Robert O'Boyle.....	Fine Arts/Art
Mr. David Schwartzter.....	Fine Arts/Band
Mr. Brian Winnie	Fine Arts/Music
Ms. Christine Abrahams	Supervisor Counseling
Ms. Mari Buono.....	School Counselor
Ms. Cheryl Clark	School Counselor
Ms. Nicole Getman	School Counselor
Mr. Anthony Mormile.....	School Counselor
Mr. Scott Stuhlmuller.....	School Counselor
Ms. Cindy Iarussi	Student Assistance Counselor
Ms. Gwen Moriarty.....	Counseling Secretary
Ms. Aida Valcarcel.....	Counseling Secretary
Mr. Peter James.....	Supervisor Math
Mr. William Ashcraft.....	Mathematics
Ms. Lisa Cardinale	Mathematics
Ms. Lori Cavanaugh.....	Mathematics
Ms. Lauren Cell.....	Mathematics
Ms. Sarojini Dolbec.....	Mathematics
Ms. Lynn LiMato.....	Mathematics
Ms. Teresa Misiak.....	Mathematics
Ms. Heather Sabo	Mathematics
Mr. Adam Shrager.....	Mathematics
Mr. Jay Steinberg.....	Mathematics
Ms. Theresa Thorwart.....	Mathematics
Mr. John Zalot.....	Mathematics

Ms. Donna Esposito.....	Media Librarian
Ms. Amy Czop.....	Media Librarian (p/t)
Ms. Pamela Vaccaro.....	Nurse
Ms. Kelly Hall.....	Nurse (p/t)
Ms. Kiki Enderle.....	Athletic Director/Supervisor Wellness
Mr. John McGinley.....	Interim Athletic Director/Supervisor Wellness
Ms. Pamela Edwards.....	Wellness
Ms. Lois Fye.....	Wellness
Mr. Ken Harrison.....	Wellness
Mr. Mark Kowal.....	Wellness
Mr. David Machin.....	Wellness
Mr. Gary Nucera.....	Wellness
Ms. Daphne Shaub.....	Wellness
Ms. Jami Taranto.....	Wellness
Ms. Lisa Haenni.....	Secretary/Wellness
Mr. Timothy Coyne.....	Athletic Trainer
Mr. Douglas Brower.....	Supervisor Practical Arts/Business Education
Ms. Jill Bacso.....	Technology Trainer
Mr. Angelo Anastasio.....	Practical Arts/I.A.
Ms. Sharon Carbone.....	Practical Arts/C.S.
Mr. Lou Carnation.....	Practical Arts/I.A.
Mr. Frank Flegeal.....	Practical Arts/I.A.
Mr. Jeffrey Losch.....	Practical Arts/I.A./Technology
Mr. Erik Tornegard.....	Practical Arts/I.A.
Ms. Bernadette Schetler.....	R.I.S.E.
Ms. Mary Yeomans.....	Supervisor Science
Mr. David Angwenyi.....	Science
Ms. Jessica Barzilai.....	Science
Mr. John Delaney.....	Science
Ms. Cynthia Glover.....	Science
Mr. Eric Guise.....	Science
Ms. Loreen Holstein.....	Science
Ms. Lucy Jameson.....	Science
Mr. Nicholas Johnson.....	Science
Mr. Sam Karlin.....	Science
Ms. Karen Lucci.....	Science
Mr. Mark Manning.....	Science
Dr. Lillian Rankel.....	Science
Ms. Sarah Sherwin.....	Science
Ms. Linda Towner.....	Science
Mr. David Wilson.....	Science
Mr. Jack Wolff.....	Supervisor Social Studies

Mr. David Bello.....	Social Studies
Ms. Jamie Courts.....	Social Studies
Ms. Pomykacz.....	Social Studies
Mr. Jeffrey Neumann.....	Social Studies
Ms. Janaleigh Olszyk.....	Social Studies
Ms. Coleen Ross.....	Social Studies
Mr. Domenic SanFilippo.....	Social Studies
Ms. Leslie Silverman.....	Social Studies
Mr. Robert Siris.....	Social Studies
Mr. Paul Tkacs.....	Social Studies
Mr. Jeff Parkinson.....	Social Studies
Ms. Isabelle Richards.....	Supervisor Learning Resources
Mr. Dan Balog.....	Learning Resources
Ms. Candy Bessellieu.....	Learning Resources
Mr. David Caldwell.....	Learning Resources
Ms. Selena Carrigan.....	Learning Resources
Ms. Jillian Darcy.....	Learning Resources
Ms. Paulette DiNardo.....	Learning Resources
Mr. David Geronemo.....	Learning Resources
Ms. Laura Gordon.....	Learning Resources
Mr. Daniel McManamon.....	Learning Resources
Mr. George Needham.....	Learning Resources
Mr. Andrew Romanelli.....	Learning Resources
Ms. Allisyn Scarola.....	Learning Resources
Ms. Valerie Takacs.....	Learning Resources
Mr. Robert Hirsch.....	Learning Resources
Mr. Rafael Meulener.....	Supervisor World Languages
Ms. Ana Benavides.....	World Languages
Ms. Joan Bonnell.....	World Languages
Ms. Kristen Kincaid.....	World Languages
Ms. Rebecca Levy.....	World Languages
Ms. Molly LaPorte.....	World Languages
Ms. Susan Martinez.....	World Languages
Ms. Joyce Nagel.....	World Languages/ESL Teacher
Ms. Raquel Rivera.....	World Languages
Ms. Betty Schoen.....	World Languages
Ms. Catherine Som.....	World Languages
Ms. Linda Young.....	World Languages
Ms. Maryann Babice.....	Paraprofessional
Ms. Carol Kurowski.....	Paraprofessional
Mr. Steven Mensinger.....	Paraprofessional
Ms. Theresa Montagna.....	Paraprofessional

Ms. Shirley Larkin	Paraprofessional
Ms. Elizabeth Levinson	Paraprofessional
Mr. Muhammad Siddiqu	Paraprofessional
Ms. Kelly Schmidt	Paraprofessional
Ms. Carol Kurowski	Paraprofessional
Ms. Tanya Verba	Paraprofessional
Mr. Timothy Lang	Campus Safety Officer
Mr. Carl Weidl	Campus Safety Officer
Mr. David Raduzycki	Head Bldg. Custodian
Mr. Louis Cherubin	Head Night Custodian
Ms. Bella Ali	Custodian
Mr. Paul Beckingham	Custodian
Mr. Keith Easy	Custodian
Mr. Peter Nemchik	Custodian
Mr. Earl Queen	Custodian
Mr. Pedro Palacios	Custodian
Mr. Victor Sandoval	Custodian

Pa

The Hopewell Valley Regional School District will not discriminate on the basis of race, color, religion, national origin, ancestry, age, political affiliation, sexual orientation, armed forces, liability, physical handicap, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq.

Affirmative Action Officer

Mr. Richard Lang (School District Officer)

WORKS CITED

The following are sample entries. They represent a variety of sources.

ONE AUTHOR:

O'Brien, William. Writing the Research Paper for Fun and Profit. New York: Prentice-Hall, 1992.

TWO AUTHORS:

Rydberg, Roberta, and Peter Brennan. The African Nations. Englewood Cliffs, New Jersey: McGraw-Hill, 1991.

NO AUTHOR GIVEN:

Webster's Biographical Dictionary. Springfield, Massachusetts: G. & C. Merriam Co., 1992.

EDITOR, COMPILER, TRANSLATOR AS AUTHOR: (*Use abbreviations of ed., comp., trans., respectively*)

McDermott, William, ed. Guide to Domestic Information Sources. New York: Oxford University Press, 1995.

COMPONENT PART BY ONE AUTHOR IN A WORK EDITED BY ANOTHER OR IN AN ANTHOLOGY:

Dickinson, Emily. "Because I Could Not Stop for Death." In American Poetry. Ed. Ruth N. Anshen. New York: Harper & Row, 1952, 10.

QUOTATION FROM A SECONDARY SOURCE:

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Duran, Will. "Our Oriental Heritage." In The Story of Civilization, Vol. 2. New York: Simon & Schuster, 1942.

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Iwanski, Trudy. The Genetic Code of Life. The Oxford Biology Readers, no. 16. New York: Oxford University Press, 1997.

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Ashcraft, William. "YoYo's." Encyclopedia Americana, 1990 ed.

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Case, John. "Divorce in American Families." Time, 17 October 1992, 15-28.

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"The Natural Superiority of Youth." The New York Times, 24 July 1972.

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Trenton, New Jersey. Department of Public Works, Annual Report: 1972.

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Gilligan, Judith M. Eighteenth Century Architecture in Newport. Providence, Rhode Island: Rhode Island Historical Society, 1978.

PERSONAL INTERVIEW:

Foreman, Ann. Personal interview about job safety. Narragansett, Rhode Island, 12 May 1997.

LECTURE:

Luke, Ashley. "Impact of Counterculture." Lecture at Yale University, 16 March 1985.

TELEVISION PROGRAM:

I'll Fly Away. New York: WNBC-TV, 26 April 1992.

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O'Keeffe, Georgia. Jack-in-the-Pulpit IV, 1960. (Painting) Museum of Modern Art, New York.

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"The Cuban Missile Crisis." New York: Screen News Digest Films, 1969. (35 mm., 30 min., color)

CASSETTES (AUDIO AND VIDEO):

"F. Lee Bailey: The Many Sides of a Trial Lawyer." (Videocassette) New York: Encyclopedia Americana, CBS News Resource Library, 1989.

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"The Fourteenth and Fifteenth Amendments." The New York Times, 26 May 1866. Glen Rock, New Jersey: Microfilming Corporation of America, 1977. (Microform)

NEWSBANK:

Thorsby, Linda. "John Bach Speaks on Public High Schools." Trenton (N.J.) Times, 10 January 1990, (Located in Newsbank. Education 1992, 3:C4).

SIRS (SOCIAL INFORMATION RESOURCES):

Rappaport, Fay. "Humanist Therapy." Psychology Briefs. July 1980 (Located in SIRS: "Health," I, Article 56).

FULL-TEXT CD RESOURCES

We get more of these each year so you may not find your particular source on this list. Look carefully at the style and pattern of these citations and find the information that fits that pattern for the CD you are using. Remember that the purpose of a citation is to enable your reader to find the source again. Be consistent.

SIRS Researcher:

Danken, Holly. "The Irrecoverables: Romania's Lost Children." Oregonian (Portland, Oregon), 10 March 1993. SIRS Researcher CD-ROM.

SIRS Government Reporter:

"Flow of Undocumented Workers Hurts Compliance with Immigration Law." Agricultural Cooperative Service. Farmer Cooperatives, April 1994, 16-18. SIRS Government Reporter CD-ROM.

Pro-Quest – The New York Times:

Ibrah, Isaac. " Israel Accusing Muslim Militants." The New York Times, 28 July 1994, sec. A, 10. ProQuest – The New York Times CD-ROM.

LASER DISCS:

"Molecular Structure." Atoms to Anatomy Seattle, WA: Videodiscovery, 1996, Chapter 4, Frame 05138. Videodisc.

INTERNET:

The goal of citing from the Internet is essentially the same as that of citing other sources: to enable the reader of your paper to find the sources which you have used. In order to do that, you must include as much information as you have, including the dated accessed, the URL, the sponsoring organization, and other pertinent information as indicated in the following example:

Article in a Journal:

Flannagan, Roy. "Reflections on Milton and Ariosto."

Early Modern Literary Studies 2.3 (1996): 16 pars. 22 February 1997 <http://www.eb.com:180>.