




Hopewell Valley Central High School Student Handbook



2023 - 2024



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 SCHOOL DISTRICT BOARD OF EDUCATION

President	Anita Williams Galiano	Board President	
		Andrea Driver	Board Vice-
Member		Jacqueline Genovesi	Board
Member		Pamela Lilleston	Board
			Ou Liu
		Board Member	
	Mark Peters	Board Member	
Member		Alexander Reznick	Board
Member		Adam J. Sawicki, Jr.	Board
	Michael Wilson	Board Member	

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT ADMINISTRATION

Dr. Rosetta Treece	Superintendent
Robert Colavita	Assistant Superintendent/ Business Administrator
Dr. Vicky Pilitsis	Assistant Superintendent/ Curriculum and Instruction
Tana Smith	Assistant Superintendent/ Human Resources
Paulette DiNardo	Director of Pupil Services
Patricia L. Riley	HVCHS Principal
Dr. Stephen Quinn	HVCHS Vice Principal (Grades 9 & 11)
Anson Smith	HVCHS Vice Principal (Grades 10 & 12)

SUPERVISORS

Lois Baldwin	World Languages, Business, Practical Arts
Amy Baskin	Language Arts
Tripp Becker	Athletic Director
Steven Wilfing	Director of S.T.E.M.
Daniel DeStefano	Counseling Services
Darren Lewan	Social Studies/ Wellness
George Needham	Special Education
Daniel Umstead	Visual and Performing Arts

I. COUNSELING SERVICES

Counseling Services is an integral part of the school's total educational 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 2023-2024

Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Ms. Buono	A - Dav	A - Duf	A - Crai	A - DeP
Ms. Getman	Davi - Jain	Dwy - Kal	Craj - Han	Didi - Kar
Ms. Coppola	Jan - Mol	Kee - Nun	Har - McDI	Kei - Mulv,J
Ms. Lee	Moor - Schi	O'Co - Sinha	McE - R	Mur - Sing
Mr. Maldonado	Schoe - Z	Sinhar - Z	S - Z	Skar - Z

ARRANGING A CONFERENCE

It is important to have personal contact with your school counselor. 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. 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

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 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 AND CAREER CONFERENCES

During the school year, career and college representatives visit HVCHS for the purpose of talking with interested junior and senior students about the career opportunities and college programs. Naviance Family Connection will carry announcements of these conferences. Students interested in attending a career or college conference must sign up through Family Connection. A pass will be sent to your classroom on the day of the visit.

COLLEGE ADMISSIONS TESTING PROGRAM

The College Entrance Examination Board has established the following test dates for 2023-2024:

- August 26, 2023 SAT
- September 9, 2023 ACT
- October 6, 2023 PSAT*
- October 7, 2023 SAT*
- October 28, 2023 ACT
- November 4, 2023 SAT
- December 2, 2023 SAT
- December 9, 2023 ACT
- February 10, 2024 ACT
- March 9, 2024 SAT*
- April 13, 2024 ACT
- May 4, 2024 SAT
- June 1, 2024 SAT
- June 8, 2024 ACT
- July 13, 2024 ACT

May 6-17, 2024 Advanced Placement (AP) Exams *

*Denotes HVCHS as a test center.

Hopewell Valley's code number for both the College Board (SAT) 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 (PSAT) will be administered to all HVCHS sophomores and juniors on Friday, October 6, 2023. This test serves as a practice test for the Scholastic Aptitude Test (SAT) and may qualify a junior student for a National Merit Scholarship.

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 three to four 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 three to four 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 only available online through the

state via the following link: <https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>.

II. ACADEMIC INFORMATION

STUDENT GRADING SYSTEM - Please refer to the HVCHS [Program of Studies](#).

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.

HOMEWORK

A homework policy has been adopted and may be viewed under Board Policy 2330R on the district website.

SENIOR EXEMPTIONS FROM FINAL EXAMINATIONS

Seniors are eligible for exemption for their final exams under the following conditions:

1. The average for exemption is 90 and above .
2. Seniors who receive an F (59.0 or lower) for a marking period 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.

RECITATION

The Recitation period occurs at the same time each day. This period will not rotate; all of the other periods will continue to rotate and drop around this period. Each student will be assigned to a teacher, and daily attendance will be taken. All students, grades 9-12, are expected to attend, just as they do every other class.

This Recitation period will allow for:

- Direct academic support
- Additional time for assistance
- Daily homework
- 9th grade transition strategies
- Counselor groups
- Mindfulness
- Grade-level meetings

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

Eligibility of all students attending Hopewell Valley Central High School will be determined at the start of each school year. Candidates eligible for acceptance in this chapter must be students of junior or senior standing. They shall have spent at least one semester enrolled in Hopewell Valley Central High School. Candidates shall have a minimum cumulative GPA of 3.67. The cumulative scholastic average shall be calculated as a weighted average for all classes. All students achieving or surpassing this standard shall be considered eligible for membership and will be notified of their standing in the beginning of their junior and/or senior year. 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.

NATIONAL HONOR SOCIETY OFFICERS 2023-24

McGrath	President	Maura
	Vice President	Natalie Veale
Wang	Secretary	Summer
	Service Chair	Riya Mishra

Patterson
& Ms. Taylor

Tutor Chair	Madelyn
Advisors	Ms. Carrigan

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 2023-24

Torpey	President	Michael
	Vice President	Austin Gold
	Secretary	Sydney Yeh
	Treasurer	Abhijay
Singireddy	Rep. to Board of Education	Hannah Chu
	Advisors	Mr. Atkinson
and Ms. Bruning		

This year's incoming Student Council is focused and ready to make this year the best it can be. Each grade is represented, and we wish to truly engage all students in the activities that we will hold this year. Our goal is to not only get as many students as possible involved in our events, but to ensure that everyone has fun when they attend. Through brainstorming and planning these events, the Student Council will work to make sure that students are excited for school events and that they will have a memorable year. Please do not hesitate to contact any Student Council officer, advisor, or member with any questions, comments, or ideas that you have. With the help of the entire Student Council, we hope to make this school year the best it can be.

SENIOR CLASS OFFICERS - CLASS OF 2024

	President	Natalie Veale
	Vice President	Allen
Patterson	Secretary	Garrett Wille
	Treasurer	Jayden Shin
	Liaison	Patrick
Suryanaryan		

Lautermilch and Madelyn Patterson	Historians	Iris
and Mr. Nucera	Faculty Advisors	Ms. Ashman

JUNIOR CLASS OFFICERS - CLASS OF 2025

Sachdeva	President	Milan Desai
Dumont	Vice President	Samaira
Boguslawski	Secretary	Claire
Salvatore	Treasurer	Alexis
and Dylan Yasher	Liaison	Joseph
and Ms. Taylor	Historians	Ethan Rich
	Faculty Advisors	Ms. Carrigan

SOPHOMORE CLASS OFFICERS – CLASS OF 2026

Ross	President	Edgar Alfaro
	Vice President	Delainey
	Secretary	Aarush Bhol
	Treasurer	Jaykob Shin
	Liaison	Liam Jain
Trujillo and Pedro Trujillo	Historians	Joaquin
and Mrs. Stanley	Faculty Advisors	Ms. Mora

FRESHMAN CLASS OFFICERS - CLASS OF 2027

Bevis	President	Mackenzie
	Vice President	
	Secretary	Arya Khare
	Treasurer	Mia Bevis
Anusankar	Liaison	Lakshmi
Mauldin and Nandini Mohapatra	Historians	Lacey

and Mr. Tobin

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 HVCHS administration. A complete list of activities, including sign-up procedures, will be provided during the first weeks of school. We have over 75 clubs and activities that include (but are not limited to): Performing Arts, Service Organizations, World Cultures, Business, Fine Arts, and Culture. For a list our extra-curricular activities and detailed information on each, please visit [this link](#)*

Student Conduct and Extracurricular Activities

Students are required to abide by all board policies and rules of behavior and 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.

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.

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 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 or 4 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.

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

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.

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 of Education 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 2023	Winter 2023/2024	Spring 2024
Varsity/JV/Freshman Football	Varsity/JV/Freshman Boys Basketball	Varsity/JV/Freshman Baseball
Varsity/JV/Freshman Boys Soccer	Varsity/JV/Freshman Girls Basketball	Varsity/JV Softball
Varsity/JV/Freshman Girls Soccer	Varsity/JV Ice Hockey	Girls Track
Varsity/JV/Freshman	Varsity/JV Wrestling	Boys Track

Field Hockey		
Varsity/JV Girls Tennis	Boys Swimming	Varsity/JV Boys Tennis
Boys Cross Country	Girls Swimming	Varsity/JV Golf
Girls Cross Country	Winter Track - Boys	V/JV/Freshman Boys Lacrosse
Varsity Cheerleading	Winter Track - Girls	V/JV Girls Lacrosse
Varsity/JV/Freshman Girls Volleyball	Varsity Cheerleading	Varsity/JV Boys Volleyball
	Diving	

For information regarding the athletic department, refer to <https://www.hvrsd.org/page/athletics>. 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 ensure 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.

ATHLETIC CODE

Athletic Eligibility

- Eligible if a student has not reached the age of 19 prior to September 1
- Eligible during the first semester (September 7 to January 26) if a student has passed 25% of the credits required by the State of New Jersey for graduation during the immediately preceding academic year (30 credits).
- Eligible for second semester (January 29 - June 18) 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 26) (15 credits).
- Students who meet the NJSIAA credit requirement and the GPA requirement but are failing one or more courses will be considered ineligible to participate in athletics until their course average is 60% or better.
- 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 the 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. 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 their 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 or coach 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. Parents may only take their own children home and students may not drive themselves to or from any athletic contests.
- 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.

- Be financially responsible for all equipment that is not returned. Students will not be permitted to try out for the following athletic season until all equipment has been returned or financial obligations have been met.
- 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. Anyone guilty of hazing will receive sanctions as listed in the Hopewell Valley Central High School Student Handbook and/or the Hopewell Valley Athletic Code.
- 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 report by 10:45 a.m., the student cannot practice or play that day or evening. Exceptions can be exercised at the discretion of and 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

- A student-athlete, who has earned the role of captain and is in violation of the code of conduct, may forfeit the honor of being named a captain.
- 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. Student athletes who violate the district drug and alcohol policy may be subject to additional athletic sanctions at the discretion of the coach and athletic director. 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. 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:

Games and practices may continue during a school break provided that a three or four day (consecutive) vacation is provided during each season. Due to the CVC/NJSIAA scheduling obligations, the Athletic Director will determine the dates to be used for all breaks so that all athletic programs are consistent. Students are expected to be in attendance before and after each break and communicate to their coaches regarding vacation times.

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 website: www.hvrsd.org)
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.
4. A physical examination used to determine the fitness of a student shall include a Medical History Questionnaire to be completed by the parent or 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 the parent or legal guardian of the candidate if the physical examination took place more than 90 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 a private licensed physician must be cleared by the 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. For further information regarding athletic information, refer to the website.

ACTIVITY GUIDELINES

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

1. Students who arrive at school after 10:45 a.m. on the day of the event or are absent on the day of the event will not be permitted to attend. See Board Policy 5200R for more information.
2. 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.
3. 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 or the principal in advance.
4. Students who leave the building will not be permitted to return.
5. Disorderly persons may be escorted from the building, no refunds will be given, and parents will be contacted. If necessary, the police will also be contacted.
6. For overnight activities and field trips, bags will be checked by a school administrator or designee. Please see Board Policy 5850 for further information.
7. Students may be breathalyzed at school sponsored activities, as per Board Policy 5535.
8. Smoking, alcoholic beverages, and drugs are not permitted on school premises or on the premises of the designated alternate location. If students or guests appear to be under the influence of drugs or alcohol, or have the odor of alcohol on their breath, or are in possession of drugs or alcohol, they will be subject to actions outlined by the substance abuse policy.
9. HVCHS activities are open only to HVCHS 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 and appropriate guest forms completed. At the Junior Prom, Senior Prom, and "community events," students are responsible for the behavior of their guests. Guests must be at least in ninth grade and must be under the age of 21.
10. HVCHS issued student identification cards are required to gain admittance to "student only" events.
11. Students must be up-to-date with serving disciplinary sanctions and paying fines in order to be admitted to school activities.

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. 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. In addition, many violations of school regulations will also result in the implementation of restorative justice practices, including, but not limited to reflection, education, and counseling.

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 is reflective of an educational/professional environment.

HALL PASSES

Students are required to wear their school identification badge at all times while in the school building. 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

Although we recognize that the way students dress is a reflection of personal choice, there is certain attire that is not appropriate for school. Hopewell Valley Central High School requires students to dress in a manner appropriate for an educational environment. Students should be mindful, especially when representing the school on field trips, visits and competitions, that they are a representation of HVCHS, and should dress appropriately. Clothing should be clean and neat, and embrace the following tenets:

- Any attire that displays any reference to drugs, alcohol, tobacco profanity, and/or weapons is prohibited.
- The area from the armpits through the torso and mid-thigh must be covered. (Point of reference in determining appropriateness of clothing item: If you lift your arms or bend over, nothing in this area should be showing.)
- Clothing that is too revealing, such as sagging pants, tube tops, and swimwear, is not permitted. Undergarments may not be worn in place of appropriate clothing items.
- Footwear must be worn at all times and in all places. Slippers, cleats, and steel-toed boots are not permitted.
- Appropriate protective gear must be worn in science class.

When the dress code is violated, the following steps will be taken:

- First Offense: clothes are changed, contact home
- Second Offense: clothes are changed, contact home, office detention
- Third Offense: clothes are changed, contact home, extended weekday detention

WELLNESS / ATHLETICS 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. Swimwear and athletic undergarments may not replace appropriate wellness attire and are not permitted to be worn unless covered by appropriate wellness clothing.
- Wear elastic band shorts of appropriate length.

- When in doubt, please refer to the guidelines for uniforms presented by the [National Federation of State High School Associations](#) (NFHS) or the [NJSIAA](#)

ELECTRONIC DEVICES

The Hopewell Valley Regional School District (HVRSD) is committed to moving students and staff forward in a 21st century learning environment. As part of this vision, the district issued Chromebook and any personal mobile computing devices that are capable of merging onto HVRSD wireless networks will be governed by the HVRSD Guidelines for Responsible Computing. For additional information and procedures, consult the HVRSD Guidelines for Responsible Computing which is found on the school district and HVCHS web pages.

Please note that electronic devices should be restricted for instructional purposes and during the unit lunch period and study hall. If a student is observed using any electronic device (including the district issued Chromebook) for non-instructional purposes during school hours (other than lunch and study hall), the item may be confiscated by a staff member and held in the VP office until the end of the school day. At the first offense, a student may sign for his/her phone/ device 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.

STUDENT BEHAVIOR/SANCTIONS

Consequences for student misbehavior are intended to empower 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.

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.

DISCIPLINARY POLICIES & PROCEDURES

Whenever a student receives a detention, the student will be told the date/time to serve and reason for the detention. The teacher should attempt to contact the parents/guardians via phone or email. It is the student's responsibility to make sure this information is shared with his/her parents. The Vice Principals' Office will contact parents regarding EWD, ESD, and suspensions, 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 informed of the date/time to serve and reason for the detention. It is the student's responsibility to share this information with his/her parent/guardian.
2. All students assigned office detentions should report to their assigned room and be seated before 2:55 p.m.. 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, listening to music, and card/game playing are prohibited during detention.
5. Students who fail to attend office detention will be subject to the following sanctions:
 - First offense – two (2) office detentions.
 - Second offense – one extended weekday detention (EWD).
 - Third Offense - one extended Saturday detention (ESD).
 - Fourth Offense –in-school suspension (ISS) pending parent conference.

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

1. Whenever a student receives an EWD or ESD, the student will be verbally notified, the parent will be called, and an email 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. Use of electronic devices (for purposes other than school work), card/game playing, and listening to music are prohibited during EWD and or ESD.
4. Students who fail to attend EWD or ESD may be subject to additional sanctions including ISS.

D. Suspension (ISS / OSS):

1. Whenever a student receives ISS or OSS, the student will be notified verbally, and a letter will be sent home. The student's parent/guardian will also 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) Suspension:

Multiple disciplinary infractions may cause students to be excluded from participating in extracurricular activities or events. Students serving in school or 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.

GLOSSARY OF INFRACTIONS

Academic Dishonesty, Cheating, Plagiarism, Forgery, or Unauthorized Use of School Forms -

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;
- 3) Unauthorized collaboration with another student in the preparation of assigned work, including homework;
- 4) Electronic academic dishonesty (sharing documents, etc.)

Note: Academic Dishonesty is a cumulative infraction. Records are maintained for all four years. Second Chance Learning opportunities will not be provided in cases of academic dishonesty.

Acceptance Use Policy 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. Restorative justice and education will also be required. The Guidelines for Responsible Computing and the Acceptable Use Policy can be found on the district website.

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.

Dress Code Violation – Students are expected to dress in a manner that is appropriate for an educational and/or professional environment. Multiple offenses of the dress code will result in office detentions and/or ESD as deemed necessary by the administration.

Drug and Alcohol Policy Violation- 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". Restorative justice and education will also be required.

Endangering the Safety of Self or Others - The school is entrusted with the safety of all students. Potentially dangerous behavior such as pushing; throwing objects, use or possession of items resembling weapons, accessing restricted areas without permission; etc. will result in appropriate disciplinary action which may include OSS and/or referral to the police. Restorative justice and education will also be required.

Fighting - Any student who physically assaults another student or otherwise provokes a fight may be suspended and/or will be referred to the police. If both students are active participants in a physical altercation, both students will receive equal disciplinary action. Restorative justice and education will also be required.

Harassment/Hazing - HVCHS and HVRSD follow the Harassment, Intimidation, and Bullying legislature mandated by the State of NJ. In addition to any disciplinary consequences assigned, restorative justice and education will also be required.

Insubordination – A student is insubordinate when he/she knowingly defies policies and rules of the school.

ID Policy Violation - Students are required to carry their ID badges with them every day. An ID policy violation occurs when a student is unable to show their ID either in the hallways or at lunch.

2nd offense:	email to student
4th offense:	email to student/parents
6th offense:	1 hour office detention + email to student/parents
8th offense:	2 hour office detention + email to student/parents
10th offense:	3 hour office detention, issue of new badge, email to

student/parents

Leaving Class without Permission / Wandering – It is important for students to be accounted for at all times. Any student leaving class without an official pass or permission of a staff member, or found roaming the school building without a hall pass or supervision of a staff member, is subject to disciplinary action.

Leaving School / School Grounds Without Permission - It is important for students to be accounted for at all times. Students who choose to leave the school building and/or school grounds without permission will receive disciplinary consequences.

Open Defiance - Any student blatantly defying the authority of a staff member will be referred to the vice principal and will receive disciplinary consequences.

Possession of Bodily Fluids or Other Hazardous Waste Materials - Any student in possession of bodily fluids will (at minimum) be given one ESD for the first offense and will be suspended for any

ensuing offenses. Any attempt to expose other students or staff members to the bodily fluids will be considered assault and will be subject to the ensuing consequences.

Profanity/Obscene Language - Students are expected to maintain proper decorum and use appropriate language at all times. Students using profanity or obscene language will be directed to the appropriate vice principal for disciplinary action. Restorative justice will be required.

Profanity to a Staff Member - Profanity directed toward a staff member will result in suspension beginning with two days and escalating with each infraction. Restorative justice will be required.

Smoking/Vaping - There is no smoking or vaping permitted on school grounds at any time. In addition, smoking or vaping are not permitted at any school function including all extracurricular events and field trips. Any student found smoking/vaping in the building, or outside of the building but within the tobacco-free zone will be suspended. Possession of nicotine products (cigarettes, electronic cigarettes, cigars, pipe tobacco, chewing tobacco, etc.) is not permitted and will result in suspension. Products may be subject to screening for controlled substances. Restorative justice and education will be required for both possession and use of nicotine products.

Spectator Conduct - Students attending school events and competitions as a spectator are expected to exhibit positive behavior and sportsmanship. Inappropriate behavior, including profanity, racial or sexist comments, or other negative or intimidating language or actions directed at officials, student-athletes, coaches, or other spectators will not be tolerated and are grounds for immediate removal from the site of competition. Additional disciplinary action, depending on the nature of the offense, will apply.

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. Disciplinary consequences ranging from EWD to OSS.
- 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.
- D. Restorative practices and education.

Threats to School Personnel/ Other Students - Any student directing a threat to a staff member will be suspended out of school 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 disciplinary action ranging from EWD to OSS. Referral to the Hopewell Township Police Department may occur. Restorative practices and an educational component will also be implemented.

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.

Weapons - Students found possessing weapons (firearms, knives, clubs, brass knuckles, explosive devices, or similar articles) on school property will be suspended 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, and a referral to the police may occur. Restorative practices and an educational component will also be implemented. 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 receive disciplinary consequences dependent upon the nature of the offense.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Academic Dishonesty	1 ESD, Parent/Guardian Conference, Grade of 0, Restorative Justice & Education	2 ESD, Parent/Guardian Conference, Grade of 0, Restorative Justice & Education	ISS, Parent/Guardian Conference, Potential Removal from Class Without Credit
Assault	OSS (number of days may vary), Restorative Justice & Education, Potential Referral to HTPD*	OSS (number of days may vary), Restorative Justice & Education, Referral to HTPD*	OSS (number of days may vary), Restorative Justice & Education, Referral to HTPD & Superintendent*
Acceptable Use Policy Violation	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required
Cutting Class	1 EWD	1 ESD	2 ESD
Dress Code	Warning, change of clothing required	Office detention, change of clothing required	EWD, change of clothing required
Drug/Alcohol Policy Violation	5 Day ISS/OSS, 15 Day ECA Suspension, Restorative Justice & Education Required*	8 Day ISS/OSS, 30 Day ECA Suspension, Restorative Justice & Education Required*	10 Day ISS/OSS, 30 Day ECA Suspension, Referral to Superintendent, Restorative Justice & Education Required*
Electronic Devices	Confiscation (return at end of school day)	Confiscation (parent/guardian must pick up device)	Confiscation (parent/guardian must pick up device), EWD

Endangering the Safety of Self or Others	1 Office Detention	2 Office Detentions	EWD/ESD/ISS
Fighting	4 Days ISS/OSS, Restorative Justice & Education Required*	4+ Days ISS/OSS, Restorative Justice & Education Required*	
Harassment, Intimidation, Bullying	Discipline consequence may vary due to nature of offense, Restorative Justice & Education required	Discipline consequence may vary due to nature of offense, Restorative Justice & Education required	Discipline consequence may vary due to nature of offense, Restorative Justice & Education required
Insubordination	1 Office Detention	2 Office Detentions	EWD / ESD
ID Policy Violation	Warning - Email to student (@ 2 violations)	Administrative Warning - email to student/parents (@ 4 violations)	1 Office Detention + email to student/parents (@ 6 violations)
Leaving Class Without Permission / Wandering	1 Office Detention	2 Office Detentions	1 EWD
Leaving Building Without Permission	1 Office Detention	1 EWD	1 ESD
Leaving School Grounds Without Permission	1 EWD	1 ESD	ISS
Open Defiance	EWD	ESD	ISS/OSS
Possession of Bodily Fluids	ESD	ISS/OSS	ISS/OSS
Possession of e-cigarette/vaping/smoking paraphernalia	2 Days ISS/OSS, Restorative Justice & Education Required	4 Days ISS/OSS, Restorative Justice & Education Required*	
Profanity/Obscene Language	1 Office Detention, Restorative Justice Required	2 Office Detentions, Restorative Justice Required	EWD/ESD, Restorative Justice Required
Profanity to Staff	2 Days OSS, Restorative Justice Required	4 Days OSS, Restorative Justice Required*	
Smoking/Vaping in School / On School Property	2 Days ISS/OSS, Restorative Justice & Education Required	4 Days ISS/OSS, Restorative Justice & Education Required*	

Spectator Conduct Violation	Removal from a game or event will result in a minimum one-week suspension from future events, with extended suspension enforced based on the nature of the offense	A minimum two-week suspension from future events, with extended suspension enforced based on the nature of the offense.	A minimum one-month suspension from future events, with extended suspension enforced based on the nature of the offense.
Theft/Vandalism	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required
Threats to Student	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (EWD - OSS), Restorative Justice & Education required	Discipline consequence may vary due to nature of offense (ISS - OSS), Restorative Justice & Education required
Threats to Staff	OSS (Length of suspension determined based on nature of offense), Restorative Justice & Education required, potential referral to HTPD	OSS (Length of suspension determined based on nature of offense), Restorative Justice & Education required, referral to HTPD & Superintendent	
Weapon Violation	10 Days OSS, Referral to HTPD & Superintendent, Restorative Justice & Education required*		

** Students who are suspended three (3) or more days are required to attend a re-entry meeting before returning to their regular class schedule. Students must be accompanied by a parent or guardian during the re-entry meeting.*

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 (#5530 and #5530R) on the use of alcohol and other drugs are available on the district website. The following information may help you understand the policies more clearly.

What are the consequences of a first offense on school grounds, offsite school-sponsored activities, off-site during school hours, or school bus?

- Suspension for five (5) school days. Out of school suspension may be assigned if deemed necessary.

- Students will be prohibited from attending after-school and weekend school events for 15 calendar days following the incident date.
- Members of athletic, co-curricular, and extra-curricular activities may be excluded from competitions or performances for fifteen (15) calendar days.
- Targeted counseling by the Student Assistance Coordinator with parental participation – number of meetings will be determined by the SAC.
- Mandated Community Service as determined and overseen by administration.
- Referred for a substance abuse evaluation with an appropriately licensed provider at parent expense; and/or drug and alcohol screens at random intervals, as determined by administration upon your return to school,
- Required to attend a re-entry conference with the Principal and your parent(s)/guardian(s), prior to your return to school.

What are the consequences of a second offense?

Upon a student's second violation of the Substance Abuse Policy, the student shall be:

- Immediately suspended for eight (8) school days.
- Students will be prohibited from attending after-school and weekend school events for 30 calendar days following the incident date. Members of athletic, co-curricular, and extra-curricular activities may be excluded from competitions or performances for thirty (30) calendar days. Additional consequences above those established for a first time violation may be issued, including extending the time not permitted to participate in games or practices or removal from the activity entirely.

What are the consequences of a third offense?

Upon a student's second violation of the Substance Abuse Policy, the student shall be:

- Immediately suspended for ten (10) school days. The Superintendent, in consultation with the building principal, may extend the suspension for maximum time period as allowed by N.J.S.A. 18A:37-1, et. seq. Additional consequences above those established for a first time violation may be issued, including extending the time not permitted to participate in games or practices or removal from the activity entirely.
- At the discretion of the Superintendent, the student may be referred to the Board to consider additional discipline up to and including expulsion from the District in accordance with N.J.S.A. 18A:37-1. et seq. When you are expelled, you lose the right to free public education in this school district. The Superintendent will notify your parent(s)/ guardian(s) in writing of the time, date, and location where the recommendation for expulsion will take place.

Are violations cumulative?

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

What does "possession, use, or distribution" mean?

Being under the influence of alcohol or any 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 there is reasonable suspicion that you may be under the influence, you will be reported to the Principal, Vice Principal or his/her designee.
- You will be removed to a protective environment for observation and care until you can be examined.
- Your parent(s)/guardian(s) and the Superintendent will be notified immediately.
- The Principal will arrange for an immediate medical examination (within two hours) by the District contracted physician, or by a physician selected and paid for by your parent(s)/guardian(s).
- If neither your physician nor the District contracted physician 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(s)/guardian(s).
- Your parent(s)/guardian(s) 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, assuming that you are no longer under, or suspected of being under the influence of any banned substances.
- The Principal or his/her designee 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. Any legal consequences will be in addition to the penalties set forth for a violation of the policy.
- If you are determined to have been under the influence, you will be suspended, as described above.
- You will be referred to the Student Assistance Coordinator to develop an action plan that addresses your specific needs.
- If the written report of the medical examination verifies that alcohol or other drugs do not interfere with your physical or mental ability to perform in school, you will be immediately returned to school.

What if I am suspected of being in possession of or distributing alcohol or other drugs (including analogue or counterfeit substances)?

- 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.
- Your parent(s)/guardian(s) and the superintendent will be notified immediately.
- The Principal will arrange for an immediate medical examination (within two hours) by the District contracted physician, or by a physician selected and paid for by your parent(s)/guardian(s).
- If neither your physician nor the District contracted physician 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(s)/guardian(s).
- Your parent(s)/guardian(s) 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, assuming that you are no longer under, or suspected of being under the influence of any banned substances.
- The Principal or his/her designee 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. Any legal consequences will be in addition to the penalties set forth for a violation of the policy.
- If you are determined to have been under the influence, you will be suspended, as described above.
- You will be referred to the Student Assistance Coordinator to develop an action plan that addresses your specific needs.
- If the written report of the medical examination verifies that alcohol or other drugs do not interfere with your physical or mental ability to perform in school, you will be immediately returned to school.

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

- If you confide in a staff member about your involvement with substances with the expectation of confidentiality, the staff member may respect that confidence at his/her discretion. The discussion should focus on observed signs or symptoms. The staff member should encourage you to seek support from a professional trained in counseling and to confide in your parent(s)/guardian(s).
- You may be referred to the Student Assistance Coordinator for confidential supportive counseling in accordance with 42 CFR Part 2.
- The Student Assistance Coordinator will develop an action plan that addresses your needs.
- If you enter inpatient or residential treatment, your clinician must provide a discharge plan upon completion of treatment that states that you are recommended 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.

PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the pupil's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the building principal or designee or the staff member(s) in charge of a school related or school sponsored event or activity. The purpose for using a PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff, and community members attending such events and to deter the use of alcohol by pupils. For further information please refer to Board Policy 5535.

HARASSMENT AND BULLYING

1. **Basic Policy:** The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.
Hopewell Valley Regional School District strongly believes that student safety is a fundamental right. Students must be given the opportunity to learn in an environment of trust and support. The district does not condone, and will not tolerate, any form of harassment, intimidation or bullying. To that end, we fully embrace the newly-enacted Anti-Bullying Bill of Rights and related board policies.
2. **Prohibited Behavior:** Under this policy, harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:
 1. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
 2. has the effect of insulting or demeaning any student or group of students;
 3. creates a hostile educational environment for the student;
 4. by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
3. **Expected Behavior:** Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the

responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
 2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
 3. Pupil rights
 4. Sanctions and due process for violations of the Code of Pupil Conduct.
 5. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.
 6. The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:
 - Walk away from acts of harassment, intimidation, and bullying when they see them;
 - Constructively attempt to stop acts of harassment, intimidation, or bullying;
 - Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
 - Report acts of harassment, intimidation, and bullying to the designated school staff member.
4. **Sanctions:** 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.
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.
- Verbal reports made to an adult must be made to Principal on the same day the incident occurs, and a follow-up written report must be completed within two (2) school days of verbal report, written by whoever reports the incident.
- The Principal must initiate investigation within one (1) school day of receiving (verbal) report. The Principal must contact parents/guardians and inform them about the incident within one (1) school day of receiving (verbal) report.
- The investigation must be conducted by the Anti-Bullying Specialist. The Principal may appoint others to assist.
- The investigation must be completed as soon as possible; no later than ten (10) school days

from the date of the written report.

The Principal must give the report to the Superintendent within two (2) school days of completing the investigation.

The Superintendent in collaboration with Principal must decide actions to be taken:

- Intervention services
- Training programs
- Impose discipline
- Order counseling

The Superintendent reports the results of the investigation to the board at the first board meeting following completion of the investigation.

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 part 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 ensure 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.

ADMINISTRATIVE REGULATIONS AND PROCEDURES FOR SCHOOL ATTENDANCE

ATTENDANCE REQUIREMENTS

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.

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 ensure 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, especially since regular attendance improves the opportunity for optimal student learning. In accord with these assumptions, parents can serve as models by encouraging 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.

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.

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 affect 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.

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 proof. 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.

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 accumulating ten (10) or more days of such absences in a full year class and five (5) or more days in a semester class. The notice and warning shall provide an opportunity for an in-school conference to review the student's status.

Any student accumulating eighteen (18) 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 eighteen (18) 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.

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.

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
- Teacher
- 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. 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.

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 the child study team, and his/her academic program may be appropriately adjusted.

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:

- Medical or dental appointments which cannot be scheduled outside of school hours;
- Medical disability;

- Motor vehicle driver's test;
- Interview for college entrance or employment;
- Family emergency;
- Court appearance;
- 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 this policy. In addition, tardiness not resulting from the causes listed above may be the basis for disciplinary action.

Cutting Class:

Willfully cutting a class (whether during the school day or by unexcused late arrival to school) will be viewed as a dereliction of the student's duty of attendance and insubordination 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, if assessed, must be paid prior to the administration of the make-up examination.

Administrative Goals:

The building administrator shall develop and maintain procedures for the attendance of pupils which:

- Ensure a school session, which is in conformity with requirements of the rules of the state board;
- Identify potentially missing and/or abused pupils;
- 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;
- 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;

- 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;
- Address tardiness and class cutting in terms that enhance the intent and effectiveness of this policy;
- Ensure that pupils absent for good cause have an opportunity to make up work they missed;
- 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 for all missed work. 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 at school after 7:45 a.m. Their 1st session class begins at 7:45 am. If students are tardy for a specific reason that is outlined in the attendance policy as excused, 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 arrive tardy to school without a parent note or for reasons not covered above will receive an unexcused lateness/tardy code or a cut class code, depending on their time of arrival. Tests/quizzes/assignments that occurred during the class may not be made up. 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 at class 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 along with class absence. Each marking period, 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. Parent conference may be required. In addition, seniors may lose senior option and/or parking privileges.
- Unexcused tardiness to class of more than half the class period will be considered a cut.

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;
 - Driving underclassmen off campus during the school day.

V. 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 and Acceptable Use Policy 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 except reference books. 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.

Students 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 will be posted at the beginning of the school year.

HEALTH SERVICES

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

Prescription medications taken during school must be accompanied by a "Request for Administration of Medication in School" form filled out by the doctor. It identifies the type, dosage and purpose for which the medication is prescribed. Over-the-counter medications can also be given by the nurse if the parent brings in the medication in the original container with a handwritten note giving permission for the nurse on duty to administer it on an as-needed basis throughout the school year. Both prescription and over-the-counter medications **MUST** be brought to school in the original containers and delivered to the nurse on duty in the health office by a parent or legal guardian only. Students are not permitted to deliver or carry their own medications. All prescription and over-the-counter medications will be stored in the health office.

Keep in mind that the nurse on duty can give either generic acetaminophen or ibuprofen **with permission**, which must be updated yearly by submitting the “Authorization for Administration of Acetaminophen/Ibuprofen” form found on the district website to the health office.

When it is necessary for the health office staff to see you for a sports physical examination, a yearly screening exam or some other reason, every effort will be made to deliver a pass to you during the first session. Try to put the slip where it will be partially visible to you throughout the day so that you will be reminded of the designated time.

If students have an excuse from Wellness, students should report to their teacher first, show him/her the note and then report to the nurse’s office.

GUIDELINES FOR RESPONSIBLE COMPUTING

The technology resources in the Hopewell Valley Regional School District (HVRSD) support the instructional, research, and administrative activities of the school district. Examples of these computing resources include, but are not limited to, the administrative and instructional computing facilities and operations, local, wide and wireless networks, electronic mail, and access to the Internet. Users of these services and facilities have access to a vast amount of resources.

Consequently, it is appropriate for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Individual departments may have additional guidelines regarding computing equipment held in those departments and schools. HVRSD vests the responsibility for ensuring the integrity and performance of its computing systems in various system administrators. While respecting the rights of all users, when the integrity of the system is threatened, systems administrators are authorized to take those actions necessary to maintain the responsible, ethical and legal use of the district technology systems.

The guidelines apply to all users of computing resources owned or managed by the HVRSD, including, but not limited to, faculty, staff, students, guests of the administration, and approved external individuals or organizations. All students and their parents are required to sign-off on the guidelines prior to activating accounts and using HVRSD technology resources. Students should review the Guidelines for Responsible Computing to ensure that proper procedures are being followed so that they can maximize the technology resources available. The Guidelines for Responsible Computing covers the following: Account Security, Passwords and Integrity, Privacy, Encountering Controversial Material, Changes in the Computing Environment, Student Instruction Relative to the Guidelines for Responsible Computing, Personal Information, Appropriate Computer Behavior, Bring Your Own Device (BYOD), and Violations of the Guidelines for Responsible Computing. All questions and comments regarding the HVRSD and Central High School Guidelines for Responsible Computing should be directed to Mr. Dennis Schmidt, Technology Administrator.

PARKING

All parking permits are contingent upon availability of space and administrative approval. Parking privileges will be extended exclusively to seniors during the first marking period, and to juniors depending on available spaces beginning in the second marking period. You must submit a completed parking permission form and receive 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 HVCHS. Students who park without permission will be given an office detention for the first offense, an extended weekday detention for the second offense, and a Saturday detention for the third offense. Parking without permission may result in the inability to obtain a parking permit in the future. Bicycles should be parked in the racks provided at the front of the school and should be locked.

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, including Chromebooks. Fines will be assessed for damage, 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. This locker is for your convenience, but it is 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 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

Weather conditions, the loss of utilities or other emergencies may cause school to be closed, opened late, or dismissed early. Emergency schedule changes and related information will be sent to parents and guardians via the communication system using the contact information listed in OnCourse. In addition, information will be placed on the district website (www.hvrsd.org), on cable television HV-TV Channels 19 (Comcast) and 32 (Verizon), and on the district's emergency telephone system. The school district will also communicate emergency schedule changes through Facebook and Twitter.

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. Crognale 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.

STAFF

Ms. Patricia Riley	Principal
Ms. JoAnn Markiewicz	Principal's Secretary
Ms. Julia Kuschyk	Attendance Secretary
Dr. Stephen Quinn	Vice Principal (Grades 9/11)
Mr. Anson Smith	Vice Principal (Grades 10/12)
Ms. Joanne Crognale	Vice Principal Secretary
Ms. Susan Shin	Vice Principal Secretary
Mr. Bill Bennett	Campus Safety Officer
Mr. Jay Shaler	Campus Safety Officer
Mr. Michael Vanover	Campus Safety Officer
Mr. Tripp Becker	Athletic Director
Ms. Felicia Pan-Fea	Athletic Secretary

SUPERVISORS

Ms. Lois Baldwin	Supervisor of Business & World Languages
Ms. Amy Baskin	Supervisor of English & TV Studio
Mr. Dan DeStefano	Supervisor of Counseling
Mr. Darren Lewan	Supervisor of Social Studies & Wellness
Mr. George Needham	Supervisor of Special Education
Mr. Dan Umstead	Supervisor of Visual & Performing Arts
Mr. Steven Wilfing	Director of STEM

CUSTODIANS

Mr. David Raduzycki	Head Building Custodian
Ms. Jeannie Arcamone	Head Night Custodian
Mr. Dimetra Cooper	Custodian

Mr. Herman Jameison	Custodian
Mr. Pedro De Jesus Palacios	Custodian
Mr. Rajesh Patel	Custodian
Mr. Victor Sandoval	Custodian
Mr. Wilmen Torres	Custodian

CHILD STUDY TEAM

Ms. Samantha Awadallah	Child Study Team
Mr. Jeffrey Cobb	Child Study Team
Ms. Kendall D'Angelo	Child Study Team
Ms. Nicole Dolan	Child Study Team
Ms. Holly Kaufman	Child Study Team
Ms. Susan Coyer	Speech/Language Specialist
Ms. Brooke Garcia-Andrews	Speech/Language Specialist

COUNSELING DEPARTMENT

Ms. Mari Buono	School Counselor
Ms. Jaclyn Coppola	School Counselor
Ms. Nicole Getman	School Counselor
Ms. Elizabeth Lee	School Counselor
Mr. Kevin Maldonado	School Counselor
Ms. Sarah Golkov	Counselor/Virtual Pathways
Dr. Christopher Velderman	Student Assistance Counselor
Ms. Jennifer Hastings	Counseling Secretary
Ms. Deborah Linthorst	Counseling Secretary

BUSINESS DEPARTMENT

Ms. Suzanne Brown	Business Education
Mr. Robert Crognale	Business Education
Ms. Tracy Morgan	Business Education
Mr. Aaron Oldfield	Business Education

ENGLISH DEPARTMENT

Ms. Johanna Claps	English
Ms. Elizabeth Dykty	English
Ms. Kathryn Henderson	English
Mr. Joshua Holland	English
Ms. Alexa Massari	English
Mr. Andrew Paull	English
Dr. Christopher Roebuck	English
Ms. Lisa Sandstrand	English
Ms. Santa Shields	English

English
English

PRACTICAL ARTS DEPARTMENT

Mr. Lou Carnation	Practical Arts/I.A.
Mr. Michael Sullivan	Practical Arts/I.A.
Ms. Margarita Trujillo	Practical Arts/I.A.
Mr. Erik Tornegard	Practical Arts/I.A.
Mr. Michael Vittelaro	Practical Arts/I.A.

MATH DEPARTMENT

Mr. Dennis Atkinson	Mathematics
Ms. Kristen Bruning	Mathematics
Ms. Lori Cavanaugh	Mathematics
Ms. Lauren Cell	Mathematics
Ms. Lauren Kofsky	Mathematics
Ms. Teresa Misiak	Mathematics
Ms. Nicole Palmer	Mathematics
Ms. Heather Rich	Mathematics
Mr. Adam Shrager	Mathematics
Mr. Jay Steinberg	Mathematics
Ms. Theresa Thorwart	Mathematics
Mr. John Zalot	Mathematics

MEDIA CENTER

Dr. Eric Guise Media Specialist

NURSES

Ms. Angela Drake	Nurse
Ms. Kelly Hall	Nurse

SCIENCE DEPARTMENT

Dr. Caitlin Allen	Science
Dr. David Angwenyi	Science
Ms. Jessica Barzilai	Science
Ms. Marianna Crandall	Science
Ms. Roshni Desai	Science
Ms. Cynthia Glover	Science
Ms. Loreen Holstein	Science
Mr. Nicholas Johnson	Science
Mr. Mark Manning	Science
Ms. Gabriella Migliore	Science
Ms. Kerry Napoleon	Science
Ms. Stefanie Ribbecca	Science

Ms. Sarah Sherwin	Science
Ms. Courtney Verbaro	Science
Mr. David Wilson	Science

SOCIAL STUDIES DEPARTMENT

Ms. Dana Heller	Social Studies
Mr. Aaron Lewy	Social Studies
Mr. John McGinley	Social Studies
Mr. Jeffrey Neumann	Social Studies
Ms. Janaleigh Olszyk	Social Studies
Mr. Jeff Parkinson	Social Studies
Ms. Coleen Ross	Social Studies
Ms. Leslie Silverman	Social Studies
Mr. Robert Siris	Social Studies
Mr. Paul Tkacs	Social Studies

SPECIAL EDUCATION DEPARTMENT

Mr. Dan Balog	Special Education
Ms. Kristine Burns	Special Education
Ms. Michelle Brennan	Special Education
Mr. David Caldwell	Special Education
Ms. Selena Carrigan	Special Education
Ms. Samantha Chen	Special Education
Ms. Brieanna Diamond	Special Education
Ms. Nicole Horn	Special Education
Mr. Kevin Kley	Special Education
Ms. Nicole Mangone	Special Education
Ms. Meaghan McGowan	Special Education
Mr. Tyler Roberto	Special Education
Mr. Andrew Romanelli	Special Education
Ms. Kristy Sharp	Special Education
Ms. Jillian Slizewski	Special Education
Mr. Matthew Stein	Special Education
Mr. Ryan Tobin	Special Education
Ms. Jennifer Wheeler	Special Education

VISUAL & PERFORMING ARTS DEPARTMENT

Ms. Gabby Cook	Visual and Performing Arts
Ms. Lora Durr	Visual and Performing Arts
Mr. Andre Harding	Visual and Performing Arts
Ms. Catherine Masterson-Damm	Visual and Performing Arts
Ms. Carolyn McGrath	Visual and Performing Arts
Ms. Judy Morse	Visual and Performing Arts
Ms. Katie Rochon	Visual and Performing Arts

Mr. Randy White
Ms. Nanette Younan

Visual and Performing Arts
Visual and Performing Arts

WELLNESS DEPARTMENT

Ms. Lauren Ashman	Wellness
Ms. Pamela Edwards	Wellness
Mr. Ken Harrison	Wellness
Mr. David Machin	Wellness
Mr. Gary Nucera	Wellness
Ms. Christie Paglione	Wellness
Mr. Christopher Skolka	Wellness
Ms. Jami Taranto	Wellness
Ms. Maggie Tronolone	Wellness
Mr. Anthony Venanzi	Wellness

ATHLETIC TRAINERS

Mr. Timothy Coyne	Athletic Trainer
Ms. Morgan Cozze	Athletic Trainer(HVCHS/TMS)

WORLD LANGUAGES DEPARTMENT

Ms. Tatiana Arias-Regidor	World Languages
Ms. Inge Bachalis	World Languages
Dr. Jing Conover	World Languages
Ms. Marie-Claude Gamelin	World Languages
Mr. John Grimaldi	World Languages
Ms. Kristen Kincaid	World Languages
Ms. Molly LaPorte	World Languages
Ms. Rebecca Mora	World Languages
Ms. Christine Soper	World Languages
Ms. Elyssa Swern	World Languages

PARAPROFESSIONALS

Ms. Julie Beck Lowe	Paraprofessional
Ms. Susan Hart	Paraprofessional
Mr. Wayne Hopkins	Paraprofessional
Mr. David Kindred	Paraprofessional
Ms. Ally Kulpa	Paraprofessional
Ms. Juliana Krampf	Paraprofessional
Ms. Carol Kurowski	Paraprofessional
Ms. Tammy Lorenzoni	Paraprofessional
Mr. Tyler Mills	Paraprofessional
Ms. Theresa Montagna	Paraprofessional
Ms. Samantha Shefcyk	Paraprofessional
Ms. Grace Sked	Paraprofessional

Ms. Michelle Tevere
Mr. Georgi Tolstiakov
Ms. Karen Wendt
Ms. Brianna Wyckoff

Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional

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
Ms. Tana Smith (School District Officer)