

# Shore Regional High School

Please sign the following acknowledging you have read the documents.

It is a pleasure to welcome you to Shore Regional High School. This handbook/planner is designed to make you aware of the many academic, athletic, and co-curricular opportunities available at SRHS. The documents enclosed are also available to reinforce the understanding of student expectations. It is the responsibility of all students to read and familiarize themselves with the Student Handbook. **Please read this handbook/planner very carefully** and refer to it when a question arises.

**We have read the Student Handbook and sections on SRHS policies & procedures:**

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

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

**We have reviewed the Acceptable Use Policy located on pages 89-96 of the student handbook:**

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

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

**Photo/Images:**

Throughout the year, photographic and video images of Shore Regional High School students are routinely created for the purpose of sharing student achievement and celebrating educational, co-curricular and athletic programs with the entire community. Such images are often submitted to area newspapers, used in school publications and posted on the district/school website.

\_\_\_\_\_ I grant permission for my child's image to be shared with media outlets, including newspapers, television stations and online forums for the duration of his/her enrollment at Shore Regional High School.

\_\_\_\_\_ I do not grant permission for my child's photo/image to be shared with media outlets.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

***Students: Please detach and return this signed sheet to your English teacher ASAP***

**For updated and most recent changes to the policies and procedures in the  
Student Handbook, visit [shoreregional.org](http://shoreregional.org)**

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## MESSAGE TO STUDENTS AND PARENTS

Dear Students and Parents,

At Shore Regional High School you will find numerous opportunities for success in academics, athletics and co-curricular activities as we strive to develop well-rounded citizens. As part of our mission to inspire and empower students to sustain themselves in this ever-changing global community, our faculty and staff provide the platform and guidance for student development with a heightened sense of independence and tolerance. We urge our students to set high standards and goals for themselves both in and out of the classroom. Get involved in the many co-curricular and athletic organizations, participate fully in school events, and embrace this school year with enthusiasm in order to prepare for college and an increasingly competitive world.

Regardless of the fact that Shore Regional is small in numbers, we offer a wide variety of courses in many disciplines. This is done in an effort to ensure that there is "something for everyone" when selecting courses and direction. Students have the option to choose among a variety of Advanced Placement courses, International Baccalaureate (Diploma and Certificate) courses, four different world languages, and countless additional courses of varying interests and disciplines. Despite that fact that, over the last few years we have seen a slight decline in student enrollment, we have maintained a similar number of courses available to students and, in several areas, we have added electives.

With the overwhelming majority of our students attending college after high school graduation, the primary focus for migrating to a block schedule is to prepare them for this experience. The (alternating day) A/B block schedule will allow students the most academic flexibility while maximizing their educational opportunities.

A block schedule provides the opportunity for students to take up to 40 credits each year of their career at SRHS. It will also provide more time-on-task as they prepare for a future on the collegiate level. In addition, we believe it will assist in better preparing students for recent changes to state assessments and SAT's.

We look forward to taking on this school year collaboratively with the faculty, parents, and students of our regional community.

Please set aside ample time to review our new policies and procedures concerning student and stakeholder responsibilities. **Please find any updates/revisions of schedules, policies, and procedures in the online version of this handbook which can be found on the school website.**

We wish you all success.

## **BELIEFS STATEMENT**

The vision of Shore Regional High School District, in partnership with the community, is to provide a comprehensive, caring educational experience which:

- \* Cultivates the talents and interests of each individual
- \* Promotes a culture of respect and tolerance which values diversity
- \* Offers a relevant, challenging curriculum to enable individuals to achieve their potential
- \* Reflects shared values and common goals
- \* Supports and encourages shared services throughout our community
- \* Values and provides for the appropriate use and advancements of technology

## **PROFILE OF GRADUATES**

As they prepare for successful futures, all students at Shore Regional High School will maximize their potential by:

- \* Addressing, meeting, and exceeding the NJCCCS
- \* Developing study skills that foster life-long learning
- \* Becoming productive members of their communities
- \* Achieving individualized benchmarks of success
- \* Acquiring knowledge from instructional techniques which are creative, contemporary, and progressive
- \* Developing proficiencies in reading, writing, viewing, listening, and speaking in English and in one or more world languages so that they become “literate for the 21<sup>st</sup> century”
- \* Learning to use technology to access, analyze, organize, and process information individually and collaboratively
- \* Working collaboratively with persons of both similar and different beliefs, interests, and backgrounds to build consensus
- \* Demonstrating personal initiative and perseverance

**SHORE REGIONAL HIGH SCHOOL**  
132 Monmouth Park Highway  
West Long Branch, New Jersey 07764

Serving the Communities of:

MONMOUTH BEACH  
OCEANPORT  
SEA BRIGHT  
WEST LONG BRANCH

**BOARD OF EDUCATION**

David Baker, President	Monmouth Beach
Beth Garrigal, Vice President	West Long Branch
Elizabeth DeGiulio	Sea Bright
Mary Lynn Mango	West Long Branch
Richard McKenna	Oceanport
Diane K. Merla	West Long Branch
Ronald O'Neill	West Long Branch
Frank J. Pingitore	Oceanport
Thomas Welsh	Oceanport

**SUPERINTENDENT**

Thomas G. Farrell

**BUSINESS ADMINISTRATOR**

TBA

**PRINCIPAL**

Vincent G. DalliCardillo

**ASSISTANT PRINCIPAL of  
ATHLETICS & ACTIVITIES**

Harry S. Chebookjian, III, CAA

**ASSISTANT PRINCIPAL**

Peter Bruccoleri

**SHARED DIRECTOR OF GUIDANCE**

Jonathan Warner

**REGIONAL DIRECTOR OF CURRICULUM & INSTRUCTION**

Jeanette Baubles, Ed.D.

**SHARED DIRECTOR OF SPECIAL SERVICES**

Lolly Yacona



**2016-2017 FACULTY AND STAFF**

**Art**

Tracey Anders  
Grace-Anne Bertolami  
Mari Lavin  
Susan Tranchina

**Business**

Christine DeFino

**Dance**

Lawrence Edwards

**English**

Melissa Bahrs  
Kristen Encarnacion  
Linda Ensor  
Victoria Koontz  
Jeffrey Labush  
Victoria Martin  
Christopher Mauro  
Samantha Myers  
Cecilia Ross

**Family and Consumers Science**

Susan Moran

**Industrial Arts**

Gregg Malfa

**Mathematics**

Andrea Cocco  
Nicole Mazza  
Vanessa Miano  
Daniel Nicol  
Kimberly Partenfelder  
Jonathan Remedios  
Diane Schmid

**Media Center**

Kodi Sohl

**Music**

David Attilio

**Physical Education/Health**

Casey Carey  
Maureen Mooney  
Ashleigh Pecherski  
David Porta  
Joseph Rankin

**Athletic Trainer**

Joseph Amicucci

**Science**

Jared Aprahamian  
Alison Cook  
Alyssa Fagen  
Nicholas Kulka  
Kathryn McGowan  
Meghan McMahon  
Martin Mullarney  
Richard Santangelo

**Social Studies**

Jacqueline Burley  
Allison DellaVolpe  
Andrew Ker  
David Osis  
Michael Whitacre  
William Wishart

**World Languages**

Sean Carney  
Cathy Di Fede  
Gene Gilbert  
Ellen Minze  
Susan Sher  
Alice Simonson

**Classroom Aides**

Patricia Clores  
Elaine Marella  
Trudell Olsen  
Tiffany Ostering  
Jeanne Paterson  
Michelle Petillo



**SHARED DIRECTOR OF GUIDANCE**

Jonathan Warner

**SHARED DIRECTOR OF SPECIAL SERVICES**

Lolly Yacona

**CHILD STUDY TEAM/SPECIAL EDUCATION**

**Special Education**

Michael Bennett  
Carol Burkley  
Mark Costantino  
David Dudzinski  
Lauran Marotta  
Erik Mazur

**Social Worker**

Lori Engelken

**Psychologist**

Carolyn Egan

**LDT-C**

Christine Critelli

**Substance Awareness Counselor**

Jennifer Czajkowski

**Nurse**

Patricia Smith, R.N.

**School Physician**

David Falco, MD

**GUIDANCE COUNSELORS**

Kathleen Moretti

Maura O'Connor

Katherine Saxton

**COORDINATOR OF EDUCATIONAL TECHNOLOGY**

Thomas Sanderson

**OFFICE STAFF**

Donna Applegate.....Board of Education Office  
Claudia Novellino.....Student Personnel Office  
Wendy Delehanty.....Principal's Office  
Kara Martin..... Curriculum & Instruction Office  
Susanne O'Halloran..... Board of Education Office  
Barbara Pusateri.....Assistant Principal's Office  
Janice Speirs.....Athletic Office  
Gina Villano.....Superintendent & Business Administrator's Offices  
Tina DeRosa..... Student Personnel Office

**SECURITY**

Michael Furlong

Patrick O'Connell

**HALL MONITORS**

Richard Bohnert  
Joseph DeLeonardo

Phillip Famulary  
Raymond Rubman

**TRANSPORTATION**

Wendy Bonett, Supervisor of Transportation

**Regular Drivers**

Wendy Bonett  
Carl Ceralde  
Jodoin Dume  
Sherry Lavene  
Margaret Ledwell  
Patricia Paxia  
Anthony Pulizzano  
Deborah Simpson-King  
Ricky Voss

**Substitute Drivers**

Michael Barney  
Barbara Bell  
Jeffery Bennett  
Pierre Blanc  
Richard Brand  
Regina Brandle  
Timothy Byrd  
Mary Campbell-Lawson  
Joe DuPont  
Jerome Eaddy  
James Ferris  
Alfred Guzzi  
Deborah Johnson  
Walter Kopec  
Robert Matthews  
Susan Olman  
Kim Panduri  
Melahat Pehlivan (& sub aide)  
Benjamin Sheard  
Juantasha Sims  
Steven Tagerty  
Valerie Voss

**Bus Aides**

Dana Curtis  
Mary Marble  
Marian Mihm  
Theresa Miller  
Joanne Morehouse

**TELEPHONE NUMBERS**

Main Number - (732) 222-9300

Listed below are the extensions of frequently called offices. To be connected, push the extension numbers at the automated-attendant prompt that you hear after calling the main number.

Athletic Director	2600
Athletic Trainer	2310
Attendance Office	2200
Board of Education Office	2040
Student Personnel Office	2150
Main Office	2000/2020
Nurse	2500
Special Services	2150
Superintendent	2040

The Shore Regional High School Web Site Address is:

[www.shoreregional.org](http://www.shoreregional.org)

## DAILY SCHEDULES

### Regular Bell Schedule BLUE(A)/WHITE(B) DAY

<b>Block 1</b> (7:30 - 8:53)	
Announcements/Break 8:53 - 9:03	
<b>Block 2</b> (9:07 - 10:30)	
Lunch 1 (10:34 - 11:04) or <b>Block 3A</b> (10:34 - 11:57)	
<b>Block 3B</b> (11:08 - 12:31) or Lunch 2 (12:01-12:31)	
<b>Block 4</b> (12:35 - 1:58)	
Academic Support Period (2:02 - 2:25)	
Buses Leave	2:34
Teachers Leave	2:45
Make-up Bus Leaves	4:05

SUMMER HOURS: During July and August, the main office will be open from 8:00 AM to 12:00 PM and from 1:00 PM to 3:00 PM.

### 2-hour Delayed Opening BLUE/WHITE DAY

<b>Block 1</b> (9:30 - 10:30)
Homeroom/Announcements (10:30 - 10:36)
Lunch 1 (10:40 - 11:11) or Block 3A (10:40 - 11:40)
<b>Block 3B (11:15 - 12:16)</b> or Lunch 2 (11:44 -12:16)
* <b>Block 2</b> (12:20 - 1:21)
<b>Block 4</b> (1:25 - 2:25)
<b>No Academic Support Period</b>
*Block 2 moved to accommodate lunches

### 11:40 Early Dismissal Schedule BLUE/WHITE DAY

<b>Block 1</b> (7:30-8:28)
<b>Homeroom/Announcements</b> (8:28-8:34)
<b>Block 2</b> (8:38 -9:36)
<b>Block 3</b> (9:40 -10:38)
<b>Block 4</b> (10:42 -11:40)
<b>No Academic Support Period</b>
<b>No lunch periods</b>

### REAR GATE CLOSING SCHEDULE

The opening or closing of the rear gates on the access road is usually determined by the Athletic Schedule.

### BUILDING & CAMPUS SECURITY

In an effort to ensure the safety and security of students and staff, all doors of the school building will remain locked. All visitors and/or students arriving late must use the Main Lobby entrance.

The Shore Regional High School campus and building are monitored by video 24 hours a day, 7 days a week.

Shore Regional High School staff members reserve the right to ask for picture identification, i.e.: New Jersey driver's license, of all person(s) visiting the Shore Regional High School campus.

### **NOTIFICATION OF EMERGENCY SCHEDULE CHANGES**

#### **Delayed opening**

1. Emergency school closing decisions will be made by 5:30 AM.
2. Delayed opening announcements will be relayed as early as possible via the methods listed below:
  - CHANNEL 12 TV NEWS
  - 101.5 FM
  - [www.shoreregional.org](http://www.shoreregional.org)
  - Instant alert
3. Delayed opening plan is as follows: School will begin at 9:30 AM.
4. Bus schedules will be delayed two hours.
5. Should weather conditions deteriorate after a delayed opening has been announced, the Superintendent/Principal may elect to close school for the day. The decision will be made no later than 8:00 AM and announced through all media sources mentioned above.
6. Transportation for all special education pupils will be arranged by the Child Study Team.
7. Field trips will be canceled.
8. Decisions related to cancellation of after-school and athletic events will be made by the Superintendent/Principal by 2:00 PM.
9. Co-op students will leave school at the usual time.
10. Lunches will be served at the usual time.
11. Dismissal will be at the usual time.
12. All parochial school students transported by Shore Regional High School District will abide by the decisions of their respective schools as to whether or not school will be open.
13. Final decision as to whether or not any child should attend on an inclement weather day is left to the discretion of each parent.

#### **School Closing**

The "school closing" announcement will be broadcast over radio station 101.5 and TV Channel 12 beginning at 5:30 AM. The school website at [www.shoreregional.org](http://www.shoreregional.org) and the school "Instant Alert" phone system will also contain status announcements.

**Current school information can be obtained by selecting option #3 on the SRHS automated telephone system.**

NOTE: Days when school is closed for emergencies will be made up at the end of the school year if the state mandated 180 days have not been met.

## **DEPARTMENT OF STUDENT PERSONNEL SERVICES**

Telephone: (732) 222-9300

Fax: (732) 222-9029

Kathleen Moretti, Guidance Counselor	Ext. 2110
Maura O'Connor, Guidance Counselor	Ext. 2130
Katherine A. Saxton, Guidance Counselor	Ext. 2140
Jennifer Czajkowski, Student Assistance Counselor	Ext. 2400
Registrar	Ext. 2150

### **Overview**

Shore Regional High School students have many support services available to them through the Department of Student Personnel Services.

Guidance and Counseling is an integral part of a total education program. The Guidance and Counseling program is multifaceted by design and includes sequential activities organized and implemented by trained, certified professionals with the support of administrators, teachers, students, parents, business and industry representatives as well as the community at large.

Academic guidance centers on academic progress and performance, testing, educational and career planning, college admissions and discussion of post-secondary and employment possibilities.

Focusing on the affective development of the student, the program places considerable emphasis on helping students acquire competence in self-awareness and assessment, decision-making and interpersonal relationship skills. Individual and group counseling sessions are conducted in an atmosphere of openness, sensitivity and responsiveness to the individual differences of students.

School counselors work in conjunction with the faculty and other support professionals in the school. This integration of services is consistent with the holistic educational model of Shore Regional High School and provides maximum opportunity to address individual student differences and needs.

### **Counseling Philosophy**

Students are seen on an as needed basis to address personal issues. Counselors draw on a variety of theoretical models when counseling a student and maintain an eclectic approach to counseling. Counselors involve parents as appropriate and provide referrals to professionals and/or services outside the district when necessary.

The Department of Student Personnel Services has adopted the Integrated Support Services Model. Counselors serve as the case manager when multiple support service personnel are involved with the student. Case conferencing to develop an action plan for a student is an essential element of the program. Progress on action plans involving the total education program of the student is monitored through the counselor.

### **Academic Guidance**

Students are encouraged to see their counselors for academic concerns by scheduling an appointment. The Counselors continually review student progress and make recommendations consistent with future academic goals.

### **College Information**

Counselors will orient students and their parent(s)/guardian(s) at various college information sessions. The college application process is reviewed and specific transcript and recommendation information is discussed. In addition parents and students may use Naviance, an on-line college and career readiness software that is used by the Guidance Department to assist students.

### **Interim Notices**

Counselors review interim progress reports of students. Parent(s)/Guardian(s) contact is established as needed and teacher conferencing is routine.

### **Standardized Testing**

#### **PSAT**

October 19, 2016 at SRHS

#### **NJ Biology Competency Test (NJBCT)**

May 31 – June 1, 2017 (Regular)

#### **SAT**

October 1, 2016  
November 5, 2016 @ SRHS  
December 3, 2016  
January 21, 2017  
March 11, 2017  
May 6, 2017 @ SRHS  
June 3, 2017

#### **NJ Biology Competency Test (NJBCT)**

June 7 – 8, 2017 (Make-up)

#### **IB Testing**

April 28 - May 19, 2017

#### **PARCC Testing**

March 27 – May 19, 2017

#### **ACT**

September 10, 2016  
October 22, 2016  
December 10, 2016  
February 11, 2017  
April 8, 2017  
June 10, 2017

#### **AP Exams**

May 1 – May 12, 2017

### **PSAT Score Reporting**

The Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMQST) is administered to junior and sophomore students. Most colleges do not require the reporting of the student's PSAT for admission purposes. The PSAT is designed to provide students the experience for taking the SAT.

It is the policy of the Department of Student Personnel Services at Shore Regional High School to provide PSAT scores to colleges and universities only if requested to do so by the parent/student. If a college requests the PSAT scores be included on the student's transcript for admission purposes,

the parent/student must also request that the PSAT be included for the score to be submitted. The student's counselor will coordinate this process.

### **Offerings**

#### **Grade 9**

- Self-Assessment/ Personal Development Goal Setting Activities
- Counselor-Student-Teacher Conferences
- Counselor-Student-Parent Conferences
- Individual and Group Counseling

#### **Grade 10**

- Career Awareness/Assessment of Aptitudes, Values
- Counselor-Student-Teacher Conferences
- Counselor-Student-Parent Conferences
- Individual and Group Counseling

#### **Grade 11**

- Introduction/Interpretation of P.S.A.T./S.A.T.
- Applying Decision Making Skills to College/Career Selection
- College Representative Visits
- Individual and Group Counseling
- Counselor-Student-Teacher Conferences
- Counselor-Student-Parent Conferences
- Post Secondary/Career Planning: College, Work Force, Military, Technical/Trade

#### **Grade 12**

- College Planning and Application Processing
- Senior Seminar
- College Representative Visits
- Individual and Group Counseling
- Counselor-Student-Teacher Conferences
- Counselor-Student-Parent Conferences
- Individual Group Counseling

### **Counseling Resources**

The following links provide a number of counseling and guidance resources:

#### **College Search and Information**

**Naviance** is a college and career readiness program that will assist students in all aspects of college planning. **Naviance** provides a search engine, the ability to track applications, and statistics available from Shore Regional High School from past classes. To log-on to **Naviance**, please see your counselor for your access code.



**Peterson's Planner** provides information about various college and universities. A search can be done for a college that offers a prospective major at [www.petersons.com](http://www.petersons.com).

**College Board** offers online information, SAT registration and college services at [www.collegeboard.com](http://www.collegeboard.com).

**Princeton Review** online information and college services at [www.princetonreview.com](http://www.princetonreview.com).

#### **Websites**

SAT	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
ACT	<a href="http://www.actstudent.org">www.actstudent.org</a>
Common Application	<a href="http://www.commonapp.org">www.commonapp.org</a>
Financial Aid FAFSA (Free Application for Federal Student Aid)	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>

#### **Student Assistance Program**

The Student Assistance Program offers confidential counseling to students who have concerns about drug and alcohol use, whether it involves themselves, family members, or friends. Services include individual and group drug and alcohol information meetings, and counseling for students who have stopped using drugs and alcohol and wish to remain drug free.

Additional services include assessment, referral to self-help, community and rehabilitation centers and information as well a support for parents.

#### **Child Study Team**

Students experiencing educational, emotional and/or transitioning difficulties may be referred to the Child Study Team to determine the possible need for a special education instructional program. Members of the Child Study Team include a school psychologist, learning disability teacher-consultant and a school social worker.

#### **Referral Procedure**

The referral process is initiated by any faculty member or parent who has concerns about a student's functional performance at school. All referrals are processed through the student's guidance counselor and are usually preceded by referral to the Intervention and Referral Services (I & RS) Team.

Possible outcomes of a referral include: additional program modifications; strategies to assist the student, parent(s), and faculty; comprehensive monitoring of the student's functioning in school and/or at home; and/or an evaluation by the child study team.

### **Comprehensive Evaluation**

Prior to conducting an initial evaluation, the child study team, parents, and teachers meet to determine whether or not an evaluation is indicated, and if so, to develop an evaluation plan. Parental consent is then obtained to conduct the evaluation. Evaluations are completed within 90 calendar days. Evaluations may include assessment by the school psychologist, learning disability teacher-consultant, and school social worker. Depending upon the nature of the presenting problem, evaluations by other specialists may be required.

### **Determination of Eligibility**

When the initial evaluation is completed, the child study team, faculty member(s), parent(s)/guardian(s), and student meet to determine whether or not the student is eligible for special education and/or related services. Whether or not a student is determined eligible for special education and/or related services, the parent(s)/guardian(s) is given a written summary of all decisions and recommendations.

### **Counseling**

School-based counseling services are available to students experiencing difficulties with adolescence, peer relations, adjustment to the demands of school, home, dating and/or similar issues.

More serious problems, which suggest the presence of mental illness or the need for psychotherapy, are immediately brought to the attention of the parent(s)/guardian(s) with the recommendation to seek treatment from private sources or public agencies outside of the school.

### **Crisis Intervention Services**

Student referrals for cases of suspected suicide are initiated by any faculty member, student, or parent who has concerns about a student's functioning. The following procedures are utilized:

1. To initiate the referral, the concerned person notifies the student's guidance counselor, Director of Student Personnel Services, or school psychologist. In the event that these persons are unavailable, the superintendent/principal or assistant principal is notified.
2. The student is seen immediately to begin the counseling process and to determine the severity and degree of the presenting problem.
3. The Principal, Shared Director of Guidance and Shared Director of Special Services are notified immediately of any such referral.
4. The student's parent(s)/guardian(s) are notified by the appropriate personnel.
5. The child study team and/or outside agencies provide any necessary intervention.
6. Follow-up is provided for the faculty involved with the student.

Student referrals for other types of emergencies are sent to the child study team by the Principal. These include:

- A. The threat or actual performance of behavior that may seriously impair the physical safety of the student or others in the school setting.
- B. An acute and severe emotional reaction which cannot be dealt with appropriately through existing school resources, and which may necessitate emergency treatment through medical or mental health facilities.

- C. Any other situation involving students deemed as an emergency by the Principal. In these types of emergencies, the following procedures are utilized:
- a. Consultation is held with appropriate school staff to gather as much information as possible in a brief period of time.
  - b. If available, the school psychologist interviews the student; otherwise, the student is interviewed by a faculty member assigned by the Principal.
  - c. Results of the interview are reported to the child study team
  - d. The child study team evaluates the available information and presents to the Principal recommendations for possible action.

Child study team and crisis counseling services will be provided for students and faculty in the event of catastrophic incident. These types of incidents include peer death or suicide, critical or fatal accidents effecting person(s) of perceived significance, natural disasters, or similar occurrences.

### **Summary**

The child study team delivery system provides proactive and comprehensive services to assist all students. Specific emphasis is placed upon prevention and early detection of learning and other difficulties encountered by adolescents and their families.

Special services include those required by law and regulation for the identification of pupils with educational disabilities and services provided for the entire school community. Extended services include: counseling, consultation with parent(s)/guardian(s) and students regarding cases of suspected suicide, crisis and emergency intervention as well as grief counseling program in response to tragic events.

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***NOTICE OF RIGHTS AND PROTECTIONS  
AMERICANS WITH DISABILITIES ACT  
AND SECTION 504***

Shore Regional High School District does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Shore Regional High School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 are to be forwarded to the attention of Jonathan Warner at:

Shore Regional High School  
Monmouth Park Highway  
West Long Branch, NJ 07764  
(732) 222-9300, Ext. 2150

This notice is available from the ADA and Section 504 compliance coordinator in large print, on audiotape, and in Braille.

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## **ACADEMIC PROGRAM**

### **Marking Periods**

1<sup>st</sup> Marking Period - 46 days  
September 6 - November 15

2<sup>nd</sup> Marking Period - 46 days  
November 1 - January 31

3<sup>rd</sup> Marking Period - 46 days  
February 1 - April 19

4<sup>th</sup> Marking Period - 45 days  
April 20 - June 22

### **Mid-Term Exams**

Mid-term exams will be administered within the (83 minute) timeframe of the block period.

Examination periods will be designated on specific days so as not to overload exams on one particular day.

Mid-term exam schedule will be shared with students/faculty and posted to the school webpage.

**Once an exam period starts, students may not be dismissed early.**

### **Final Exams**

#### Day one

Block 1 (Blue) 7:30-9:30  
Block 3 (Blue) 9:40-11:40  
Dismissal at 11:40

#### Day two

Block 1 (White) 7:30-9:30  
Block 3 (White) 9:40-11:40  
Dismissal at 11:40

#### Day three

Block 2 (Blue) 7:30-9:30  
Block 4 (Blue) 9:40-11:40  
Dismissal at 11:40

#### Day four

Block 2 (White) 7:30-9:30  
Block 4 (White) 9:40-11:40  
Dismissal at 11:40

## Examination Procedures

1. A comprehensive written final or project is required of each student for all courses at the end of each semester with the exception of Physical Education, Health and Safety classes which will administer a final exam at the end of each quarter.
  2. All students are required to come to school for the designated exam time and remain during the entire period. In classes where a project has been assigned instead of a written final, it is the responsibility of the teacher to develop a worthwhile activity for students to be conducted during the entire exam period.
  3. The final exam will constitute 20% of the grade for each course. In a full-year course the finals given at the end of each semester will be averaged together and will constitute 20% of the grade for the course.
  4. Exam periods will be a minimum of 90 minutes in duration. Two exams will be given each day in the AM. Half-day sessions for students will be held during exam days.
  5. Make-up policy for final exams is as follows:
    - a. If a student has an unauthorized/unexcused absence for an exam, the student will receive a "0."
    - b. Should a student wish to seek authorization for an absence from an exam period, he/she must submit the reason in writing to the Director of Curriculum and Instruction either ahead of the exam date/time or immediately upon his/her return to school following the scheduled exam. If granted authorization by the Director of Curriculum and Instruction, the exam must be made up by the end of the exam period at a time determined by the teacher.
    - c. Procedures that apply to special cases, such as an extended absence for illness, will be determined by the Superintendent/Principal.
  6. Exam schedules will be developed and published by the administration.
  7. If there is an emergency closing of school during exams, when school resumes the exam schedule will continue where it left off. Example: If school is closed on Wednesday and resumes on Thursday, the exams originally scheduled for Wednesday will be given on Thursday.
8. **Senior Exam Exemptions**

*For the full policy, and/or policy updates, please visit the district website [www.shoreregional.org](http://www.shoreregional.org) by clicking on the Academics tab and viewing the Curriculum page.*

Senior exam exemptions at Shore are a privilege and not a right. They have been established to help motivate students toward a well-rounded completion of their senior year. A senior can only be exempt from up to two (2) exams. A final grade for the course will be calculated by using the 4<sup>th</sup> quarter grade in lieu of the final exam. Exemption criteria accuracy is the responsibility of the senior requesting the exemption. Inaccuracies, discrepancies, and late submissions may result in an administrative denial of the exemption request. There can be no substituting of exams once a denial has been issued.

*The following are the criteria for this privilege:*

- 92 average for the year including midterm exam  
 $(2 \times Q1 + 2 \times Q2 + 2 \times Q3 + 2 \times Q4 + ME) / 9 = 91.5$  or better.
- Cannot be in danger of loss of credit as per the Attendance Policy in any course.
- Must be in satisfactory disciplinary standing. Academic dishonesty may impact exemptions.

- 15 hours minimum of community service completed during senior year and prior to the final exam time (semester courses require half the hours). Parent signatures, and signatures of other students are not acceptable evidence of community service. All hours must have administrative approval.
- 12<sup>th</sup> grade students only
- Teacher Approval
- Maximum 2 exams
- The two courses may be in addition to any AP or IB courses for which you took the commensurate exam.

## GRADUATION

### **Ceremony and Procedures**

The purpose of commencement at Shore Regional High School is to accord honor and respect to the graduating class in a dignified and proper manner. A student, who successfully completes a high school program of studies, thereby leading to commencement, deserves the admiration and tributes of others made possible through serious, respectful commencement exercises. Faculty members, parents, relatives and friends of the members of the graduating class are encouraged to attend commencement exercises.

The commencement exercise program is developed by the superintendent/principal and approved by the Board of Education. The following regulations and program elements constitute a typical graduation exercise:

1. Baccalaureate services are prohibited
2. The program sequence may include the following:
  - A. Processional including students and faculty
  - B. National Anthem
  - C. Welcoming Address
  - D. Other Addresses
  - E. Presentation of the Class
  - F. Awarding of Diplomas
  - G. Announcement of Awards
  - H. Recessional
3. Students who are members of the National Honor Society are recognized in an appropriate manner at commencement. Members may wear National Honor Society Pendants.
4. Although awards won by members of the graduating class may be announced at the commencement exercises, they should not detract from the focus of the occasion. A listing of the annual awards may be attached to the graduation program and distributed with it.
5. If out-of-district speakers participate in the commencement exercises, they are selected carefully. Appropriate themes for graduation are expected. In addition, no speeches of a political nature nor speeches by politicians running for office who might use the opportunity for personal gain are permitted. Public officials may participate in the proceedings by being seated on the stage and introduced but will not be permitted to be speakers at commencement. The dignity and proper atmosphere desired at graduation cannot be impaired by political interference.
6. Commencement exercises may be scheduled at any time in order to permit the largest audience possible.

7. Student conduct and behavior must be proper during graduation ceremonies. Outbursts, whistling and name-calling are not permitted. All school rules concerning alcohol and drugs are in effect and will be enforced.
8. Student dress must include cap and gown, which is appropriate for the occasion. Shoes must be worn. Bare feet are not permitted. Dresses, trousers, and pantsuits are permitted under the gown; shorts or jeans are not permitted. Infractions of the above may be cause for removal from the commencement exercises.
9. Students who are members of the graduating class will have their names included in the graduation program. Students who do not satisfy graduation requirements by commencement will not be allowed to participate. However, students can appeal to the Superintendent to participate in commencement if they can complete all graduation requirements by August following their senior year.

### **Inclement Weather**

Since 2011, Shore Regional's commencement ceremony has taken place at Monmouth University. If for any reason the graduation ceremony would be held at Shore Regional, these guidelines are used to determine if the ceremony is held outside on the athletic field using the bleachers as the sitting area for parents, families and guests, or inside using the auditorium.

1. If it is raining two hours before the ceremony begins, we will hold the ceremony inside.
2. If it has stopped raining two hours before the ceremony begins, we will hold the ceremony outside making every effort to dry off the bleachers and chairs.
3. If the weather is threatening within two hours before the ceremony begins, i.e., it is cloudy and the forecast is rain, we will hold the ceremony outside. If it rains or thunders, or if there is lightning once the graduation has started, we will announce that the ceremony has to be curtailed and that seniors can pick up their diplomas when they return to the school. We will then begin a recessional and try to make the exit as orderly as possible for both students and graduation guests.
4. If we hold the ceremony inside, we will request the local radio stations announce that the graduation will be held in the auditorium and that only inside tickets will be valid for entrance.
5. In the event of unexpected inclement weather within two hours before the ceremony begins, and before the start of graduation, the ceremony will be held inside.

## Credit and Course Requirements

Each student must successfully complete 135 credits, which must include the following:

<u>Courses</u>	<u>Credits</u>
<u>4 years</u>	
English .....	20
Physical Education/Health/Safety .....	20
U.S. History.....	20
<ul style="list-style-type: none"><li>• 2 years of U.S. History</li><li>• 1 year of World Cultures</li><li>• 1 year of Contemporary Global Issues</li></ul>	
<u>3 years</u>	
Mathematics .....	15
Science .....	15
<u>2 Years</u>	
World Language .....	10
<u>1 Year</u>	
STEM (Additional Year).....	5
Visual and/or Performing Arts .....	5
Career Education .....	5
Total Required Credits.....	115
Elective Credits .....	20

**For other graduation requirements, including attendance and state mandated tests, please see the Program of Studies located on our district website at [www.shoreregional.org](http://www.shoreregional.org).**

### ACADEMIC RECOGNITION

#### Honor Roll

Honor Roll is a distinct manner of recognizing a student’s academic achievement, apart from Class Rank. Honor Roll recognizes students who achieve a significant measure of success within their academic program.

#### Marking Period Honor Roll

Marking Period Honor Roll is calculated each marking period based on a student’s grades for that marking period. Two achievement levels are recognized:



High Honor Roll: A student must achieve a weighted average of 95 or above.  
 Honor Roll: A student must achieve a weighted average of 90 to 94.99.

In each of the examples, no parameters are required.

Sample Computation:

	<u>Grade</u>	x	<u>Weighting Factor</u>	=	<u>Quality Points</u>
English 3 Honors	93	x	1.10	=	102.3
Algebra 2 Honors	95	x	1.10	=	104.5
AP Biology	92	x	1.10	=	101.2
Spanish 3 Honors	87	x	1.10	=	95.7
Reading Lab	90	x	1.00	=	90.0
Health (1 quarter)	90	x	1.00	=	<u>90.0</u>
					583.7
<u>Total Quality Points</u>	583.7	6	<u>Number of Subjects</u>	97.28	<u>Marking Period Honor Roll Average</u>

Exclusions: Physical Education courses are not included in the computation of Honor Roll.

### End-of-Year Honor Roll

End of Year Honor Roll is calculated at the end of the school year and is based on a student's final grades. This achievement is recognized on a student's transcript. Two levels of achievement are recognized:

High Honor Roll: A student must achieve a weighted average of 95 or above.  
 Honor Roll: A student must achieve a weighted average of 90 to 94.99.

In each of the examples, no parameters are required.

### Student of the Month

Each month a committee of teachers and administrators will solicit nominations for students of the month. The committee will review the nomination and choose one male and one female to be Students of the Month. Those students will be honored throughout the month after the month for which they were nominated. June students will be honored the following September. Nominations and selections will be based on but not limited to:

- Outstanding grades
- Overall achievement is outstanding
- Marked improvement in grades
- Cooperation
- Leadership
- Consideration to others
- Outstanding attitude

- Community involvement/Service
- Other: \_\_\_\_\_

All Students of the Month will be honored at the June Board of Education meeting during a public session.

### Graduation Honor Roll

Graduation Honor Roll is calculated at the conclusion of the third quarter of a student’s senior year and is based on a student’s final grades for each year through the first three quarters of their senior year. This achievement is published in the graduation ceremony program. Two levels of achievement are recognized:

Shore Scholar: A student must achieve a weighted average of 95 or above.

Honor Roll: A student must achieve a weighted average of 90-94.99.

### Class Rank

Shore Regional **does not** report rank beginning with the 2012-2013 school year. The academic environment at SRHS is very challenging. The majority of students meet the challenge by earning exemplary grades. Students’ levels of achievement are not equitable or fully communicated by this single transcript statistic. Therefore, SHRS District policy precludes the reporting of rank-in-class.

Valedictorian and Salutatorian: The achievement of Shore Regional High School valedictorian and salutatorian is based on the calculation (to the thousandths place) of six semesters plus the average of marking periods one, two and three for grade 12.

Honor Points: All courses have an equal value of 1.00 for equal credit, except honors, Advanced Placement, and IB courses. These courses have a weighting factor of 1.10.

Weighted GPA will be updated yearly and is computed at the completion of six semesters. The following computations illustrate how the weighting factor influences Grade Point Average (GPA).

	<u>Grade</u>	<u>Earned Credits</u>	<u>Weighting Factor</u>	<u>Quality Points</u>
Eng. 3 Hon.	93	x 5.00	x 1.10	= 511.5
Alg. 2 Hon.	95	x 5.00	x 1.10	= 522.5
AP Biology	92	x 7.50	x 1.10	= 759.0
Spanish 3 Hon.	87	x 5.00	x 1.10	= 478.5
Reading Lab	90	x 2.50	x 1.00	= 225.0
Health (1Q)	90	x 1.25	x 1.00	= <u>112.5</u>
				2609.0

### Grade Point Average for Transfer Students

Grade Point Average is calculated only on courses taken at Shore Regional High School. To qualify as Valedictorian or Salutatorian, a student must complete 11<sup>th</sup> and 12<sup>th</sup> grades at Shore Regional High School and have earned a minimum of 60 credits during that time.

## **Grading System**

### **Grade Equivalents and Interpretation**

100-92	Excellent	Student has exceeded the basic standards and demonstrated a mastery of the subject matter.
91-84	Good	Student has exceeded basic standards.
83-77	Average	Student has fully met basic standards.
76-70	Poor	Student has barely met basic standards.
69 and below	Failure	Student has not met basic standards.

### **Withdrawal from Courses**

Students who withdraw from a course on or after the end of the first marking period may do so when the "Request for Change Form" has been totally completed. For such withdrawals, a WF grade must be issued. A WF (Withdraw Failing) will have a value of 50 and remains on the student's permanent record and will be included in the cumulative grade point average.

### **RUSSELL T. OLIVADOTTI LIBRARY MEDIA CENTER**

The Russell T. Olivadotti Library Media Center contains a large variety of print and digital materials for academic and recreational use. While in the Library, students are expected to use their time effectively working, reading, looking for a book, or conducting research. Students who act inappropriately may be asked to leave.

A few basic rules direct student behavior in the school library:

- Show respect for people.
- Show respect for furniture and materials.
- Show respect for equipment.
- Use computers cooperatively.
- Use the Internet responsibly for educational purposes following the Computer Usage Consent Form.

### **Library Lunch/Study Hall/ASP Passes**

Students coming to the library during lunch, study hall, and ASP should arrive and sign-in at the circulation desk before working. The attendance computer sign-in form proves that the student was in the library and at what time.

### **Discipline for Poor Library Behavior**

Using the library is a privilege that may be denied at any time. Computer use is monitored. Any disruptive behavior will be subject to discipline by the library staff and may result in a suspension of library privileges. Infractions of a serious nature will be referred to the assistant principal.

The following behaviors may result in the restriction of library privileges:

- Disruptive and/or destructive behavior
- Abusive language
- Disregard for library rules and/or responsibilities
- Eating and drinking anywhere in the library other than the approved areas

### **Circulation Policies**

Suggestions for new books, magazines or materials are encouraged. Please give your ideas to librarian.

### **Loan Periods**

- Books = two (2) weeks with a max three (3) books at one time
- Student technology = three (3) days
- Books may be renewed if there are no holds on the item

### **Overdue Materials**

- Students will be charged for lost or damaged books or devices. Overdue notices will be sent out on a regular basis to the student's First Period teacher to remind them to return the item.
- If a student loses a book, he/she will be charged replacement costs.
- If a student habitually does not return books on time or returns them damaged, he/she will either not be allowed to check out books or will have limited library privileges.
- If a student pays for a lost book and it is later returned, in good condition, before the end of the current school year, a refund will be made, if the original receipt is presented by the student.

### **Student Library Volunteers**

Students who would like to work in the library during their study halls can become library aides. Students can work during their study hall class period and receive community service hours. Please see the librarian for more information.

### **Information Center Webpage**

Access to the Information Center Webpage is gained through Shore Regional High School's website, <http://www.shoreregional.org>. Look for the RTO Information Center under the "Academics" tab. The Information Center webpage includes all Shore Regional High School databases, an Online Bibliographic Citation Maker and Student Help and Reference Sites. The general case sensitive login and password for databases is: Login: shore/ password: Devil07

Each database then has its own password listed in the gray area next to each database.

### **Summer Reading**

As a part of Shore's goal to promote reading as a lifelong skill that can advance a student's academics and improve his or her quality of life, all students are expected to complete the assigned readings for their designated grade and level of course. Students are encouraged to use the resources provided on the school website. These will be the only resources a student may use when given his

or her graded writing assessment during the first week of school. For the full summer reading list, directions, and assignments, please visit the Academics tab on the school website.

### **Homework**

Homework should have a valid educational purpose and should pertain to the objectives of the unit under study or the course being taken. The Board of Education encourages the interrelated use of major homework assignments such as term papers, themes, and creative art projects.

The Board of Education expects that meaningful homework, i.e., any assignment that a student completes outside the classroom environment, is an integral part of every student's learning experience. The habit and discipline of doing homework consistently is developed by the assignment of reasonable amounts of homework an average of four (4) times per week in each of the following subject areas: Business Education, English, World Language, Mathematics, Science and Social Studies. Homework assignments in all other subject areas will be dictated by the specific nature of each subject. These areas are Art, Home Economics, Industrial Arts, Music, Physical Education, and other classes so designated by the principal because of their specialized nature in consultation with the respective department supervisors.

The Board of Education further requires that homework assignments be checked or evaluated. These evaluations or grades will be recorded in the teacher record book as a specific factor which will constitute at least the equivalent of a major grade or maximum of 20% of a student's final average for each marking period. The superintendent/principal is required to report yearly to the Board of Education on this concern.

### **Make-up Work**

Any unexcused absence(s) may result in a grade of "0" for work missed.

Students who have excused absences from school (as per Board of Education policy) will be provided the opportunity to make up the work missed if it will have a direct influence on their grade. **Students should make every effort to establish contact with teachers (via e-mail, and/or teacher web pages) to remain informed of assignment(s) missed.**

**It is the student's responsibility to obtain make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not completing work missed.**

- A student who is absent from a class will be responsible for make-up work for each class missed.
- **All assignments for make-up work are the sole responsibility of the student.** If a student is in attendance when an assignment is given and the student is absent on the date the assignment is due, **the student shall be prepared, upon the day of returning, to hand in the assignment, to perform the assignment, or to take the quiz or test arranged at a time of the day to be determined by the teacher.** If after-school time is needed to fulfill the assignment, the student is expected to comply.
- If a student is absent when an assignment is made, the student is responsible for obtaining and completing the assignment when it is due, unless other arrangements are made with the teacher.
- All make-up assignments are to be completed within five (5) school days unless other arrangements are made with school administration. **Work not made up within the prescribed time is graded a zero.** Teachers will send out warning notices to parents of students who have not made up work.

If a student is going to be absent for three or more days, homework and class assignments may be obtained by e-mailing the teacher directly, viewing teacher web pages, and/or calling the Student Personnel Services at 222-9300, ext. 2150. Please allow 24 hours between your phone call and the time you come to the main office to pick up the homework.

### **Extra Help with Subjects**

Students who need extra help in any subject should contact their teachers. Teachers are available after school to provide assistance to students. Although teachers may not be available every day after school due to other professional activities, they are available on certain days. **Contact specific teacher(s) to arrange for extra help.**

## **CO-CURRICULAR ACTIVITIES**

### **Student Council**

Student Council is a self governing organization designed to develop skills in the democratic process, encourage closer cooperation between students, faculty, and administration, raise standards of scholarship, character, school spirit, and leadership, act as a voice of the students in the formation of school policy, and provide an atmosphere conducive to the social growth of all students of Shore Regional High School.

All students attending Shore Regional High School are considered members of Student Council. Each class has at least seven representatives on the Student Council Assembly. The Student Council Executive Board consists of the President, Vice President, Secretary and Treasurer.

### **Election to Student Council**

Candidates for class representative must submit petitions drawn up by the Student Council Executive Board and advisor. Elections are held the first week in June. The five candidates from each class who receive the highest number of votes are elected. Two representatives are also appointed by the Student Council Executive Board.

Officers are elected by a secret ballot in plurality vote of the Student Council Assembly. Officers' elections are held by the end of March with the new officers assuming the duties of the office by the last full week of April.

Meetings are scheduled for the second and fourth Wednesday of each month and held at the high school at 7:30 PM.

### **Class Organizations**

Every class - Freshman, Sophomore, Junior, and Senior - has its own class organization. There are four officers from every class: President, Vice President, Secretary, and Treasurer. Anyone may run for these offices upon obtaining a petition signed by five faculty members and twenty students in the petitioner's class. A student may sign only one petition. Class advisors approve candidates' petitions. Each class also has an advisory board comprised of the officers, advisor, and all class members wishing to participate in the planning of class activities.

Class dues are \$30.00 per year. Other class functions may be held, such as annual dances, in order to raise money for the class treasury.

## **National Honor Society**

The Shore Regional High School Chapter of the National Honor Society adheres as closely as possible to the rules set down by the National Association of Secondary School Principals. The following criteria are effective beginning with the class of 2020. Please refer to the handbook on the school website for updated changes.

The Shore Regional Chapter of the National Honor Society models its selection process on the recommendations of the National Association of Secondary School Principals/National Honor Society. Eligibility is open to students in the eleventh (11th) grade who have a cumulative grade point average of 95 by the end of 2nd marking period and twelfth (12th) grade who have a cumulative grade point average of 95 by the end of 1st marking period. Because the fourfold purpose of the National Honor Society is to acknowledge outstanding scholarship, character, leadership, and service, the criteria for membership are not based on scholarship alone: they require outstanding achievement in all four categories.

Students meeting the academic criterion are invited to attend an informational meeting where the selection process will be discussed and all required paperwork will be distributed. Eligible students will complete the application and write a personal essay. The application provides the Faculty Council with information regarding the candidate's leadership and service to school and community.

A history of leadership experiences and participation in both school and community service during an applicant's high school years are required (highlighted in greater depth under "Service"). The mandatory personal essay will be written at a designated time during the school day. Failure to write an essay will result in non-selection. Any eligible student may opt not to be considered for selection. If a student chooses not to be complete the application process, he or she must submit the appropriate form signed by the student and his or her parent/guardian.

### **Service**

Candidates are expected to provide service to the school and to the community. School service is involvement in school clubs, sports, and/or performing arts. Community service is any act of volunteerism that serves the community at large in a charitable way. This service should not be directly related to in-school clubs, activities or athletics. If a student participates in a school club/activity that requires or partakes in community service activities (*i.e.*, Interact, SAW, etc.), the student may use this school club/activity for his or her student activity **OR** community service for the year he or she participated, but he or she **may not** use it for both a school club and community service in the same year. In addition this service should benefit others within the community (besides family members) and be done for no remuneration, including tips or gratuity.

Consideration will be given to a candidate's participation in community activities such as Girl/Boy Scouts and religious youth groups. The community service that is embedded in these activities can be used to fulfill the service requirement as long as the student's hours are properly documented. The provider of the volunteer activity must verify the student's involvement, note the number of hours worked, and sign a copy of the NHS Student Activity Form. Service completed after the NHS application deadline will not be considered.

#### The student who serves:

- volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance, both in school and in the community.

- works well with others and is willing to take on difficult or inconspicuous responsibilities, both in school and in the community.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in inter-class and inter-scholastic competition.
- does committee and staff work without complaint.
- participates in some activities outside of school, for example, Girl/Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged.
- mentors persons in the community or students at other schools.
- shows courtesy by assisting visitors, teachers, and students.

Each candidate's minimum service requirement per school year should fall into one of these categories\*:

- 3 in-school clubs and 25 hours of community service
- 2 in-school clubs, 1 in-school sport and 20 hours of community service
- 2 in-school clubs, 1 performing art\*\* and 20 hours of community service
- 2 in-school clubs and 35 hours of community service
- 1 in-school club, 2 in-school sports and 20 hours of community service
- 1 in-school club, 1 in-school sport, 1 performing art and 20 hours of community service
- 1 in-school club, 1 in-school sport and 25 hours of community service
- 1 in-school club, 1 performing art and 25 hours of community service
- 2 in-school clubs 1 performing art and 20 hours of community service
- 2 in-school sports and 25 hours of community service
- 3 in-school sports and 20 hours of community service

\* A candidate need not fall into the same category each school year. Service completed in 11<sup>th</sup> grade must be done so before the application deadline.

\*\*Performing Arts include Shore Players, Band and Chorus

## **Character**

To evaluate a candidate's character, the Faculty Council considers two types of input: faculty evaluations and school disciplinary records. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

### The student of character

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior.
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability.
- regularly shows courtesy, concern, and respect for others.
- observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- has powers of concentration, self-discipline, and sustained attention as shown through perseverance and application to studies and activities.



- actively helps rid the school of bad influences or environment.

### **Leadership**

Candidates are expected to demonstrate leadership, and this can be demonstrated in a number of different ways. In noting their leadership roles, candidates should include positions in which they were responsible for directing or motivating others. These may include being elected as a student body, class or club officer; serving as a committee chairperson; being elected team captain; serving as newspaper editor; being selected as a work area manager; or serving as a community leader.

#### The student who exercises leadership

- is resourceful in proposing new problems, applying principles, and making suggestions.
- demonstrates initiatives in promoting school activities.
- exercises positive influence on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- exemplifies positive attitudes.
- inspires positive behavior in others.
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- is a leader in the classroom, at work, and in other school or community activities.
- is thoroughly dependable in any responsibility accepted.
- is willing to uphold scholarship and maintain a loyal school attitude.

### **Application Process**

Candidates must complete all of the following in order to be considered for membership. All submitted material will be reviewed by the Faculty Council.

- Achieve a minimum GPA of 95 by end of first marking period for seniors and 2nd marking period for juniors.
- Meet all service requirements. Documentation should be submitted yearly to the NHS advisor on the NHS Student Activity Information form.
- Provide evidence of leadership.
- Write a personal essay in school at the designated time.
- Provide two teacher evaluation forms.
- Submit completed application, including documentation of service.

Candidates will be evaluated by all advisors and coaches for participation in school clubs or sports. These evaluations will be considered by the Council during the application review process.

### **Notification of Selection**

Candidates are notified regarding their selection status by letter. There is no quota for membership; all who meet the qualifications are admitted. Those who are not selected will be offered the opportunity to submit an appeal within the two weeks following notification of non-selection. Written appeal must be submitted to the NHS Advisor two days after being notified of denial. Appeals must be based on a perception of error by the Faculty Council and **not** a mere

disagreement with the Council's judgment. At the appeal meeting, the student will be given an opportunity to ask clarifying questions and to prove qualifications through explanation and discussion. NOTE: No evidence omitted from the application originally submitted by the candidate will be accepted at this time. Any student submitting an appeal must work with the NHS advisor first. Only if the student continues to be dissatisfied with the decision should he or she contact the principal.

### **New Members**

Following notification, a formal induction ceremony will be held to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four areas (scholarship, service, leadership and character) that led to their selection. This obligation includes maintaining a cumulative GPA of 95, having a clean disciplinary record, regularly attending chapter meetings, participating in NHS activities, and completing a minimum of five hours of community service outside of school per marking period. If a student fails to maintain satisfactory levels of performance in these four areas, he or she will forfeit membership in NHS and will not be recognized for affiliation with this organization during the graduation ceremony.

## **STUDENT PUBLICATIONS**

### **Beacon**

The Beacon is the school newspaper written by Shore Regional High School students. Membership on the paper is open to all students.

### **Voyager**

Membership on the yearbook staff is open to all students of Shore Regional. The yearbook staff is responsible for the yearly publication of the Voyager. Staff positions involve the layout of pictures/pages, artwork, and copy writing. Editors are selected by the advisor based on an application process.

### **Voices**

Voices is the literary and creative magazine written by Shore Regional students. Membership on the magazine is open to all students.

## ENRICHMENT PROGRAM

### **Clubs and Activities**

In addition to offering students a full, well-rounded curriculum suited to their interests and life goals, Shore Regional also provides an enrichment program. This co-curricular program helps students develop talents that might not otherwise have an opportunity to flourish. Co-curricular activities include the following:

Beacon (Newspaper)	FEA (Future Educators Association)	Ping Pong Club
CASA (Contemporary Arts & Sciences)	FOR (Friends of Rachel Club)	Poetry Club
Cheerleading (Fall & Winter)	French Club	Red Cross Club
Chess Club	Great Books Club	Rotary/Interact Service Club
Choir	GSA (Gay-Straight Alliance)	SADD
Class Officers	Italian Club	SAW (Students for Animal Welfare)
Color Guard	Jazz Band	Sewing Club
Conquer Cancer Club	Knitting Club	Shore Players (Drama)
Culture Club	Marching Band	Ski Club
Dance Club (Fall & Winter)	Math League	Spanish Club
FCA (Fellowship of Christian Athletes)	Mock Trial (Debating)	Student Advisory Council
FCCLA (Family, Career, Community Leaders of America)	Model UN	Athletic Training Club
Gaming Club (SRG)	National Honor Society	Surfrider
Computer Science Club	Pep Band	Video Production Club
	Math League	Voices
	X-Factor Fitness	Voyager (Yearbook)
		Student Council

### **Eligibility**

To be eligible for participation in co-curricular activities, students must meet these conditions:

1. **Class attendance must be regular, and conduct in and out of school must be satisfactory.**
2. **A student suspended from school for unsatisfactory conduct or any other reason will not be permitted to participate during the period of suspension in any co-curricular activity.**
3. **A completed Random Drug and Alcohol Testing Consent Form must be on file.**

### MARCHING UNIT

The Shore Regional Marching Band is an extracurricular fall season activity. As the most active of the Shore Regional musical organizations, it performs at band competitions and festivals, football games, parades and pep rallies. There are actually two distinct units within the marching band. The band itself consists of all the musicians. The color guard members provide the visual excitement for the show, contributing dance movements and flag twirling. Students do not need prior experience to join either section of the marching band. Any student in grades 8- 12 is eligible.

### **Rules and Regulations**

These rules and regulations have been jointly drafted by the music department and the administration of Shore Regional High School in order to ensure the success of the marching unit and to provide

fair and equal treatment to all of its members. Students who are interested in joining the marching band will receive a handbook containing all the policies regarding attendance, practice schedules, etc. All students who actually join the marching band must submit a permission slip, signed by both the student and parent, agreeing to abide by all stated policies. The following is a general outline of some of the most important policies:

### **Marching Unit and Participation**

- A. Band Camp- Band camp is generally held during the last full week before school starts, Monday through Friday, from 9:00 AM to 9:00 PM. Attendance is mandatory. Anyone missing band camp will not participate in the marching band show.
- B. Performances - Attendance at all performances is mandatory. Any conflicts should be resolved during the week of band camp. An unexcused absence from a performance will result in a suspension, and may lead to dismissal from the Marching Band.
- C. Rehearsals/Practices-
  - 1. The Band and Color Guard generally practice 3 days per week. The schedule varies due to the availability of practice fields. Practices will usually be held either from 5:00-7:30 PM, but may be held from 3:00-5:00 PM toward the end of the season when there is less daylight. Additional practices may be scheduled prior to a major performance.
  - 2. Attendance at all practices is expected. Practices are scheduled far enough in advance to allow students to plan and schedule other involvements so as to avoid conflicts. The practice schedule becomes a "prior commitment," and this concept should be established both at home and at work. Unexcused absences from practices will result in suspensions or dismissal from the marching band.
  - 3. Any unusual problems or emergencies must be resolved with the band director far in advance of the affected date.
- D. Uniforms and Equipment- The Board of Education provides all members with equipment and full uniforms, with the exception of those articles that are of a personal nature (i.e., hose, shoes, etc.). It is the students' responsibility to maintain the items, report any loss, theft, or damage immediately to the band director, and return the items at the completion of the season. The Board of Education pays for alterations to uniforms, provided the student has the alterations done at a Board approved tailor and the student submits a receipt to the band director.

### **BLUE DEVIL SOCIETY**

**Purpose:** In keeping with the mission of the Shore Regional Educational Foundation, and to support one of the actions of the Middle States Evaluation, the foundation will sponsor the Blue Devil Society, a society that will honor those graduating seniors who have exhibited academic excellence and who have also participated in a number of extra-curricular activities. The foundation is looking to honor the well rounded student, not necessarily the top ranked academic students or the best athletes, but the students who exhibit the best that Shore Regional has to offer in all areas of school life.

#### **Criteria for Membership**

- 1. The student must have been on the honor roll for his/her junior and senior years. Selections will be done after the third marking period of their senior year.

2. The student must have participated in at least three co-curricular programs for each of their sophomore, junior and senior years (for example: athletics, play, band, student government, etc.) during that time frame. If the student has participated in extra-curricular activities other than sports, they will need a recommendation from that activity advisor. The advisor will have to attest to the fact that the student has played an active role in that activity.

### ATHLETICS

The Shore Regional High School Athletic Department conforms to the guidelines as set forth to comply with N.J.A.C. 6:4-1.5f, which implement NJSA 18A:36-20. Shore Regional High School's Athletic Department is a member of the New Jersey Interscholastic Athletic Association (NJSIAA) and the Shore Conference.

Interscholastic athletics make a great contribution to the overall education of our students; Shore Regional High School strives to provide students with an extensive athletic program as a supplement to a well balanced academic program. All students are encouraged to participate in the various athletic programs offered by the school. Athletes are eligible for annual awards based upon the extent of their competition in the sports activity.

#### **Team Registration**

All student-athletes must complete an online Athletic Pre-Participation packet ("Team Registration Packet"). The packet will be reviewed and clearance will be given by the Athletic Department before a student-athlete is allowed to participate in any sport. Students must complete an online registration for each season that they intend to participate on an athletic team. Detailed instructions for the online registration, including dates of reference, are located on the Athletic Department webpage. Online registration must be completed and submitted by the date indicated on the website. Incomplete registrations or those completed late will delay the starting date of the activity for the student-athlete. Packets can be found on the school website on the Athletic Department homepage, in the athletic office, or in the main office. **Please, no phone calls or e-mails to the Athletic Office in reference to clearances. All athletic clearances will be posted on the Athletic Department webpage. You will be contacted if there is any issue.**

**Any student-athlete not cleared by the Athletic Department to participate is not allowed to attend practices without the approval of the Athletic Director.**

#### **Eligibility**

To be eligible for athletics in Shore Regional students must meet several conditions.

1. The student must not attain nineteen years of age prior to September 1st.
  - a. To participate in Freshman Athletics a student must not attain sixteen years of age prior to September 1st.
2. The class in which the student originally enrolled must not have graduated.
3. To be eligible for athletic participation during the fall and winter seasons, a student must have passed 25% of the state required 120 credits for graduation during the previous school year. Students must have passed 30 credits in the previous school year. To be eligible for athletic participation during the spring season, a student in 9<sup>th</sup> grade or higher, must have passed 12.5% of the state requirements at the end of the first semester. Students must have passed 15 credits during the first semester.

4. Student attendance must be regular in all classes and conduct in and out of school must be satisfactory. Students must be present in school or have an excused absence to participate in practice or in a game that day.
  - a. Any student-athlete late to school on the day of a competition must have approval of the Assistant Principal of Athletics to participate in a game that day.
5. All protocols for the athletic training room/athletic health care office must be strictly observed.
6. Each student must have an up to date physical examination on file in the athletic office and all online registrations must be completed.

### **Athletic Insurance**

Shore Regional High School and the Shore Regional Board of Education do not provide secondary insurance coverage for athletes injured while participating in athletic games, scrimmages and/or practices, either home or away, while representing the school. All medical expenses are the responsibility of the student-athlete and their family. Any student in need of medical coverage must contact the Main Office prior and the School Nurse to the start of the academic school year.

### **National Collegiate Athletic Association (NCAA)**

Students who wish to participate in intercollegiate athletics must consult their guidance counselor regarding the high school courses that will meet the eligibility standards established by the NCAA (National Collegiate Athletic Association). It is recommended that student athletes make their counselors aware of their intention to participate in intercollegiate athletes as soon as they enter high school. Making the counselor aware of their intentions better ensures that eligibility criteria will be met throughout the student's high school years. Most, but not all, collegiate athletic programs are regulated by the NCAA rules on eligibility, recruiting and financial aid. The NCAA has four divisions: Division I, Division I-A, Division II, and Division III. Each member is in one of these divisions based upon the size and scope of their athletic program and whether or not they provide athletic scholarships.

**Any student-athlete planning to participate in Division I or II athletics, regardless of financial aid status, must register with the NCAA Eligibility Center Online by the end of his/her junior year of high school. Students should contact their counselor for this information.**

### **Equipment**

All Athletic Department uniforms and equipment are loaned to the athlete to use during his/her season of participation. If equipment or a uniform is not returned (lost or stolen) or returned in an unusually damaged condition, it must be paid for by the athlete. If an athlete is terminating his/her team member status, his/her equipment must be turned into their coach or the Athletic Department. Any athlete who wishes to use his/her own equipment must bring the equipment to the athletic trainer's attention. Once reviewed and properly fit by the athletic trainer, permission to use the equipment must be approved by the athletic director.

### **Sportsmanship**

Shore Regional High School has set high standards of courtesy, fair play, and sportsmanship for everyone associated with its interscholastic athletic programs. Athletes, coaches, parents, and fans are expected to observe the principles of good sportsmanship at all sponsored athletic events. The

principles of good sportsmanship include: respect for rules, respect for others, respect for officials, and fair play.

Unsportsmanlike conduct shall subject the individual to disciplinary action.

We must remember that the young athletes on any athletic team are ambassadors of the school and that they can be a great force for the creation of good will and fine sportsmanship for Shore Regional.

### **Attendance Rules**

1. Athletes who have an unexcused absence from a game are not permitted to participate in the next game. (Example: An athlete who has two unexcused absences must sit out two games in a row, etc.).
2. Athletes who have an unexcused absence from practice will receive appropriate disciplinary action at the discretion of the coach.
3. Coaches must report all unexcused absences and the disciplinary action taken to the Director of Athletics.
4. Excused absences are defined as: death in family, illness, and religious holidays as defined by the State Board of Education. Other absences are determined on an individual basis after a conference with the Director of Athletics and/or the administration.

### **Awards**

Students who compete on an interscholastic level and who meet all requirements will be honored with an award provided the following basic and specific requirements have been met:

#### **Basic Requirements**

- A. Participate in any interscholastic sport sponsored by the Shore Regional High School Board of Education.
- B. Attend all required practice sessions and games.
- C. Demonstrate good sportsmanship at all times as outlined by the New Jersey State Interscholastic Athletic Association and the Shore Conference of High Schools.

#### **Specific Requirements**

##### **A. Varsity Award Letter**

1. Athletes who have completed the basic requirements as listed above, recommended by the coach, and approved by the Director of Athletics will be eligible for one award letter per sport according to the following conditions. After being awarded their first varsity letter, students will receive pins in place of additional letters.
  - a. Baseball - participate in 1/2 of the games (except pitchers).
  - b. Basketball - participate in 1/2 of the quarters.
  - c. Bowling - participate in 1/2 of the games.
  - d. Cross Country - accumulate an average of one point per regularly scheduled meet. Also, a runner may accumulate a point for participation in each medal meet.
  - e. Field Hockey - participate in 1/2 of the halves
  - f. Football - participate in 1/2 plus two of the quarters.
  - g. Golf - participate in 1/2 of the matches.

- h. Gymnastics - participate in 1/2 of the meets.
  - i. Lacrosse – (girls) participate in 1/2 of the halves, (boys) participate in ½ of the quarters.
  - j. Soccer - participate in 1/2 of the halves.
  - k. Softball - participate in 1/2 of the games (except pitchers).
  - l. Swimming - accumulate an average of two points per regularly scheduled meets. Also, a swimmer may accumulate two points for participation in championship meets.
  - m. Tennis - participate in 1/2 of the matches.
  - n. Track - accumulate an average of one point per regular meet. Also, a point may be accumulated for participation in each of the medal meets.
  - o. Wrestling - participate in 1/2 of the matches.
2. A senior who completes the sports season.
  3. An athlete who has played in less than the required time or has not accumulated the required number of points is eligible for an award letter whenever the coach recognizes special circumstances and makes a recommendation for an award which must be approved by the Director of Athletics.
- B. Junior Varsity and Freshman athletes who have completed the basic requirements and are recommended by the coach, approved by the Director of Athletics, and have completed the sports season are eligible for an award certificate.

### **Senior Athletic Awards**

Throughout the school year, the Athletic Department recognizes our student-athletes for outstanding achievements in the classroom and on the playing fields. All Athletic Department awards will not only take into account the specific criteria of the award, but will consider the attendance, academic and discipline records of the nominees.

The Diane Chapman Outstanding Female Athlete Award is presented to the most outstanding Senior female student-athlete at Shore Regional.

Robert E. Feeney Outstanding Male Athlete Award is presented to the most outstanding Senior male student-athlete at Shore Regional.

The Shore Conference Sportsmanship Award is presented to both a male and female, Senior student-athlete who have been significant contributors to a varsity sport at Shore Regional High School while exemplifying sportsmanship and leadership.

The NJSIAA National Girls and Women in Sports Day Award is presented to a female, Senior student-athlete that posses high academic standards, outstanding sportsmanship and leadership while being a positive role model and ambassador for women's athletics.

NJSIAA Scholar Athlete Award is presented to the senior, student-athlete who has contributed the most to a varsity athletic program and has the highest class rank.



### Captain Selection Guidelines

- A. Varsity captains and co-captains must be seniors unless otherwise approved by the Director of Athletics.
- B. Varsity and Sub-varsity captains and co-captains are selected as follows:
  - 1. Appointed by the head coach, or
  - 2. Vote of teammates, or
  - 3. Combination of both, or
  - 4. Rotating game captains as determined by the head coach.

### Interscholastic Athletic Program

#### Fall

Cross Country (Boy's and Girl's)	Varsity
Field Hockey	Varsity, Jr. Varsity, Freshman
Football	Varsity, Jr. Varsity, Freshman
Gymnastics	Varsity
Soccer (Boy's)	Varsity, Jr. Varsity
Soccer (Girl's)	Varsity, Jr. Varsity, Freshman
Tennis (Girl's)	Varsity, Jr. Varsity

#### Winter

Basketball (Boy's)	Varsity, Jr. Varsity, Freshman
Basketball (Girl's)	Varsity, Jr. Varsity
Bowling (Boy's and Girl's)	Varsity
Ice Hockey	Varsity
(Co-op with Ocean Township-Pay to Participate)	
Swimming (Boy's and Girl's)	Varsity
Winter Track (Boy's and Girl's)	Varsity
Wrestling	Varsity, Jr. Varsity

#### Spring

Baseball	Varsity, Jr. Varsity, Freshman
Golf (Boy's and Girl's).	Varsity
Lacrosse (Girl's)	Varsity, Jr. Varsity, Freshman
Lacrosse (Boy's) (Pay to Participate)	Varsity, Jr. Varsity
Tennis (Boy's)	Varsity
Track and Field (Boy's and Girl's)	Varsity
Softball	Varsity, Jr. Varsity, Freshman

### Athletic Awards Banquets

The Shore Regional High School Board of Education, recognizing the importance of positive role modeling, establishes the following policy regarding awards banquets/functions:

1. All banquets/functions for activities sponsored by the Board of Education as part of the school program must be approved by the activity advisor or coach and the principal.
2. All athletic banquet/functions must be approved by the Director of Athletics prior to supplying a deposit to a facility or distributing information to team members and families.
3. Awards, letters and certificates can be presented only at an approved banquet/function.
4. The consumption of alcohol beverages, by any person, at banquets/functions is strongly discouraged. Alcohol may not be consumed in the same banquet room in which students are present.

### **Booster Association**

The parents of Shore Regional students comprise the Booster Association. They support all sporting activities and all male and female athletes at Shore Regional. Their goals are providing scholarships and completing other special projects. Parents are encouraged to become involved in this very worthwhile organization. All parents are invited to attend. Contact the Athletic Director for meeting information.

## **SCHOOL RULES AND STUDENTS' RESPONSIBILITIES**

### **Athletic Training**

#### **Athletic Training Policies/Protocols**

Athletic training policies/protocols are put in place to preserve the health and safety of Shore student-athletes. They are to be read and understood by the student-athlete and their guardian prior to participating in athletics. Shore Regional athletic training policies/protocols can be found on Mr. Amicucci's webpage.

#### **Concussion Policy**

Shore Regional's concussion policy was modeled after NJ legislation and NJSIAA policies/guidelines. The protocol is put in place to assure participating student-athletes are protected from secondary injury resulting from concussion. Second Impact Syndrome can lead to severe impairment and even death in extreme cases. **Any student-athlete who has concussive symptoms should report them to the proper onsite medical professional or coach.**

Shore Regional takes steps in minimizing the risk of concussive injury while attempting to prevent secondary injury or other serious head injury (i.e. skull fracture). These steps include: conducting baseline tests, implementing neck strengthening protocols, assuring proper fit of equipment, encouraging athletes to follow rules of competition, and providing concussion education.

Every student-athlete at Shore Regional will undergo computer-based neurocognitive testing via ImPACT, an online tool used to help track the recovery of the concussed student-athlete. This test is not used to diagnose concussion (see ImPACT form on Mr. Amicucci's website). For more detailed information about Shore Regional High School's concussion policy or general information about concussions, please refer to Mr. Amicucci's web page located on the school website.

## Student Attitudes

Because no school can function effectively without rules, there are regulations that students should follow. However, student attitude is most important to success. The following "senses" can help develop positive attitudes.

1. A Sense of Responsibility - Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on you alone, then many opportunities will be wasted, as far as you are concerned.
2. A Sense of Courtesy - In school life, it is necessary that you come in contact with other people of all ages. Courtesy is the tool that helps you get along with others. No one can afford to lack courtesy.
3. A Sense of Good Citizenship - Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student government, and attending social and sports events.
4. A Sense of Sportsmanship - This sense is especially applicable to sports. Participants should show respect to all officials and referees and consider the decisions of these people as final. Competitors deserve spirited competition, not hostility. Spectators show spirit and enjoyment without annoying those around them. A cheerful crowd makes a contest more enjoyable for everyone, players, coaches, and officials included. If you have a positive attitude toward Shore Regional and all it can mean to you, abiding by its regulations will be easy for you.

## Expectations for Student Behavior

All students and parents of students attending the Shore Regional High School's prom (both junior and senior) must sign the district prom contract. Any student who is not attending school because he/she is on Home Instruction shall appeal to Administration for approval to attend the prom. Any senior violating the district substance abuse policy at the prom may be excluded from participation in the graduation ceremony. Any junior violating the district substance abuse policy at the prom may be excluded from participation in the graduation ceremony. The prom contract can be found on the district website: [www.shoreregional.org](http://www.shoreregional.org)

1. Students should be **mentally and physically prepared** for the process of learning: nourished, rested and properly dressed, academically motivated, free of drugs and alcohol.
2. Students should demonstrate **respect** for people and property: be courteous and polite; foster care for school facilities and property; and respect beliefs and opinions of others.
3. Students should use time and other resources well, without the need for constant supervision: complete all homework, class work and exams, come to school with notebooks, textbooks, and other needed resources, recognize school is work and academic development is the primary goal.
4. Students should share responsibilities when working as members of a group: **cooperate, contribute, and share** with peers and other groups, volunteer and participate in school-community activities outside of school, willingly assume leadership.
5. Students should be **accountable** for their own actions, accepting constructive criticism and disagreement when necessary: accept rewards and reprimands, listen to points of view of others, make choices based on reasonable decision-making processes.

6. Students should meet behavioral expectations of the school community: attend school regularly and on time, accept all rules and standards, work to improve the school and community, **dress and be groomed to facilitate learning.**
7. Students should exhibit socially accepted standards for their own behavior: display **truth, honesty and good sportsmanship**, recognize and **respect** standards of others, develop personal standards in the absence of rules.
8. Students should meet academic requirements: attend all classes regularly, know and meet all class requirements.
9. Students should **communicate appropriately** with school personnel as well as their peers: learn when and how to listen, learn to use oral and written communication appropriately, learn to discuss differences peacefully.
10. Students should assess their own progress toward objectives on a regular basis: record and maintain records of progress, plan courses of study and schedules, seek assistance from teachers and peers, **value lifelong learning.**

## ATTENDANCE

### **Philosophy**

Regular attendance is of prime importance to each student. Good attendance is the greatest single factor in school success and an absence from school is one of the major causes of school failures. All students should make an earnest effort to maintain regular and punctual attendance at school.

New Jersey State Law requires students to attend school regularly, and it is the parents' legal responsibility to see that their children attend school on the days/hours the public schools are in session in the district. (N.J. 18A:38-25)

Any student who has a perfect attendance record for the entire school year will receive the perfect attendance award. A perfect attendance record is one that does not have any absences (excused or unexcused), lates (excused or unexcused), early dismissals (excused or unexcused) and class cuts.

### **Absence Procedure**

Students who are absent are to have a parent or guardian call the attendance office at 732-222-9300, ext. 2200 prior to 7:35 AM on the first day of an absence.

**Upon returning to school after an absence, students are responsible for bringing a signed note from a parent or guardian to verify their absence as not truant.** Students are responsible for giving the note, which must contain all dates involved, student's name, and reason for the absence, and parent signature to the Attendance Office. If the note or a telephone call is not provided to the Attendance office within 48 hours of the student's return to school, the day(s) absent may be considered truant and listed as unexcused. **Please note: notes from parents do not excuse a student absence.** Any unexcused absence(s) may result in a grade of "0" for work missed.

**Students returning from an absence must submit medical/dental documentation to the Attendance Office to have the absences considered excused.** Students who are absent from school for the entire day or late more than half a day are not eligible to participate in any practice, game, meet, special program, evening activity, event, or contest scheduled for that day without the approval of the school administration.

**If a student is going to be absent (Excused) for an extended period (3 or more days), parents must contact their child's guidance counselor and teachers to make arrangements so that the student's educational program is not interrupted.**

#### **Absence Excuses (Non-Cumulative)**

Acceptable reasons for absences or tardiness to school include:

1. Serious illness: A licensed medical practitioner must sign a note verifying the illness.
2. Medical or dental appointments, which cannot be scheduled outside school hours. A licensed medical practitioner must sign a note verifying an appointment.
3. Motor Vehicle Test with verification of appointment.
4. College visitation (for grades 11 and 12 students only) are excused absences if the student shows proper documentation. Juniors or seniors who visit colleges should obtain written verification of their attendance from the college. Number of days excused for a visit will be at the discretion of the Administration as per state NJAC 6A:32-8.3(h).
5. Court appearance.
6. Home instruction.
7. Death in the family.
8. Teacher supervised field trip(s).
9. Religious holidays as defined by the Commissioner of Education.
  - a. Students who are absent from school because of a religious holiday may not be deprived of any award of eligibility or opportunity to compete for any award because of such absence.
  - b. Students who miss a test or examination because of a religious holiday must be given the right to take an alternate test or examination.
  - c. **To be entitled to the privileges set forth above, students must present a written excuse signed by a parent or person standing in place of a parent.**
  - d. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
  - e. Such absence must not be recorded on any transcript or application or employment form or any similar form.

**The school reserves the right to verify the authenticity and content of any medical note, court subpoena, parent note, etc.**

**A cumulative (unexcused) absence is generally defined as any reason not listed above such as not feeling well, baby-sitting for younger children, shopping, missing the school bus, vacations, working, oversleeping, faulty private transportation, completing reports/term papers at home or at local libraries. It should be noted that even though an absence is legal, it still counts as an absence from school/class on a student's official attendance record. Students shall not be considered absent while participating in school sponsored activities, such as field trips, athletic events, or if suspended from school.**

#### **Emancipated Students**

Emancipated students are those who are eighteen years or older, who are living apart from parents or guardian, and who are no longer claimed as dependents and show legal documentation to that effect.

### **Daily Attendance**

Any student who arrives after 7:30 AM **must sign in immediately through the attendance office before reporting to first period.** First period teachers are to electronically post the attendance list to the attendance office each morning at the end of the period. **Tardy students are to be accepted into class only with a pass from the Attendance Office.**

### **Late to School**

Tardiness to class or school is defined as not being at your assigned location by the time the bell or signal ceases. It is each student's responsibility to be on time (7:30 AM). If a student enters the building after the second bell, he/she is to report directly to the Attendance Office to sign in and receive a pass to class. The lateness will be considered unexcused unless the student presents a doctor's note or other acceptable documentation. If the student does not sign in, the student will face disciplinary action. Lateness exceeding twenty (20) minutes to class will be considered a full absence from that class in accordance with the attendance policy. It is understood that situations may arise that cause a student to be late (i.e., car problems, not feeling well, etc.); however, the school administration reserves the right to discipline accordingly based on unexcused lates to school. **(Notification letters will be sent to the parents of such students with excessive lates as determined by the administration.)**

Chronic lateness will result in additional disciplinary actions, which may include required parent conferences, loss of school privileges, detention, Saturday detention, and/or loss of credit for particular courses.

### **Late to Class**

It is each student's responsibility to arrive to each class on time. The beginning of each class period is indicated by a tone sounded over the public address system. A student who arrives to class after the tone, without permission, will be considered late. Teachers will communicate with the late student and will contact parents and/or assign a teacher detention. Chronic lateness identified as five (5) or more in a semester will be reported to the vice principal. Disciplinary actions may include, but not limited to, central detention, required parent conference, and Saturday detention.

### **Early Dismissal**

The school recognizes four exigencies, which create a legitimate need for release from school.

1. Illness, which manifests itself after having reported to school.
2. Verified appointment with a physician/dentist. (School nurse authorization required).
3. Driver's test with verification of appointment.
4. Requests by the parents for students to be absent from school when arrangements are made with and approved by the principal.

In the first two cases, the school nurse will review and verify the conditions, after which the attendance office will issue the proper early dismissal form. Early dismissal passes are granted before 8:20 AM each morning and only upon presentation of a request signed by the parent or guardian. Students receiving an early dismissal should be picked up in the attendance office by the parent or guardian at the designated time of the dismissal and signed out at that time.

**Students who leave the school from the nurse's office due to illness may not return to school for the remainder of the day or participate in any extra-curricular activities or sporting events.**

### **Returning to School after an Absence**

Any unexcused absence(s) may result in a grade of "0" for work missed.

Students returning after an absence must present a written excuse to the Attendance Office from a parent or guardian for the absence to be considered "not truant". The note must include the student's name, date of absence, the reason for the absence, and a parent's signature. **Failure to provide a written excuse by the second day after the return will result in the absence being listed as truant.**

### **Loss of Credit Due to Excessive Absences**

Course credit may be withheld for excessive absences. Loss of credit, because of excessive absences, takes place only when a student is receiving a passing grade at the time, and is reported on record as "NC" (No credit) and on the report card as "NC" in the marking period that the loss of credit occurred. "NC" will also appear in the final grade column. Students in failure status will have the failure recorded and an "F" will appear on the report card.

Students who exceed the stated absence limits in any course may lose credit for the course. Students are considered in a loss of credit when the total number of their unexcused absences reaches the following:

- 1.25 credits (quarter courses) – not to exceed 3 unexcused absences
- 3.75 credits (Phys. Ed.) – not to exceed 7 unexcused absences
- 2.50 credits (semester courses) – not to exceed 5 unexcused absences
- 5 or 6 credits (full year courses) – not to exceed 10 unexcused absences

When a student is absent from class, he/she has three school days from the time of return to submit a note for the absence to the Attendance Office.

Unexcused lateness for more than 20 minutes of the block will be considered an entire absence from class. Credit will be withdrawn for lateness under the same procedures as for an absence from school or class.

Late arrival to class during the school day counts as an absence on the ratio of two (2) tardies equal one (1) absence.

### **Attendance Appeals**

The assistant principal shall mail a letter of notification to the student's parents or guardians alerting them of the possibility of non-compliance with the attendance policy.

The appeals process consists of the following procedure:

1. The student will meet with the assistant principal to review her/his attendance record and present any information relative to the absences.
2. The Attendance Review Committee will convene to review information, and render a decision. In recommending the granting of a waiver of the attendance requirements,

the committee will consider the nature and cause of all absences rather than only those in excess of the allowable limit. Documentation of the nature and causes of these absences are the responsibility of the student and parent/guardian.

3. The student will be notified as to the outcome of the appeal and may appeal the decision of the Attendance Review Committee to the Superintendent/Principal.

### **Impact of Attendance on Extra-Curricular Activities**

**Students should be aware that excessive class cuts, tardies and/or absences in a course(s) could adversely affect their eligibility to participate in athletics, band, theatre productions and/or other extra-curricular activities.**

## **DISCIPLINE**

### **Philosophy**

Discipline may be students' most misunderstood aspect of school life; however, it is a part that is absolutely necessary if students are to achieve success and fully benefit from their school experience. From the self-discipline that students must impose to regulate their study habits to those rules that are necessary to insure students' health and safety, the school attempts to guide students in a positive approach that adds to their learning process.

Students and parents together with faculty and staff will lay the foundation for the school's strong character. The faculty and staff will create a positive atmosphere by modeling the behaviors and attitudes that they expect from the students. With the help of this code, Shore Regional will be a place that offers a sense of security and belonging.

All students and parents of students attending the Shore Regional High School's prom (both junior and senior) must sign the district prom contract. Any student who is not attending school because he/she is on Home Instruction shall appeal to Administration for approval to attend the prom. Any senior violating the district substance abuse policy at the prom may be excluded from participation in the graduation ceremony. Any junior violating the district substance abuse policy at the prom may be excluded from participation in the graduation ceremony. The prom contract can be found on the district website: [www.shoreregional.org](http://www.shoreregional.org)

### **Disciplinary Code**

While Shore Regional places emphasis on student responsibilities, it is necessary to specify certain behaviors and their consequences. Repeated violations or pattern of inappropriate conduct will result in greater consequences.

**The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. Thus, the absence of a specifically listed behavior will not prevent the administration from imposing consequences, including expulsion as warranted.** Moreover, the principal or his/her designee has the discretion to suspend students' privileges including a student's participation in extra-curricular activities and/or athletics. Examples include, but are not limited to, athletic events, practices, meetings, theater productions, concerts, field trips, assemblies, and class meetings.

Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning.



The following offenses are cause for assignment to central detention, Saturday detention, in-school suspension, out-of-school suspension, or expulsion, and may also constitute juvenile or adult offenses. The police will be contacted when appropriate.

1. The use, sale, distribution, possession, or being under the influence of, narcotics, dangerous drugs, controlled substances, or alcoholic beverages.
2. Destruction or defacing of school property.
3. Extortion/shakedown.
4. Stealing/theft.
5. Forgery.
6. Threatening or attacking other students and/or school personnel (this includes “cyber-bullying” and/or threats through other technology).
7. Malicious damage to any school personnel's property.
8. Carrying dangerous and/or offensive weapons.
9. Willful and continued disobedience.
10. Disruptive conduct.
11. Vulgarity or profanity.
12. The use of tobacco products during school hours.
13. Gambling.
14. Unauthorized parking or use of a student's vehicle during school hours.
15. Leaving school without permission during the school day.
16. Failure to report to the office upon request.
17. Truancy.
18. Chronic tardiness to school and classes.
19. Fighting.
20. Failure to adhere to the dress code.
21. Improper display/usage of audio or cell phone in school.
22. School transportation violation.

### **Disciplinary Options**

The following is a list of disciplinary options available to school officials. It is understood that this list does not limit school officials from imposing penalties that are not listed.

1. Forfeiture of “Senior Study” privilege (seniors).
2. Conferences with the students by the teacher.
3. Teacher assigned discipline. Individual teachers may assign classroom detention for infractions of classroom discipline. Failure to attend a teacher assigned detention will result in a referral to the vice principal.
4. Parent notification.
5. Conference with parent and/or guidance counselor.
6. Referral to administration.
7. The loss of privileges including, but not limited to; sports, co-curricular activities, dances / proms, and Battle of the Classes.
8. Administrative assigned discipline (central detention, Saturday detention, in-school suspension, or out-of-school suspension).

**Central Detention** – may be assigned by the vice principal as a consequence for breaking school rules. Failure to attend central detention may result in additional detentions, or in-

school or out-of-school suspension. Central detention may be assigned on the following basis.

- a. The vice principal may assign central detention to students referred by teachers for continued infractions of school rules, including class discipline and failure to attend teacher detention.
- b. Study hall teachers and teachers on cafeteria, hall, and bus duty may submit students' names for central detention regarding improper conduct during duty.

**Saturday Detention** - may be assigned by the vice principal for chronic discipline problems and serious offenses in lieu of suspension from school. The detention is held in Room B-5, and runs from 8:00 AM to 10:00 AM. Students must provide their own transportation

**In-School, or Out-of-School Suspension, and Expulsion** - in accordance with 18A-37-2, any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise damage any school property, shall be liable to punishment and to suspension or expulsion from school. **Prior to suspension, the student will be informed by the principal or his/her designee of the infraction and an informal hearing will be held. Parents will be notified by telephone and a letter when a child receives an out-of-school suspension. Re-entry conferences with parents are sometimes required.**

### **SPECIFIC DISCIPLINARY INFRACTIONS & CONSEQUENCES**

#### **Leaving the School Building without Permission**

Students are not permitted outside the building during the school day without permission from the attendance office or school administrator. First offense: central detention; Second offense: one to three Saturday detentions or in-school suspension and parental contact; Third offense: Two to five days' in- or out-of-school suspension and parental contact.

#### **Leaving School Grounds**

Students are not permitted to leave the school grounds during the school day without permission from the attendance office or school administrator. Once a student has arrived on campus (by any means) then cannot leave without permission. First offense: One to three Saturday detentions, or in-school suspension and parental contact; Second offense: Two to five days' in-school or out-of-school suspension and parental contact; Third offense: Five to ten days suspension and parental contact.

#### **Smoking**

The Board of Education recognizes that smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker and is, therefore, of concern. For purposes of this policy, smoking shall mean all uses of tobacco, including cigar, pipe, cigarette, chewing tobacco and vaping device.

In order to protect students, faculty, and staff who choose not to smoke from an environment noxious to them, and because the Board cannot, even by direction, condone the use of tobacco by

students, the Board prohibits smoking by students in school buildings, on school grounds, and on school buses.

First offense - Two Saturday detentions, parental contact and "formal warning" relative to repeat offense.

Second offense - Two Saturday detentions, or in-school suspension parental conference, referral to SAC, and, because of having been previously "warned," the offender will be cited as provided for by statute and required to appear in West Long Branch Municipal Court.

Third offense – Up to three days' out-of-school suspension, parental conference, referral to SAC, and, because of having been previously "warned," the offender will be cited as provided for by statute and required to appear in West Long Branch Municipal Court.

### **Cutting Class**

Being absent from a class or any assigned area without permission is an unexcused absence and an act of truancy. Disciplinary action will be taken for the first and second instance of cutting class. Discipline for cutting class may include central detention, Saturday detention, in-school suspension, or loss of credit (multiple cuts). In addition to disciplinary action, upon the third cut the student will be placed in a non-credit status for that particular class. All additional cuts will result in out-of-school suspension. Students will receive a zero for any work missed.

Students missing class due to illness must have documentation from the school nurse.

### **Cellular Phone**

Students who bring cellular phones to school will only be permitted to use them before and after school and during her/his designated lunch period in the cafeteria. At all other times cellular phones are to be turned off and stored out of view.

The use of cellular phones and other electronic communication devices that contain built-in cameras are prohibited at all times in locker rooms, bathrooms and/or locations in which inappropriate or privacy violating images may be obtained.

Possession of a cellular phone or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular phone or electronic communication device. If the cellular phone/electronic communication device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal/principal's designee may also refer the matter to law enforcement if the violation involves an illegal activity.

The student who possesses a cellular phone or electronic communication device is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular phones or electronic communication devices brought onto its property.

Parents are advised that the best way to get in touch with their children during the school day is by calling the school office.

Students may use designated school phones to contact parent(s)/guardian(s) during the school day.

### **Digital Media Players**

The use or possession of digital media players such as iPod's are not permitted during the regular school day. Headphones cannot be worn around a student's neck or brought into a classroom.

Failure to comply with this policy will result in the confiscation of the digital media player and must be picked up by a parent/guardian.

### **Cheating**

Cheating is willfully taking or giving information on quizzes, tests, term papers, individual homework assignments, and examinations. Students found cheating will be given a zero for that work and their parents will be notified. Term papers will have to be resubmitted.

Cheating makes one ineligible for membership in the National Honor Society that year. Students caught cheating while a member will be dismissed immediately.

Cheating is a very serious educational offense and is punishable. Teachers and students should be educated as to what constitutes cheating, why it is destructive of the educational process and what the punishments are. Teachers should strive to produce evaluative devices and methods that minimize the opportunities for cheating.

### **Truancy**

Truancy is defined as an absence from school without parental and/or school authorization. All classes missed while the student is truant will be regarded as cuts. Work missed may not be made up. Students will receive a grade of zero on all assignments. Truancy may also result in notification to state authorities for action relative to compulsory attendance laws.

### **Weapons**

Under no circumstances are students allowed to have any weapons, dangerous instruments or chemical sprays in their possession on school property, on school buses or at a school function away from the school.

For purpose of this policy, a weapon is defined as "anything capable of lethal use or of inflicting serious bodily injury including firearms, firearm components which can be readily assembled for operation, knives, stun guns, and any weapon or device which projects, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air."

The following procedures will be followed for students found with a weapon:

1. A student found or observed on school property or at a school function in possession of a weapon shall be reported to the principal or his/her designee.
2. The principal or his/her designee will make a determination whether a particular object is a dangerous instrument.

3. The vice principal will notify the chief school administrator and local law enforcement officials.
4. A Violence and Vandalism Report will be filed.

State law (N.J.S.A. 18A: 37-8) provides that any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or who is found in possession of a firearm on any school property, or school bus, or at a school-sponsored function shall be immediately removed from the regular education program and placed in an alternative program.

State law (N.J.S.A. 18A: 37-2.2) provides that any student who assaults a school employee, board member, or another student with a weapon shall be immediately removed from the regular education program and placed in an alternative program.

### **Disciplinary Action**

1. Immediate suspension from school for a period of ten (10) days.
2. Complaint filed with the West Long Branch Police Department.
3. Parental notification.
4. Student will be referred to the board of education with a recommendation for expulsion.

## **GENERAL CONDUCT EXPECTATIONS**

### **Assemblies**

Assemblies which are considered educational, interesting, worthwhile and entertaining will be held at scheduled times during the year. Assemblies will take place during class time and classes will fill in the seats from front to rear after being directed to the assembly area via the intercom system. Teachers remain with their groups at all times to supervise.

Student behavior is expected to be refined and courteous during all assemblies. Unacceptable conduct includes, but is not limited to: whistling, uncalled for clapping, boisterousness, and talking during the program. Disruptive students will be sent to the vice principal's office.

Students should not bring books to scheduled assemblies.

Special assemblies are also scheduled during the evening hours throughout the school year. All staff, faculty, students and parents are invited. Notices are published in advance of the scheduled program.

### **Vehicles and Operation**

Driving and parking privileges are extended to all students who meet the requirements established by the Board of Education and the student council. Students may park in student-designated spaces only. A copy of driver regulations, a Random Drug Testing Permission Form, and an application to operate/park a vehicle on school property must be processed through the attendance office and a five (\$5.00) dollar fee is collected upon submission of the completed forms.

**Students must adhere to driving regulations at all times.** Failure to comply with this policy may result in ticketing (warning), temporary or permanent suspension of driving privileges or other punitive measures. Suspended or unidentified vehicles or vehicles parked in a manner that inhibits

safe traffic flow are subject to towing. If a student drives/parks an unregistered vehicle, said student must notify the attendance office immediately.

### **Cafeteria**

The cafeteria is operated on a non-profit basis. The food is of the highest quality and the menus are planned by a trained dietitian.

Lunch time: 10:43 AM to 12:01 PM is divided into two lunch periods of 30 minutes each. Students are not permitted in the halls or outside the building during lunch periods without permission. Faculty members have been assigned to cafeteria duty; however, students' cooperation is necessary to help maintain a neat and orderly lunch period and continue to have our cafeteria be a pleasant place to eat. Everyone is asked to abide by the cafeteria code of conduct as listed below:

1. Students will be responsible for leaving the table and chairs neat, clean and in place.
2. Students are asked not to sit at the end of tables - this crowds the aisles.
3. Students should deposit all papers, milk cartons, food scraps and other refuse from lunch in the proper receptacles. Trays should be placed on the cart supplied.
4. Students should not cut into lines. Please wait in turn to be served.
5. Students should pay proper respect to all members of the cafeteria staff.
6. Students are asked not to comb hair in the cafeteria.
7. Students should take the best possible care of all furniture and equipment. They should observe the same table manners and conduct in the cafeteria that would be correct at home or in a restaurant.
8. Food and beverages are not allowed outside of the cafeteria during the school day.
9. Infractions of the above rules will be reported to the vice principal.
10. Cell phones are permitted inside the cafeteria only.

### **Care of School Property**

The Board of Education believes that the school should help students to learn respect for property and develop feelings of pride in community institutions. The Board of Education charges students in the school in this district with responsibility for the proper care of school property, school supplies, and equipment entrusted to their care.

In accordance with the law, students who cause damage to school property are subject to disciplinary measures, and their parent(s)/guardian(s) shall be financially liable for such damage.

The Board of Education authorizes the imposition of fines for the loss, damage or defacement of textbooks and property and reserves the right to impose other sanctions upon any student whose payment of such fine is in arrears. The Board of Education may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

### **Changing Classes/Hall Passes**

Students are allowed four minutes to change classes. This is sufficient time for students to get to any part of the building. During the changing of classes, students are requested to walk, and to be courteous not only to administration and faculty, but also to fellow students.

Students are expected to converse in moderate tones, conduct themselves in an orderly fashion, and keep to the right at all times. When arriving for class, students should promptly enter the room. Standing around the door of the room slows traffic in the halls and creates congestion.

**Students are not allowed in the corridors during class periods without their agenda book (with appropriate student log-sheet information). Agenda books are assembled with student log-sheets inside the back cover indicating time out of classroom and destination. Students found in the hallways without agenda books will be sent to the vice principal's office or returned to class.**

### **Dress Code**

The Administration reserves the right to determine whether or not student clothing is appropriate. Students dressed inappropriately may be sent home and/or receive disciplinary action.

Shore Regional High School requires that a student's dress be neat and clean, not interfere with the educational process, and not be a safety hazard.

In accordance with this section, students are to adhere to the following guidelines:

1. Appropriate footwear must be worn at all times.
2. Appropriate (length) shorts are permitted during school hours.
3. Students may not wear tube tops, spaghetti-straps, or see-through tops. Off-the-shoulder tops and backless dresses may be deemed inappropriate. Midriffs must always be covered.
4. Clothing with large holes and tears may be deemed inappropriate.
5. Headgear/hoods may not be worn indoors. Hats may be confiscated.
6. Words or pictures that are not appropriate for the school environment may not appear on clothing.
7. Students are to refrain from wearing sunglasses or tinted glasses of any type in school without a written doctor's recommendation on file with the school nurse.
8. Pants must be worn at waist height and at no time should undergarments be visible.

### **Field Trips**

With the approval of the superintendent/principal and the Board of Education, clubs and classes may take educational field trips during the school year. Students participating in such trips will be required to present a permission slip signed by a parent or guardian and verified by the teacher of the class or advisor of the activity planning the trip. Remember, students' conduct and attitude reflects upon their school. Students should strive to make a good impression for themselves and Shore Regional.

Under no conditions can a student be present at the site of a school-sponsored field trip during the school day without permission of the school administration. Students violating this regulation will be considered truant and will be subject to appropriate disciplinary action.

### **Fire Drills**

Fire Drills are held for the purpose of practicing orderly exits in the case of any emergency. Students must follow directions of teachers in charge. Remain quiet at all times during drills.

### **Hall Lockers**

All students have assigned hall lockers. Lockers are the property of the Board of Education and are made available for student convenience. School officials will inspect lockers from time to time, or when there is reason to believe that they may contain something that will endanger the health, safety or welfare of the school community. Students are prohibited from sharing lockers. Students are responsible for anything found in the locker assigned to them. These lockers have a combination lock and should be kept closed with the doors locked at all times. Students are responsible for keeping lockers neat, clean and orderly. Changes in locker assignments may be made only by the vice principal. The school is not responsible for the loss of items in student lockers. Students must have written permission (via agenda book/hall pass) to go to a locker during a class or lunch period. Students will be fined for locker damage. This ruling applies to all lockers, including those in the physical education area.

### **Student Valuables**

Students are cautioned not to bring radios, cameras, other valuable items, or large amounts of money to school, and if they wear glasses or watches, to keep track of them at all times. Students, not school personnel, are responsible for their own personal property. **Do not leave money and/or valuables in your locker. Do not leave personal property on benches in the locker room.** Be cautious about your belongings.

### **Hazing**

**Hazing is strictly forbidden at Shore Regional. Students found violating this regulation will be subject to disciplinary action.**

### **Mopeds**

Students with mopeds must obey all motor vehicle regulations. Students are advised to lock mopeds to bicycle stands in the front or rear of the school building.

### **School Buses**

Students are to wait in an orderly fashion at the bus stop and are not to damage or destroy private property. Pushing and shoving at the time of approach of the bus to the bus stop are very dangerous. Students must be on time. The bus cannot wait for those who are tardy, because the driver is on a definite time schedule. Students should ride their assigned bus and must board the bus and leave at their assigned bus stop except for emergencies. Students should not expect the driver to make unnecessary stops on his route for "pickups" or "drop-offs." Activity and athletic buses do not necessarily stop at the same stops, as do regular buses.

All students are required to show proper respect for the bus driver and for bus property. The driver shall be in full charge of the school bus at all times and shall be responsible for order. Drivers can and will assign seats if necessary. The driver shall report daily any misconduct of the pupils to the vice principal. Students' cooperation is expected at all times in adhering to the drivers' suggestions and to the following rules:

1. Smoking and profanity are forbidden on the buses.
2. Students shall refrain from extending arms or other parts of the body out of the windows.
3. Windows may not be opened more than three notches.



4. Students should refrain from shouting to people passing on the street or making comments to or about people outside the bus.
5. Nothing shall be thrown in the bus or out of windows.
6. Students will not distract the driver's attention with loud talking, laughing or unnecessary confusion. No horseplay.
7. Aisles should be kept clear of books, gym bags, etc. Students should try to keep the bus as clean as possible.
8. Students should remain seated while bus is in motion.
9. Weapons, or any other objects that would likely cause trouble, are not permitted on the bus.
10. Upon alighting from the bus, students should be cautious crossing the street. Cross in front of the bus.
11. On school buses with seat belts, all students shall wear seat belts pursuant to N.J.S.A. 39:3B-10, 11. All riders are expected to behave properly at all times. Should there be any damage to the bus, it should be reported to the driver immediately. Students who violate these rules will be required to meet with the vice principal or principal. Students who continue to violate bus rules will be assigned a seat on the bus. Further violation of these rules will result in students losing their riding privilege and/or being suspended from school. Parents must provide transportation for students to and from school who lose their bus riding privilege.

### **Vocational School - Inclement Weather Transportation Information**

#### **Shared Time Vocational Transportation**

Transportation arrangements for shared time vocational students during weather related events will be as follows:

- When Shore Regional has a two hour delayed opening, morning vocational students will NOT be offered transportation. PM vocational students will be transported as scheduled.
- When Shore Regional has an early dismissal, afternoon vocational students will NOT be offered transportation. AM vocational students will be transported as scheduled.

#### **Vocational Academies**

Transportation arrangements for ACADEMY (full time) vocational students during conflicting start times will be as follows:

**Scenario #1:** When Shore Regional is operating at regular time and vocational schools are on a delayed opening:

- Students will go to the bus stop for pick up to Shore Regional beginning 7:30 a.m. A vocational bus will leave Shore Regional at 8:05.

**Scenario #2:** When Shore Regional is closed and any of the vocational schools are open:

- NO transportation will be provided.

**Scenario #3:** When Shore Regional has a 2 hour delayed opening and the vocational schools have a 90 minute delayed opening:

- The buses will run on Shore Regional's delayed opening schedule and a vocational bus will leave Shore Regional at 9:00 a.m.

## Social Events

During the school year many social events are held for students' benefit. **It is expected that students behave properly and dress according to the occasion.** Students may not have access to other parts of the building during these events. Loitering in the lobby is not allowed. Students must enter all social events by a predetermined time.

### Attendance/Discipline at School Events

As a general rule, only Shore Regional students are allowed to attend Shore Regional social events. The exceptions are the dances. For these events, Shore Regional students may bring a date under the following conditions:

1. The Shore Regional student sponsoring the date must supply the date's name, address, phone number, and the school name (if applicable) to the advisor of the group sponsoring the dance **at least one week in advance of the event.**
2. Advisors will submit all such requests to the vice principal who might contact the date, the date's school, or other parties as necessary to ensure that the date's attendance will not detract from a safe and orderly environment at the event.
3. **All such determinations will be made on an individual basis.**
4. All students attending the junior/senior proms **WILL BE SCREENED** prior to the entering the event.
5. The administration reserves the right to restrict students from attending school events based on prior/current disciplinary offenses.
6. All students and parents of students attending Shore Regional High School proms must sign the district prom contract. Any student who is not attending school because he/she is on Home Instruction must appeal to the administration for approval to attend prom/events. Any student violating the district policy relating to substance/discipline, at any time during the school-year, may be excluded from participation in prom and/or graduation ceremony. The prom contract can be found on the district website: [www.shoreregional.org](http://www.shoreregional.org)

### Breath Alcohol Sensor Device

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

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board of Education authorizes the use of a breath alcohol sensor device (BASD) in certain circumstances. A BASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the pupil's active participation. A BASD 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 an alcohol-related or school-sponsored event or activity. The purpose for using a BASD 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.

Students and their parents or guardians will be notified via annual policy notices and event meetings that breathalyzers may be used at school-sponsored events. The Board authorizes BASD screening before, during, and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present.

If the BASD screening indicates the presence of alcohol on a pupil, a second screening will be conducted. If the second screening indicates the presence of alcohol on a pupil, the matter shall be reported to the Building Principal or designee. The Building Principal or designee will determine if the pupil exhibits other signs of alcohol use. Accordingly, the Principal or designee will determine the notification of the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5131.6 Substance Abuse.

In addition, a BASD may be used to screen a pupil upon a report to the Building Principal or designee, certified or noncertified school nurse, or the school physician if an educational staff member or other professional believes a pupil may be currently under the influence of alcohol on school property or at a school function provided an adult pupil and/or the pupil's parent/legal guardian consents to such screening. Notwithstanding the results of the BASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification and examination procedures of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5131.6-Substance Abuse.

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

N.J.A.C. 40A-12

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

### **Breath-alcohol detection devices for use at Prom**

Shore Regional High School has a comprehensive drug and alcohol awareness curriculum as well as educational programs in preparation for special events, such as the Junior and Senior Prom. We hold mandatory student and parent meetings as well as utilizing prevention programs with both Oceanport and West Long Branch Police Departments in an effort to prevent/deter student drug and alcohol consumption. These initiatives, however, have not always proven sufficient in preventing students from making poor choices. This being said, we will incorporate the services of "outside" professionals to breathalyze all students and guests attending our junior and senior proms.

### **Trespassing**

Students are not permitted to trespass on private property adjacent to school grounds. Climbing the fences protecting this property is also prohibited. Students should always respect the rights and property of others.

## **GENERAL INFORMATION**

### **Announcements**

Information of general interest is announced over the public address system each day during homeroom. In addition, weekly announcements are posted in all homerooms. Emergency announcements concerning cancellations and other changes in previously announced schedules are made at the end of the school day. Please listen attentively to all announcements. Many student organizations have bulletin boards placed at strategic locations around the building. Consult these message centers frequently. Student organizations and activities may also post special written announcements concerning school events in the halls and classrooms with the prior approval of the administration.

### **Change of Address/Proof of Residency**

The Department of Student Personnel Services requires the following documentation for change of address/proof of residency:

- Copy of Deed or Lease
- Copies of two utility bills
- Copy of updated driver's license

### **Delivery of Personal Items and Messages**

The delivery of messages and personal items to students during the school day is discouraged. Usually, students will be called to the main office twice a day at 8:14 AM and 1:35 PM to receive messages or personal items. In case of emergencies, please contact the main office so that arrangements can be made to deliver messages or items to students. In addition, students are not permitted to order take-out food or receive such deliveries during the school day.

### **Flag Salute**

Students start each day with the salute to the flag and Pledge of Allegiance. New Jersey law requires students to show respect for the flag of the United States of America. Students who are conscientiously opposed to the pledge or salute may abstain from participating in these ceremonies but must remain respectfully silent.

### **Disclosure Denial**

The State has mandated that all schools be obligated to provide, upon request student names, addresses and phone numbers to military recruiters. A "Disclosure Denial Form" will be mailed home during the summer, may be found on the SRHS webpage and also can be obtained in the main office if you wish to have your child's name removed from this list. The form must be turned in to the main office by October 1st of the current school year.

### **Health Services**

Shore Regional students receive the following services from the medical staff.

1. Upon enrollment, immunization records are reviewed for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20.
2. Within 30 days of enrollment, parents are required to provide a documented physical for each student.

3. Individuals authorized to administer medication at school are:
  - a. School Nurse, the student's parent, student approved to self-administer medication pursuant to N.J.A.C 6A: 16-2.1 (a) 5iii and 9 and NJSA 18A:40-12.3 and 12.4 and trained employees to administer epinephrine in an emergency pursuant to NJSA 18A:40-12.5 and 12.6 and trained employees to administer glucagon pursuant to NJSA 18A:40-12.14.
4. Conducting health screenings, which include height, weight, blood pressure, hearing, and vision pursuant to NJAC 6A:16-2.2. Students and their parent/guardian will be notified if a problem is discovered.
5. Implementing healthcare procedures for students on a routine basis and in the event of an emergency.
6. Monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to NJSA 18A:40-4 and 18A:40A-12.
7. Any accident or injury, in school, must be reported within 24 hours to either the health office or the athletic trainer's office to ensure adequate follow up & completion of accident forms and school insurance (if covered).
8. Pre-participation Sport Physical Evaluations are required for all athletes. The medical examination must be conducted within 365 days prior to the first day of official practice in an athletic season. All pre- participation physicals must be on the required Pre-Participation Evaluation (PPE) form. The Pre-participation Sport Physical Evaluation form and Health History can be downloaded from the SRHS athletic website. The medical exam must be obtained from the athlete's health care provider (medical home). If the athlete has no proof of a health care provider, he or she may contact the school nurse.
9. Physical Exams - All students should have a physical examination at least once during high school. This physical should be conducted by their healthcare provide (medical home) and submitted to the school nurse even if they don't participate in the sports program. This information will be necessary when processing working papers.
10. The following forms are on the school nurse's website: Over the Counter Medication Permission Form, Prescribed Medication Form, Asthma Treatment Form, and the Food Allergy Action Plan.

### **Visiting the Health Office**

Students who become ill during the school day and wish to visit the health office must receive permission to do so from the teacher whose class they are attending. Students may not go to the health office between classes, but must report to their next scheduled class and request permission from the teacher of that class. If permission is granted, students receive a pass to the health office. When the visit is completed, students receive a pass from the nurse to return to class.

If students are so ill that permission for an early dismissal must be given, the nurse will complete a form to this effect. The student will bring the early dismissal form to the Attendance Office and the early dismissal will be noted in Realtime.

Someone should be home to receive students who are dismissed early because of illness.

Medications may be given by the school nurse only in an emergency situation and if previously authorized by a family doctor and school physician in writing. Emergency medications or permission to carry medications (ex. Asthma – inhaler, etc.) must have a medication form completed

and signed by the physician and parent. Medication forms are available in the health office and on the school nurse's website.

### **INSURANCE**

The Board of Education purchases secondary/excess insurance coverage to protect all students in the district when accidental injury during school time occurs. Accidental injury as a result of participation in interscholastic athletics is excluded.

With secondary/excess coverage, all bills must be submitted to the family's own primary insurance company **first**. Any balance not covered by the family's own primary insurance may be submitted to the school's secondary/excess plan for consideration.

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. In many situations, medical bills may not be covered in full. Parents should understand that medical expenses are their own responsibility, not the SRHS Board of Education's. Some of the important benefits and limitations of the plan are as follows:

1. There is a \$1,000 deductible.
2. Treatment must commence within 90 days of the date of injury, or there is no coverage.
3. Maximum medical benefit is \$1,000,000.
4. Benefits are payable for up to 1 year from the date of injury.

All injuries that occur during a Board of Education approved school-sponsored activity, excluding interscholastic athletics, must be immediately reported to the faculty advisor. Claim forms will only be provided by the school nurse.

All requests for a claim must be filed by the parent/guardian within the current academic year ending June 30.

All claim forms, bills, and letters from other insurance companies are to be forwarded to, and questions regarding the coverage answered by:

New Jersey School Boards Association Insurance Group  
450 Veterans Drive  
Burlington, NJ 08016  
609-386-6060

### **Lost or Stolen Articles**

Shore Regional High School Board of Education is not responsible for any articles that are lost or stolen. The school's lost and found is located in the main office.

### **Working Papers**

Students between 14 and 18 years of age are required to apply for an employment certificate each time they are hired by an employee.

Applications may be obtained in the main office. Students must have a satisfactory academic and attendance record, and present proof of age (i.e., birth certificate, school records) together with a completed form including doctor's signature, parent signature, and employment information completed and signed.

## STATE LAWS AND BOARD POLICIES

### POLICY OF DRUGS AND CONTROLLED DANGEROUS SUBSTANCES

#### **Substance Abuse**

The Board of Education recognizes that in addition to introducing and maintaining a comprehensive substance prevention education curriculum, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

The primary objective of this policy is to devote the energies of the Board of Education and the administrative and instructional staff of the school district to the prevention of substance abuse. The misuse/abuse of alcohol and other drugs by students endangers the safety and well being of all other students and faculty. This creates an impediment to learning, in which case, the prime concern is to protect non-using pupils by providing channels for help and assistance to those students whose health may be in jeopardy, as well as to eliminate the potential market place for drugs which the school may become.

The Board of Education, together with the administrative staff and the instructional staff, recognizes that every effort must be made to educate students on the dangers of substance abuse. An educational approach promoting accurate information, positive decision-making skills, and refusal skills is the first step in prevention, and such efforts should be provided in the home as well as in the school.

Every effort must be made to provide the necessary attitude and value changes in those young people who are currently using drugs of all kinds.

The Shore Regional High School District shall adopt and implement policies and procedures in conformity with the New Jersey State Department of Education Administrative Code 6:29-6.

The Shore Regional High School District shall provide:

- A. Clear definition of “substance” and controlled dangerous substance as identified in N.J.S.A. 24:21-2.
- B. For compliance with the confidentiality requirements established in Federal regulations found at 42 CFR Part II.
- C. Articulation of the roles of appropriate school staff when handling a variety of possible alcohol or other drug-related situations involving pupils on school property or at school functions.
- D. Specific procedures, sanctions and due process provisions for violations of the alcohol and other drug policy requiring disciplinary action. The sanctions should be graded according to the severity of the offense.
- E. Specific procedures to govern instances where emergency room services are required in treating alcohol or other drug-affected pupils.
- F. Evaluation services for pupils who affected by alcohol or other drug use.
- G. Intervention and treatment-referral services for pupils who are affected by alcohol or other drug use by appropriately certified staff.
- H. Clear procedures to handle the possible drug, alcohol and anabolic steroid related situations involving pupils of the Shore Regional School District on school property or at a school

function. Procedures shall include the reporting, notification and examination of students suspected of being under the influence of drugs.

- I. Procedures for cooperating with law enforcement drug operations and activities on or near school property in accordance with the provisions established in N.J.A.C. 6:3-6.
- J. For the establishment of parent/guardian substance abuse education programs offered at times and places convenient to the parents of the school district on school premises or other facilities.
- K. An annual process to review the effectiveness of its alcohol and other drug policies and procedures. The district Board of Education shall solicit community input as well as consult with local agencies approved by the State Department of Health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, intervention and referral to treatment of pupils shall be made available annually to all school staff, pupils, and parents or guardians. The Board of Education shall establish and maintain on-going in-service substance abuse awareness programs for all school personnel.
- L. A comprehensive curriculum at each ninth through twelfth grade level with a minimum of 10 clock hours per school year of alcohol and other drug education, including tobacco and anabolic steroids, in accordance with Department of Education Chemical Health Guidelines, pursuant to N.J.S.A. 18a:40a-1.

#### Legal References:

N.J.S.A. 2A:62a-4  
N.J.S.A. 2A170-259  
N.J.S.A. 18A:4-28.2  
N.J.S.A.18A:4-28.4  
N.J.S.A.18A:4-28.13  
N.J.S.A.18A:25-2  
N.J.S.A.18A:35-4  
N.J.S.A.18A:354a  
N.J.S.A.18A:371  
N.J.S.A.18A:37-2  
N.J.S.A.18A:40-4.1  
N.J.S.A.18A:40-4.2  
N.J.S.A.24:21.2  
N.J.S.A.26:3d-15  
N.J.A.C.6:29.9 through 21

#### A. **Procedures**

1. For purposes of this policy, “substance” shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 24:170-25.9, and any prescription or patent drug, including steroids, except those for which permission to use in school has been granted pursuant to board policy. “Substance abuse” shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.



2. "Evaluation" means those programs and services offered to help a pupil because of the use of alcohol or other drugs by the pupil or the pupil's family.
3. Compliance with the confidentiality requirements established in federal regulations found in 42 CFR Part II will be adhered to.
4. In all cases involving drugs, alcohol, or steroids, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator and CORE Team and the administrator in charge of Guidance. Records will be confidential and kept separate and apart from general student files. These files will be kept locked. Feedback to referral sources will be limited to status of student progress only.
5. Disciplinary referrals, or cases which involve discovery of student chemical use by student, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a substance awareness coordinator or CORE Team member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report to appropriate school personnel or other agencies a student whom they believe to:
  - a. Be suicidal
  - b. Be assaultive (murder, rape, armed robbery intent)
  - c. Have been abused
  - d. Be under the influence of drugs
  - e. Be in need of emergency medical treatment.
6. Whenever it shall appear to any teaching staff member, school nurse or other educational personnel that a pupil may be under the influence of alcohol or other drugs, they shall report the matter as soon as possible to the vice principal who will then notify the principal. The school nurse will notify the SAC. In the absence of the principal, his or her designee shall be notified.
7. In instances where the school nurse, medical inspector (school physician), substance awareness coordinator and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
8. The pupil shall be removed to a protective environment for observation and care by the school nurse or medical inspector (school physician) or designee until his or her parent(s) or guardian(s) can be contacted. The principal shall request the assistance of the school nurse or medical inspector (school physician) in assessing the physical state of the pupil. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis, and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil.
9. The pupil's parent(s) or guardian(s) and the chief school administrator or his designee shall be immediately notified of the incident.
10. The principal or his or her designee shall arrange for an immediate medical examination of the pupil. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector (school physician). If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector (school physician), or, if the medical inspector (school physician) is not available, the pupil shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination.
11. If available, a parent or guardian should also accompany the pupil. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs.
12. If, at the request of the parent or guardian, the medical examination is conducted by a physician other than the medical inspector (school physician), such examination shall not

be at the expense of the Board of Education. These services shall include any of the following:

- a. Examination by a physician for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs.
  - b. Evaluation by the child study team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped.
  - c. Assessment by individuals who are certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention and/or,
  - d. Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.
13. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal and the superintendent by the examining physician within twenty-four (24) hours. If the written report of the medical examination is not submitted to the parent or guardian, the principal and the superintendent within 24 hours, the pupil shall not be allowed to return to school.
  14. If there is a positive diagnosis as a result of the chemical assessment screening indicating that the pupil was under the influence of alcohol or other drugs, the pupil shall be return to the care of the parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the principal and the superintendent, from a physician who examined the pupil, to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
  15. In accordance with N.J.A.C. 6:29-0.5(a) 8, refusal or failure by a parent to comply with the provisions of N.J.S.A. 18a:40a-12 shall be deemed a violation of compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:60-1 et.seq.) laws.
  16. While the pupil is home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her school performance.
  17. In addition, if there is a positive diagnosis, the pupil shall be interviewed by a substance awareness coordinator for the purpose of determining the extent of the pupil's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the coordinator may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator may also consult with such experts in the field of alcohol or other drug abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Education.
  18. As required by law, the Board of Education shall provide for the evaluation of pupils whose use of alcohol or other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment contained in N.J.A.C.6:29-9.2. This shall include referral to the substance awareness coordinator. Intervention and treatment-referral shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
  19. Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.

20. While a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum and related services will be provided.
21. Pupils who are in care or returning from care for alcohol or other drug dependency will receive support services by the substance awareness coordinator, CORE Team and/or referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.
22. If a pupil is found in possession or under the influence of alcohol or other drugs, or has used or consumed, the pupil will be excluded from school and will only be readmitted at the end of the exclusion after the receipt of the required medical certification that the pupil is physically and mentally able to return to school and a conference has been held between the principal and/or his designee and the parent(s) or guardian(s). A plan to address those specific needs which a pupil may have shall be developed during this conference. The pupil will be referred to the local police and appropriate disciplinary action will be taken.
23. If a pupil is found in possession or under the influence of alcohol or other drugs for a second time, then such pupil will be referred to the local police, and a recommendation will be made by the principal to the Board of Education concerning the expulsion of the pupil.
24. In all instances involving the use of alcohol or other drugs, a Violence, Vandalism and Substance Abuse Incident Report shall be completed by the chief school administrator or his designee.
25. Staff members implementing this policy will be indemnified under N.J.S.A. 18A:40A-13 and 18A:40A-14.
26. Pupils possessing for distribution, or administering alcohol or other drugs (at any time on school grounds), as defined in this policy to others in school, at a school sponsored activity, or out of school, shall immediately notify the police and the parents and transfer the pupil to home instruction and will make the appropriate recommendations to the Board of Education concerning the expulsion of the pupil develop procedures to enforce the Smoking Prohibition Policy enacted by the board which shall include:

### **Smoking Prohibition**

The Shore Regional Board of Education recognizes that smoking presents a health hazard that can have serious consequences both for the smoker and the non-smoker. In order to protect students and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in district buildings, in school vehicles and in flammable areas of school property.

Students are not permitted to smoke or use tobacco products at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school sponsored trip or activity off school premises.

The superintendent is authorized to report violations in accordance with law, to the Board of Health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

Definition: For purposes of this policy, “smoking” means the burning of a lighted cigar, cigarette, pipe, electronic cigarette/vaporizer or any other matter or substance, which contains tobacco. Chewing tobacco and any other use of a tobacco product is also specifically prohibited by this policy.

Legal References

N.J.A.C. 6:29-1.3 (a) 8

Required policies and procedures prohibit smoking in public school buildings.

N.J.S.A. 26:3D-15 through 21

Legislative findings and declarations (smoking in educational institutions)

N.J.S.A. 26:3D-17

Requires boards to make and enforce regulations to prohibit smoking in district buildings except as part of a classroom instruction or a theatrical production.

In order to protect students and district employees from an environment noxious to them and provide a safe, smoke free educational environment, the Board of Education authorizes the superintendent to develop procedures to enforce the Smoking Prohibition Policy enacted by the Board of Education, which shall include:

- A. Informing all students and district employees of the smoking regulations of this district.
- B. Including in the health curriculum the potential hazards of the use of all tobacco products
- C. Establishing of consequences for infractions of the Smoking Prohibition Policy by students including notification of parent/guardian, letter to student file describing the incident, suspension, Saturday detention, and referral to counseling. Specific consequences are as follows:
  - 1. **First offense:** Two Saturday detentions, parental contact and “formal warning: relative to repeat offense.”
  - 2. **Second offense:** Two Saturday detentions, parental conference, referral to SAC, and because of having been previously “warned,” the offender will be cited as provided for by statute and required to appear in West Long Branch Municipal Court.
  - 3. **Third offense:** Three days’ suspension, parental conference, referral to SAC, and because of having been previously “warned,”
- D. Prohibiting students from carrying cigarettes or other smoking materials such as tobacco, pipes, cigars, electronic cigarette/vaporizer, or cigarette rolling papers while on school property.

Legal References

N.J.A.C. 6:29-1.3(a)8

Requires policies and procedures prohibiting smoking in public school buildings.

N.J.S.A. 26:3D-15 through 21

Legislative findings and declarations (smoking in educational institutions)

N.J.S.A. 26:3D-17

Requires boards to make and enforce regulations to prohibit smoking in district buildings except as part of a classroom instruction or a theatrical production.

## **Conduct/Discipline**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The Board of Education directs the chief school administrator to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The Board of Education shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

In developing the standards, policies and procedures to implement this policy, the chief school administrator shall ensure that the Code of Student Conduct:

- A. Is based on parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Is based on locally determined and accepted core ethical values;
- C. Is Board approved.

The chief school administrator shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and, respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

The Board of Education will annually review and update the code of student conduct and this process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;

- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The chief school administrator shall annually:

- A. Disseminate the code of student conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the Board of Education at public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv.
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting system.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disrupted or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

#### **Substance Abuse**

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense and may include, but are not limited to, in-school/out of school suspension and/or loss of privileges (sports/co-curricular, dances/proms). Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

#### **Weapons Offenses**

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this Board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

### **Harassment, Intimidation or Bullying**

The Shore Regional High School Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Shore Regional High School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board

directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the school.

“Harassment, intimidation or bullying” is defined as 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 grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

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

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

### **Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying**

#### **Students**

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

- A. Consequences
  - 1. Admonishment;
  - 2. Temporary removal from the classroom;
  - 3. Deprivation of privileges;
  - 4. Classroom or administrative detention;
  - 5. Referral to disciplinarian;



6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

B. Remedial Measures

1. Personal
  - a. Restitution and restoration;
  - b. Mediation;
  - c. Peer support group;
  - d. Recommendations of a student behavior or ethics council;
  - e. Corrective instruction or other relevant learning or service experience;
  - f. Supportive student interventions, including participation of the intervention and referral services team;
  - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
  - h. Behavioral management plan, with benchmarks that are closely monitored;
  - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
  - j. Involvement of school disciplinarian;
  - k. Student counseling;
  - l. Parent conferences;
  - m. Student treatment; or
  - n. Student therapy.
2. Environmental (Classroom or School Building)
  - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Adjustments in hallway traffic;
  - h. Modifications in student routes or patterns traveling to and from school;
  - i. Supervision of students before and after school, including school transportation;
  - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
  - k. Teacher aides;
  - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - m. Supportive institutional interventions, including participation of the intervention and referral services team;
  - n. Parent conferences;
  - o. Family counseling;
  - p. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

### **Staff**

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

#### A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Referral to disciplinarian;
- 5. Withholding of Increment
- 6. Suspension;
- 7. Legal action; and
- 8. Termination

#### B. Remedial Measures

- 1. Personal
  - a. Restitution and restoration;
  - b. Documentation in personnel file;
  - c. Medical and/or psychiatric assessment or evaluation;
  - d. Corrective action plan, with benchmarks that are closely monitored;
  - e. Involvement of administration;
  - f. Counseling;
  - g. Conferences;
  - h. Treatment; or
  - i. Therapy.
- 2. Environmental (Classroom, School Building or School District)
  - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Supervision;
  - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - i. General professional development programs for certificated and non-certificated staff;
  - j. Professional development plans for involved staff;
  - k. Disciplinary action;
  - l. Supportive institutional interventions, including participation of the intervention and referral services team;
  - m. Conferences;
  - n. Counseling;

## **Reporting Harassment, Intimidation and Bullying Behavior**

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and,
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, 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 to the building principal and any appropriate school official, or to any school administrator or safe school resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe school resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

## **District Anti-Bullying Coordinator**

The superintendent shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;

- B. Collaborate with the school anti-bullying specialist, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialist to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

### **School Anti-Bullying Specialist**

The principal shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

### **School Safety Team**

The district shall form a school safety team to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

### **Investigating Reported Harassment, Intimidation and Bullying**

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
  - 1. Taking of statements from victims, witnesses and accused;
  - 2. Careful examination of the facts;
  - 3. Support for the victim; and
  - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
  - 1. Any services provided;
  - 2. Training established;
  - 3. Discipline imposed; or
  - 4. Other action taken or recommended by the superintendent.

- F. The superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
1. The nature of the investigation;
  2. Whether the district found evidence of harassment, intimidation, or bullying; or
  3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

#### **Parents who request to participate in HIB interview process**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As per FERPA 34 CFR § 99.12. If the education records of a student contain personally identifiable information on other students, the parent or eligible student may inspect or review or be informed of only the specific information about the student in question.

The New Jersey Anti-bullying Bill of Rights Act investigative and interview process is one in which the personally identifiable information of students other than the individual student in attendance will be discussed.

The Shore Regional High School District values and respects the privacy rights of its students and therefore shall not permit parents or their representative(s) to participate in or observe the harassment, intimidation, or bullying investigative and interview process.

If a suspected criminal offense is involved, the investigation would be conducted in accordance with N.J.A.C. 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and the Memorandum of Agreement Between Education and Law Enforcement Officials.

[Parents who attempt to deny access to their child for HIB interview process]

The New Jersey Anti-bullying Bill of Rights Act states all reports of harassment, intimidation or bullying (HIB) must be investigated by the school anti-bullying specialist in consultation with the principal. The purpose of the investigation is to determine the facts of each report, which would include assessing whether there was HIB according to the statutory definition or some other behavior of concern. Determinations on the nature of a behavior are not made prior to conducting an investigation, but are made based on the findings from an investigation. Additionally, in all cases when HIB is initially reported, regardless of the investigation findings, the district must engage in the entire procedure cited in N.J.S.A. 18A:37-15.

Therefore, parents may not deny school staff the ability to interview their child as part of the investigative process. Any attempt by a parent to deny school staff access to their child shall be deemed an attempt to impede or hinder the school's requirement to investigate all reports of harassment, intimidation or bullying.

#### **Range of Ways to Respond to Harassment, Intimidation or Bullying**

The Board of Education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals

committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity 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 include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

### **Retaliation and Reprisal Prohibited**

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by

the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

**Consequences and Remediation**

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:



A. Consequences may include:

1. Removal from the classroom or school;
2. The visitor or volunteer may be banned from school buildings and grounds;
3. Immediate suspension and/or expulsion from classrooms or school property;
4. Termination of volunteer privileges;
5. Termination of present or future contracts;
6. Legal action.

B. Remedial measures to reestablish visitor, volunteer, contracted service providers, assembly/board members or all other persons, privileges may include:

1. Conference with the principal or superintendent;
2. Personal action such as a letter of apology;
3. Restitution and restoration.

Visitors, volunteers, contracted service providers, board members or all other persons in violation of this policy shall not be permitted on school property without the approval of the superintendent.

### **Appeal Process**

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next Board of Education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

### **Week of Respect**

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

### **Training**

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

### **Reporting to the Board**

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the school, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

### **Reporting to the Department of Education**

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and

The report shall be used to grade the school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.).

The grade received by the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the

number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

### **Program Assessment and Review**

The school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

### **Policy Development and Review**

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialist in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

### **Publication, Dissemination and Implementation**

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or 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 in accordance with law.

The superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to the Department of Education guidance document on the district website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and the anti-bullying specialist on the home page of the district website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialist shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted: December 22, 2011  
NJSBA Review/Update: March 2012  
Readopted:

### **Key Words**

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

### **Legal References:**

<u>N.J.S.A.</u> 2A:4A-60 <u>et al.</u>	Disclosure of juvenile information; penalties for disclosure
<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
<u>N.J.S.A.</u> 18A:6-112	Instruction on suicide prevention for public school teaching staff
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-33	Training program; requirements
<u>N.J.S.A.</u> 18A:17-46	Reporting of certain acts by school employee; annual report; public hearing (acts of violence)
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:26-8.2	School leader defined; training as part of professional development
<u>N.J.S.A.</u> 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u> 18A:36-19a	Student records (Newly enrolled students; transfers of records, identification)
<u>N.J.S.A.</u> 18A:37-1 <u>et seq.</u>	Submission of Students to Authority (Discipline)
<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>

See particularly:

<u>N.J.S.A.</u> 18A:37-14, -15,-17	Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions (students with disabilities)
<u>N.J.A.C.</u> 6A:16- 1.1 <u>et seq.</u>	Programs to support student development (includes student conduct

See particularly:

<u>N.J.A.C.</u> 6A:16-1.4, -7.1 -7.6, -7.9	
<u>N.J.A.C.</u> 6A32-12.1	Reporting requirements

N.J.A.C. 6A:32-12.2 School-level planning

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3<sup>rd</sup> Cir 2001) A Pennsylvania school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L.W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

**Possible Cross References:**

*1220	<u>Ad hoc</u> advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; in-service education/visitation conferences
4148/4248	Employee protection
*4231/4231.1	Staff development; in-service education/visitation conferences
5000	Concepts and roles for students
5010	Goals and objectives for students
*5020	Role of parents/guardians
*5113	Attendance, absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
*5142	Student safety
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure

*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.

### **TECHNOLOGY**

The Shore Regional High School Board of Education shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

It is the policy of the district to establish safe and effective methods for student and staff users of the district's technological resources and to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. Comply with the Children's Internet Protection Act (CIPA).

### **COMPLIANCE WITH CIPA**

#### **Filters Blocking Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- A. Unauthorized access, including so-called "hacking," and other unlawful activities; and

- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the chief school administrator or his or her designee.

The chief school administrator or his or her designee shall ensure that students and staff who use the school internet facilities receive appropriate training including the following:

- A. The district established standards for the acceptable use of the internet;
- B. Internet safety rules;
- C. Rules for limited supervised access to and appropriate behavioral expectations for use of online resources, social network websites, and chat rooms;
- D. Cyberbullying (board policy 5131.1 Harassment, Intimidation and Bullying) awareness and response.

Student use of the Internet shall be supervised by qualified staff.

### **Policy Development**

The district Internet Safety and Technology policy shall be adopted and revised through a procedure that includes reasonable public notice and at least one public hearing.

## **ACCEPTABLE USE OF THE INTERNET**

### **Purpose**

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

### **Limitation of Liability**

The Internet constitutes an unregulated collection of resources those changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

### **District Rights and Responsibilities**

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the superintendent as the coordinator of the district system. He/she shall



recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required maintaining the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

### **Access to the System**

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct and Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

### **World Wide Web**

All students and employees of the board shall have access to the Web through the district's networked or standalone computers. An agreement shall be required. To deny a child access, parents/ guardians must notify the building principal in writing.

### **Classroom E-mail Accounts**

Students in grades 9-12 shall be granted e-mail access through classroom accounts. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

### **Individual E-mail Accounts for Students**

Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

### **Individual E-mail Accounts for District Employees**

District employees shall be provided with an individual account and access to the system. An agreement shall be required.

### **District Web Site**

The board authorizes the superintendent to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Each class may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The superintendent shall publish and disseminate guidelines on acceptable material for these web sites. The superintendent shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

### **Parental Notification and Responsibility**

The superintendent shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

### **Acceptable Use**

#### **Student Safety Practices**

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

#### **Prohibited Activities**

Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

#### **Prohibited Language**

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

### **System Security**

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

### **System Limits**

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

### **Privacy Rights**

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

### **Implementation**

The superintendent shall prepare regulations to implement this policy.

Adopted: January 27, 2005  
NJSBA Review/Update: June 2012  
Readopted:

### **Key Words**

Acceptable Use, Blocking/Filtering Software, E-mail, Internet, Internet Safety, Technology, Web Site, World Wide Web, CIPA, E-Rate

**Legal References:**

- N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 18A:7A-10 NJQSAC  
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
- N.J.A.C. 6A:30-1.1  
et seq. Evaluation of the Performance of School Districts
- 17 U.S.C. 101 - United States Copyright Law  
47 U.S.C. 254(h) - Children’s Internet Protection Act  
State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).  
O’Connor v. Ortega 480 U.S. 709 (1987)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible Cross References:**

- \*1111 District publications  
\*3514 Equipment  
\*3570 District records and reports  
\*5114 Suspension and expulsion  
\*5124 Reporting to parents/guardians  
\*5131 Conduct/discipline  
\*5131.5 Vandalism/violence  
\*5142 Student safety  
\*6144 Controversial issues  
\*6145.3 Publications

\*Indicates policy is included in the Critical Policy Reference Manual.

**Technology Acceptable Use Agreement for High School Students**

The Shore Regional High School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines. Whenever it is necessary for a student to be granted a district user account, required signatures must first be obtained on this document.

***When using the network:***

1. I agree to use the network for only lawful and school-related or school-appropriate purposes.
2. I will contact only sites on the Internet that are considered by staff or administration to be appropriate for educational content.
3. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are not to be altered in any way.
4. I will display appropriate conduct if I send email and I will respect the rights and privacy of others:
  - Messages sent to anyone in the district will be signed with first and last name

- Only appropriate language that is not abusive, profane, or offensive will be used for all email
  - I will refrain from sending unsolicited messages or excessive, repetitive messages meant to disable another's account
  - I will refrain from sending games, chain letters, or other large files through email which are not teacher-approved materials.
5. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
  6. I will adhere to printing, file saving and email distribution guidelines as directed by staff.
  7. I will access, save, or use only "school-appropriate" language, pictures, text, or any other data on/from the internet.
  8. I will protect any password I am granted, in order to maintain the security of the network.
  9. I will respect the documents, files, and intellectual property of others;
  10. I will use the equipment with care;
  11. I will report equipment or software problems to a staff member;
  12. I will remember to keep all food and liquids out of the computer area;

***When using the 1:1 Chromebooks:***

1. All users of the Shore Regional network and equipment must comply at all times with the district's Acceptable Use Policy which is available on the district web site, [www.shoreregional.org](http://www.shoreregional.org).
2. Devices are available for student use and remain the property of Shore Regional.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by Shore Regional staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all Shore Regional devices whether on or off the school campus.
7. All files stored on Shore Regional equipment or the network are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.

16. Any failure to comply may result in disciplinary action. Shore Regional may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
17. Shore Regional reserves the right to confiscate the property at any time.
18. Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Shore Regional Chromebook should last at least 7 hours.)
19. Students must treat their device with care and never leave it in an unsecured location.
20. Students must keep their device in a protective case or backpack when traveling.
21. Students must promptly report any problems with their Chromebook to the Technology Department.
22. Students may not remove or interfere with the serial number and other identification tags.
23. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
24. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

### ***Legal Title***

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use. The device is specific to the school. If a student transfers to another district their device shall be returned upon leaving.

### ***Liability***

The device is to be returned prior to graduation (or a designated date prior to the end of school). Failure to return the device on or before this date to the issuing teacher or his/her designee may result in loss of credit, failure to graduate, and/or criminal charges sought against the student and/or the person in possession of the device. Shore Regional reserves the right at any time to demand return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

### ***Monitor Student Use***

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### **Suggestions:**

- Investigate parental controls available through your internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

I understand that if I violate these guidelines, my computer and network privileges may be suspended, and other school discipline and/or appropriate legal action may be taken against me.

### **Chromebook Insurance**

For information regarding insuring your Chromebook please see the Chromebook Insurance Form/Waiver on the Shore Regional website.

## **POLICY ON STUDENT DISORDERS**

Recognizing that violence, disruption, vandalism, seizure of buildings, sit-down strikes, mass truancy or tardiness, and other forms of student revolt which, by their action, impede, deter or eliminate the rights of non-protesting students to procure an adequate education, and recognizing that it is the duty of the Shore Regional Board of Education to offer such an education for the total number of days and hours stipulated in the yearly calendar, the Board of Education does hereby condemn all the aforementioned acts of student protest and make the following policy to augment its position:

### **Preventive Measures**

1. Parents will follow these procedures for making known their concern and receiving just redress:
  - A. Complaints will be made to school personnel at the level of authority at which grievance originated. (Teachers, Principal, Superintendent, Board of Education, County Superintendent, Commissioner of Education, State Board of Education, Courts).
  - B. If satisfaction is not achieved at this level, the parent may resort to the next level until he feels his grievance has been satisfied or until he has reached the final rung in the ladder of appeal.
  - C. The above procedures will be published in the "Parents' Newsletter" August issue each year.
  
4. Students have the following procedures for voicing their concerns:
  - A. The Student Affairs Committee of the Student Congress meets regularly with the principal to discuss matters of concern to the student body. Any student, individually or as a group, may make known to the Student Affairs Committee through his homeroom representative, any grievance or complaint, which matter will be discussed with the principal. The decision will be explained to the grievant by the Student Affairs Committee.
  - B. Any student or group of students who feels that the decision made by the principal was unsatisfactory may ask the principal to have his grievance be referred to the superintendent and to the Board of Education.
  - C. In matters of extreme emergency, the grievant(s) will contact the chairperson of the Student Affairs Committee who will arrange a meeting with the Principal before the close of the school day.
  - D. The above policy will be printed in the student handbook each year.

## **Student Disorders**

The following procedures are suggested for dealing with any student disturbances that have reached proportions that cannot be handled through normal disciplinary procedures. However, nothing contained below will prohibit the administrator or faculty from taking other more expedient methods should the situation warrant it.

1. The principal will indicate to the students involved in the disturbance that there are acceptable channels for voicing their grievances and that they will be given five minutes to return to their classes or other assigned areas.
2. At the end of five minutes, teachers will be assigned to take down the names of all students who have not complied.
3. Every effort will be made to contact the parents of the students involved in the disturbance. Parents will be given reasonable time to confer with their children in an effort to dissuade them from their activities.
4. Students who return to classes at this time will be considered as complying with directives.
5. Students who leave the building at this time will be considered illegally absent.
6. Students who refuse to comply at this time will be removed from the school by the police and will be charged as a disorderly person and will be subject to suspension and possible expulsion by the Board of Education.
7. In the event of physical violence involving the safety of any student, step 6 will be instituted immediately.

## **STUDENT GRIEVANCE PROCEDURES**

The Board of Education believes that students should have the right to present suggestions and grievances about the school district. In addition, such procedures would provide ways for students to become involved in the decision-making process involving high school policy or procedure. Accordingly, the superintendent is directed to promulgate the guidelines for students to make suggestions and grievances regarding actions, policies and procedures in the schools.

The primary purpose of these procedures is to clarify channels of communications available to students when they have grievances about certain actions, policies or procedures of the school district, and to provide ways for students to present suggestions for the improvement of the system.

### **1. Suggestions**

- a. Student suggestions should be of a constructive nature and contribute toward the realization of the education goals of the district, in contrast to grievances.
- b. Staff members should be open to the opinions of students and reminded that it is the desire of most students to contribute toward the betterment of their school.
- c. Students shall be encouraged to approach the appropriate staff member directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member may relay the suggestions to a member of the administration.
- d. If he/she so wishes, a student may submit his/her suggestion in writing to the principal of his/her school, who shall consult with the appropriate staff member.
- e. The principal can decide to call a conference of the persons involved or appoint a committee of students and staff to investigate the matter and make recommendations to the administration.
- f. If the student feels his/her suggestion has not received a satisfactory hearing, the student may forward it in writing to the Superintendent.



- g. In all cases, the student shall be informed of the disposition of his/her suggestion. When the student's suggestion has been offered in writing, the response shall be made in writing.

## 2. Grievances

It shall be the basic intent of the student grievance procedure to encourage students to discuss their grievance(s) informally with the faculty member against whom the grievance is directed prior to utilizing a more formal grievance procedure outlined below. It is expected that the majority of grievances will be settled in this manner. If not, the following procedure shall apply.

## 3. Academic

If a student (or group of students) feels he/she is not being treated fairly with respect to academic matters such as scheduling, examinations, marks, etc., the student may ask his/her parents to come to school to attempt to resolve the matter.

1. If a teacher is involved, the parent(s) shall arrange a conference with the teacher through the guidance office or through the principal.
2. If the decision is still unsatisfactory to the parent, the parent together with the student may appeal within five (5) school days in writing to the principal.
3. If the principal's decision is still unsatisfactory to the parent/guardian, the parent/guardian together with the student may appeal step-by-step to the:
  - (a) Superintendent
  - (b) Board of Education
  - (c) State Board of Education
4. Whenever an appeal is made at or beyond the principal's level, it shall be made in writing within five (5) school days of notification of a decision unsatisfactory to a parent/guardian.
5. An attorney may represent the student and his/her parents/guardians at any point beyond the appeal to the principal, provided prior notification is made to the school authorities.

## PARENT CONCERNS

### A. "Chain of Command"

When parents have a concern about their child, they should follow the "Chain of Command" in order to remedy the situation as soon as possible.

#### For Academic Issues:

1. Contact the teacher
2. Contact the Guidance Counselor/Child Study Team
3. Contact the Director of Curriculum & Instruction, Shared Director of Guidance, or Shared Direct of Special Services
4. Contact the Principal
5. Contact the Superintendent

For Athletic Issues:

1. Contact the Freshmen or JV Coach (if applicable)
2. Contact the Head Varsity Coach
3. Contact the Assistant Principal of Athletics, Communications & Technology
4. Contact the Principal
5. Contact the Superintendent

For Discipline or Attendance Issues:

1. Contact the teacher
2. Contact the Assistant Principal of Attendance & Discipline
3. Contact the Principal
4. Contact the Superintendent

**B. Disciplinary**

If a student (or group of students) feels that disciplinary action applied to him/her is unfair, the student may file a written request with the principal, requesting a review of the action.

1. If the decision is unsatisfactory to the student, he/she may ask his/her parents to come to school to attempt to resolve the matter directly with the principal.
2. If the principal's decision is still unsatisfactory to the parent/guardian, the parent/guardian may follow the steps of appeal designated (3-5) above.

**C. Social, Physical or Operational**

If a student (or group of students) feels that a particular social, physical or operational condition in the school should be modified or provided, he/she may contact the student council in one of the following ways through his/her representative to student council or through the school principal.

1. The student's suggestions or complaint shall be in writing. He/She may request or be requested to attend a student council meeting to present the problem in person. Any matter shall be discussed and appropriate action taken by the student council.
2. If the action taken so requires, the student council may refer the matter in writing to the principal for his/her consideration and/or decision.
3. If the matter is felt by the student council not to have been satisfactorily resolved, the student council may refer the item, in writing, to the superintendent for a decision or recommendation by the superintendent. At this step, the principal may be asked to present his/her summary of the question in writing. The superintendent's reply shall be in writing.
4. If the student council is still dissatisfied, a further appeal may be made within five (5) school days, in writing, to the Board of Education. The Board's decision, which shall be in writing, shall be final, except in those matters where state law permits appeal to a higher authority. At any point in the discussion and/or appeals, either the student council or the school authorities may draw on parent(s)/guardian(s) or staff members for advice and suggestions for resolution of the problem.
5. If the student (or group of students) does not feel that appropriate action has been taken by the student council, the student may follow the steps of appeal designated in (3-5) above.

A time interval shall be applied to each step in this grievance procedure. At the school, a time limit of five (5) school days will be applied to each step in the grievance procedure. At higher levels, appropriate time intervals shall be applied to each step in the grievance procedure.

#### **D. Discrimination/Affirmative Action Policy**

The Shore Regional High School District Board of Education, in compliance with State and Federal statutes and regulations, prohibits discriminatory practices in employment or educational opportunity against any person by reason of race, creed, color, national origin, ancestry, age, sex, affection or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual. Further protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

If an employee or student feels that discrimination exists on the basis of any of the conditions cited above, or that any act or acts of sexual harassment has or have occurred, a grievance may be filed. The following Fair Treatment Procedure shall be followed:

#### **E. Fair Treatment Procedures**

1. The grievant must present the complaint in written form to the Affirmative Action Officer, whose name and business address and telephone number are to be published annually in the Student Parent Handbook.
2. The Affirmative Action Officer has (5) working days to respond to the grievant.
3. If not satisfied, the grievant may appeal within (10) working days to the superintendent.
4. The superintendent has (5) working days to respond to the grievant.
5. If the grievant is not satisfied at this level, an appeal may be made within (10) working days to the Board of Education.
6. The Board of Education has (30) calendar days to respond to the grievant.
7. If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Newark, NJ.

Regulation

Adopted February 16, 1995

#### **F. SEXUAL HARASSMENT POLICY**

It is the policy of the Shore Regional High School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by any student to a staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or when:

3. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating hostile, or an offensive employment or educational environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

It shall be a violation of this policy for any member of the Shore Regional High School District staff or student body to harass another member of the staff or student body through conduct or communications of a sexual nature.

Regulation

Adopted February 16, 1995

### **PROCEDURES**

Any person who feels victimized by or has knowledge of sexual harassment as defined in the Sexual Harassment Policy should immediately report such allegations to an administrator, supervisor, counselor, teacher, or the nurse. The Affirmative Action Officer must be notified of all allegations of sexual harassment. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. In all allegations of sexual harassment, the Fair Treatment Procedure as outlined in the Discrimination/Affirmative Action Policy will be followed. Findings of sexual harassment will result in appropriate disciplinary action.

Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, work assignments, or grades.

The name, address and phone number of the District Affirmative Action Office/Title IX Coordinator is as follows:

Jonathan Warner, Shared Director of Guidance  
Shore Regional High School  
Monmouth Park Highway  
West Long Branch, New Jersey 07764  
(732) 222-9300, ext. 2170

### **RANDOM DRUG TESTING PROGRAM**

The Shore Regional High School Board of Education believes firmly that it is the responsibility of the district to help safeguard the health, character, citizenship, and personality development of the pupils in its schools. Therefore, we must maintain that the unlawful possession and use of illegal drugs and alcohol is wrong and harmful. The board recognizes that the misuse of drugs, alcohol or steroids threatens the positive development of pupils and the welfare of the entire school community. The board of education is committed to the prevention of drug, alcohol, and steroid abuse and to the rehabilitation of identified abusers.

The board of education further recognizes that the problem of illegal drug and alcohol use presents a continuing challenge and a clear danger to the school population as a whole. The district's commitment to maintaining the integrity of athletics, excellent co-curricular programs, and safe parking and driving conditions requires a clear policy and supportive programs relating to the detection and prevention of substance abuse by students involved in athletics, co-curricular activities, and vehicle operation.

Participation in athletics, co-curricular activities, and parking/driving on campus grounds is a privilege. Students, by virtue of their voluntary decision to participate in co-curricular and athletic activities and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. The district, in an effort to be proactive in ensuring the safety of all students participating in athletics, co-curricular activities, and parking/driving implements the Random Drug Testing Program.

Consistent with the U.S. Supreme Court ruling, Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al., 536 U.S. 822 (2002) and the New Jersey Supreme Court ruling in Joye v. Hunterdon Central Regional High School Board of Education, 176 N.J. 568 (2003), it is the policy of the board of education to direct the superintendent to implement and conduct a program of random drug testing of student participants in athletics, co-curricular activities, school clubs, and pupils granted parking permits for on campus parking. Eligibility shall apply to the entire calendar year according to board regulations 5131.8. The principal or her/his designee shall oversee the policy and procedure.

Primary emphasis in administering this program should be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Consequences for a pupil who tests positive for illegal drugs or their metabolites will be followed according to law and board regulation. This policy is NOT intended to be disciplinary or punitive in nature as it pertains to the educational program of the student. Any disciplinary action taken against a student who tests positive for drug use or who refuses to consent to testing shall be limited to the student's suspension from or prohibition against participation in extracurricular activities, or revocation of the student's parking permits (N.J.S.A. 18A:40A-23 and N.J.A.C. 6A:16-4.4). No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Random Drug Testing (RDT) Program.

This policy and its implementing regulations will supplement our existing comprehensive program of drug, alcohol and steroid education, prevention, and intervention. This program will expand our existing programs aimed at the identification and remediation of students involved with drugs, alcohol, and steroids. This program will be therapeutic in nature allowing for the opportunity to refer identified users of drugs, alcohol or steroids to an appropriate substance abuse program as recommended by the department of health.

This policy will comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. The policy and procedures set forth will comply with the provisions of N.J.S.A. 18A:40A-12 addressing reporting students suspected of being under the influence of substances in school.

This policy and its implementing regulations will apply to all students in the Shore Regional High School who participate in any athletics, co-curricular activities or school clubs, and students granted parking permits allowing on-campus parking/driving.

This policy and its implementing regulations will be made available to all staff, students, and parents/guardians on an annual basis. Notification of its availability shall appear annually in the students' handbook.

The district shall bear the cost of all alcohol and other drug tests conducted as part of the random alcohol and other drug testing program, and transportation to such testing.

### **Definitions**

#### **A. Drug**

For the purpose of this policy, "drug" shall include all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2A:170-25.9 et seq. and all medications taken not pursuant to a legal prescription of the user.

#### **B. Alcohol**

For the purpose of this policy "alcohol" includes beer, wine, malted and distilled liquors and any other liquid containing alcohol.

#### **C. Co-curricular Activity**

For the purpose of this policy, "co-curricular activity" shall be those activities which are sponsored or approved by the board but are not offered for credit toward graduation.

Adopted: No date

NJSBA Review/Update: March 2012, May 2012

Readopted:

### **Key Words**

Alcohol, Drugs, Alcohol Test, Drug Test, Random Testing, Substance Abuse

### **Legal References:**

<u>N.J.S.A. 2A:62A-4</u>	Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
<u>N.J.S.A. 2C:29-3a</u>	Hindering apprehension or prosecution
<u>N.J.S.A. 2C:33-15</u>	Possession or consumption of alcoholic beverage by person under legal age, penalty
<u>N.J.S.A. 2C:33-16</u>	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
<u>N.J.S.A. 2C:33-17</u>	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
<u>N.J.S.A. 2C:35-1 et seq.</u>	<u>New Jersey Comprehensive Drug Reform Act of 1987</u>
<u>See particularly:</u>	
<u>N.J.S.A. 2C:35-7,</u> -10	
<u>N.J.S.A. 2C:35-2</u>	Definitions

<u>N.J.S.A.</u> 9:6-1	
<u>et seq.</u>	Abuse abandonment, cruelty, and neglect of child; what constitutes
<u>N.J.S.A.</u> 9:17A-4	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:36-19.2	Student locker or other storage facility; inspections; notice to students
<u>N.J.S.A.</u> 18A:37-1	Submission of students to authority
<u>N.J.S.A.</u> 18A:37-2	Causes for suspension or expulsion of students
<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and sixteen, exceptions
<u>N.J.S.A.</u> 18A:38-31	Violation of article by parents or guardian, penalties
<u>N.J.S.A.</u> 18A:40A-1	
<u>et seq.</u>	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40A-1, -2, -3, -4, -5, and -9	
<u>N.J.S.A.</u> 18A:40A-22 to -25	Random student drug testing
<u>N.J.S.A.</u> 24:21-2	Definitions (New Jersey controlled dangerous substances)
<u>N.J.A.C.</u> 6A:9-13.2	Substance awareness coordinator
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsion
<u>N.J.A.C.</u> 6A:16-1.1	
<u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.4	Voluntary policy for random testing of student alcohol or other drug use.
<u>See also:</u>	
<u>N.J.A.C.</u> 6A:16-1.3, -1.4, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	
<u>N.J.A.C.</u> 6A:32-13.1	
<u>et seq.</u>	Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

**Possible Cross References:**

*1120	Board of Education Meetings
*1410	Local units
*4131.1	In-service education/visitations/conferences
*4231.1	In-service education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Substance abuse
*5131.7	Weapons and dangerous instruments

*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145	Extra-curricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs
*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.

## **Regulation**

### **A. Testing Coordinator**

The principal or his/her designee will coordinate and supervise the Student Random Drug and Alcohol Testing program.

### **B. Eligibility for Testing**

1. All students in the Shore Regional High School who participate in any athletics, co-curricular activities including school clubs, and who have applied and received permission to operate/park a vehicle on campus will be eligible for the Random Drug Testing Pool (RDT Pool).
2. Students become eligible once they complete a "Random Drug and Alcohol Testing Program: Pupil Consent to Test Form" (Consent to Test Form);
3. The Consent to Test Form must be submitted to the appropriate coach, advisor or vice principal for parking permits;
4. Student athletes must submit the Consent to Test Form on or before the first day they participate in practice. Failure to do so will result in ineligibility for participation in the athletic endeavor until the form is submitted and at the discretion of the director of athletics;
5. Students involved in co-curricular activities or school clubs must submit the Consent to Test Form by no later than their attendance at a second meeting. Failure to do so will result in ineligibility for participation in the activity or club;
6. Students who are granted a driving/parking permit for on campus vehicle operation must submit the Consent to Test Form prior to the first day of eligible school parking. Failure to do so will result in ineligibility to operate and park a vehicle on campus;
7. Students remain eligible for random alcohol or other drug testing from the date the administration receives a signed Consent to Test Form through an entire calendar year. In the event that a student eligible for random alcohol and drug testing ceases to participate or withdraws from all athletics, co-curricular activities or school clubs, or student driving/parking, he or she has the opportunity to submit to the principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby remove him or her from the RDT Testing Pool, both the student and the parent/guardian must sign the pupil's Activity Drop Form;
8. The district will test no less than 10% of the total number of students in the Testing Pool annually.



### **C. Testing Procedure**

In statistics, a simple random sample is a subset of individuals (a sample) chosen from a larger set (a population). The larger set/population for the alcohol and other drug testing pool shall be made up of all students participating in athletics, extracurricular activities or school clubs, and/or students who have been granted parking permits. A simple random sample shall be selected from the pool and tested for alcohol and other drugs according to the testing procedures below.

Each individual in the alcohol and other drug testing pool shall be chosen for testing randomly and entirely by chance, such that each individual has the same probability of being chosen at any stage during the sampling process, and each subset of “*k*” individuals has the same probability of being chosen for the sample as any other subset of “*k*” individuals.

A confidential testing schedule will be created by the administration prior to the initiation of the program to ensure that the testing of eligibility student’s is conducted in a manner that is random;

Testing will only occur on student contact days during the academic year.

Selecting of eligible students for testing will be conducted in a purely and entirely random manner, which will be carried out as follows:

1. Students eligible for testing will be identified by their student ID number, not their name, in order to maintain confidentiality and to maintain the integrity of the randomness in the program;
2. Periodically, the testing coordinator will receive from an independent consultant, pupil ID numbers to be tested;
3. The testing coordinator or designee will notify the individuals selected for testing (participant) and escort the participant to the nurse’s office (testing site);
4. The testing site will have a secured bathroom, which will maximize the privacy of the participant;
5. Alternate student selection will be made in the event of participant absence;
6. The district shall ensure that the following information shall remain confidential:
  - a. The identity of the students selected to be tested;
  - b. The identity of the students tested;
  - c. The billing and management reports associated with alcohol or other drug tests; and
  - d. Information, prior to the time of the alcohol or other drug test that a test is to take place.

### **D. Collection of Samples**

All aspects of the RDT program, including the taking of specimens, will be conducted so as to safeguard any and all the personal and/or privacy rights of the Participant to the maximum extent possible.

The participant's test results shall be maintained in the confidential health record pursuant to both federal and state regulations (42 C.F.R. 2.1 and 2.2; N.J.A.C. 6A:16-1.5). Any information obtained by the program, which would identify the participant as a drug, or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42 C.F.R. Part II. No testing record of any participant will be used to initiate or substantiate any criminal charges against a participant or to conduct any investigation of him or her, and the district will not share participants' individual test results with law enforcement authorities.

Any information transmitted to an approved outside agency for testing or processing will not contain any personally identifiable information of the participant. The approved outside agency will consult with and guide the school nurse in the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.

In administering the random drug testing program, the district will test for the presence of certain substances that may include, but are not limited to, the following substance or their metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic antidepressants, and/or any other substance defined as a "controlled substances" by either New Jersey or Federal law.

The participant shall submit a urine screen according to the Consent to Test Form:

1. All random drug and alcohol testing shall be conducted in the nurse's office (testing site) by the school nurse or the school physician;
2. The testing coordinator or designee will notify the individuals selected for testing (participant) and request that the student report to the nurse's office (testing site);
3. The testing analysis of the specimen shall be conducted by the nurse when individual test procedures allow, or by a licensed clinical laboratory in strict adherence of the protocols detailed for that particular test conducted.
4. The school nurse will collect specimens from the selected student and conduct an initial on sight test on the specimen. Each specimen collected shall be subject to strict chain of custody procedures including a chain of custody form and shall be handled only by the nurse/physician conducting the test;
5. Specimens shall be stored in a locked cabinet or when necessary a refrigerator and disposed of no sooner than 48 hours following the parent's/guardian's/student's receipt of the test results.

If the specimen produced is determined to be a "non-negative" the specimen will be forwarded to a licensed laboratory for confirmatory testing. Any information transmitted to a licensed laboratory for testing or processing will not contain any personally identifiable information of the participant. The results shall be considered a "confirmed positive" only upon confirmation of a positive result from the licensed laboratory.

Specimens will be kept by the testing facility for at least ninety (90) days pending a request for retesting of a specimen, if an appeal occurs. Any participant unable to produce an adequate specimen during the collection process will be recalled for testing later that day.

Any attempt by a participant to tamper with the specimen collection process will be deemed and constitute the specimen as non-negative.

All efforts will be made to minimize the impact of testing on the instructional day and maintain the confidentiality and privacy rights of participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors. Participants will not be allowed to bring anything into the restroom above the basic clothing they are wearing (excluding outerwear).

Parent/guardians shall not be responsible for the cost of the random alcohol or other drug test, or transportation to the test. Parents/guardians shall be responsible for the cost of the rehabilitation and/or treatment programs.

#### **E. Notification of Testing and Testing Results**

All students in the Shore Regional High School who participate in any athletics, co-curricular activities, or school clubs, and have been granted permits for on campus vehicle operation/parking will be required to complete a Consent to Test Form.

An attempt will be made to contact the parent(s) or guardian(s) of students selected for testing prior to the testing procedure.

The parent(s) or guardian(s) of students selected for testing will receive a phone call or message before and/or after the participant's completion of the testing process informing the parent/guardian that their student was tested and providing him/her with information concerning preliminary results.

Parents/guardians and the student shall be notified in writing of the positive results of the random alcohol or other drug test. Confidentiality shall be maintained in accordance with law and board policy and procedures for the Random Drug Testing Program.

Where a participant's test is confirmed positive, the participant's parent(s) or guardian(s) will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.

Results of the participant's test confirmed by the MRO will be provided to the designated personnel within twenty-four (24) hours of the MRO's consultation with the participant and his or her parent(s) or guardian(s).

The participant's test results will be kept in confidential files separate and apart from his or her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the program or the consequence for violating the policy. Student drug testing information resulting from the Program will not be turned over to any law enforcement authorities except under circumstances in which the district is legally compelled to surrender or disclosed such test results (N.J.A.C. 6A:16-3.2). The district respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing for this Program. The results will only be released to parents of the students and the SAC (Substance Awareness Coordinator). All records and subsequent actions shall be kept in a file separate from the pupil's regular file.

The district personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian (in accordance with 42 C.F.R., Part II). District personnel violating confidentiality or releasing records or other information without authorization shall be subject to disciplinary action.

#### **F. Consequences**

Consequences will result from the following:

1. A confirmed positive alcohol or drug test;
2. Refusal to participate in testing when selected; and/or
3. Tampering with the specimen collection process.

Students will be ineligible for participation in any athletics, co-curricular activities or school clubs or driving/parking on campus unless they complete the Random Drug and Alcohol Testing Program: Student Consent to Test Form.

Students in the random drug testing pool are found to have tampered with a specimen or who refuse to provide a specimen when selected shall be suspended from any athletics, co-curricular activities, or school clubs and/or revocation of his/her parking permit for a minimum period of one (1) week. Repeated tampering or refusals may result in permanent removal from athletics, co-curricular activities, or school clubs and/or revocation of his/her parking permit for a period of one (1) calendar year.

#### **G. Consequence of a Confirmed Positive**

The principal or designee will contact the parent(s) or guardian(s) to remove the pupil from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12, and N.J.A.C. 6A:16-4.3. The participants shall be removed from any athletics, co-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of thirty (30) days.

In accordance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4,3, the participant must be evaluated by a physician before returning to school and a written report must be furnished to the district certifying that substance use no longer interferes with the pupil's mental or physical ability to participate in school.

The participants must submit a negative drug test prior to returning to any athletics, co-curricular activities, or school clubs as well as before having his/her parking permit reinstated.

If the participant submits a confirmed positive drug test a second time, the participant will forfeit the privilege of participating in any athletics, co-curricular activities or school clubs as well as have his/her parking permit revoked for an additional period of thirty (30) consecutive days.

If the participant submits a confirmed positive drug test a third time, the participant will forfeit the privilege of participation in any athletics, co-curricular activities or school clubs and/or have his/her parking permit revoked for a minimum period of one calendar year.

Any participant who submits a confirmed positive drug test shall be referred for a substance abuse evaluation and shall follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services as an appropriate substance abuse treatment provider.

When the results substance abuse evaluation indicates that ongoing monitoring, supervision and/or treatment is recommended, the student may be required to meet with the Substance Awareness Coordinator (SAC) and/or attend an early intervention program. If an intervention program is not available in school, the student shall attend the program at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The student must enroll in an approved program within one (1) week of the receipt of the evaluation results recommending treatment.

The parent(s)/guardian(s) shall be responsible for the cost of the rehabilitation program.

Failure to follow through on procedures as set forth will result in participant being deemed ineligible for any athletics, co-curricular activities or schools clubs, or parking on campus.

#### **H. Appeal Procedure**

A participant or his or her parent(s) or guardian(s) may request a retest of his/her specimen at his/her own expense at a laboratory approved by the district and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of the participant's drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the district approved outside agency responsible for confirmatory testing.

Adopted:	No date
NJSBA Review/Update:	March 2012, May 2012

**STUDENT CONSENT FORM**

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

I authorize the Shore Regional High School District to conduct a test on urine, which I provide on-site, to test for alcohol and/or drug use if my name is drawn from the random pool. Pursuant to the Regulations for the Student Random Drug and Alcohol Testing Policy, I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that I may also be randomly drug tested for a period of one (1) calendar year from the submission of this form and I am aware of the Administrative Guidelines on Random Drug Testing.

\_\_\_\_\_ Student Name (*please print*) \_\_\_\_\_ Student Signature

\_\_\_\_\_ Date \_\_\_\_\_ Grade (please circle) 9 10 11 12

\_\_\_\_\_ Parent/Guardian Name (*please print*) \_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_ Parent/Guardian Cell Phone #

I plan to participate in one or more of the following (please check)

\_\_\_\_\_ Athletic Program (please specify sport/activity) \_\_\_\_\_

\_\_\_\_\_ Co-curricular Activity/Club (please specify) \_\_\_\_\_

\_\_\_\_\_ On Campus Parking

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

\_\_\_\_\_ I will be participating in the RDT program as a result of a violation of the district Substance Abuse Policy.

## Glossary

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