

# **South Hunterdon Regional High School**

## **2017-2018 High School Student Handbook**

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## Welcome to SHRHS

Dear Students and Parents,

Welcome to South Hunterdon Regional High School! The entire school staff stands ready and eager to make your high school year memorable and enriching. Please do not hesitate to challenge us as we seek to fulfill our mission.

The student handbook is designed to familiarize our school community with the many policies, procedures, and services that will enable our students to have a valuable school experience. Upon a complete review of the handbook, students and parents are to access “Virtual Backpack” – **2017-18 Beginning of Year Forms** and locate **Student Code of Conduct Agreement**. Please print, sign, and return the agreement along with the other listed forms.

In order to assist you on your journey, please make good use of your student agenda. This valuable resource serves as a great tool for organizing your time and assignments.

We are an outstanding school community! Our greatness will only be enhanced by your involvement. Please share your gifts and both you and our school will benefit.

I sincerely hope that your year is marked by academic achievement, success in co-curricular activities and fulfilling relationships.

Have a great year!

Jennifer MacKnight  
Principal

**Continuous Non-Discrimination Notification Section  
504 and Title IX**

The South Hunterdon Regional School District (SHRSD) does not discriminate in admissions or access to, or treatment or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries/complaints regarding non-discrimination policies:

|  |  |   |
|--|--|---|
| <b>Title IX</b><br>Jason Miller<br>301 Mt Airy-<br>Harbourton Rd<br>Lambertville, NJ<br>08530<br>609-397-1888<br>x1243 | <b>Section 504</b><br>Jeffrey Presley<br>301 Mt Airy-<br>Harbourton Rd<br>Lambertville, NJ<br>08530<br>609-397-1888<br>x1267 | <b>Affirmative<br/>Action Officer</b><br>Geoff Hewitt<br>1417 Route 179<br>Lambertville, NJ<br>08530<br>609-397-1888<br>x1347 |
|--|--|---|

**General Rules and Student Responsibilities**

**School Regulations**

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

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

The best form of discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the student's ability to grow in self-discipline.

When a teacher refers a student to the office for disciplinary reasons, the student will be notified by the Principal.

**Student Code of Conduct**

See Appendix A for the Student Code of Conduct

**Curriculum Proficiency**

The following are the curriculum requirements for graduation from South Hunterdon Regional High School with a state endorsed diploma.

1. At least 20 credits in language arts literacy.
2. At least 15 credits in mathematics.
3. At least 15 credits in science.

4. At least 15 credits in social studies, (US History I/II), World History and Cultures.
5. At least five (5) credits in health, safety, and physical education during each year of enrollment.
6. At least ten (10) credits in visual, performing, and/or practical arts.
7. At least five (5) credits in world languages.
8. Cross-content workplace readiness which may be satisfied through infusion into existing courses, course equivalents, or career education courses.
9. At least five (5) credits in Career Education and Consumer, Family Life, Life Skills or Vocational-Technical Education.

#### **Requirements for Promotion**

The promotion policy for students enrolled in South Hunterdon Regional High School is as follows:

1. 120 credits are required for graduation;
2. 90 credits are required for placement in grade 12;
3. 60 credits are required for placement in grade 11;
4. 30 credits are required for placement in grade 10.

Additionally, mandated testing set forth by the State of New Jersey must be satisfied by all students of every class. It should be noted, that only classes taken in grades 9-12 count toward completion of these high school graduation requirements. All students must take a minimum of six full year courses or its equivalent each year.

#### **Class Rank**

The procedures used for determining class rank are based upon a premise that students who enroll in courses which are academically demanding and intellectually challenging should be rewarded for their efforts in successfully completing difficult and complex course requirements. It reflects a philosophy which indicates that the major purpose of ranking is for college acceptance; hence, students who desire to attend college are encouraged to enroll in courses which require greater challenge in comparison to others which are not required for college acceptance. This philosophy further emphasizes that students who successfully complete courses of greater demand and challenge should be ranked higher than those who successfully complete courses with lesser levels of demand and challenge. All students, however, should be encouraged to enroll in those courses which require maximum utilization of their potential for educational development consistent with their goals and aspirations.

Students who would like more information regarding the procedures for determining class rank are encouraged to contact their guidance counselor.

#### **Extra-Curricular Eligibility**

Pupils who fail two or more subjects during any marking period will be ineligible (on the date that report cards are issued) to participate in extra-curricular activities for the next marking period. In addition, the grading symbol (WF) will be considered a failure for the marking period. Lastly, any WF received after the start of marking period three in a full course will be considered failure for the year.

Pupils who fail two or more full year subjects (or who fail to receive credit for courses in the amount of 6.25 credits or more) for the year will be ineligible for the first marking period of the following school year unless they attend an approved summer school program and regain their eligibility.

### **Grading System**

The following grading system will be used by the faculty of South Hunterdon Regional High School:

|          |               |
|----------|---------------|
| A 93-100 | C 73-76       |
| A- 90-92 | C- 70-72      |
| B+ 87-89 | D+ 67-69      |
| B 83-86  | D 63-66       |
| B- 80-82 | D- 60-62      |
| C+ 77-79 | F 59 or below |

|                       |                  |
|-----------------------|------------------|
| M Medical (P.E. Only) | O Outstanding    |
| WP Withdrawn Passing  | S Satisfactory   |
| WF Withdrawn Failing  | U Unsatisfactory |
| I Incomplete          |                  |

### **Honor Roll**

In high school a student must take a minimum of 35 credits or its equivalent to be eligible for the honor roll. Honor rolls for scholarship are compiled at the end of each marking period. The honor rolls and their requirements are:

**Distinguished Honor Roll:** Grades of A- or above in all subjects

**Meritorious Honor Roll:** Grades of B- or above in all subjects.

### **Report Cards**

At the end of each marking period you will receive a report card with marks indicating your achievement in each subject. All students should make sure that a grade is recorded for each subject or class that they are enrolled in during each marking period. Report any grading problems to the classroom teacher involved and to your guidance counselor, particularly if a grade has been omitted.

### **Progress Reports**

Progress reports can be found on the Parent Portal at the midpoint of each marking period.

### **Parent Portal**

***'The Parent Portal is a feature that allows parents to connect with the South Hunterdon Regional School District community as well as obtain information pertaining to your child at any time through the Internet. This web application will enable access to your student's schedules, assessments, attendance data, as well as interim and end of marking period grades.'***

### **Homework Policy**

Homework assignments will vary by subject area, grade level, and individual student. Homework is intended to reinforce concepts learned in class, provide practice in the application of skills, study for tests, and prepare for the next class session. It is reasonable to expect that high school students will have one to three hours of homework per day.

Students who are absent must make up homework assignments within a reasonable length of time, which is usually calculated as two days for each day of absence.

### **Course Credit and Attendance**

The school maintains a consistent obligation requiring students to be present in school in order that they may be taught. Any student missing over eight (8) school days for a full-year course or four (4) school days for a semester course may not receive the assigned credit for the course. The non-credit (N/C) status is a temporary condition totally predicated upon the attendance performance of the student. The student may overcome this condition by making up the school hours in a supplemental Saturday school program. Students who miss over 16 days will not be permitted to participate in extra-curricular activities including prom and senior class trip.

#### **1. Requirements for Completion of Courses**

Students missing more than 16 school days or eight (8) class blocks, but no more than 30 school days, who remain in class throughout the regular school year, may complete the course requirements in a summer school program. Grades achieved by students for each of the four marking periods will be listed on their report cards but in lieu of final grades, the temporary designation of N/C (no credit granted) will be listed. Students must enroll and successfully complete the requisite course requirements in an approved summer school program. When the guidance office receives documentation of course work completed, grades achieved in the regularly scheduled class will be counted and averaged with credit granted.

#### **2. Make-up Subject Failures**

Students who maintain proper credit-receiving status but fail a subject can make-up the deficiency by successfully completing the same course in an approved summer school program.

#### **3. Withdrawal from Course**

Students in a non-credit condition who subsequently withdraw from class will have Withdrawn Passing (WP) or Withdrawn Failing (WF) recorded on their permanent record. Subjects from which a student has withdrawn cannot be made up in a supplemental summer school program.

### **Attendance Appeal Process**

Students have the responsibility to initiate the appeal process. The student should pick up the appeal form from the appropriate administrator. Only excused illness related or family emergency absences may be appealed. **No unexcused absences may be appealed.** The completed form with all required signatures must be returned to the issuing administrator within **five** school days. Final decision as to which excused absences may be appealed is left to the discretion of the appropriate administrator.

### **Complaints/Concerns**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to

- discuss both sides of the story.
2. If the problem still exists, contact the student's Guidance Counselor or the Principal.
  3. If still unresolved, please contact the Principal.

#### **Tips on How to Avoid a Discipline Referral**

1. If a student and a teacher should have a strong disagreement during class, one should follow the teacher's direction but arrange to speak to the teacher **privately** after class, or arrange a conference with the teacher during the teacher's preparation period.
2. If a student is experiencing difficulty in a particular class or situation, one should speak **privately** and voice concerns.
3. A student should use the resources of the guidance department or the Principal if one is experiencing a communication or behavioral problem.

#### **Disciplinary Policies: Student Behavior**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited.

Appendix A is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in the regulation. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action. When involved in any of the occurrences in Appendix A, a student can expect to face disciplinary penalties.

#### **Community Service for Suspended and Expelled Students**

The Community Service Grant Program was authorized by the New Jersey Department of Education from the United States Department of Education Safe and Drug-Free School Program, under Title IV, Part A: The Safe and Drug-Free Schools and Communities Act of the No Child Left Behind Act. The purpose of the Community Service Grant Program was to enable states to implement and coordinate programs under which students expelled or suspended from school are required to perform community service. The goals of the program set forth in the statute were, 1) to provide suspended and expelled students with meaningful activities to occupy their time during their absence from regular school; 2) to help them avoid negative behavior; and 3) to teach them the value of service to others and their communities.

South Hunterdon received a grant through Rutgers University to implement a community service program. A team of stakeholders consisting of students, parents, community members, and staff was created to chart a course of action to implement the program.

With the consent of parents/guardians, the school administration may substitute community service opportunities in place of suspensions and multiple detentions.

#### **Three Suspension Rule**

Any student who receives three or more suspensions from school during the course of the school year, will become ineligible to participate in any extra-curricular activities for the remainder of the school year, except as described below. The ineligibility would include participation in athletics, clubs, dances, prom, senior class

trip or other class trips, sports night, homecoming, and any other school extra-curricular activity.

A student who receives a third suspension may re-earn his/her eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any administrative disciplinary action within a 45 day period.

A student who receives a fourth suspension will be ineligible for the remainder of the school year without the possibility to re-earn his/her eligibility.

### **Senior Class Trip Policy**

Any senior suspended during the school year for a major infraction of school rules including drug abuse, alcohol abuse or vandalism of school property or any senior who receives a zero grade in any subject will be automatically excluded from going on the trip. In addition, any senior suspended two or more times, regardless of the infraction, will be excluded from the trip. Lastly, any senior suspended a single time will be placed on a probationary list. The student's status regarding the trip will be determined by a review committee consisting of the Principal, Assistant Principal, Senior Class Advisor and senior class officers. The committee, in making its decision, will be guided by the seriousness of the infraction which resulted in the suspension and the student's conduct subsequent to the suspension period. Any student who is considered academically ineligible or who has missed 16 or more days of school will not be permitted to attend the senior class trip.

### **Disciplinary Policies: Student Behavior**

See Appendix A for the Student Code of Conduct

### **Lateness to School**

The school day begins at 7:55 AM. Any student arriving after 7:55 AM must report to the main office to sign in and receive a pass. Any student reporting to school after the start of the school day will be subject to the following:

|                                  |   |
|----------------------------------|---|
| <b>1st Time Late</b>             | <b>Warning</b> by Attendance Officer or school nurse.   |
| <b>2nd Time Late</b>             | <b>One day of assigned office detention.</b> Student is warned of the loss of driving privileges for next violation (if applicable).                              |
| <b>3rd Time Late</b>             | <b>Three (3) days of assigned office detention.</b> Administrative contact with home. Indefinite revocation of student's driving privileges (if applicable).      |
| <b>4th &amp; Subsequent Late</b> | <b>Parent Conference</b> with Principal before student can be readmitted to school <b>plus three (3) days of assigned office detention OR Saturday detention.</b> |

### ***The preceding is marking period provisions:***

In addition to the above, if a student misses part or all of a class because of lateness to school, he/she will be subject to the following progression in accordance with the SHR attendance policy:

1. Lateness which causes a loss of class time **less** than 42



minutes will be recorded as 1/2 of a **class absence**.

2. Lateness which causes a loss of class time **more** than 42 minutes will be recorded as **one full class absence**.

Occasionally, students are late for valid reasons. If so, they must submit to the attendance officer, on that day, a bona fide note signed by a physician indicating the lateness was due to a valid reason. Valid reasons include but are not limited to the following: medical excuse and absences pre-approved by the school administration. The student may be granted relief from the lateness penalties in such cases.

### **Absence from School**

#### **Phone 609-397-2060 Option 1**

When a student is absent from school, contact with the school nurse will be initiated by the parent or guardian to clarify why the individual is absent. If the parent or guardian fails to call the school nurse, then the school nurse will try to ascertain the reason for the absence. Students absent, upon returning to school, are **REQUIRED** to present a note to the health office explaining the reason for the absence(s). Acceptable excuses from school include: a) death in the family, b) medical excuses (physician's note may be required), c) religious holiday, d) quarantine, e) court appearances, f) driver's license appointments g) certain pre-planned absences. **Family vacations are considered unexcused absences and should, therefore, be scheduled to correspond with periods when school is not in session.** The note will be kept on file in the health office. Absence notes must be presented during homeroom period. Notes must be turned in to the health office no later than **48 hours** following the absence. **Any notes submitted after the 48 hour period will be considered to be "unexcused."**

### **Early Release from School**

Whenever it is necessary for a student to leave school before the end of the day, except for personal illness or other emergency, a written request for such early dismissal, signed by a parent or guardian, must be presented to the health office before the start of homeroom period. Exceptions to the above policy may be made only by the Principal. This provision applies to all students including those who are 18 years old.

The school recognizes three emergencies which create a legitimate need for release from school:

1. An illness which manifests itself after the student reports to school.
2. An appointment with a physician/dentist that is verified by the school.
3. A driver's test or court appearance that is verified by the school.

### **Health Office**

The health office is located opposite the main office. Students who require medical attention must ask their classroom teacher for a pass to the health office. Only students with passes will be admitted. Students can only be excused from school for illness with the permission of the school nurse.

### **Medication**

All students who take prescription or over-the-counter medications during school hours must do so under the immediate supervision of the school nurse. The medication must be brought to the health office and stored there in its original container. The

administration of medications to students shall be done only with the written permission of the parent or guardian and medical doctor.

### **Extracurricular Attendance Policy**

Because attendance at practice is important, participants are expected to attend all scheduled practices. An individual missing practice without notifying his/her coach/advisor or without a valid excuse will lose playing time as determined by the coach/advisor. A valid excuse would include personal illness or injury, approved religious or legal holidays, approved medical or dental appointments and exceptional reasons as approved by the coach/advisor. However, whenever possible, the athlete is to notify the coach prior to the practice that will be missed. Repeated unexcused absences could result in dismissal from the team/activity.

**A student must be in school no later than the end of block two in order to practice or play that day. A student must be present the day before any event that occurs when school is closed. Exceptions are only with advance approval from the administration.**

### **School Attendance and School Related Activities**

Students are expected to attend school on the day they intend to participate in any activity.

These activities include sporting events, plays, concerts, dances, the prom, and any other school sponsored activity. If a student is absent from school on the day of an activity, they may not participate in these activities. If a student reports to school later than 10:50 AM on the day of an activity, they may not participate in any activity as well, unless prior administrative approval is obtained.

### **Code of Dress**

Students are expected to dress in a manner which is appropriate for the occasion that is neat, clean, and reflects an appearance of modesty.

1. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation, or people with disabilities are **NOT permitted**.
2. Hats, bandannas, insulated vests, any jackets or raincoats that serve as outer wear, are not permitted to be worn within the building at any time during the school day.
3. Buttons, pins, and other accessories are permitted only as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or a danger.
4. Footwear must be worn and securely fitted at all times.
5. Bare midriff, crop tops which expose the abdominal area, halter tops, tube tops, and tank tops with straps that are less than 1.5 inches wide are not permitted.
6. Clothing which is extremely ragged, exceptionally tight fitting, cut too low, transparent, or is altered in such a manner as to distract attention from or impede the educational aims is not permitted.
7. Very short shorts and very short skirts are not permitted.
8. Underwear, lingerie, including bra straps, and sports bras

may not be exposed.

9. Articles which can cause damage to other students and/or property are not permitted.

Students who are dressed inappropriately and violate this policy will be given an opportunity to change into more appropriate dress. If the student does not have a change of clothing, he or she will be required to return home to change into clothing which complies with the current policy outlined above. The Principal or Assistant Principal will make the final determination as to whether clothing is in violation of the dress code.

The dress code applies during school hours and on school sponsored activities and trips. Additionally, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety.

### **Lockers and Searches of Students and Their Possessions**

Each student will be assigned a locker to use during the school year. The student is responsible for the maintenance and cleanliness of the locker, both inside and out. Students may use only their assigned locker and will be subject to disciplinary action if found in violation.

All lockers are and shall remain the property of the SHR Board of Education. Students are required to keep their assigned lockers closed and locked against intrusion by other students or face disciplinary action. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, and welfare of the occupants of the school building.

The Board reserves the right to authorize its designated employees to conduct routine inspections of student lockers without specific notice as to when particular lockers will be inspected. Random locker searches will be conducted twice monthly during the academic year by designated staff.

### **Fire Drills**

The rules for emergency exiting are posted in each room and will be reviewed with you by your teacher. When the alarm bell rings, each student is to leave the building quickly, quietly, and orderly. No student is permitted to make any stops en route while leaving the building during a fire drill. All students are to report to a prearranged area designated by their classroom instructor and check in with the instructor for attendance and accountability.

### **Detention**

Whenever a student receives **office detention**, the student will be given **written notice** to take home. It is the student's responsibility to make sure the note is given to one's parents. Twenty-four hours notice will be given so that a student who has been assigned detention may have the opportunity to inform his/her parents.

Listed are a few rules and policies referring to classroom or office detention:

#### **A. Classroom Detention:**

1. The time, place, and duration of teacher assigned detention is at the discretion of the individual staff member with the guidelines established by the administration.
2. Students who miss a teacher assigned detention will be assigned three nights office detention in lieu of the missed detention. Any student who cannot attend the teacher

assigned detention should make contact with the teacher. Assigned detention is a very serious matter and should not be taken lightly. Once a student is assigned detention, it is the student's responsibility to meet that obligation. If the student believes the assigned detention was assigned unfairly, he/she should appeal directly to the teacher involved **before** the detention date and by no means cut the detention. If detention presents an inconvenience to a student, then the student should do everything possible to avoid situations that could lead to one receiving detention.

**B. Office Detention:**

1. Tuesday through Thursday from 2:50-3:55 PM in room C-101.
2. All students assigned office detention should report to the assigned room and be seated **before** the 2:50 PM bell rings.
3. Students are expected to bring individual written work to do during detention.
4. **No food or drink** is permitted in the detention room at any time.
5. Students who fail to report to office detention are subject to additional detention and/or suspension.

**Cafeteria**

Students are expected to conduct themselves in a mature and well-mannered fashion while in the cafeteria for lunch or any other occasion. All students are responsible for clearing their eating area of utensils and refuse when they are finished using the area. **No food or drink is permitted outside of the cafeteria, at any time during the school day, unless permission is given by classroom teacher with the exception of Unit Lunch.**

**Food/Drink Standards**

In order to better secure the safety of the students, to protect the facilities and equipment from accidental damage, and to enhance the cleanliness of the building certain restrictions on the storage and consumption of food/drink are enacted.

1. All food/drinks brought to school by students will be secured in their lockers before the start of the first period and will remain there until lunch or dismissal from school. No food/drink will be carried in hallways or into classrooms during the school day unless permission from the teacher is given.
2. Students will be permitted to eat lunch in designated areas in and out of the school building. Utensils and refuse must be cleaned up. Failure to clean areas in the school used to eat will result in temporary loss of Unit Lunch privilege.

**Visitors**

Students who wish to visit South Hunterdon as a guest of the school district must secure permission by having their parents contact the Principal and/or the guidance department. Those individuals whose parents have contacted the guidance department with the express desire to attend SHR as a prospective student will generally be granted permission to spend a day at the high school. Guests may make only one visit per year and should include those students who are in regular attendance at a private or public school. **No visitors will be permitted during the first full week of school, the last week of each marking period, or the entire month of June.**

### **Bus Regulations**

Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.

Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct attention away from the road, danger exists.

#### ***While riding the bus:***

1. Except for ordinary conversation, students shall observe quiet conduct.
2. Students shall remain in their seats while the bus is in motion.
3. Students shall not throw refuse of any kind on the floor of the bus.
4. No part of the body shall be extended from a bus window.
5. Students must be quiet while buses are at a railway crossing.
6. Students shall not leave through the emergency door unless an emergency exists.

#### ***Discipline and penalties:***

1. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
2. The bus driver is in charge of the bus and the students.
3. Students shall comply promptly and cheerfully with the requests of the bus driver.
4. The driver may assign seats to an individual or the entire bus load as deemed necessary.
5. Students shall go directly to their seats and remain there until they arrive at their destination.
6. Unnecessary conversation with the driver is prohibited.
7. Students shall not run or push while entering or leaving the bus; each step that is provided is to be used.
8. Food or drink on any South Hunterdon bus is prohibited at all times.

### **Bus Transportation for After School Activities**

Bus transportation is provided **ONLY** for students who must remain after school for a valid reason and are under the direct supervision of an instructional staff member. These buses will be available most every day school is in session with departures and cancellations announced as needed. No student is permitted to remain after school unless under the direct supervision of a teacher. Any student who is found wandering the halls or creating any type of disturbance will be subject to disciplinary action. Student misbehavior on any after-school activity bus may result in loss of the privilege to ride any of the buses for a designated period of time.

### **Electronic Equipment**

The administration does **NOT** recommend that a student bring to school any electronic equipment (such as portable tape players, compact disc players, cell phones, recorders, etc.). **South Hunterdon Regional High School is not responsible for the loss, theft, or damage of these items.** If a student does bring any type of electronic equipment to school, he/she must keep it locked in his/her locker for safekeeping by the beginning of the homeroom period. A student who carries such an item on

his/her person during the school day risks having that piece of equipment confiscated.

By New Jersey State Law **NO student** is permitted to carry any type of remotely activated electronic paging device at any time whether school is in session or not. The first time a student is found with such a device it will be confiscated. Return of such device will be made to a parent the first time. The second and any successive time a student is found with any electronic paging device, the device will be confiscated and turned over to the local law enforcement agency.

### **Academic Integrity**

Cheating in school is not a new problem. It does, however, reflect on the integrity of the student and is something the school strongly discourages. Any student found cheating on a test, project, homework assignment, or sharing answers with a classmate will receive a zero grade for that assignment or test and will not be permitted to take a make-up test or prepare another assignment. Parents will be notified by the teacher of any incident of cheating. A written report of the incident will be submitted to the principal and will become part of the student's disciplinary record. Depending upon the seriousness of the infraction, a student found to be guilty of academic dishonesty may be subject to suspension from school.

### **Smoking**

No student is allowed to use and/or possess tobacco products of any kind in any part of the school building, on school grounds, or on school buses. A student smoker is defined as a student:

1. using smokeless tobacco products; or
2. holding a lit or unlit cigar, cigarette, pipe, or any other matter or substance which contains tobacco; or
3. exhaling smoke.

Students who violate the provisions of the above policy will be subject to disciplinary action as determined by the principal in compliance with all New Jersey laws. Any student caught smoking on school property a **second and any successive time** can expect to be referred to municipal court for violation of applicable state statutes.

### **Harassment, Intimidation, and Bullying (HIB)**

The South Hunterdon Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying.

### **Definition of Harassment, Intimidation, and Bullying**

South Hunterdon Regional High School establishes that "harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic

communication\*\*\*, whether it be a single incident or a series of incidents, that is:

- a) 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
- b) by any other distinguishing characteristic; and that
- c) takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) has the effect of insulting or demeaning any student or group of students; or
- f) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

These guidelines will be in effect for acts of HIB that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronics to harass, intimidate, or bully), when the HIB substantially disrupts or interferes with the orderly operation of the school or rights of other students. \*\*\* "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

### **Student Expectations**

South Hunterdon Regional High School holds the expectation that students will act in accordance with the behavioral expectations described below:

- 1) SHRHS requires students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- 2) Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
- 3) Student rights; and
- 4) Sanctions and due process for violations of the code of student conduct.

## **Bystander Responsibilities**

Since bystander support of HIB can reinforce these behaviors, South Hunterdon Regional High School prohibits active or passive support for acts of HIB. We encourage students to support students who:

- Walk away from acts of HIB when they see them;
- Constructively attempt to stop acts of HIB;
- Provide support to students who have been subjected to HIB; and
- Report acts of HIB to the designated school staff.

## **Disciplinary Guidelines**

### ***Factors for Determining Consequences***

- Age, developmental and maturity levels of the parties involved, and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behavior;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

### ***Disciplinary Levels***

- Verbal reprimand;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from providing services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

### ***Remedial Measures***

- Restitution and restoration;
- Peer support group;
- Supportive student inventions, including participation of the Intervention and Referral Services Team;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Involvement of school "disciplinarian";
- Student counseling;
- Parent conferences;



- Alternative placements (e.g., alternative education programs).

### **Important Procedures Regarding Harassment, Intimidation and Bullying**

- Students are encouraged to report any act of harassment, intimidation, or bullying and may do so anonymously.
- South Hunterdon Regional High School is required to promptly investigate all reports of HIB.
- When a report of HIB is received, parents of all parties involved must be notified.

#### **5530.1 Student Random Alcohol and Drug Testing Policy**

- A. All students in South Hunterdon Regional High School who participate in any athletics, co-curricular activities, school clubs, have been granted parking permits for on-campus parking, have violated the district substance abuse policy, and students who elect to participate in the Random Drug and Alcohol Testing Program (program) with parental consent will be eligible for the random drug testing pool (testing pool). The Consent to Test form must be submitted to the appropriate coach, advisor, or testing coordinator for parking permits and volunteers for the program. Student athletes, students involved in co-curricular activities, and student drivers must submit Consent to Test on or before the first day of practice, second meeting of the activity, or before they are permitted to drive. Failure to do so will result in ineligibility for athletic participation, the activity, or to park on school grounds until the form is submitted. The Supervisor of Athletics will oversee the collection of Consent to Test forms. Students who have violated the District Substance Abuse Policy will be required to submit a Consent to Test form prior to their return to school following suspension. Failure to do so will result in the student being deemed in violation of the District Substance Abuse Policy #5530. The district will test approximately 20% of the total number of students in the testing pool annually.

#### **B. Testing Procedures**

A confidential testing schedule will be created by the administration prior to the initiation of the program to ensure that the testing of eligible students is conducted in a manner that is random. Selection of eligible students for testing will be conducted in a purely and entirely random basis, which will be carried out as follows: the students eligible for testing will be assigned random identification numbers in order to maintain confidentiality and to ensure the integrity of the randomness of the testing program. Student random identification numbers will be input into a random sort computer program such as Excel. The testing coordinator or designee will notify the individuals selected for testing (participants) and the participants will report to a secure testing site in the Health Office.

The names and/or any other personally identifiable information of the participant will remain confidential.

### **Collection of Samples**

The participant shall submit a urine/saliva and/or breath screen according to the Consent to Test form. The participant shall complete a specimen control form that bears the assigned identification number. Only designated school personnel shall know the assigned number for each participant. Any attempt by a participant to tamper with the specimen collection process will deem and constitute the specimen as positive. Refusal of a participant to provide a sample will be interpreted as a positive result.

### **Consequences of a Confirmed Positive except those found through the alcohol EtG test:**

- The Principal or designee will contact the parent(s) or guardian(s) to remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.A.C. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
- The participant will 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 two (2) weeks.
- The participant shall have a minimum of five (5) visits with the Student Assistance Counselor (SAC), one of which must occur within the week immediately following the confirmed positive test.
- The participant shall attend an Early Intervention Program. If one is not available in school, the participant shall attend at a community Drug and Alcohol Prevention program. The participant must enter an approved program within one (1) week of the receipt of the confirmed positive test result.
- The parent(s)/guardian(s) are responsible for the cost of the treatment program.
- In accordance with N.J.A.C. 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 school district certifying that substance use no longer interferes with the student's mental or physical ability to participate in school.
- The participant must submit a negative drug test prior to returning to any athletics, co-curricular activities, or school clubs as well as before having his/her parking permit reinstated.
- 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 having his/her parking permit revoked for a minimum period of thirty (30) consecutive

days. Positive drug tests are considered cumulative.

- A participant who submits a confirmed positive drug test a second time must participate in a substance abuse evaluation and 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 or Department of Education as an appropriate substance abuse treatment provider.
- A participant who submits a confirmed positive drug test a third time must participate in a substance abuse evaluation and 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 or Department of Education as an appropriate substance abuse treatment provider. The participant will forfeit the privilege of participation in any athletics, co-curricular activities, or school clubs as well as have his/her parking permit revoked for a minimum period of one (1) calendar year. Positive drug tests are considered cumulative.
- Failure to follow through on procedures as set forth herein will result in participant being deemed ineligible for any athletics, co-curricular activities, school clubs, or parking on campus.

**For confirmed positives found through the alcohol EtG test:**

- The parent will be contacted by the Student Assistance Counselor to discuss the results of the alcohol EtG test.
- Participants will have a minimum of one (1) counseling session with the Student Assistance Counselor. Additional counseling sessions may be required pending information and clarification associated with the parent contact information.

**DRUGS, ALCOHOL, TOBACCO - SUBSTANCE ABUSE POLICY**

**Purpose**

The Board recognizes that tobacco, drug, and alcohol abuse presents a growing problem in society and is aware of the vital role played by the school and the efforts of the community to control this problem. Since such abuse is a violation of law and presents a danger to the student involved and to the other students, the Board must discourage it from occurring in a school building, on school grounds, or at any time away from school when a student is responsible to the school for his/her conduct. Specifically, the Board prohibits the use, possession, or distribution of any tobacco, drugs, alcohol, or related paraphernalia by students, staff, or others on school property or at school-related functions.

### **Scope and Boundaries**

A student shall not possess (includes, but is not limited to purses, wallets, lockers, desks, cars, etc.) related paraphernalia, consume, use, conspire, handle, give, store, conceal, offer to sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any mood-altering chemical, drug of abuse, alcohol, or any counterfeit controlled substance of any kind, or any object used as a mind or mood-altering substance.

### **Definition of Terms**

Drugs shall mean all controlled substances as so designated and prohibited in New Jersey statutes; N.J.S.A. 24:21-2 and/or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A:170-25.9, and/or look alike/counterfeit drugs.

### **Counterfeit Controlled Substances**

- A. Any drug that bears, or whose container or label bears a trademark, trade name, or identifying mark used without authorization of the owner of rights to such trademark, trade names or identifying mark;
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, in its marking, labeling, packaging, distribution, or the price for which it sold, or offered for sale.
  - a) No person shall knowingly possess any counterfeit controlled substance.
  - b) No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.

**Alcoholic Beverages** include beer, wine, distilled liquors, and any other liquid containing alcohol.

**Evaluation** means those procedures used to determine a pupil's need for an educational program or treatment which extends beyond the regular school program by virtue of the use of tobacco, alcohol, or other drugs by the pupil or the pupil's family.

**Intervention** and referral to treatment means those programs and services offered to help a pupil because of the use of tobacco, alcohol, or other drugs by the pupil or the pupil's family.

### **Student Assistance Program**

The development of the student assistance program is in response to the growing concerns about student use of tobacco,

alcohol, and drugs. Prevention programs, early identification of high-risk students, and intervention are the major elements in addressing alcohol and drug use and their related behavior. The purpose of the program is to provide confidential assistance to help students deal with and resolve tobacco, alcohol, and drug-related problems involving themselves, their family or their friends. The program includes

A. Individual counseling and assessments made by the student assistance coordinators.

1. Group counseling sessions by the student assistance coordinators.
2. Educational materials and information for students, parents, and staff.
3. After-care programs for students returning from treatment centers.

B. Referral system

Referrals can be voluntary or can be initiated by peers, staff, or parents. These referrals are sent to the student assistance coordinators.

### **Authority**

The Board believes that an educational and therapeutic approach to the problem of substance abuse is more effective than one which is strictly disciplinary in nature. Therefore, the Superintendent shall direct appropriate efforts to:

A. Develop a positive, realistic instructional program for the purpose of preventing tobacco, alcohol, and substance abuse. This program is to be in accordance with the laws of New Jersey and shall be incorporated into the total education process. Special attention shall be given to meeting the needs of pupils with drug or alcohol use problems. N.J.S.A.18A:40A-1 et seq.

B. Provide counseling for students involved in tobacco, drug, and alcohol abuse with resources available within the district as well as provide referral to additional community based services are deemed appropriate. The Superintendent will provide a list of agencies recommended by the New Jersey State Department of Health or other governmental agencies, which will be updated on a periodic basis.

C. Encourage and support pupil-led organizations and activities that will develop a positive peer influence in the areas of drugs and alcohol.

D. Assist in the identification, evaluation, intervention-treatment referrals, and counseling of suspected drug or alcohol abusers by appropriate staff certified by the New Jersey State Board of Examiners and/or the New Jersey State Department of Education 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 will assist in facilitating the identification, evaluation, and counseling of suspected or diagnosed drug or alcohol abusers. Staff will cooperate with local, state, federal, and privately approved agencies involved in pupil health treatment.

E. Refer suspected or diagnosed drug or alcohol abusers to a community agency approved by the County Local Advisory

Council on Alcoholism and Drug Abuse or New Jersey State Department of Health.

F. Consult with local agencies approved by the New Jersey State Department of Health.

G. Provide for compliance with the confidentiality requirements established in federal regulations found at 42 CFR Part II. Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program including, but not limited to, the school district's own substance-abuse programs. All information concerning the involvement of a pupil or staff member in a school intervention or treatment program shall be kept strictly confidential.

H. Provide intervention and treatment-referral services for pupils who are affected by alcohol or other drug use. These programs and services include the following:

1. A program of instruction, counseling, and related services provided by the Board of Education while a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem.
2. Support services for pupils who are in care or returning from care for alcohol and other drug dependency.
3. Evaluation services for pupils who are affected by alcohol or other drugs including an examination by a physician for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs.
4. If appropriate, provide an 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 emotionally handicapped.
5. Provide parent/guardian substance abuse educational programs at times and places convenient to the parents of the district on school premises or other facilities.

### **In-service Training**

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

### **Annual Review**

The Superintendent shall annually review the effectiveness of these policies and the memorandum of agreement entered into with the appropriate law enforcement agency and report his/her findings to the Board. As part of this review, the Superintendent will consult with the County Superintendent, local community members, and the County Prosecutor's Office.

### **Availability of Policy**

The policies, regulations, and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

### **Curriculum and Instruction**

Grades 7 through 12 shall incorporate into the curriculum at each grade level a minimum of 10 clock hours per school year of alcohol and other drug education, including tobacco and anabolic steroids, in accordance with the Department of Education Chemical Health Guidelines, pursuant to N.J.S.A. 18A:40A-1.

### **Enforcement of Drug-free and Tobacco-free School Zones**

The Board recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. On behalf of the Board, the Superintendent shall establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools.

### **Law Enforcement Liaison**

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

### **Undercover Operations**

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's executive directive 1988-1 and that is in the best interests of the students and the school district. The Board urges the Superintendent to consult with the Board attorney. The Board directs the Superintendent and school Principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent, Principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the County Prosecutor or designee if the integrity of the undercover school

operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

**Summoning Law Enforcement Authorities on to School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests**

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school Principal who, in turn, shall report same to the Superintendent. The Principal, Superintendent, or designee **may** immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Principal or designee will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Principal or designee may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary and no urgent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent, Principal or designee shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia. Whenever the police have been summoned to a school building by the Superintendent or designee, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

**Student Searches and Securing Physical Evidence**

The Principal or his/her designee may conduct a search of a student's person, belongings, locker and/or vehicle if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in *New Jersey v. T.L.O.*, U.S. 325 (1985) as set forth in Appendix C of the Attorney General's statewide action plan for narcotics enforcement.

If, as a result of the search, a controlled dangerous substance or



drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the Principal or designee; the Principal or designee shall immediately notify the appropriate law enforcement agency. The Principal or designee shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Principal or designee shall then contact the student's parent/guardian to inform them of the occurrence. Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Principal or designee shall request that the law enforcement officials conduct the search, seizure, or interrogation with a representative of the school in attendance.

#### **Police Presence at Extracurricular Activities**

The Superintendent or designee is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent or designee believes that uniformed police presence is necessary to deter illegal drug use or trafficking.

#### **Resolving Disputes Concerning Law Enforcement Activities**

The Board authorizes the Superintendent to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent shall work in conjunction with the County Prosecutor and, where appropriate, the Division of Criminal Justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the Attorney General whose decisions will be binding.

#### **Reporting, Notification and Examination Procedures**

The following procedures are established for the handling of students who are suspected of possessing, using, or distributing alcohol, any controlled dangerous substance, or related paraphernalia. All action taken by the administration and staff shall be within the law **and in accordance with the guidelines established by the Commissioner of Education. The statute governing reporting pupils under the influence of drugs or alcohol leaves no discretion for an administrator to decline to arrange for the immediate medical examinations of such pupils.**

A student's discipline record under the Drug and Alcohol portion of this policy will be carried from year to year; i.e. an offense occurring in the sophomore year following an offense in the freshman year places a student at the second offense stage for that offense. **Similarly, an offense occurring in the freshman year following an offense in the 8<sup>th</sup> grade places a student at the second offense stage for that offense.** Suspensions under this policy will be carried into subsequent years, i.e., a 60 day activity suspension occurring in June will be completed in the next school year.

**NOTE:** Any senior in violation of the drug and alcohol policy

while in attendance at the end of the year functions, such as but not limited to proms, banquets, or ceremonies will be denied the privilege of participating in graduation.

Any student who tests positive for a chemical screening or who refuses to comply will be subject to the substance abuse policy.

**STUDENTS SUSPECTED OF CONSUMING, POSSESSING, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED DANGEROUS SUBSTANCE OR POSSESSING ANY RELATED PARAPHERNALIA OR COUNTERFEIT CONTROLLED SUBSTANCE.**

A. When there is a reasonable suspicion that a student is consuming, possessing, or under the influence of a drug or alcohol or related paraphernalia in a school building or on school property or at any time when the student is accountable to the school for his/her conduct, that student shall be reported immediately to the Principal of the school or his/her designee and the school nurse or medical inspector. In instances where the school nurse, medical inspector or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

B. The student shall be taken immediately to the school nurse for a vital statistic examination. Upon a receipt of a suspicion of chemical use report by the Assistant Principal, the parent/guardian, student assistance coordinator and a special services representative shall be contacted. A drug screen shall be taken in the nurse's office. The student is required to be examined by a physician of his/her choice within two (2) hours. The drug screen must be submitted within two (2) hours of parent/guardian contact whether the sample is given at the school or in a physician's office. If the drug test is positive the policy is invoked immediately.

C. Failure to comply with this procedure will be considered a violation of the substance abuse policy and the student will be suspended out of school for **five (5)** consecutive days and will be subject to all other disciplinary aspects of the policy. Subsequent failures to comply may result in a hearing before the Board of Education, and may result in expulsion. Non-compliant infractions are considered cumulative. The first day of returning to school, the student reports to the nurse's office at **7:45 AM** for a drug test. The student will remain out of school until he/she submits to the chemical screening and a physical examination.

D. Adulterated tests will be considered a violation of the policy.

E. The parent/guardian may choose to have the chemical screening along with the required physical examination done by a physician of their own choice. The examination and drug test are to take place within two (2) hours of parent/guardian contact. The drug test must meet **South Hunterdon's** standards (form will be provided). A written report of the medical examination shall be faxed within 24 hours to a confidential fax number provided. If no fax is available, the form must be returned to the Assistant Principal within 24 hours. If the school medical examination form is submitted within 24 hours to the Assistant Principal the student shall be allowed to return to school with the written permission of the physician until such time as a positive diagnosis of alcohol or other drug use is received.

The parent/guardian is responsible for the cost of all examinations and drug tests completed outside the school. If the chosen physician is not immediately available, the examination shall be conducted by the school medical inspector or, if the school medical inspector is not available, the parent/guardian shall accompany the student to the nearest medical facility for a physical examination and drug test if one was not previously done in the nurse's office. If the parent/guardian is not available, the student shall be accompanied by the Assistant Principal to the nearest medical facility for a physical examination.

F. If a student under suspicion admits use and the drug test cup is negative, the student is not in violation of the policy and only mandatory counseling by the Student Assistance Coordinator is required. If the confirmation test is positive the policy will be invoked.

G. If symptoms are considered so severe as to endanger the physical welfare of the student and constitute an emergency situation, the school nurse or designee shall **accompany** the student **via ambulance** to the hospital emergency room immediately.

H. Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.

I. A written report of the medical examination shall be faxed to the confidential number at the bottom of the medical form within 24 hours. Forms will be provided for the examining physician.

J. If the school form of the medical examination is submitted by the parent/guardian to the confidential number at the bottom of the medical form within 24 hours, the student shall be allowed to return to school with the written approval of the physician until such time as a positive diagnosis of alcohol or other drug use is received.

K. If there is a positive diagnosis from the medical examination and chemical screening indicating that the student is under the influence of alcohol or drugs, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report is submitted by the parent/guardian of the student to the Assistant Principal from a physician who certifies that substance abuse no longer interferes with the student's physical and mental ability to perform in school. Upon the first day of returning to school from out-of-school suspension the student reports to the nurse's office at **7:45AM** for a drug test. In addition, the Superintendent or designee shall file the violence, vandalism, and substance abuse incident report.

L. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 seq.) laws.

M. While the student is at home because of the medical examination and chemical screening or after his/her return to school, the school may require additional evaluation for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his/her school performance. The parent/guardian is responsible for all costs of evaluations and recommended treatment.

N. All due process requirements shall be met (as per Board of Education policy/regulations 5114).

O. Any staff member who reports a pupil to the Principal or his or her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A.18A:40A-13 and N.J.S.A. 18A:40-14.

### **Discipline**

The following disciplinary regulations will be disseminated in writing to all students, parents/guardians, and staff annually.

### **SUSPICION OF USING, POSSESSING, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED DANGEROUS SUBSTANCES OR ANABOLIC STEROIDS OR HAVING RELATED PARAPHERNALIA WHILE ON SCHOOL GROUNDS OR INVOLVED IN ANY SCHOOL RELATED ACTIVITY.**

#### **A. PROCEDURE**

The Principal or designee shall follow all the procedures outlined in the previous section.

#### **B. IF ALCOHOL/DRUG/ANABOLIC STEROIDS/PARAPHERNALIA USE/POSSESSION IS CONFIRMED**

##### **1. FIRST INFRACTION**

- a. The **Administrator** will contact the parents and send a letter home that includes the substance abuse policy and its consequences.
- b. Loss of parking privileges for duration of the school year.
- c. Sixty (60) calendar days suspension from school activities.
- d. Five (5) days of **out of school** suspension **will** be assigned.
- e. Minimum of five (5) counseling sessions with Student Assistance Coordinator.
- f. The student will remain in the prevention/education program until the program is successfully completed.
- g. The student may attend the prevention/education program or sign into and complete a drug/alcohol in-patient rehabilitation program and continue an aftercare program with the high school Student Assistance Coordinator. Attendance in the rehabilitation program must begin within one week of the offense. An information release form must be available to the Student Assistance Coordinator. The parent/s is/are responsible for the cost of the rehabilitation program.
- h. Possible intervention by the Student Assistance Coordinator with student, parent, and others deemed necessary to determine treatment.
- i. The student will remain out of school until he/she is willing to comply with the policy.

##### **2. SECOND INFRACTION**

- a. The **Administrator** will contact the parent/s and send a letter home that includes the substance abuse policy and its consequences.
- b. See discipline under 1st infraction.

- c. **Ten (10) days out of school** suspension will be assigned.
- d. Minimum of five (5) counseling sessions with Student Assistance Coordinator.
- e. The student will remain in the prevention/education program until the program is successfully completed.
- f. See requirements of prevention/education program under first infraction.

### 3. **SUBSEQUENT INFRACTIONS**

The student will be referred to Special Services for a Child Study Team Evaluation. Each student will be dealt with on an individual basis and may result in expulsion.

## **SUSPICION OF SELLING AND/OR DISTRIBUTING ALCOHOL/DRUGS/ANABOLIC STEROIDS ON SCHOOL PROPERTY**

### **A. PROCEDURE**

The Principal or designee shall follow all the procedures outlined in the previous section.

### **B. IF SELLING/DISTRIBUTION OF ALCOHOL/DRUGS/ANABOLIC STEROIDS IS CONFIRMED**

#### **1. FIRST INFRACTION**

- a. The **Administrator** will contact the parent/s and send a letter home that includes the substance abuse policy and its consequences.
- b. See discipline under 1st infraction of possession...etc.
- c. **Law enforcement will be summoned and appropriate action taken.**
- d. Suspension of school activities for one year.
- e. Ten (10) days **out-of-school suspension** will be assigned.
- f. **Loss of parking privileges for the duration of the student's attendance at SHRHS.**
- g. **An expulsion hearing before the Board may be held.**
- h. Minimum of five (5) counseling sessions with Student Assistance Coordinator.
  - i. The student will remain in the prevention/education program until the program is successfully completed.
- j. See requirements of prevention/education program under first infraction.
- k. A drug/alcohol evaluation by an outside agency must be completed within two weeks. An information release form must be available to the Student Assistance Coordinator. The student must comply with the evaluation program. The parent/guardian is responsible for the cost of all evaluation and treatment programs.

#### **2. SECOND INFRACTION**

The **Administrator** will contact the parent/s and send a letter home that includes the substance abuse policy and its consequences. **All of the**

**rest above plus an expulsion hearing before the Board of Education.**

**VIOLATIONS AT A TIME WHEN THE STUDENT IS NOT ACCOUNTABLE TO THE SCHOOL FOR HIS/HER CONDUCT**

Any student in the district who is charged by any law enforcement authority with selling and/or possession of drugs or alcohol while away from school property or at a time when the student is not accountable to the school for his/her conduct may be permitted to continue attending school until a disposition is made of the case in court. The law enforcement authorities shall be requested to notify school officials of the nature of the charges and of the disposition. Upon review of all available information, if the Principal and designees determine that the student's presence in school shall be detrimental to the student and/or to other students in the school, he/she, after observing all due process, may initiate a suspension from school for an indefinite period as required by suspension and readmission sections of the regulations for this policy.

**STUDENT IS SUSPECTED OF BEING UNDER THE INFLUENCE OF, IN POSSESSION OF, OR DISTRIBUTING ALCOHOL/DRUGS/ ANABOLIC STEROIDS OR POSSESSING RELATED PARAPHERNALIA WHEN ATTENDING AS A PARTICIPANT OR SPECTATOR, ANY SCHOOL RELATED FUNCTION ON OR OFF SCHOOL PROPERTY, INCLUDING ANY EVENT AT ANOTHER SCHOOL DISTRICT, SCHOOL, OR PUBLIC/PRIVATE LOCATION, FIELD TRIPS, OR FOREIGN TRAVEL TRIPS**

**A. PROCEDURE**

1. The student shall be kept under constant surveillance by school personnel.
2. The group or event sponsor or accompanying administrator will be notified.
3. The administrator or staff member shall contact their immediate supervisor (or designee) as soon as possible.
4. The administrator or sponsor shall notify the police or security.
5. The administrator or sponsor shall notify the parent/guardian immediately.
6. The student shall be taken to appropriate medical personnel for an emergency medical examination and substance screening.
7. The parent/guardian will be required to transport the student home as soon as possible at own expense.
8. Contraband shall be **turned over to local police.**
9. The **Administrator** shall notify the Student Assistance Coordinator of the incident, in writing, within 24 hours.
10. A discipline report shall be filed by the reporting staff member to the appropriate house office as soon as possible.

Disciplinary action will be taken if the student is in violation of the policy (see previous infractions).

**PURPOSE - THE UNDERLYING OBJECTIVE OF PORTIONS FIVE (5) AND SIX (6) OF THE POLICY REGULATIONS IS TO ENCOURAGE STUDENTS TO VOLUNTARILY SEEK HELP AND ASSISTANCE WITH DRUG/ALCOHOL PROBLEMS.**

**1. STUDENT VOLUNTEERS INFORMATION ABOUT PERSONAL ALCOHOL/ DRUG/ ANABOLIC STEROIDS PROGRAM AND ASKS FOR HELP WHILE NOT UNDER THE INFLUENCE**

**A. PROCEDURE**

Student is referred to the Student Assistance Coordinator.

**B. DISCIPLINE**

No disciplinary action is taken unless the student is in violation of the tobacco, alcohol/drug policy.

**C. COUNSELING**

The Student Assistance Coordinator follows appropriate intervention procedures. Confidentiality is confined to those with a need to know as mandated by school policy.

**2. STUDENT VOLUNTEERS INFORMATION ABOUT ALCOHOL/DRUG/ANABOLIC STEROIDS PROBLEMS OF ANOTHER STUDENT**

**A. PROCEDURE**

A student with a drug/alcohol/anabolic steroids problem is referred to the Student Assistance Coordinator.

**B. DISCIPLINE**

Where applicable, if the student is in violation of the tobacco, alcohol/ drug policy.

**C. COUNSELING**

The Student Assistance Coordinator follows appropriate intervention procedures. Confidentiality is confined to those with a need to know as mandated by school policy.

**3. STAFF MEMBER IS CONCERNED ABOUT A STUDENT WITH INAPPROPRIATE BEHAVIOR, POOR CLASS PERFORMANCE, TARDINESS OR ABSENTEEISM WHICH IS SUSPECTED TO BE RELATED TO TOBACCO, ALCOHOL/DRUG/ANABOLIC STEROIDS USE**

**A. PROCEDURE**

Refer to Student Assistance Coordinator by submitting a “**Faculty/Staff Referral Response**” form found in the main office and faculty handbook.

**B. DISCIPLINE**

Where applicable, if the student is in violation of discipline, tobacco, alcohol/drug policy.

**C. COUNSELING**

The Student Assistance Coordinator follows appropriate intervention procedures. Confidentiality is confined to those with a need to know as mandated by school policy.

**4. NON-STUDENT VIOLATIONS**

Any non-student in a school building or on school property who is found consuming, possessing, under the influence of, selling or distributing drugs or alcohol or related paraphernalia at any time shall be reported to the

Principal or designee who shall immediately report the incident to the Superintendent and to the police. The Superintendent shall report the incident to the Board of Education.

## **5. ANABOLIC STEROIDS**

In instances involving anabolic steroids, the following shall apply:

**A.** Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, the Student Assistance Coordinator, and to the Principal, or, designee.

**B.** The Principal or designee shall immediately notify the parent/guardian and the Superintendent and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector, if the chosen doctor is not available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.

**C.** A written report of that examination shall be furnished by the examining physician to the parent/guardian of the pupil and to the Principal and designees.

**D.** If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a Student Assistance Coordinator for the purpose of determining the extent of the pupil's involvement with these substances 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 substance abuse as may be necessary and appropriate.

**E.** 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 Health.

## **SUSPICION OF TOBACCO USE/POSSESSION ON SCHOOL PROPERTY OR AT SCHOOL-RELATED FUNCTIONS**

### **A. PROCEDURES**

1. A discipline report will be filed with the appropriate office.
2. All appeals must be received within 48 hours of any reported violation.

### **B. IF TOBACCO USE/POSSESSION IS CONFIRMED**

#### **FIRST OFFENSE: after hearing with Administrator: DISCIPLINE**

1. **One day out of school suspension.**
2. Parent/guardian contacted.



3. Referral to the Student Assistance Coordinator.
4. **Pass restriction.**
5. **Mandatory court appearance (NJSA 26:3D-17)**
6. **Thirty (30) day suspension from extra curricular activities.**

**SECOND OFFENSE** after hearing with **Administrator:**  
**DISCIPLINE**

1. **Three (3) day out of school suspension**
2. Referral to the Student Assistance Coordinator.
3. Parent/guardian contacted.
4. **Pass restriction**
5. **Mandatory court appearance (NJSA 26:3D-17)**
6. **Thirty (30) day suspension from extra curricular activities.**

**Adopted: November 16, 2000**

Revised: The date the Board of Education approved these changes: **April 29, 2004; December 16, 2004.**

**Reviewed: May 24, 2006**

**Random Breathalyzer Policy and Procedures**

The Random Breathalyzer policy underlines our expectation that all school activities will be drug and alcohol free. This system of testing will be used at dances, proms, and other school activities as deemed appropriate by school administration.

While this system targets those who may have ingested alcohol, it should be noted that all other substance abuse policies of the South Hunterdon Regional High School and New Jersey Administrative Code are also in effect at all school activities.

1. Tickets to dances, proms, and other functions where the breathalyzer will be used will be numbered. The following statement will be printed on the back of each ticket: *"Bearer(s) is/are subject to random breathalyzer test upon presentation for admittance."*
2. The Principal will cause a random number list to be generated prior to the function. This list will represent 5-10% of the tickets sold. The Principal will be the only individual to know the numbers selected for testing.
3. Trained members of the administrative staff or a designated "breathalyzer certified" person will perform all testing of students holding the randomly selected tickets. Testing will be done on a device that is calibrated and maintained according to the manufacturer's instructions. Testing will be conducted in private, where possible, and in the presence of at least one adult chaperone.
4. Students who test "negative" will receive a "reward" appropriate to the event, i.e. free admission, etc.
5. Students who test "positive" will be re-tested as directed by the manufacturer of the breathalyzer device. A further positive result will result in the student being detained until a parent can come to escort them home. No disciplinary action will be taken, but the student will be referred to the Substance Abuse Coordinator for counseling.

6. Refusal to take the test will result in the student being refused admission to the event and a call to his/her parents to notify them of the test refusal.

Please note that any student *not* chosen for random testing who is observed to be under the influence will be subject to the full consequences of district policy, including suspension and referral to law enforcement for prosecution.

The Principal will notify students and parents of this policy on an annual basis. The policy will also be included in the school handbook/calendar and printed on the emergency card issued by the health office each year for parent/guardian signature.

**Eighteen-Year Old Status**

Every person 18 years of age is an adult (Chapter 81, N.J. State Laws, effective January 1, 1973), but, regardless of age, students in the public school shall comply with all established rules (Title 18A).

1. Special privileges are not given to 18 year olds. All school regulations apply equally to them.
2. They may represent themselves upon certain occasions such as reinstatement to school following suspension or withdrawal from school; be responsible for their actions while in school; inspect their permanent records.
3. Parents will continue to be sent all school communications (such as attendance reports, senior failures, etc.).
4. Parents, or such person designated by the parent on the emergency card, will be notified by the nurse in the event of injury or illness even if the student is 18 years old. A student cannot sign out from school, for any reason, without parental permission.

**Delayed Opening Schedule**

1. Bus runs begin two (2) hours later.
2. The beginning period time will be 9:55-10:50 AM.
3. The rest of the day will follow with scheduled period rotation.

**Daily Bell Schedule**

|                    | A-1 Day | B-1 Day |
|--------------------|---------|---------|
| <b>7:55-7:59</b>   | HR      | HR      |
| <b>8:02-9:25</b>   | Block 1 | Block 1 |
| <b>9:28-10:51</b>  | Block 2 | Block 2 |
| <b>10:51-11:51</b> | Lunch   | Lunch   |
| <b>11:54-1:17</b>  | Block 3 | Block 3 |
| <b>1:20-2:43</b>   | Block 4 | Block 4 |

## SOUTH HUNTERDON REGIONAL HIGH SCHOOL CALENDAR

To view the up-to-date 2017-2018 District Calendar please  
go to:  
<http://www.shrsd.org> > District > 2017-2018 District Calendar  
(PDF)

*The Board of Education reserves the right to amend this calendar.*

### School Closings

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. If a delayed opening is necessary, all school bus runs will begin at approximately 9:00 A.M. Accordingly, students are expected to arrive at school by 9:55 A.M. for the beginning period.

If there is a school closing, delayed starting time or early dismissal, families will be notified by the AlertNow Phone Call System and the announcement will be posted on the SHRHS District Website. If no report is heard, it can be assumed that school will be in session. Please **DO NOT CALL** the school. Families can consult the school web site at <<http://www.shrsd.org>> for emergency information which will link you to the cancellations web site.

### Student Driving Rules

Students who wish to drive to school must first obtain an application form in the main office. This form must be signed by a parent/guardian and **notarized**. The signed and notarized form must be returned to the main office with a copy of valid New Jersey driver's license, vehicle registration, and proof of liability insurance for each car **BEFORE** the day of the lottery in order to receive a parking assignment and decal. No forms will be accepted unless completed in full, notarized and proper documentation attached. A fee is to be paid for the issuance of each parking decal. Since parking space is limited, parking permits will be issued according to the priority list below:

1. Seniors enrolled in a school sponsored work study program (C.I.E. or C.O.E.) or an AP class that meets before the beginning of the school day.
2. Seniors who are taking courses during the school day at another institution **other than** county area vocational-technical schools.
3. Other senior students.

**Assignment of student parking spots will be done by lottery during the beginning of the first full week of school.**

### National Honor Society

The National Honor Society is an organization that recognizes high school students for their outstanding accomplishments in scholarship, service, leadership, and character. To qualify for consideration as a candidate, a student must first have a cumulative average of "B" and must have carried a minimum of six class periods for each high school year. Starting with the Class of 2018, students must have a 3.5 cumulative grade point average at the end of their 10th grade year in order to be considered for National Honor Society eligibility. Additionally, students must: (1) earn grades of no less than B- through the midpoint of their 11th

grade year [or 12th grade year, if applying as a senior], (2) have an outstanding record of conduct throughout high school, including no disciplinary referrals; (3) hold at least two documented & verified leadership positions in activities in and/or outside of school, and (4) demonstrate a community service record above & beyond the required 20-hour-per-year minimum. Once the scholarship criteria are met, the student is then evaluated in the other three areas: service, leadership, and character. Students will also be required to write an essay.

An eligibility list is submitted to the faculty for input. After these ratings are tallied, a faculty council appointed by the Principal will review the input sheets and final selection to the National Honor Society will be by vote of the faculty council. Those students inducted into the National Honor Society are expected to maintain their high level of excellence in all four categories of evaluation. If warranted, membership may be reviewed for possible probation or dismissal.

#### **Affirmative Action Procedures**

No student shall be denied access to, or denied benefit from, any educational program or activity solely on the basis of race, color, creed, religion, sex, ancestry, national origin, or socio-economic status.

If any student has a grievance or complaint in reference to equal opportunity (including sexual harassment), he/she should report this to the Affirmative Action Officer. At that time, if the situation is not resolved he/she is to be given a copy of the Student Affirmative Action Grievance Procedure and will follow the procedure outlined in that document to seek further redress. In addition, copies of the grievance are posted on all classroom bulletin boards and are available from the main office.

#### **Due Process**

Students or their parents/guardians who wish to appeal a decision by local school officials may bring their appeal to the superintendent. If dissatisfied with the superintendent's decision, students or their parents/guardians may appeal to the Board of Education and beyond in accordance with existing state statutes.

#### **Working Papers**

The State of New Jersey requires working papers for students under the age of 18. If you are working in New Jersey, these papers may be obtained through the high school office as follows:

1. Pick up form or go online to:  
[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/wagehour/A300.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/wagehour/A300.pdf).
2. Return completed form with a document which verifies the applicant's age.

However, we cannot issue papers for out-of-state employment.

#### **Guidelines for Computer and Internet Usage**

South Hunterdon Board of Education recognizes the importance of computers in support and enhancing of instruction. Providing for the use of computers by the Board of Education for students' educational development is a privilege and an investment in the future for all SHR students. It is necessary for all students to treat the computer facilities with the utmost seriousness warranted.

Computers within the SHR facility can be used only for legal, appropriate purposes. Internet usage is only permitted to be used for legitimate educational research for any class connected research project. Students must complete and return to their block one teacher the Computer Usage Agreement Form that is mailed home during the summer. Students must clarify and secure permission of both their regular classroom teacher and the computer classroom supervising instructor before visiting any questionable Internet site. Severe penalties can be incurred by anyone violating the standard computer and Internet usage guidelines provided by the computer classroom supervising instructor.

**SOUTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT**  
**Standardized Research Paper Format Guide**  
**MLA FORMAT**  
**(Grades 7 to 12)**

**Research Paper Guidelines**

Probably the most difficult obstacle in writing a term paper is choosing a topic. The job of finding sufficient reference material can also be a problem. If given a choice, personal interest in the subject of the report will make the extensive research and writing more enjoyable.

By following these guidelines exactly and completely, your research will reward you with a good grade.

1. Write all papers in acceptable and appropriate English. Proofread the final copy to correct grammar and spelling. Failure to proofread is an act of carelessness that may seriously lower your final grade. Corrections must be made in ink on the final copy. If your paper requires a great many corrections, copy it again. Use a dictionary or the spell check on your word processing program.
2. Type, if possible, or write in blue or black ink. The body of the paper is to be **double spaced and written on one side of the sheet only**.
3. Leave one inch margins on all sides except the first page, which is two inches down to the title.
4. Indent paragraphs five spaces when typing or one-half inch when writing.
5. Starting with the **first** page, **number** each page of the paper in the upper right hand corner; **do not** underline, write, or put a period after the page number. **Do not** number the outline page. Your last name goes before the page number, one half inch from the top (see sample page).
6. Staple the paper in the upper left corner. There is no cover page.
7. **Do not** copy material (words as well as ideas) without acknowledgment. **Any** borrowing of another's work without acknowledgment is plagiarism and is illegal. If you wish to use information which would be a direct quote, you must state the material exactly and place it in quotation marks. It must be acknowledged.
8. Abbreviations and symbols are, in general, to be avoided in your text. Numerals should be written out from one to nine. Use numerals for 10 and above. Never begin a sentence with a numeral.
9. When preparing a works cited list, it is not necessary to

include the word Company or Press for the publisher (ex: Macmillan, not The Macmillan Company). If no copyright can be found, n.d. (meaning "no date") is used in place of a publication date. Always use the title page and the copyright page for this information, **not** the front cover.

### **IN-TEXT CITATIONS**

It is necessary to document the sources where you found your information with complete accuracy. Specifying the exact location of every quotation, fact, or idea allows the reader to investigate further if he or she desires.

In-text citations have several uses. It is most commonly used to state the source where you found specific facts (ex: 33% of the state is agricultural, or The population is 347,320) that are not common knowledge. Parenthetical documentation is also used to cite "exact quotations" and often to state opinions that you, the writer, might have on the subject.

This is the easiest and most practical method of supplying work cited information within the body of the research paper. Brief parenthetical (between parentheses) acknowledgments are inserted wherever another's words, facts or ideas are incorporated. Usually the author's name and a page reference in parentheses are enough to identify the source and specific location from which materials have been borrowed. Full detail of the source is then provided on the works cited page.

### **WORKS CITED**

When your research paper is complete, you should prepare a works cited page, that is, a listing of every book, magazine, website, encyclopedia, etc., that you actually used to create your paper and only those used as citations in your paper.

The items of the works cited are arranged in alphabetical order by the author's last name (whether it is a book, magazine article, encyclopedia, etc.) (see sample page). When citing periodicals, be sure to list the page number. Page numbers are not used for books on the works cited page, but used only in the body of the paper in the parenthetical documentation. The works cited page is the last page of the project.

For more specific information on format, documenting sources, research, mechanics of writing and examples, consult the Acyber library@ at [www.shrhs.org](http://www.shrhs.org).

## SAMPLE OUTLINE

**(if required)**

### KEEPING GOOD HEALTH

- I. Factors affecting health
  - A. Diet
    1. Good nutrition
    2. Special diet problems
  - B. Exercise
    1. Basic
    2. Special

- C. Environmental
- D. Heredity

II. Methods for maintaining health

- A. Medical check-ups
- B. Environmental safety factors
- C. Personal hygiene

III. Fighting disease

- A. Heart ailments
- B. Cancer

1. Skin cancer

- a. Recognition and warning signs
  - b. Prevention
2. Lung cancer
3. Adolescent cancers

- REMEMBER:**
- 1. Use topics only
  - 2. No Facts/No Sentences
  - 3. An A must have a B; 1 must have 2, etc.
  - 4. Should be single spaced

**(SAMPLE TERM PAPER)**

} *1 inch from top* *2 inch from top* {  
Smith 1  
}  
} Jack Smith  
Mr. R. Coppola  
English IV  
March 21, 2000

Keeping Good Health

} *Quadruple Space Here*

One of the most important health objectives today is an understanding of the part nutrition plays in the preservation of good health. Proper diet is becoming more and more a concern of the American public (Bailey 4). The general subject of dieting is confusing; from carbohydrate to high protein diets, the public is being subjected to claims and counterclaims which may or may not be valid. Diseases related to nutrition are being clarified and better understood. Obesity is our number one health

problem.

Maryanne Bailey, an American nutritionist, claims that to achieve a perfect diet, you need only four rules (17):

1. Eat a balanced diet
2. Select foods that are low in fat
3. Select foods that are low in sugar
4. Select foods that are high in fiber

Developing understanding, attitudes, and behavior patterns that contribute to better health is a primary concern for a longer and healthier life (Quinn 73). Health should be a means to an end, rather than an end in itself. You can spend much time lifting weights and following so-called "health" diets, yet in the long run, these activities may prove of little value. According to the National Institute of Health, some people are started along this road to.....

***(End of this sample paper. Normally, this paper would continue to the conclusion and works cited.)***

**(Sample Works Cited Page for Keeping Good Health)**

Smith 5

Works Cited

- Bailey, Maryanne. The Fat or Fat Target Book. Boston: Houghton Mifflin, 1991.
- "Cancer." Britannica Online. Vers. 97.1.1. Mar. 1999. Encyclopedia Britannica. 29 Mar 2000. <<http://www.eb.com:180>>.
- Darden, Ellington. Nutrition and Athletic Performance. Pasadena, California: Athletic Press, 1995.
- Harvey, J. M. "Adolescent Lung Cancer." American Medical Journal May 1998: 19-20+.
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- Peyton, Alice C. Good Health, Healthy Hearts. New York: Morrow, 1992.
- Quinn, James, ed. Smoking: The Killer Disease. Washington, D.C.: Editorial Research, 1998.
- "Sun or Not to Sun: Skin Cancer." Ladies Home Journal. July 1999: 22-24.
- Tver, David F. The Nutrition and Health Encyclopedia. New



York: Van Nostrand, 1994.

University of Pennsylvania Health Project. William Henderson. March 1998 21 February 2000.  
<<http://www.penn.edu/index.>>.

Walters, John. "Fruit and Vegetable Diets." Vegetarian Times. May 1999. <<http://www.goodhealth.com>>.

### **Format for a Works Cited Page**

Arrange items in alphabetical order by the surname of the author. When no author is listed, alphabetize by the first important word of the title. Place the first line of each entry flush with the left margin and indent succeeding lines five spaces. Double-space each entry and double-space between entries. Set the title "Works Cited" one inch down from the top of the sheet and double-space between it and the first entry.

### **Form for Works Cited Sources**

#### **BOOKS**

##### ***(Single Author)***

Almack, John C. Research and Theses Writing. Boston: Houghton Mifflin, 1989.

##### ***(Two or more authors)***

Bowden, Walter, Michael Karp and Ann P. Usher. An Economic History of Europe Since 1790. New York: Macmillan, 1991.

##### ***(Editor or Compiler)***

Monroe, Paula, ed. Dictionary of Education. Vol 5. New York: Macmillan, 1991.

##### ***(No Author)***

The Oxford Dictionary of Names. London: Clarendon Press, 1992.

#### **ENCYCLOPEDIA**

##### ***(Signed)***

Spry, William. Homestead Laws. Encyclopedia Britannica. 1992 ed.

##### ***(Unsigned)***

American Revolution. World Book Encyclopedia. 1986 ed.

##### ***(Electronic)***

Asplen, Warren. Aztec. The New Grolier Multimedia Encyclopedia. Grolier.online. 1999.

#### **MAGAZINE**

##### ***(Signed)***

Hardy, Susan. "The Fight at Niagara." The Reader's Digest. 18 Aug. 1994: 17.

##### ***(Unsigned)***

The New Wave in Rock. Rolling Stone. April 1995: 29+.

##### ***(Online)***

Smith, Jane. "Who Really Invented the Internet?" People Magazine. 26 February 2001.  
<[www.Peopleweekly.com/smith](http://www.Peopleweekly.com/smith)>.

#### **NEWSPAPER ARTICLE**

##### ***(Signed)***

Palumbo, Charles. Soviet Trade Agreement. New York Times. 20 September 1989, A8.

##### ***(Unsigned)***

Return to Treasure Island. Trenton Times. 28 April 1990, 15-16.

#### **INTERVIEW**

Turrentine, Robert. President, Acme Boot Co. Personal Interview. 23 March 1999.

#### **WORLD WIDE WEB** (General Web Site)

Author (if known). Title of page or document. Title of site or larger work (if applicable). Date of electronic publication, last update, or date of posting. Name of any associated institution. Date of your download.  
<[www.address/filename](http://www.address/filename)>.

#### **CD-ROM**

White, George. Dickinson, Emily. Dictionary of American Biography on CD-ROM. CD-ROM. New York: Charles Scribner's, 1997.

#### **VIDEOTAPE**

Shakespeare, William. Macbeth. Dir. Martin Wade. Videocassette. Tristar, 1997.