

# **Governor Livingston High School**

175 Watchung Boulevard  
Berkeley Heights, New Jersey 07922  
(908) 464-3100  
Web Site: [www.bhpsnj.org](http://www.bhpsnj.org)

**2009-2010**

**Name** \_\_\_\_\_

**Homerom**\_\_\_\_\_

## **SCHOOL ACCREDITATION**

Governor Livingston High School is an accredited member of the Middle States Association of Colleges and Secondary Schools.

Parents and/or students whose primary language is other than English and require assistance to fully understand this handbook are urged to contact the principal. The principal will arrange for interpreting services.

## INTRODUCTION

### Principal's Message

Dear Students,

As a faculty and staff, we would like to welcome each of you to Governor Livingston High School for the 2009-2010 school year. This handbook provides a guideline to the policies and procedures in effect for this year. Please understand that these policies often reflect official Board of Education and New Jersey policies and laws that can be found in detail in other places. We have designed this handbook to be a reference and guide to what you can expect as a student at the high school.

Please read the information found in this handbook and share it with your parents. The handbook may also be found on our web page and in First Class and is therefore accessible to all members of our educational community. Governor Livingston is a dynamic school in a rapidly changing world. We must all, therefore, understand that because things change quickly procedures, policies and laws are also subject to change during the course of the school year. Changes in policies will always be reflected in our on-line version of the handbook.

Governor Livingston High School is a vibrant learning environment for students who are truly motivated learners. Our academic programs, athletic and extracurricular opportunities are designed to meet the needs of all students. We take great pride in the accomplishments of our students and staff as they continue to excel in so many different ways. Please take advantage of your high school years, some of the most significant years of your life, to prepare for the future.

Once again, welcome to the new school year and to the next step in your educational future.

Sincerely,

Scott McKinney  
Principal

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| <b><u>Governor Livingston High School Administrative Staff</u></b> |                     |
|--|---------------------|
| Mr. Scott McKinney .....   | Principal           |
| Ms. Mary Ann McAdam .....  | Assistant Principal |
| Mr. Scott Neigel .....   | Assistant Principal |
|  |                     |

| <b><u>District Directors and Supervisors</u></b> |   |
|--|---|
| Mrs. Michele Gardner . .....                     | Supervisor Special Education  |
| Ms. Joyce Hayes.....                             | Director of Guidance  |
| Mr. Stephen E. Hopkins .....                     | Director of Health, Physical Education<br>and Athletics   |
| Dr. Patricia Martino.....                        | Director of Student Personnel Services  |
| Dr. Mary Ann Kjetsaa .....                       | District Supervisor of Business & Marketing,<br>Occupational & Technical Education,<br>Family & Consumer Sciences,<br>World Languages, Instructional Media Center |
| Mrs. Susan Rembetsy .....                        | District Supervisor of Mathematics,<br>Science, Computer Science & BSIP   |
| Mrs. Laurie Scott .....                          | District Supervisor of English, Social<br>Studies, Gifted & Talented & BSIP   |

| <b><u>Special Services</u></b>                   |  |
|--|--|
|  |  |
| Mrs. Carol Riegel, School Psychologist           |  |
| Mr. Andy D’Amato, Learning Disability Specialist |  |
| Mr. Steven Siebelts, Social Worker               |  |

| <b><u>Guidance Counselors</u></b>                |                     |
|--|---------------------|
| Mr. Christopher Coughlin                         | Mrs. Michele Morin  |
| Ms. Carolyn Dennerlein                           | Ms. Deborah Velelis |
| Ms. Marissa Gold                                 |                     |
| <b><u>Student Assistance Counselor (SAC)</u></b> |                     |
| Mr. Cliff Lauterhahn                             |                     |
|  |                     |

| <b><u>Instructional Media Center</u></b> |  |
|--|--|
| Mrs. Catherine Avino, Media Specialist   |  |

| <b><u>Technical Support</u></b>              |
|--|
| Mr. Michael D. Skara, Technology Coordinator |
| Mr. Phillippe Joachim, Computer Technician   |
| Mr. Pierre Labordes, Computer Technician     |
| Mr. Serhiy Morhun, Computer Technician       |

| <b><u>Interpreters</u></b> |
|----------------------------|
| Ms. Cathy Alexis           |
| Mrs. Elisabeth Chiminec    |
| Mrs. Lisa DeMarco          |
| Mrs. Debra Thedinga        |
| Ms. Ann Watson             |

| <b><u>Instructional Support</u></b>        |
|--|
| Ms. Alexis Bannos, Instructional Aide      |
| Ms. Renee Murillo, Instructional Aide      |
| Mrs. Mary Beth Youmans, Instructional Aide |

| <b><u>Staff</u></b> | <b><u>Custodian Staff</u></b>         |
|---------------------|---------------------------------------|
| Mrs. Maria Flamos   | Mr. John Balwierzak                   |
| Mrs. Renee Curcio   | Mr. Alan Cameron                      |
| Mrs. Arlene Emme    | Mr. John Curcio                       |
| Mrs. Judy Buldo     | Mr. Larry Czarnecki, Night Supervisor |
| Mrs. Karen Talbot   | Mr. Myron Echeverria                  |
| Mrs. Annette Milos  | Mr. Mike Gasparini                    |
| Mrs. Georgia Smith  | Mr. Guiseppe Insinga                  |
| Ms. Grace Penabad   | Mr. Robert Kreig, Head Custodian      |
| Mrs. Cheryl Gillick | Mr. Walter Rehberger                  |
| Mrs. Debra Reiss    | Mr. Michael Sharkey                   |

## Departmental Faculty List - 2009/2010

### ART

Mrs. Margaret Hodge  
Mr. Neal Korn  
Mrs. Kathy McCullough  
Mrs. Gerri Mohr  
Mrs. Jody Pfeiffer

### BUSINESS

Mr. Joseph Hubert

### CHILD STUDY TEAM

Mrs. Carol Riegel  
Mr. Andy D'Amato  
Mr. Steven Siebelts

### DEAF & HARD OF HEARING

Ms. Cynthia Manto  
Mrs. Mary Gauthier

### ENGLISH

Mrs. Jeanmarie Ciarrocca  
Mr. John Crane  
Mrs. Catherine Gilbert  
Mrs. Lindsey Gismonde  
Ms. Christine Grasso  
Mr. William Howard  
Mrs. Doreen Ladinski  
Mrs. Alexandra Poma  
Ms. Gretchen Schulthes  
Mr. Timothy Sexton  
Ms. Staci Toporek

### ESL

Ms. Susanna Klassel

### FAMILY & CONSUMER SCIENCES

Mrs. Martha Finch  
Mrs. Phyllis Heuss

### GUIDANCE

Mr. Christopher Coughlin  
Ms. Carolyn Dennerlein  
Ms. Marissa Gold  
Mr. Cliff Lauterhahn  
Mrs. Michele Morin  
Mrs. Deborah Velelis

### INSTRUCTIONAL MEDIA CENTER

Mrs. Catherine Avino

### MATHEMATICS

Mr. William Ayres  
Ms. Catherine Birstler  
Mr. Steven Ciarrocca  
Mr. William Halleran  
Mr. Steven Hess  
Mrs. Nicole Manganelli  
Mr. William Meakem  
Mr. Joseph Miceli  
Mrs. Theresa Pisano  
Ms. Laurie Rossiter  
Ms. Jenna Sorrell  
Mrs. Joan Tonto

### MUSIC

Mrs. Kathryn Connolly  
Mr. Jim Musacchio  
Mr. Nicholas O'Sullivan

### PHYS. ED. & HEALTH

Mrs. Alice Hadley – School Nurse  
Ms. Lauren Basile  
Mr. Terrance Hanratty  
Mr. Todd Hirsch – Athletic Trainer  
Mr. Richard Iacono  
Ms. Lisa Moretti  
Mr. Steven Petruzzelli  
Ms. Beryl Roman  
Mr. Christopher Roof  
Mr. Bruno Somma

### SCIENCE

Mr. William Barlettano  
Mr. Matthew Dailey  
Mrs. Lisa Dhaibar  
Mr. Gregory Dunkerton  
Mr. James Flakker  
Dr. George Kurilla  
Mr. Daniel McGovern  
Mr. Timothy McKinnon  
Mr. Frank Melchiorre  
Dr. Meredith Morgan  
Mr. Robert Nagel  
Mr. Thomas Patton  
Mr. James Rutzler

### SOCIAL STUDIES

Mr. Benjamin Bolger  
Mr. Steven Buonaspina  
Mrs. April Burke  
Mr. David Closs  
Mr. Todd Decker  
Mr. Steven Deo  
Mrs. Kimberly Fleming  
Ms. Sharon Leahy  
Mrs. Megan Lehman  
Ms. Diana Winters

### SPECIAL EDUCATION

Mrs. Linda Deegan  
Mrs. Marcy Helmstetter  
Ms. Lisa Ketcherick  
Mrs. Susan Raviv  
Ms. Beth Schank  
Mrs. Lynn Schiavo  
Mrs. Lisa Wasser-Berlin  
Mr. Michael Wong  
Mrs. Shirlane Yannuzzi

### TECH ED/INDUSTRIAL ARTS

Mr. Daniel Hewette-Guyton  
Mr. Joseph Voorhees  
Mr. Walter Wiatr

### WORLD LANGUAGES

Ms. Laura Aiello  
Mrs. Lisa DiMaggio  
Mrs. Teresa DiMartino  
Dr. Heather Hammett  
Mrs. Barbara Hedges  
Mrs. Nancy Luciano  
Ms. Jennifer Martinez  
Mrs. Irene O'Grady  
Mr. David Peck  
Mrs. Laura Reinhardt

## **MISSION**

The mission of Governor Livingston High School is to challenge students to explore, to excel, and to engage in a community of lifelong learners that fosters a culture of mutual respect, responsibility, and integrity, offering rigorous academic curricula and diverse co-curricular programs.

## **BELIEFS**

- We believe education is a life-long process which requires educators, parents, students, and members of the community to work cooperatively so that each student will have the opportunity to reach his/her fullest potential and enhance his/her self image in an evolving democratic and ever-changing technological society.
- We believe students have the right to a quality education and the responsibility to accept their roles as active members in a learning partnership with the educational system.
- We believe it is the responsibility of the administration, faculty, students, staff and community to provide a learning environment, which fosters intellectual growth and free expression of ideas.
- We believe the scope of the curriculum offerings should reflect the intellectual, the cultural, aesthetic, physical, social, vocational, and technological needs and interests of the students.
- We believe the curriculum should be designed to foster the development of firm academic, problem solving, decision-making, communication, and critical thinking skills.
- We believe it is the responsibility of the school to promote an appreciation for the inherent dignity and rights of all people. Students should be exposed to the cultural perspectives of their community and the diversity of society and be made aware of the role as responsible members. The school must guide students to become informed about and involved with balancing the global ecology.
- We believe the goals of the school program should reflect the educational goals of the community, the Berkeley Heights School District, and the state.

## **GOVERNOR LIVINGSTON OBJECTIVES**

- To encourage students to view the learning process as a lifelong pursuit.
- To help students to develop a sense of self-worth and to realize their fullest potential.
- To provide a rich learning environment through the collaborative efforts of the administration, faculty, students, staff, and community.
- To encourage students to participate actively in the learning process and in the total school experience.
- To encourage students to keep abreast of technological developments that will have an impact on their lives.
- To provide a varied curriculum addressing individual learning styles which offers students opportunities to develop a firm academic base, physical well being, cultural and aesthetic appreciation, and necessary life skills for personal and career success.
- To encourage students to be aware of the cultural diversity of their community and of their roles and responsibilities in that community.
- To increase positive social interaction and school spirit.
- To assist students in developing self-control and self-discipline.
- To encourage development of ethical principles and values.

## **Academics**

### **Academic Integrity**

Academic integrity is founded upon the values of personal honesty and ethical behavior. It involves the honest presentation of one's own work and the responsible, cited use of the work, words, or ideas of others. Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will not be tolerated at Governor Livingston High School. This includes, but is not limited to, cheating on tests (including midterm or final exams), copying the work of others, falsification of data, and failure to properly cite the works, words, or ideas of others. When a student participates in academic dishonesty:

- 1) The student will receive a zero as a grade
- 2) The parent/ guardian will be notified
- 3) The Supervisor and Assistant Principal will be notified
- 4) The student may be excluded from Honor Societies.
- 5) The student may be subject to disciplinary action.

Governor Livingston High School reserves the right to verify student work electronically using online plagiarism prevention programs and databases. Each department may also enforce subject specific integrity standards that will be disclosed at the start of the academic year.

### **Appropriate Use of Technology**

Internet access and the use of computer equipment and networks is a privilege. All files saved to school servers are public networks and subject to administrative action without prior notice. Please refer to the District Acceptable Use Form for detailed information. Violations of the Acceptable Use Policy or unauthorized or inappropriate use of any school technology will result in disciplinary consequences.

### **Pass/Fail Option**

- A. The purpose of the pass/fail option is to encourage students to explore aspects of the curriculum in which they may be interested, but which they usually would not select for study.
- B. A student with six subjects or more in a semester may elect one of these courses that semester on a pass/fail basis. A student with seven subjects or more scheduled for both semesters may elect one of these courses each semester or one full-year course on a pass/fail basis. There are exceptions: no student may elect pass/fail for the four years of English, one year of World History and Cultures, two years of United States history, three years of mathematics, or three years of science required for graduation. Nor is it possible to elect physical education and health as pass/fail courses.
- C. All pass/fail options must be so indicated in writing to the counselor no later than the end of the fourth week of the first marking period of the course. The written request must include parent signature. Prior to electing a course for pass/fail, a student must discuss with his/her counselor the impact of this option on his/her educational objectives.
- D. If a student elects pass/fail in a full-year subject, three of the four marking periods must be passed; one of these three must be the last marking period. If a student elects pass/fail in a one-semester course, both marking periods must be passed (NOTE: A pass/fail grade is not included in computing a student's GPA. A fail grade (F) will be included in computing a student's GPA. A fail grade (F) will be included when a student's record is reviewed for the honor roll and the eligibility list for National Honor Society.

### **Progress Reports**

PowerSchool's Parent/Student Access Portal permits students and parents to monitor grades and attendance throughout the school year. Therefore, progress reports will no longer be mailed. If internet access is not available, please contact the guidance department to make alternative arrangements.

**Grading System**

|               |   |
|---------------|---|
| A+ = 95 - 100 | P = Passing or Satisfactory in Pass/Fail course   |
| A = 90 - 94   |   |
| B+ = 85 - 89  | U = Failing or Unsatisfactory in Pass/Fail course |
| B = 80 - 84   |   |
| C+ = 75 - 79  | ME = Medical Excuse, Phys. Ed Only                |
| C = 70 - 74   |   |
| D+ = 65 - 69  | I = Incomplete, Becomes F after 10 school days    |
| D = 60 - 64   |   |
| F = 40 - 59   | W = Withdrew                                      |
|               | WP = Withdrew Passing                             |
|               | WF = Withdrew Failing                             |
|               | NG = No Grade, Phys. Ed. Only                     |
|               | NC = No credit                                    |
|               | EX = Exempt from exam                             |
|               | AU = Audit  |

Semester and final averages will be calculated using the following formulas:

**Semester Course:**

| Marking Period | Weight of Grade |
|----------------|-----------------|
| 1              | 2/5             |
| 2              | 2/5             |
| Final Exam     | 1/5             |

Final Average:  $\frac{(\text{MP1 Grade} \times 2) + (\text{MP2 Grade} \times 2) + \text{Final Exam Grade}}{5}$

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**Full Year Course:**

| Marking Period | Weight of Grade |
|----------------|-----------------|
| 1              | 2/10            |
| 2              | 2/10            |
| Midterm Exam   | 1/10            |
| 3              | 2/10            |
| 4              | 2/10            |
| Final Exam     | 1/10            |

Final Average:  $\frac{(\text{MP1} \times 2) + (\text{MP2} \times 2) + \text{Midterm Exam} + (\text{MP3} \times 2) + (\text{MP4} \times 2) + \text{Final Exam}}{10}$

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**GPA Calculation:** The following final grades earn the corresponding quality points for the purpose of calculating a student's grade point average.

A+ = 4.5

A = 4.0

B+ = 3.5

B = 3.0

C+ = 2.5

C = 2.0

D+ = 1.5

D = 1.0

F = 0.0

GPA is calculated by first multiplying the earned quality points by the potential credits of each course. The sum of all these calculations is then divided by the sum of all potential credits.

Please note that although credit towards graduation may be earned in programs outside of Governor Livingston, no course taken outside of Governor Livingston will be used to compute the GPA.

### **Auditing a Course**

Audits will be offered to students only under extenuating circumstances with approval of the principal. Requests for audits should be made to the principal prior to the start of the school year. Students in an audit status are required to complete all activities and assignments required of students taking the course for credit, including midterm and final exams. Audit status notification will appear on the student's transcript. All attendance policies apply to students auditing classes as they do for those taking courses for credit. Students may not change from audit to credit status.

### **Report Cards**

Report cards will be distributed four times each year at the end of each marking period. Marking periods are approximately 45 days in duration. Parents should expect report cards in November, February, April and June.

### **Honor Roll**

High Honor Roll: Student receives a grade of 90 or above in all courses.

Honor Roll: Student receives a grade of 85 or above in all courses.

### **Student Schedule: Course Drop/Add procedures**

1. Any schedule change request after the summer schedule mailing must be presented to the Change Committee.
  - a. Change committee meetings are scheduled after one full schedule rotation at the start of each semester and take place after school.
  - b. A student must request this meeting through his/her guidance counselor.
  - c. A form will be completed and signed by student and parent and returned to guidance director
  - d. A meeting after school will be arranged on a first come first serve basis. Only compelling reasons for changes will be addressed
  - e. The committee will make a determination the same day. Students will have the opportunity to appeal the decision of the committee by putting a request in writing to the principal within 48 hours
2. Students must carry a schedule of at least 35 credits unless approved by administration.
3. All course drops after the change committee meetings have concluded are subject to the approval of the administration.

### **Level Changes**

1. Requests for level changes must be made prior to December 15.
2. Students requesting a level change should put in writing their reason for request through the counselor to the subject supervisor.
3. The counselor will forward the request to the appropriate supervisor after counseling the student.

### **Grading of a Dropped Course**

1. Courses dropped through change committee will not appear on the student's transcript.
2. Following the change committee deadlines, any dropped courses will be recorded on the report card and transcript with a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF). Both grades have a value of "0".
3. A student dropped from a subject any time during the course for disciplinary reasons will receive no credit.
4. A student who drops a full-year course at the end of one semester will not receive graduation credit for that semester.

### **Final/Midterm Exams**

1. A final examination, product or project is required in all subjects except Physical Education, Math and English Strategies, and various quarter courses
2. All students must take their exams at the scheduled time of the scheduled day. In the event of extraordinary circumstances students will be permitted to take his/her exam(s) at an alternate date with the approval of the principal. Exams not made up within 10 days will result in the failure of the exam.
3. Students who fail to complete a midterm or final exam will receive a zero for an exam grade. A zero grade on an exam may impact a student's ability to earn credit in that course.
4. Students are required to be in attendance for the entire exam period. No requests to be dismissed early will be honored.

### **Final Examination Exemption**

1. Senior year students may be exempt from final examinations. A senior is defined, for this purpose, as a student who has earned at least 100 credits as of September.
2. Exemptions will be granted during the senior year for full-year courses or one-semester courses in either semester of the school year.
3. Exemptions will be based on a cumulative average of "A" or greater achieved during the third and fourth marking periods of a full-year course, or a cumulative average of "A" or greater over both marking periods of a one-semester course. The cumulative average shall be the average of both marking period report card grades.
4. Students who qualify for an examination exemption may elect to take the examination if they wish; however, the final examination will be used in calculating the final average in the course in all such cases.
5. For students exempt from a final examination, the final average will be computed on the basis of the recorded grades.
6. Any senior who is exempt from a final examination is required to report to class on the day of the examination.
7. Any student who takes the Advanced Placement exam may be exempt from the course final.
8. Any student who has unauthorized absences in a class may have his/her final exam exemption privilege rescinded.

### **Physical Education**

Physical Education is required of all students for each year they are in attendance. Athletes are not exempt from this requirement. All athletes in season are required to dress and participate each day, including the day of an athletic contest.

All students are required to participate in physical education. Any student who is excused from participating must dress unless he/she has a note from the parent stating otherwise or is excused from P.E. by the nurse or teacher. Students excused from gym for three days or less must have a written note from a parent. Those excused for more than three days must have a written note from a doctor stating the diagnosis and the duration of exclusion from physical education. Students cannot resume P.E. or sports activities after a serious illness or injury without a medical release from the student's physician. Students are to bring the parent notes directly to the P.E. teacher and any doctor notes to the nurse at the beginning of their scheduled time block for physical education. New physician documentation must be submitted each school year for any restrictions or exclusions for the student's physical education program.

### **Grading Policy**

A student's grade will be based on his/her participation in physical education and will include the following criteria for each marking period:

|                                     |     |
|-------------------------------------|-----|
| Attitude and Effort                 | 50% |
| Knowledge (Observation and Testing) | 25% |
| Skill (Observation and Testing)     | 25% |

Any student who is unprepared five or more times will fail for the marking period.

### **Supplementary Grades**

- ME When there is a Medical Excuse for more than 50% of class time, a grade of ME is recorded.
  - 1. When a student receives an ME for one marking period of the Health/PE or Physical Education semester course, 1.25 credits will be granted.
- I Incomplete. After 10 days of incomplete work, the grade becomes 0.0
- NC No credit. Insufficient time in class (see below)
  - 1. A student will receive a grade of NG if there are an insufficient number of marks to warrant a grade. NOTE: A marking period requires 30 days of participation in PE.

### **Health**

The curriculum for Health Education and listing of instructional materials will be available in the Instructional Media Center for review by parents.

- Grade 9 A Study of the Body in Action, Understanding Yourself, Social Problems, Family Life
- Grade 10 Driver Education, Highway System, Preparing to Drive, Basic Maneuvers, Decision Making and Driving, Driving Laws, System Failures, Motorcycles, Career Opportunities
- Grade 11 Social Health Problems, Cardiopulmonary Resuscitation, Standard First Aid, Disease, Alcoholism, Drug Abuse, Obtaining Health Care, Public Health, and Environmental Health
- Grade 12 Seminar in Family Life Education, Mental Health, and Contemporary Health Issues.

### **Family Life Education**

Any pupil whose parents/guardians present to the principal of the high school attended by such student a written statement signed by the parent/guardian that any part of the instruction in the family life education program is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the program where such instruction is being given and no penalties as to credit or graduation shall result there from.

## Athletic and Co-Curricular Programs

### Varsity Sports

| Fall Sports  | Winter Sports   | Spring Sports   |
|--|---|---|
| Football:<br>Head Coach: <u>Terry Hanratty</u><br><i>Varsity JV Freshman</i>             | Boys Basketball:<br>Head Coach: <u>Steve Petruzzelli</u><br><i>Varsity JV Freshman</i>                              | Baseball:<br>Head Coach: <u>Chris Roof</u><br><i>Varsity JV Freshman</i>  |
| Boys Soccer:<br>Head Coach: <u>Bruno Somma</u><br><i>Varsity JV Freshman</i>             | Girls Basketball:<br>Head Coach: <u>Andy Silvagni</u><br><i>Varsity JV Freshman</i>                                 | Softball:<br>Head Coach: <u>Rick Iacono</u><br><i>Varsity JV Freshman</i>   |
| Girls Soccer:<br>Head Coach: <u>Mike Roof</u><br><i>Varsity JV Freshman</i>              | Wrestling:<br>Head Coach: <u>Rick Iacono</u><br><i>Varsity JV</i>   | Boys Lacrosse:<br>Head Coach: <u>Tyler Brown</u><br><i>Varsity JV</i>   |
| Field Hockey:<br>Head Coach: <u>Christina Allian</u><br><i>Varsity JV Freshman</i>       | Ice Hockey:<br>Head Coach: <u>Dave Scales</u><br><i>Varsity</i>   | Girls Lacrosse:<br>Head Coach: <u>Kristy Annussek</u><br><i>Varsity JV Freshman</i>                                     |
| Girls Tennis:<br>Head Coach: <u>Bill Meakem</u><br><i>Varsity JV</i>                     | Fencing:<br>Head Coach: <u>Vincent Paragano</u><br><i>Varsity JV Freshman</i>                                       | Boys Tennis:<br>Head Coach: <u>Bill Meakem</u><br><i>Varsity JV</i>   |
| Cross Country:<br>Head Coach: <u>Chris Coughlin</u><br><i>Varsity</i>                    | Winter Track:<br>Boys Head Coach: <u>Joseph Hubert</u><br>Girls Head Coach: <u>Chris Coughlin</u><br><i>Varsity</i> | Boys/Girls Track:<br>Boys Head Coach: <u>Joseph Hubert</u><br>Girls Head Coach: <u>Chris Coughlin</u><br><i>Varsity</i> |
| Cheerleading (Fall and Winter):<br>Head Coach: <u>Staci Toporek</u><br><i>Varsity JV</i> | Coed Bowling<br>Head Coach: <u>John Crane</u><br><i>Varsity</i>   | Coed Golf :<br>Head Coach: <u>Sharon Leahy</u><br><i>Varsity</i>  |
|  | Boys/Girls Swimming<br>Head Coach: <u>David Closs</u><br><i>Varsity</i>   |   |

### Attendance

In order to be eligible to participate in a student activity or athletics (game or practice) on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half- day schedule, students are expected to be present in school for the entire day.

## **Academic Performance Standards for Participating in Athletic and Other Co-curricular Activities**

It is the responsibility of local school districts to ensure that students participating in athletics and other co-curricular activities maintain a standard of academic performance that is consistent with the primary mission of the schools. This mission is to provide an effective and appropriate education for all pupils and to establish acceptable standards of pupil performance.

Therefore, the standards listed below, which are those adopted by the New Jersey State Interscholastic Athletic Association will serve as the policy of the Berkeley Heights Board of Education for athletics and other co-curricular activities.

1. The New Jersey State Board of Education has adopted revised regulations addressing high school graduation. All students will be required to pass 27.5 credits during the immediate preceding school year, including summer school, to be eligible for the First Semester, and all students must be passing 13.75 credits on January 31 to be eligible for the Second Semester.
2. The above paragraph shall not apply to incoming ninth grade students from the constituent districts during the first semester.
3. A pupil eligible at the beginning of an activity shall be allowed to finish that activity.

Students who turn nineteen years of age prior to September 1<sup>st</sup> of the school year are not eligible to participate in interscholastic sports. Students who turn 19 years of age on or after September 1<sup>st</sup> of the school year are eligible to participate in interscholastic sports for the ensuing school year.

### **Conduct of Athletes**

All student-athletes are representatives of Governor Livingston High School and of their communities of Berkeley Heights and Mountainside. All student-athletes are required to sign an Athletic Participation Form which signifies that the student-athlete agrees to engage in proper conduct and responsible behavior on and off the athletic field.

### **Athletic Contests**

Good sportsmanship on the part of the players and spectators is expected. Access to the fields by vehicular traffic is prohibited. All spectators, except for the handicapped, must walk to the fields.

### **Spectator Conduct**

1. Smoking on school grounds is prohibited
2. Liquid refreshments in the gym are prohibited
3. Consumption of alcoholic beverages is prohibited
4. Mechanical noise makers are prohibited
5. Whistling is prohibited
6. Signs or banners are prohibited
7. Cheer your team in a positive manner
8. Display good sportsmanship

### **Co-Curricular Activities**

Governor Livingston High School invites and encourages active student participation in its co-curricular program. We seek to provide the kind of environment, which fosters existing activities and makes the initiation and development of new clubs and activities unrestricted.

In order to be eligible to participate in a student activity or athletic event on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half- day schedule, students are expected to be present in school for the entire day.

**Clubs/Activities**

|   |  |
|---|--|
| Academic Team:                                | Advisors: Ms. Diana Winters                        |
| Art Club:                                     | Advisor: Mrs. Mohr                                 |
| Athletic Honor Society:                       | Advisor: Mr. Lauterhahn                            |
| Chess Club:                                   | Advisor: Mrs. Avino                                |
| Computer Club:                                | Advisor: Mr. Ciarrocca                             |
| The Claymore:                                 | Advisor: Ms. Schulthes                             |
| Drama Club:                                   | Advisor: Ms. Winters, Mr. Miceli                   |
| Ensemble Jazz Band:                           | Advisor: Mr. Ayres                                 |
| Environmental Club:                           | Advisor: Mr. Rutzler                               |
| French Club/Hon. Society:                     | Advisor: Mr. Peck                                  |
| Future Business Leaders of America            | Advisor: Mr. Hubert                                |
| Highlander Band:                              | Advisor: Mr. Nicholas O’Sullivan                   |
| Highlander Newspaper:                         | Advisor: Mrs. Ladinski                             |
| Interact:                                     | Advisor: Mrs. Ladinski, Ms. Leahy                  |
| Italian Club/Hon. Society:                    | Advisor: Mrs. Luciano                              |
| JR. Statesmen of America                      | Advisor: Mr. Decker                                |
| Jr. NAD                                       | Advisors: Ms. B. Schank, Ms. Manto                 |
| Latin Club/Hon. Society                       | Advisor: Mrs. Hedges                               |
| Literary Magazine:                            | Advisor: Mrs. Gismonde                             |
| Link Crew                                     | Advisor: Mrs. Dhaibar, Mr. Melchiorre, Ms. Toporek |
| Math League Team:                             | Advisor: Mr. Hess                                  |
| Mu Alpha Theta                                | Advisor: Mr. Hess                                  |
| National Honor Society:                       | Advisor: Ms. Poma                                  |
| National Art Honor Society                    | Advisor: Mr. Korn                                  |
| Pipe Band                                     | Advisor: Mr. Bolger                                |
| Quill and Scroll                              | Advisor: Mrs. Ladinski                             |
| Science Team:                                 | Advisors: Dr. Morgan and Mr. Rutzler               |
| Sign Language Club:                           | Advisor: Ms. B. Schank                             |
| Spanish Club/Hon. Society                     | Advisor: Mrs. O’Grady                              |
| Student Council:                              | Advisors: Mr. Bolger and Mrs. O’Grady              |
| Student Auxiliary                             | Advisor: Mrs. Heuss                                |
| Tech Xplore:                                  | Advisor: Mr. Rutzler                               |
| Turning Recreational Events in New Directions | Advisor: Mr. Lauterhahn                            |

**Class Advisors**

|                |                                  |
|----------------|----------------------------------|
| Senior.....    | Staci Toporek, Lisa Dhaibar      |
| Junior.....    | Steve Ciarrocca, Alice Hadley    |
| Sophomore..... | Frank Melchiorre, Alexandra Poma |
| Freshmen.....  | Carolyn Dennerlein, Marissa Gold |

**Student Council Officers**

|                              |                  |
|------------------------------|------------------|
| President.....               | John McNamara    |
| Vice President .....         | Nicholas Kutsop  |
| Corresponding Secretary..... | Arielle Wortzel  |
| Recording Secretary.....     | Mallory Corrigan |
| Treasurer.....               | Dylan Bucossi    |

*\*Descriptions of all clubs and activities can be found on First Class.*

## **Honor Societies**

### **National Honor Society**

Students are to be selected for membership in the National Honor Society on the basis of having demonstrated the four criteria of scholarship, character, leadership and service, which will be used as the basis for election. Following are definitions of Scholarship, Character, Leadership, and Service.

#### **A. Scholarship**

Scholarship is a distinguishing feature or trait of an individual, which is indicated by academic achievement.

1. Students in the Junior Class are eligible for membership, provided that each student has an overall final average of a 3.75 or higher. Grades through the end of the 5<sup>th</sup> semester will be used to compute the final average; i.e., a final average of 3.75 or higher must be achieved based upon all courses taken for credit through the 5<sup>th</sup> semester.
2. Students in the Senior Class, not previously elected to membership, are eligible, provided that each student has a final average of a 3.75 or higher. (As above, a final average of 3.75 including all courses taken for credit through the 6<sup>th</sup> and/or 7<sup>th</sup> semester will be used.)

#### **B. Character**

Character is what a person is; reputation is what a person is thought to be. Character is a distinguishing feature or trait of an individual, which is indicative of mature, responsible behavior. Character may be demonstrated by possessing qualities such as:

- Honesty
- Responsibility for completion of obligations
- Considerate behavior toward others
- Appropriate conduct without major or repeated disciplinary infractions
- Regular school attendance without excessive or unwarranted absence or tardiness

Any student found by the faculty or administration to be in violation of the Student Code of Conduct, and especially the Governor Livingston Academic Integrity policy, may lose the ability to be a member of the National Honor Society.

#### **C. Leadership**

Leadership is a distinguishing feature or trait of an individual, which is demonstrated by the ability to influence others toward positive goals. Leadership may be demonstrated by:

Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties required.

Influencing others by promoting constructive activities within the classroom, the school and community.

#### **D. Service**

Service is demonstrated by participation in a service-oriented club or activity, which entails the student's involvement inside or outside the school environment.

### **Athletic Honor Society**

- A. The student must be a junior or a senior at Governor Livingston High School.
- B. The student must have lettered in at least two sports and must have satisfactorily performed in at least one athletic activity per year to be eligible.
- C. The student must consistently exhibit exemplary behavior in the classroom and at school functions and activities. Students who have been suspended, who have chronic conduct violations, or who have violated the athletic code of conduct will be ineligible.

- D. Initial student/athlete eligibility for “Varsity A” recognition will accrue after the first semester of the athlete’s junior year. At this time, the student must have a G.P.A. of 3.5 or higher in all courses taken through the fifth semester and have earned two varsity letters. An athlete who is projected to earn a letter in the spring and has attained a 3.5 G.P.A. or better after the fifth semester is also eligible. *If the student does not meet said criteria, a review will be held at the conclusion of the student’s junior year (all courses taken through the sixth semester). Similarly, a review of the athlete’s G.P.A. will be conducted at the conclusion of the first semester of the student’s senior year.*

|                          |   |
|--------------------------|---|
| <b>ASLHS:</b>            | American Sign Language Honor Society. Students must have completed ASL 1 and be currently enrolled in ASL 2 or 3. Students must have an A average (3.75 or better) in all ASL classes. Students must have a minimum overall GPA of 3.2. Students must complete 5 hours of community service using ASL &/or benefiting the Deaf Community (may include peer tutoring, visitations, involvement in community activities). |
| <b>French NHS:</b>       | French Honor Society. Entry is by academic achievement. A French III, IV, or V student who each year earns a 3.75 or better, will be inducted at a ceremony in the fall of the next academic year.  |
| <b>Latin NHS:</b>        | Latin Honor Society. Students must have an A/4.0/90 average in Latin and be an active member in good standing of the Junior Classical League. Students are eligible upon completion of Latin I. Students must be enrolled in the sequential year of the language and must fulfill requirements each year to be eligible.  |
| <b>Italian NHS:</b>      | Italian Honor Society. To be inducted into the Italian Honor society a student must have completed the third level of Italian (Italian 3), must be enrolled in the next level of the language (Italian 4/ Italian 5) and must have an average of 90 or above in all levels completed.   |
| <b>NAHS:</b>             | National Art Honor Society. Recognizes students who have achieved high standards in the art program. A student must have completed at least 4 art classes with a B+ average or better.  |
| <b>Quill and Scroll:</b> | Writing Honor Society. Recognizes students with outstanding writing abilities.  |
| <b>SHS:</b>              | Spanish Honor Society. Students inducted offer their services as tutors to students who need help in Spanish. The members must continue their study of Spanish in high school and maintain an A-A+ average in the language.   |
| <b>Mu Alpha Theta:</b>   | Mathematics Honor Society. Recognizes academic achievement in mathematics. The student must have completed five semesters of honors or regular math courses, or have completed four semesters and be enrolled in a fifth. The student must have earned a 3.75 or better in all math courses and be recommended by the faculty and administration.   |

## ATTENDANCE

### Parent/Guardian Responsibilities

- To make your child’s school attendance your first priority for all 180 days;
- To support the integrity of the attendance policy by accurately and punctually reporting your child’s absence from school;
- To provide a dated note explaining the reason for a date of your child’s absence immediately upon his/her return to school or, when possible in advance;
- To appreciate the correlation between regular attendance and academic achievement;
- To be aware of the dates of your child’s absences. Please check Parent Portal regularly;
- To inform your child that you do not condone illegal class absences (cutting);
- To know that class cutting and any other unexcused absence will result in a zero for class participation and a zero for any test/quiz missed without the opportunity for make-up;
- To direct your child to meet with teachers about work missed during his/her absence;
- To schedule medical/dental appointments, college visitation, and other non-school-sponsored matters outside school hours;
- To participate in meetings/reviews cited in the attendance procedure.

## Student Attendance

Achievement in school requires good attendance. There are three primary ways of assisting students to increase attendance:

- Through counseling services
- Through community intervention and social services if appropriate
- Through consequences imposed by the school

In order to be eligible to participate in a student activity or athletic event on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half- day schedule, students are expected to be present in school for the entire day.

## School-Sponsored Activities

A student not present in class because of a school-sponsored activity such as a field trip, musical or drama performance, athletic event, debate, student council meeting, etc., is recorded as present; therefore, this attendance policy does not apply in such instances. Involvement in school-sponsored activities is considered important and valuable for student growth. It shall be the student's responsibility, prior to being excused from a class for any of the above reasons, to see each teacher whose class will be missed the following day and to learn what homework or class assignments need to be done. The teacher and the student should arrive at a due date for this work.

## Student Absence

- A student who is receiving bedside instruction through the school is recorded as being in attendance.
- Each course has an attendance requirement, which stipulates that a student attends all scheduled sessions. A student will be placed in no credit status for the course, regardless of grades earned, if he/she is absent from the course (a mark of NC will be reflected in the student transcript and report card):
  - 9 days or more in a 2.5 credit course
  - 18 days or more in a 5.0 credit course
- Any and all absences will be recorded in the attendance register excluding school-related activities. Religious holidays approved by the State Board of Education will be recorded as an "R." If a parent receives notification that his/her child exceeded the allotted number of days and wishes to seek an appeal, he/she may do so by notifying the assistant principal, in writing, **within five (5) school days** of receipt of notification. This deadline will be indicated on the attendance notification letter.
- The assistant principal or designee shall review the student's record when notified by a teacher that a student has reached the following absences:
  - 5<sup>th</sup> absence in a 2.5 credit course
  - 9<sup>th</sup> and 15<sup>th</sup> absences in a 5.0 credit course.
- The Attendance Appeals Committee will handle parent request for attendance appeals. The committee shall consist of an assistant principal, school nurse, two teachers, and the individual student's counselor. The committee shall review all pertinent data and interview the parent and student before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. If a parent or student wishes to appeal the decision of the committee, he/she may do so by contacting the principal.
- Truancy shall be defined, as an absence from school not excused by the school administration. Students, at the discretion of the principal, may be charged with a class cut for each class missed during truancy.
- Consideration will be given by the principal for exemptions to the attendance policy in the case of extreme or unusual circumstances.

## Procedures

### A. Sign-Out Procedure

Students will not be permitted to leave the school building during school hours, including common lunch, for any reason, except under extenuating circumstances that must be pre-approved by the principal or designee.

### B. Unauthorized Absences

1. If a student is truant from school, parents/guardians will be notified as soon as possible. A conference with the student and/or parent/guardian is required to determine the appropriate course of action, which may include administrative detention or out-of-school suspension.
2. Students who are absent from class without authorization shall be referred to the assistant principal for cutting class. A total of three (3) cuts in a course shall result in loss of credit in that subject. Disciplinary action to be taken for cutting is as follows:
  - 1<sup>st</sup> Cut: Administrative detention or out-of-school suspension.
  - 2<sup>nd</sup> Cut: 2 Administrative detentions or out-of-school suspension.
  - 3<sup>rd</sup> Cut: Loss of credit in class.

Parents/guardians will be notified by letter and/or personal contact when their child cuts class. A registered letter will be sent after the second cut. After the third cut, the student's permanent record will show that the student has lost credit for the course and NC will appear on the report card and transcript. The student is required to continue attending and complete all work in the class.

### C. Make -Up Work for Absences

A student who is absent from class for any reason is required to make arrangements with his/her teachers on the day he/she returns to make up the assignments missed in order to receive credit for that work. The period of time for makeup will be determined by the teacher, keeping in mind the needs of the student and the amount of work to be made up. Long term assignments are due the day the student returns to school.

At the discretion of the teacher, students who miss assignments, tests, or quizzes due to tardiness may be required to complete or turn in work prior to leaving school on that day. This may take place during the common lunch, a study hall, after school, or at a mutually agreed upon time at the teacher's discretion. These procedures will be established by each individual teacher at the beginning of each school year. Failure to do so may result in a grade of zero for the missed assignment, test, or quiz.

Students who are absent due to field trips or other school activities are expected to meet all deadlines and should make arrangements with each individual teacher to make up work **prior** to the activity.

### D. Absentee Notes

A note from a parent/guardian of a student will be required on the day the pupil returns to school. Excuse notes for absences may be submitted on a day prior to the absence, indicating the hours to be missed, on the specified day. Any student absence not documented by a note from a parent or physician will be recorded as truancy.

## Tardiness

Students who arrive late are missing valuable class time and are disrupting the learning of other students.

- A. Excessive tardiness may result in disciplinary action.
- B. A student who missed more than half a class period will have an absence recorded.
- C. Any student who arrives at school after the regular start time must report directly to the attendance clerk located in the main office in order to be admitted to school. Failure to follow this procedure will result in disciplinary action.

## Student Conduct

The Student Code of Conduct at GLHS is based upon the underlying belief that all students have the right to learn and all teachers have the right to teach. It is the goal of the Code of Conduct that students become independently responsible for their own behavior. However, situations do arise which require action on the part of the school to modify student behavior in order to meet the expectations of the student code of conduct. Infractions brought to the attention of the administration will be given the appropriate time and consideration. However, each disciplinary matter or incident will be treated individually. Students will be held responsible for the accuracy of the information that they provide regarding any incident. Lack of knowledge of school rules will not be taken as an excuse for breaking school rules.

There are seven levels of discipline:

**Teacher Detention:** The first level of discipline. For infractions of classroom rules, teachers should have students report to them before or after school. The length of the detention is determined by the teacher.

**Office Detention:** For minor infractions of the code-of-conduct and repeated violations of class rules. Office detentions are assigned by the Assistant Principals. Office Detention is run on Tuesday, Wednesday, and Thursday afternoons from 3:00 – 3:45.

**Restricted Lunch:** For repeated or more serious violations of the student code of conduct or inappropriate lunch time behavior. Students assigned to restricted lunch must report to the assigned classroom by 11:00 and remain for the duration of the lunch period.

**90 Minute Administrative Detention:** For more serious or repeated violations of the code of conduct. 90 minute Administrative Detentions are assigned by the Assistant Principals. These detentions are held on weekday afternoons from 3:00 to 4:30 or Saturday mornings from 8:30 to 10:00.

**Administrative Detention:** For gross or repeated violations of the code of conduct. Administrative Detentions are assigned by the Assistant Principals. These detentions are held on weekday afternoons from 3:00 to 6:00 or Saturday mornings from 8:30 am to 12:30 pm.

**Out of School Suspension:** New Jersey Statute 18A; 3702: ... “Any pupil who is guilty of continued willful disobedience, or of open defiance of authority of any teacher or person having authority over him (or her), or of habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension from school.”

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Berkeley Heights Board of Education, acting upon the recommendation of the administration.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils, shall cause a pupil to be suspended upon the first offense.

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work, incomplete assignments will result in a grade of zero. Students will not be readmitted without a parent/guardian conference.

Please note that gross violations of the student code of conduct can result in police notification and possibly filing of charges. Suspensions generally are assigned for a period of 1-10 days.

New Jersey Statute 18A:

“Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of authority of any teacher or person having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils; and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substance on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.”

**Expulsion:** Expulsion refers to discontinuing the educational services of a student. (N.J.S.A. 18A:37-2 to 18A:37-5).

## **Bullying, Harassment, and Intimidation (BP- 5512.01)**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation or bullying.

### **Definition**

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. A student who believes that he/she is subject to harassment, intimidation, or bullying should report it immediately to an adult in authority and not respond in a way that will make the situation worse, either verbally or physically.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

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

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measure as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### **Hazing (BP – 5512)**

The Board of Education prohibits acts of hazing. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Hazing, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate hazing.

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

The district prohibits active and passive support for hazing. All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

### **Common Areas and Lunch Behavior**

Students are expected to be cooperative members of the school community and therefore are responsible for maintaining the cleanliness of the common eating areas at all times. Students shall discard all garbage and debris in the appropriate receptacles provided in each of the common areas. Recyclables are to be placed in the appropriate bins. Students will be held responsible for the cleanliness of the table(s) at which they are present at any point during the lunch period. Students reported for not maintaining or cleaning their areas as well as students considered disruptive or insubordinate during lunch will be subject to disciplinary action.

### **Gambling**

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice, or any other activity construed by the school administration as gambling. Items perceived to be used for the purpose of gambling may be confiscated. Violators will be subject to disciplinary consequences and possible legal action.

### **Theft**

Students are discouraged from bringing any items of value to school including electronic devices, jewelry, etc. The school is not responsible for damage to or loss of personal property. Should a theft occur, please report it to an administrator. All thefts will be reported to the Berkeley Heights Police.

### **Electronic Listening Devices (radios, walkman, cassette/CD players, I-pods, MP3 players)**

It is recommended that students not bring radios, audio players, and any other audiovisual devices to school. If a student chooses to bring them to school, GLHS is not responsible for the item if it is lost or stolen. Students are allowed to listen to audio devices in the building before and after school and during non-instructional time, or in an instructional setting with the teacher's permission. Use of listening devices at inappropriate times may result in the confiscation of the device.

### **Cell Phones**

It is recommended that students not bring cell phones to the school. If a student chooses to bring a cell phone to school GLHS is not responsible for the loss or theft of the item. Cell Phones are to be off and away during all academic related activities. Cell phones (and other communicative devices) create class disruptions and potential issues concerning academic integrity.

- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school rules.
- The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities.
- Whether or not when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of violation.
- Remember: cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

### **Recording Devices**

Photography, videotaping and audio recording is strictly prohibited during school hours or at school-sanctioned events unless approved by the Administration. Furthermore, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment or intimidation and subject to disciplinary consequences. All unauthorized use of this equipment may result in confiscation and/or search of the device.

### **Student Dismissal and Transportation Conduct**

Governor Livingston High School offers its student body a large number of extra-curricular opportunities in a wide variety of areas. Many of these opportunities take place at the end of the school day. All students not participating in a school sponsored activity or not under the direct supervision of a district employee are expected to leave school property at dismissal.

Any means of transportation provided by the Board of Education is considered school property. Therefore, school rules are in effect during the period of time students are transported. All rules stated in the student/parent handbook apply.

### **Smoking and Use of Tobacco**

In accordance with New Jersey state law and Board of Education Policy (BP 7434), smoking is prohibited on all school grounds. The use of chewing tobacco, snuff, "chew", etc. is also prohibited on school grounds.

The possession of cigarettes, as well as the use and/or possession of any other tobacco products, lighters, matches, or other paraphernalia on school property or at any school sponsored activity are prohibited. These items are subject to confiscation and students will face disciplinary consequences.

## **Dress and Grooming**

Students are expected to dress in a neat, clean and appropriate manner. Governor Livingston is a serious academic high school. As such, when in doubt, student dress should be conservative and modest.

The following would be examples of apparel appropriate to the school setting:

- Button down shirts/blouses
- Golf shirts
- Long pants/jeans
- Shorts and skirts – hems should reach to the end of the fingertips when the arms of the student hang naturally at the side
- Appropriately sized clothing

The following would be examples of apparel inappropriate to the school setting:

- Muscle shirts/Tank tops/Halter tops/spaghetti straps
- Bare midriffs
- Exposed underwear
- Clothing or accessories that create a safety risk
- Sunglasses (unless prescribed by a doctor)
- T-shirts with inappropriate messages (for example: alcohol, language, symbols, drugs, etc.)
- Headwear such as hats, hoods, or bandanas worn in the building
- Any other item of apparel that would materially or substantially interfere with the operation of the school

Repeated violations of the dress code may result in disciplinary action.

The wearing of hats inside the school building during school hours is prohibited. Exceptions will be made for religious purposes. *Board of Education Policy – 5511 Dress And Grooming*

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions. *Board of Education Policy – 5511 Dress And Grooming*

## **SCHOOL COUNSELING PROGRAM/SPECIAL SERVICES**

### **GUIDANCE**

The Board of Education provides guidance facilities and staff to offer services to all students. The guidance department includes a district director, counselors, and clerical staff. The counselors help students with educational planning, personal/social problems, and career counseling. The counseling staff maintains close contact with faculty, students and welcomes open parental communications to better assist and meet the students' needs.

Your counselor can be very helpful to you in many ways. Know your counselor by taking time to discuss your ideas, problems, plans and future goals. The counselor will initiate some conferences with you, but if you desire an appointment to speak with your counselor about any issue or concern, complete a Guidance Conference Request Form. Forms can be obtained from and returned to the Guidance Secretaries. Your counselor will then schedule your appointment and you will be notified.

You are always welcome in the Guidance Office. We urge you to avail yourself of the services provided by our professional staff.

### **Home Instruction Services**

When a student is absent from school for more than two consecutive weeks due to a health problem, the student may receive home instruction. Requests for home instruction are to be made by the parent to the student's guidance counselor. A doctor's note must accompany the request and subsequently be approved by the school physician.

## **Course Selection**

A major function of the Guidance Department is to assist students in the selection of their high school subjects. A four-year educational program will include consideration of personal goals, interests, achievements, and academic performance levels. The student will assume a responsibility and has been given the opportunity to explore and express his/her wishes before any decision has been made. It should be noted that subject selection is an important task. All school personnel are in some way involved in the process. Each counselor meets in a small group to assure appropriate subject selection and placement. All prerequisites must be met before a course can be scheduled. Parent approval is then requested.

## **College Entrance Examinations and Scholarship Tests**

College bound students will establish a sound testing pattern early in their high school careers. It is recommended that subject area tests, SAT II's, are often taken directly upon termination of the related course. The NMSQT/PSAT should be taken in October of the junior year. It is also recommended that the students take the SAT (College Boards) and/or the ACT twice, for better comparison and assessment results. Each student should consult their counselor to develop an appropriate testing portfolio.

## **Student Employment**

On occasion, the Berkeley Heights Board of Education may employ students as custodians and/or clerks during the summer. Applications will be made available through the main office in the high school. Completed applications must be returned directly to the Main Office prior to the deadline date. Recommendations for employment will be made by the building principal. Upon Board of Education approval, successful applicant will be notified.

Note: Students employed during the school year must reapply for summer employment.

## **Career Development**

Throughout the school year, students are invited to attend various Career Programs including speakers, college fairs, interest surveys, and other interesting career oriented programs. The Guidance Career Center is designed to offer easy access to college searches, career interests and other vocational information. The technological equipment available to students to assist in their creation of a portfolio or audition piece includes digital video and still cameras, CD read/write capabilities and internal accessibility to apply on line or explore sites. Students will also be given access to Naviance, an online student information system.

## **Intervention and Referral Services**

Each school has an Intervention and Referral Services Committee (I&RS) designed to support general education students who may be experiencing academic, behavioral and/or social emotional difficulties that are impacting on the student's educational progress. The responsibilities of the I&RS Committee are as follows:

- Identifies students in need and plans to provide appropriate interventions and/or services to address the student's needs;
- Identifies the school personnel who will participate in provided interventions and services;
- Provides support and guidance to the school staff working with the student;
- Involves parents and/or guardians in the development and implementation of the plan;
- Coordinates with outside service providers when appropriate;
- Reviews and assesses the effectiveness of the plan and modifies or terminates the plan as needed; and
- Refers the student to the child study team for evaluation, when appropriate.

A written I&RS plan is developed by the committee which lists the suggestions that can be implemented in school and/or at home to support the student. The parents and all of the student's teachers receive a copy of the plan.

### **Referral to Child Study Team**

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Student Personnel Services. This written request is considered a referral. A CST member or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS should be implemented prior to a referral to the CST.

### **CORE Team**

The purpose of the Core Team is to identify students who are at risk for substance abuse or who are having difficulty with peer/staff relationships. Referrals are made by staff members. Parents will be notified if the CORE team feels that the student may be at risk. Strategies to assist the child and parents will be recommended by the team.

### **Student Assistance Counselor**

The student assistance counselor is available in the guidance office for students who have personal or substance abuse problems. The counseling sessions are confidential and the objective of the process is to have the students help themselves. The counselor will direct students who seek assistance, with parent/guardian approval, to the appropriate agencies or persons for professional help.

## **HEALTH OFFICE**

### **Health Examinations (BP5310)**

The Board of Education requires that all pupils enrolled in this district submit to physical examinations in accordance with law and rules of the State Board of Education and State Department of Health to insure that the learning potential of each child is not diminished by a remediable physical disability and that the school community is protected from the spread of communicable disease.

A pupil who presents a statement signed by his or her parent that required examinations interfere with the free exercise of his or her religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or under the influence of a drug or is handicapped or is fit to participate in any health, safety, or physical education course required by law.

The results of physical examinations and screenings shall be reported to the pupil's parent when any condition is identified that requires follow-up by a physician or family health provider.

The Superintendent shall instruct all teaching staff members to observe pupils continually for conditions that indicate a physical defect or disability and to report any such conditions promptly to the school nurse.

### Health Examinations

Pupil health examinations shall include, in accordance with district regulations, immunizations; the pupil's health history; height, weight, hearing, and vision screenings; and physical examination of the pupil's body.

Each candidate for a place on a school athletic squad or team shall submit to a medical examination conducted in accordance with Policy No. 2431 and rules of the State Board of Education.

Pupils referred for evaluation for eligibility for special education and/or related services shall be examined in accordance with Policy No. 2460 and rules of the State Board of Education.

Pupils suspected of being under the influence of alcohol, drugs, or anabolic steroids shall be examined in accordance with Policy No. 5530 and rules of the State Board of Education.

### **Health Services**

A nurse is on duty during school hours. If the nurse's office is temporarily closed, please report to the main office for assistance. No student is admitted to the Health Office AT ANY TIME without a pass from his/her teacher or from the administration, except for extreme emergencies.

### **Administration of Medication**

Medication will only be administered to pupils in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Please refer to BP (5330) for a more detailed explanation of the policy and procedures required for the administration of medication in school.

## MISCELLANEOUS

### **Bulletins and Announcements**

Bulletin Boards have been placed in strategic spots in the corridors to inform students of special activities, scholarships, and work opportunities, etc. In addition, bulletins of an urgent nature are announced regularly. Listening to such announcements is of utmost importance to students. Regular club meetings, class activities, and other important announcements are also posted on the front bulletin board outside the main office. All items to be placed on bulletin boards must be submitted to the Assistant Principal for approval. Any fliers, posters, etc. posted without the initials of the Assistant Principal will be removed immediately. All announcements are placed in the First Class student folder.

### **Instructional Media Center**

The Instructional Media Center is open to all students from 7:30 a.m. until 3:30 p.m. Students can use the IMC for schoolwork as well as for recreational reading. Mrs. Avino teaches information literacy skills and research strategies. She is available to help all students with their research assignments. The IMC subscribes to over twenty online subscription databases that are available for student use. These online databases can also be accessed from home with passwords. The IMC contains over 25,000 print volumes, magazines, periodicals, newspapers, videos, DVDs and audiocassettes. The IMC Catalog lists the location of the entire print and multimedia collection. The IMC has twenty-eight computers and two scanners that are available for student use. During class periods students must present a pass from their teacher in order to use the IMC. All students must sign-in when using the IMC. Students will also have other opportunities to use the IMC with their classroom teachers. Food and beverages are not allowed in the IMC. If you have any questions while using the IMC, please ask for help! Students are reminded that they are responsible for the proper maintenance and timely return of all materials checked out of the IMC.

### **Fines**

A student must pay all fines prior to the end of each quarter. These fines include textbook damage and loss fees, library fines, laboratory breakage fees, shop fees, etc. Unpaid fines may result in the withholding of student records. Seniors with outstanding obligations will not be permitted to graduate.

### **Lockers**

State law provides that student lockers or other storage areas provided for student use may be searched as long as students are informed in writing at the beginning of each school year and regular inspections occur.

N.J.S.A. 18A : 36-19.2.

Students should be aware that the posting of this handbook qualifies as notice that the Berkeley Heights Board of Education will exercise the right, through its designees, to search student lockers. Students should also be aware that they would be subject to random, unannounced, drug searches by K-9 units of lockers and personal property. School lockers remain the property of the district even when used by pupils.

A locker is assigned to each student. Students may use only the lockers and locks they are assigned by the Assistant Principal's Office. The student accepts the use of a locker with the understanding that the school authorities from time to time may open and inspect the locker and its contents without prior notice to the student. A fine will be assessed at the end of the school year for damage beyond ordinary use.

Do not store valuables, personal possessions, money or items to be sold for fundraising activities in your lockers. Do not share your lockers or locker combinations with other students. The school is not responsible for any items lost or stolen from your hall, gym, or other lockers you may be using.

### **Lost and Found**

All found items, should be taken to the main office. Anyone wishing to claim an item may do so in the main office. There is no insurance coverage for loss of personal items. At the end of each school year, items remaining in the lost and found will be donated to a local charity.

## **Open Campus**

Open Campus is a privilege for 12<sup>th</sup> grade students in good standing. This program is reviewed and approved by the Board of Education on an annual basis.

## **Personal Messages**

Personal messages from outside school will be given to students only if they come from the parent or other authorized persons. Unless it is of an emergency nature, the message will be given to the student after school at the main office.

## **School Visitors**

Generally speaking, school visitors are not permitted at GLHS. However, extenuating or educational circumstances will be considered if submitted in writing at least 48 hours prior to the visit. Please stop by the main office for the visitor form and additional instructions.

## **Students Cars and Parking**

1. Cars driven to school by students must be registered through the Office of the Assistant Principal.
2. Students parked in the lot who are not registered or are parked outside of areas designated for student parking will be subject to disciplinary consequences.
3. Students should leave their cars immediately after parking.
4. The speed limit is 10 miles per hour on the school grounds.
5. Students are not permitted to occupy parked cars during the hours when school is in session.
6. Students are not permitted to go to their cars between classes or during lunch without written permission of administration or designee.
7. Parking permits are issued on a first come first served basis with preference to 12<sup>th</sup> grade students. 11<sup>th</sup> grade parking permits will be issued beginning in January and based upon the number of spaces available.
8. Students without parking permits are not allowed to park on school property during school hours.
9. A pupil's person and possessions, including the motor vehicle operated by the student and parked on school grounds, may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating the rules of the school.

## **Textbooks**

Books are assigned to a student for his/her personal use and should be covered. Each student is responsible for the care and protection of books and will be required to reimburse the school for damage beyond normal wear or loss of the books.

## **Video Surveillance**

Please be aware that video surveillance is in use of the GLHS school property

## **Working Papers**

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacation. Inquire at the main high school office to obtain papers. Do not apply for papers unless you have a specific job promised to you. They are issued only for a specific job and are not transferable from job to job without State approval.

## **Affirmative Action/Section 504 Officer/A.D.A. Compliance**

The Assistant Superintendent is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, the Assistant Superintendent is in charge of activities related to Title IX of the Education Amendments of 1972; the district's compliance with the Americans with Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational programs. Students, parents, residents of the district, or staff members who have concerns about Affirmative Action or any other matter dealing with equality in education should contact Ms. Patricia Qualshie, Assistant

Superintendent. A copy of the district's Affirmative Action plans and self-evaluation of Affirmative Action achievement is available for review in Ms. Qualshie's office.

The GLHS, principal or his/her designee oversees all procedures dealing with Section 504 of the Rehabilitation Act of 1973. If there are any questions or concerns, contact the principal's office.

**No Child Left Behind Act (2415)**

The No Child Left Behind Act of 2001 (a federal law) requires school districts, if asked, to disclose the name, address and telephone listing of every Governor Livingston High School student to military recruiters and institutions of higher learning for the purpose of military recruitment. If families do not want this information revealed, parents of minors and students 18 years and older must request in writing that Governor Livingston High School not disclose this information.

**Pupil Records (8330)**

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board of Education for the furnishing of pupil records in accordance with law and rules.

### **Drugs and Alcohol (5133)**

The Board of Education recognizes that the misuse of drugs by any pupil seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the rehabilitation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

Board drug policies and implementing procedures shall be reviewed and evaluated annually in consultation with members of

1. Berkeley Heights CORE Teams
2. Administrative Council
3. Drug Alliance

(Representative Community/Board members)

Input from the above groups will be utilized to determine the effectiveness of policies/procedures and in the determination to continue and/or modify programs, policies and procedures.

The drug policies/procedures will be distributed annually to staff, students, and parent/guardians by printed materials such as staff/student/parent handbooks.

The principal will report each drug abuse incident to the superintendent as delineated in the following procedures. The superintendent will review and compile all data necessary to complete the Violence, Vandalism and Substance Abuse Incident Report for transmittal to the County and State Department of Education.

For the purposes of this policy:

"Drugs" means alcoholic beverages, controlled dangerous substances as defined at [N.J.S.A. 24:21-2](#), anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9.

"Drug Abuse" means the consumption or use of any drug for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

The Board prohibits the use, possession, and/or distribution of any drug on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by the Board. Pupils suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with law. A pupil who uses, possesses, distributes or is under the influence of a drug, on or off school premises, will be subject to discipline, which will be graded to the severity of the offense and shall include suspension, expulsion and/or exclusion from school activities. The pupil will be reported to appropriate law enforcement personnel and the CORE Team. Incidents of drug involvement will also be reported to the Commissioner on the state-approved form.

The Board will enforce the laws of New Jersey requiring a program of drug education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades kindergarten through 12. Drug education shall be integrated with the health curriculum.

All teaching staff members shall be alert to signs of drug use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the pupil who uses drugs, in teaching pupils about the consequences of drug use, and in helping pupils with drug-related problems in a program of rehabilitation.

The Board directs the establishment of a Student Assistance Program which provides counseling for students affected by their own and/or family drug abuse, referral to outside agencies, and aftercare support for students

returning from treatment. The Board also directs the establishment of a CORE Team at both the high school and middle school. This interdisciplinary team meets on a regular basis to make decisions about students who have been referred to them due to possible drug abuse. The goal is to facilitate early identification of students with drug abuse problems and to provide assistance to them and their parents. The team provides the school with viable intervention strategies and possible treatment referral process for these.

In accordance with Board policy, the following procedures are established for:

- I. A Comprehensive Program of Drug Education
- II. The Identification and Remediation of Pupils Involved with Drugs
- III. Evaluation and Treatment of Pupils Under the Influence of Drugs
- IV. Procedures to be Followed if Screening Results are Positive
- V. Procedures to be Followed if Screening Results are Negative
- VI. Identification and Remediation of Pupils Who Possess and/or Distribute Drugs
- VII. Procedure for Students who are Recommended for a Drug/Alcohol Assessment and/or Treatment Program
- VIII. Reporting and Examination of Pupils under the Influence of Anabolic Steroids
- IX. Students Returning from Treatment
- X. Voluntary Student Request for Assistance
- XI. Family Services
- XII. Searches
- XIII. Expense of Counseling and Treatment Programs
- XIV. Students Requiring Immediate Medical Attention
- XV. Legal Liability of School and Medical Personnel
- XVI. Outreach to Parents

## **I. DRUG EDUCATION**

- A. Teachers shall be guided by the drug education program approved by the Board of Education as part of the health education curriculum in accordance with State Board rules and Department of Education guidelines. Drug education in the elementary grades will be appropriate to the age and maturity of pupils. Drug education in grades 7-12 will be conducted for no fewer than ten clock hours per school year.
- B. Teachers, administrators, parents/guardians and/or community members will be requested to periodically evaluate the drug education program.
- C. Efforts to determine and address the underlying causes of drug abuse within the school environment will be encouraged.

## **II. IDENTIFICATION AND REMEDIATION OF PUPILS INVOLVED WITH DRUGS**

- A. A pupil is "involved with drugs" when he or she uses or is influenced by drugs, but not necessarily on school premises or during the school day. A suspicion or determination that a pupil is involved with drugs does not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.
- B. Teaching staff members will be alert to the signs of a pupil's involvement with drugs; impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks, a change in attitude, personality, temperament, appearance or peer groups;

mental confusion; financial problems; resorting to excuses and rationalization.

C. When there are observable behaviors that may be indicative of a drug abuse problem, the referring staff member shall consult with the student assistance counselor or CORE team member. A written confidential report on the student's behavior shall be requested from respective staff through the use of an appropriate instrument to indicate a drug-related problem. The CORE Team shall then meet to assess the reported behavior and gather any additional information they may deem necessary.

D. If, as a result of the CORE Team's assessment, it appears probable that the student's behavior is caused by a drug use problem, the Principal shall be notified of such findings. A conference with the student, parent(s)/guardian(s), Student Assistance Counselor and CORE Team members will be arranged at which time the student will be referred to an outside resource recommended by the State Department of Health for a drug dependency assessment and urinalysis.

### **III. EVALUATION AND TREATMENT OF PUPILS UNDER THE INFLUENCE OF DRUGS**

A. A pupil is under the influence of drugs when he or she is observed in the use of drugs or exhibits physical and/or behavioral characteristics that indicate drug/alcohol intoxication. If the student is using and/or in possession of a drug, the student will be penalized for both drug use and drug possession.

Physical and behavioral signs that may indicate drug use, but are not limited to, are:

- Altered, rapid, slurred or incoherent speech
- Glassy, bloodshot eyes
- Dilated or constricted pupils
- Unusual, erratic behavior
- Drowsiness or inability to stay awake
- Lack of coordination
- Loss of fine motor skills
- Delayed reaction, disorientation
- Muscle twitches or tremors
- Odor of alcohol, marijuana, etc., emitting from the student's breath or body

B. Any professional staff member or any other employee of the school district to whom it appears that a pupil may be under the influence of substances as defined pursuant to Section 2 ([18A:40A-9](#)) other than anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the principal or, in her/his absence to her/his designee (Section 2 [18A:40A-12](#)).

C. The principal or her/his designee shall immediately notify the parent or guardian and the Superintendent of Schools, and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he/she is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil, if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. (Section 2 [18A:40A-12](#)) "Immediate" shall be defined as two hours following the initial report that a student may be under the influence of a substance.

D. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, such examination shall not be at the expense of the Board of Education.

E. The examination may be performed by the contracting physician in which a physical examination and an immunoassay drug screen will be given. A monitored urine screening and chain of custody will be followed to ensure test validity. The Berkeley Heights Board of Education will be responsible for the cost of such tests.

F. The medical examination shall include the following:

- examination by a physician
- monitored urine screening and chain of custody
- any additional medical test deemed necessary by the physician
- a note indicating the student is/is not physically and mentally able to return to school. (See addendum)

G. The district may require testing for the following drugs: alcohol, amphetamines, barbituates, cannoboids, cocaine, ketamine, LSD, methaqualone, opiates, PCP, methylenedioxymethamphetamine (MDMA). Since drug preferences change over time, the administrators, the Substance Awareness Coordinator (Student Assistance Counselor) and the CORE team will make recommendations for adding or deleting drugs from the above list. Based on the recommendation, the Superintendent will determine what drugs are appropriate for testing.

H. A written report of the medical examination shall be furnished to the parent of the pupil, and the principal by the examining physician within 24 hours.

I. The student's person, books, and locker will be searched to protect this student and all other students from possible ingestion of any harmful substance per United States Supreme Court in [New Jersey vs. T.L.O.](#) 469 U.S. 324 (1985).

J. If the parent/guardian refuses to take the student for a medical examination, such refusal will be interpreted as a violation of the drug/alcohol policy and the student will be suspended until such time that he/she receives a complete drug assessment by a state-approved treatment facility.

#### **IV. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE POSITIVE**

A. Results are considered positive when:

- a positive diagnosis is obtained;
- a negative diagnosis indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory;
- student refuses to give a urine sample;
- student does not give a urine sample within the two-hour time allotment following the report of possible substance use.

B. If urine screening results are positive, the following shall occur:

- the principal shall complete the Violence, Vandalism and Substance Abuse Incident report.
- the student assistance counselor will contact the student and parents/guardians and refer the student to an outside state-approved facility for a drug assessment and urinalysis.
- the local law enforcement officers will be notified.

C. The consequences for positive results of drug/alcohol use are outlined below:

Any student for whom there is a positive diagnosis from the medical examination indicating that the student was under the influence of drugs and/or alcohol in school or at a school function will be subject to the following:

1st offense parent/guardian meeting with administration a five (5) day out-of-school suspension followed by 5 school days exclusion from extra-curricular activities

2rd offense - parent/guardian meeting with administration a ten (10) day out-of-school suspension followed by 20 school days exclusion from participation in extra-curricular activities

3rd offense - parent/guardian meeting with administration a ten (10) day out-of school suspension and recommendation by the principal to the superintendent for a hearing for expulsion followed by 35 school

days exclusion from participation in extra-curricular activities

NOTE: Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. A pupil's exclusion from participation in extra-curricular activities include all sports, student clubs or organizations, musical groups, dances, class activities, proms, trips and graduation.

#### **V. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE NEGATIVE**

A. The student whose screening results are negative may return to school and continue in his/her regular program. However, if the student's behavior, attendance, and school performance indicate the probability of a drug problem, the CORE team will present this information to the principal. A conference with the student's parent(s)/guardian(s) and student assistance counselor (student assistance counselor) will be arranged, at which time the student will be referred to an outside state-approved facility for a diagnostic drug assessment which will include urinalysis.

B. After completion of the diagnostic drug assessment and urinalysis, the agency shall send a written report outlining findings and therapeutic recommendations to the student assistance counselor (SAC). The principal and the CORE team shall review these findings and recommend appropriate action.

#### **VI. IDENTIFICATION AND REMEDIATION OF PUPILS WHO POSSESS AND/OR DISTRIBUTE DRUGS**

A. A pupil's person, belongings, or school storage places will be searched. The principal or designee conducting the search shall confiscate as evidence any drug or drug paraphernalia found in the pupil's possession. Drug evidence shall be sealed in an appropriate container, labeled with the date, name of the pupil, and the name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer from whom the school official shall obtain a receipt.

B. A pupil found to have possessed or distributed drugs in violation of law and Board policy will be reported to the principal or his/her designee, the CORE team/Child Study Team, student assistance counselor, and appropriate law enforcement officers, and is subject to discipline in accordance with this policy.

C. Since the Board of Education believes that a student who possesses and/or distributes drugs is more than likely using the drugs himself/herself, the school will require a drug assessment for the purpose of determining the extent of the pupil's drug use and its effect on his/her school performance.

Penalties will be imposed depending on whether the student is considered to be in possession (for personal use), is found to have distributed, or has intentions of distributing drugs.

The determination whether a student who possesses small amounts of a drug has intentions of distributing it will be made following the guidelines used by law enforcement officials.

D. School related consequences for the possession of drugs

1st offense parent/guardian meeting with administration a five (5) day out-of school suspension followed by 5 school days exclusion from extra-curricular activities.

2nd offense - parent/guardian meeting with administration a ten (10) day out-of-school suspension followed by 20 school days exclusion from extra-curricular activities.

3rd offense - parent/guardian meeting with administration a ten (10) day out-of school suspension and recommendation by the principal to the Superintendent for hearing for expulsion followed by 35 school days exclusion from extra-curricular activities

E. Penalties for distribution of drugs

1st offense parent/guardian meeting with administration a ten (10) day out-of school suspension followed by 35 school days exclusion from participation in extra-curricular activities.

2nd offense - parent/guardian meeting with administration out of school suspension and a hearing for expulsion consideration

NOTE: Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. A pupil's exclusion from participation in extra-curricular activities include all sports, student clubs or organizations, musical groups, dances, class activities, proms, trips and graduation.

## **VII. PROCEDURE FOR STUDENTS WHO ARE RECOMMENDED FOR A DRUG/ALCOHOL ASSESSMENT AND/OR TREATMENT PROGRAM**

A. The student will be referred to an outside resource recommended by the State Department of Health for a drug/alcohol assessment and urinalysis.

B. The student/parent/guardian may be required to give written permission for the CORE Team records to be released to the treatment facility.

C. Following the diagnostic assessment and urinalysis, the agency will send a written report outlining findings and therapeutic recommendations to the student assistance counselor. This report is CONFIDENTIAL and shall not be part of a student's permanent school record. The results and recommendations shall be shared with the building principal and the CORE Team.

D. If the parent/guardian/student refuse to comply with the CORE Team's recommendations regarding the drug/alcohol assessment and/or treatment, the student will be suspended until such time as the assessment/treatment can be documented. If, after ten days, the student has not complied with the requirements, he/she will be placed on home instruction for no more than 45 days or such time that evidence is provided that this student has undergone assessment and/or treatment. If the student is classified, he/she shall be placed in an interim alternative educational setting for no more than 45 days.

The student assistance counselor will monitor progress and behavior of students enrolled in an approved treatment program. Students may continue to attend school as long as participation in a treatment program can be documented. Parents/guardians will sign a confidential release so that the school and treatment program may communicate about a student's progress without breaching confidentiality.

E. If the student/parent/guardian disagrees with the facility recommendations, the student may receive another assessment. However, information gathered from the original assessment must be released to the second treatment facility.

F. When a professional evaluation suggests that a student is experimenting but not chemically abusing or dependent, the student must at least enroll in individual counseling sessions with a C.A.D.C. (Certified Alcohol/Drug Counselor) Professional on a weekly basis for a period of no less than three months. Bimonthly random urine screenings must be part of the treatment program.

G. If a student leaves a treatment program before completion, he/she will be suspended from school until such time as he/she receives a new drug assessment and is enrolled in a program. Previous treatment and school records must be released to the agency completing the assessment. If the student complies with these requirements, he/she will be allowed to re-enter school. If the student is a classified student, he/she will be placed in the interim alternative educational setting until such time as he/she complies with this policy.

H. A parent/guardian whose refusal to comply with [N.J.S.A. 18A: 40A-12](#) frustrates the operation of those regulations and the return of the pupil to school shall be deemed to have violated the compulsory attendance statute, [N.J.S.A. 18A:38-25](#) and [18A:38-31](#) and/or the child abuse and neglect statutes, [N.J.S.A. 9:6-1 et seq.](#) and may be subject to prosecution.

I. Non-classified students will continue with their classes. Classified students may also have their educational placement and Individualized Education Plan reviewed by their Child Study Team on an as-needed basis.

### Sanctions:

Pupils (in grades 9 through 12 over the age of 14) diagnosed as being under the influence of drugs/alcohol will face the sanctions outlined in the procedures above.

Pupils (in the elementary and middle schools under the age of 14) will have all the circumstances reviewed before sanctions are imposed. The first, if the home situation is appropriate, would be out-of-school suspension

for a time to be determined on a case-by-case basis. The second, if a full evaluation by the child study team did not reveal a need for special education, and the outside agencies reported no success in treatment, would be the board's consideration of permanent suspension until proof is offered of recovery from dependency.

#### **VIII. REPORTING AND EXAMINATION OF PUPILS UNDER THE INFLUENCE OF ANABOLIC STEROIDS**

A. Any teaching staff member who has reason to believe that a pupil has used or may be using anabolic steroids shall report the matter as soon as possible to the principal (or, in the principal's absence, to a person designated by the principal), to the school nurse, or the school medical inspector.

B. The principal or his or her designee shall immediately notify the pupil's parent and the Superintendent.

The principal shall arrange for the immediate examination, defined as within two (2) hours, of the pupil by a doctor selected by the school medical inspector. An examination conducted at parental request, by a physician other than the school medical inspector, shall not be at district expense.

C. The pupil shall be examined within two hours for the purpose of diagnosing whether or not he or she has been using anabolic steroids. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent/guardian, to the student assistance counselor, and the superintendent.

D. If it is determined that the pupil has been using anabolic steroids, the medical inspector shall refer the pupil to the student assistance counselor. The student will then be referred to an appropriate treatment program approved by the Commissioner of Health. The appropriate law enforcement officials will be contacted.

#### **IX. STUDENTS RETURNING FROM TREATMENT**

A. Students enrolled in inpatient treatment facilities who are absent from school for an extended period of time will be readmitted to school only upon the school's receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as an extended illness.

A re-entry conference will be held with the principal (or her/his designee) and the student assistance counselor.

B. All students who have been in an inpatient drug treatment program must follow the recommendations of the discharging facility upon re-entry to school. The school will develop and conduct a program for students returning from treatment. The student assistance counselor will work closely with students on an individual and/or group basis. However, the school-based student assistance program is not a substitute for an aftercare program at a state-approved facility.

C. Concerns about the student's regression to drugs or alcohol shall be dealt with in the same manner as any other student suspected of being under the influence, outlined elsewhere in these procedures.

#### **X. VOLUNTARY STUDENT REQUEST FOR ASSISTANCE**

Whenever a student voluntarily seeks help for a drug or alcohol use pattern through a staff member, the staff member shall:

1. Reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.
2. Indicate at the beginning of the conference that what is told to the student assistance counselor which relates to the request for assistance shall be kept confidential consistent with the law ([42 C.F.R. 2](#); N.J.A.C. 6:3-6.6; N.J.A.C. 6:29-9.3 (b) 2).
3. Offer immediate help to the student through the office of the Student Assistance Counselor.
4. If the student is reluctant to go to the student assistance counselor alone, the staff member shall offer to go with the student to the student assistance counselor's office and attend the initial conference with the individual and the student assistance counselor, if possible and appropriate. All students are eligible for

services through the student assistance program.

## **XI. FAMILY SERVICES**

In the case of a family seeking help for a drug or alcohol dependent/abuser student, the student assistance counselor shall be active in the intervention process. The following options may be considered:

1. The CORE Team may obtain behavior referral sheets from the student's teachers and guidance counselor.
2. The established procedure for processing referrals to the CORE Team may be followed.

## **XII. SEARCHES**

If in the judgment of the principal or designee there is a reason to believe that a student possesses drugs or drug paraphernalia in violation of school policy, a warrantless search of property and personal effects shall comply with the standards prescribed by the United States Supreme Court in [New Jersey vs. T.L.O.](#), 469 U.S. 324 (1985).

(N.J.A.C. 6:3-6.3(b)4)

## **XIII. EXPENSE OF COUNSELING AND TREATMENT PROGRAMS**

All drug/alcohol assessments, counseling and treatment programs not provided by staff members of the district recommended or required under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.

## **XIV. STUDENT REQUIRING IMMEDIATE MEDICAL ATTENTION (N.J.A.C. 29-9 3c 5)**

In case of unconsciousness or incoherence which may have been induced by a drug, the school nurse shall render immediate aid while emergency medical assistance is summoned and the principal is notified. Parents/guardians shall be notified as quickly as possible. The parents/guardians shall be informed that their child is ill, that the illness could be drug related, and that the student **MUST** be taken immediately for a medical evaluation. The student must be taken for an immediate medical examination via ambulance, with or without the parents permission, accompanied by the principal or designee. The obligation placed upon administrators to arrange for an emergency diagnosis is a statutory obligation which cannot be overridden by an uncooperative parent/guardian.

## **XV. LEGAL LIABILITY OF SCHOOL AND MEDICAL PERSONNEL**

School personnel are held safe-harmless when reporting drug abuse incidents under the following:

[N.J.S.A 2A:62a-4](#) Reports by educational personnel on dependency upon or illegal use of controlled dangerous substance or use of intoxicating vapor releasing, chemical: immunity from liability. Any teacher, guidance counselor, psychologist, registered nurse or other educational personnel employed by or in any of the public or private schools of this State who in good faith reports a person to the principal or his designee or to the medical inspector or school physician or school nurse in an attempt to help such person cure his dependency upon illegal use of controlled dangerous substances as defined in P.L. 1970, chapter 226, section 2 (C:24-21-2), or such chemical or chemical compound as defined in P.L. 1965, chapter 41, action 1 (C:2A:17025.9) shall not be liable in civil damages as a result of making any such report. L. 1971, C.414-2, Sec. 2.

[18A:40A-14](#) Immunity for educational and medical personnel, officers, or agents because of actions taken by virtue of act. No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a Student Assistance Counselor, any school nurse or other educational person, medical inspector, examining physician or any other officer or agent of the board of education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that which is ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or other officers or agents of the board of education or emergency room personnel. L. 1987, C.387, & 6, eff Jan. 13, 1988.

[18A:40A-14](#). Civil immunity for educational personnel reporting pupils. Any teacher, guidance counselor,

school psychologist, school nurse, Student Assistance Counselor or other educational person employed by or in any of the public or private schools of this State, who in good faith reports a pupil to the principal of his designee or to the medical inspector or school physician or school nurse in an attempt to help such pupil cure his abuse of substances as defined in section 2 of this act, shall not be liable in civil damages as a result of making any such report.

Nothing in this section is intended to preclude the protection provided in section 2 of P.L. 1971, C. 414 (C. 2A:72A-4) or otherwise provided by law. L. 1987, C. 387, & 7, eff. Jan 13, 1988.

## **XVI. OUTREACH TO PARENTS**

A. An outreach program will be provided for the parents/guardians of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parents/guardians and on school premises or at suitable facilities closer to pupils' residences or parents/guardians' workplaces.

B. The parents/guardians' outreach program will include:

1. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents/guardians during the school year;
2. Recommendations as to the ways in which parents/guardians may enhance, reinforce, and supplement substance abuse instruction;
3. Information on the pharmacology, physiology, psychosocial, and legal aspects of drug abuse;
4. Instruction in the identification of the symptoms and behavioral patterns that might indicate a drug abuser;
5. Information on the state and local organizations available to assist in the prevention of drug abuse and the early intervention, treatment and rehabilitation of substance abusers; and
6. Review of Board policy and administrative regulations on drug abuse with attention to the role of parents.

## **LAW ENFORCEMENT**

The Board will develop procedures for cooperating with law enforcement drug operations and activities on or near school property in accordance with the provisions established in N.J.A.C. 6:3-6. The Superintendent shall annually designate a liaison person or persons to the law enforcement agencies concerned with the enforcement of drug laws and prescribe the role and responsibilities of such liaison person or persons. (N.J.A.C. 6:3-6 3(b)1.)

## **CHILD STUDY TEAM**

1. A drug abuser who has been identified as a potentially educationally handicapped student shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services.
2. Any student who is being assessed by the Child Study Team and who is suspected of having a drug abuse problem by the CORE Team shall be requested to receive a drug assessment by an outside agency approved by the State Department of Health.

## **CONFIDENTIALITY**

Reporting procedures for the Student Assistance Counselor and the Core Team will be in compliance with Federal Regulations governing confidentiality - 42 CFR - Part 2.

## **RECORDS**

Notations concerning a pupil's involvement with drugs may be entered on his/her records, subject to Board policy regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.

[N.J.S.A. 18A28.1 et seq.](#); 18A:35-4, [18A:40-4.1](#)

N.J.A.C. 6:29-9

Date Adopted: 6/9/75

Date Revised: 6/9/87, 9/15/87 (implemented 9/16/87), 2/21/90, 12/17/91, 8/21/93, 5/17/01

**BERKELEY HEIGHTS PUBLIC SCHOOLS REQUEST FOR DIAGNOSTIC URINE SCREENING**



**EIGHT PERIOD DAY BELL SCHEDULE  
2009-2010**

| <b>Period</b> | <b>Block</b> | <b>Time</b>                             |
|---------------|--------------|---|
| 1             | A            | 7:50 – 8:33                             |
| 2             | B            | 8:37 – 9:23 (includes 3 min. announce.) |
| 3             | C            | 9:27 – 10:10                            |
| 4             | D            | 10:14 – 10:57                           |
| Lunch         |              |   |
|               |              | Lunch Period 10: 57 – 11:36             |
| 5             | E            | 11:41 – 12:24                           |
| 6             | F            | 12:28 – 1:11                            |
| 7             | G            | 1:15 – 1:58                             |
| 8             | H            | 2:02 – 2:45                             |

**HALF DAY BELL SCHEDULE  
2009-2010**

| <b>PERIOD</b> | <b>TIME</b>                                    |
|---------------|--|
| 1             | 7:50 – 8:33                                    |
| 2             | 8:37 – 9:23 (includes 3 min. of announcements) |
| 3             | 9:27 – 10:10                                   |
| 4             | 10:14 – 10:57                                  |
| 5             | 11:01 – 11:44                                  |
| 6             | 11:48 – 12:30                                  |

**DELAYED OPENING SCHEDULE  
2009-2010**

| <b>PERIOD</b> | <b>TIME</b>                                       |
|---------------|---|
| 1             | 9:20 – 10:01                                      |
| 2             | 10:05 – 10:49 (includes 3 min. for announcements) |
| 3             | 10:53 – 11:34                                     |
|               | Science Lab 11:34 – 12:04                         |
|               | Lunch 11:34 – 12:34                               |
|               | Science Lab 12:04 – 12:34                         |
| 4             | 12:34 – 1:15                                      |
| 5             | 1:19 – 2:00                                       |
| 6             | 2:04 – 2:45                                       |

**GOVERNOR LIVINGSTON HIGH SCHOOL**  
 175 Watchung Boulevard  
 Berkeley Heights, NJ 07922  
 (908) 464-3100 FAX (908)464-7508

**MR. SCOTT MCKINNEY**  
 Principal

**MS. MARYANN McADAM**  
 Assistant Principal

**MR. SCOTT NEIGEL**  
 Assistant Principal

**MID-TERM EXAM**  
**2009-2010 SCHOOL YEAR**

| <b>DAY 1- January 27, 2010</b> | <b>DAY 2-January 28,2010</b>  | <b>DAY 3-January 29, 2010</b> | <b>DAY 4-February 1, 2010</b> |
|--------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 7:50 – 8:00 Announcements      | 7:50 – 8:00 Announcements     | 7:50 – 8:00 Announcements     | 7:50 – 8:00 Announcements     |
| 8:00 - 10:00<br>Block A Exam   | 8:00 - 10:00<br>Block C Exam  | 8:00 - 10:00<br>Block E Exam  | 8:00 - 10:00<br>Block G Exam  |
| 10:30 – 12:30<br>Block B Exam  | 10:30 – 12:30<br>Block D Exam | 10:30 – 12:30<br>Block F Exam | 10:30 – 12:30<br>Block H Exam |

**FINAL EXAM**  
**2009-2010 SCHOOL YEAR**

| <b>DAY 1-June 15, 2010</b>    | <b>DAY 2-June 16, 2010</b>    | <b>DAY 3-June 17, 2010</b>    | <b>DAY 4-June 18, 2010</b>    |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 7:50 – 8:00 Announcements     | 7:50 – 8:00 Announcements     | 7:50 – 8:00 Announcements     | 7:50 – 8:00 Announcements     |
| 8:00 - 10:00<br>Block G Exam  | 8:00 - 10:00<br>Block E Exam  | 8:00 - 10:00<br>Block C Exam  | 8:00 - 10:00<br>Block A Exam  |
| 10:30 – 12:30<br>Block H Exam | 10:30 – 12:30<br>Block F Exam | 10:30 – 12:30<br>Block D Exam | 10:30 – 12:30<br>Block B Exam |

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Assistant Principal

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Assistant Principal

**Rotating Drop Schedule**  
**2009-2010**

- 1      7:50 – 8:46      56 minutes
- 2      8:50 – 9:49      56 minutes + 3 minute announcements
- 3      9:53 – 10:49      56 minutes
- 10:49 – 11:19      30 minute science lab
- 10:49 – 11:49      60 minutes
- 11:19 – 11:49      30 minute science lab
- 4      11:49 – 12:45      56 minutes
- 5      12:49 – 1:45      56 minutes
- 6      1:49 – 2:45      56 minutes

| DAY | TERMS   |    | 1  | 2 | 3 | LUNCH | 4     | 5 | 6 |   |
|-----|---------|----|----|---|---|-------|-------|---|---|---|
| 1   | '09-'10 | S1 | Q1 | A | B | C     | LUNCH | E | F | G |
|     |         |    | Q2 |   |   |       |       |   |   |   |
|     |         | S2 | Q3 |   |   |       |       |   |   |   |
|     |         |    | Q4 |   |   |       |       |   |   |   |
| 2   | '09-'10 | S1 | Q1 | B | C | D     | LUNCH | F | G | H |
|     |         |    | Q2 |   |   |       |       |   |   |   |
|     |         | S2 | Q3 |   |   |       |       |   |   |   |
|     |         |    | Q4 |   |   |       |       |   |   |   |
| 3   | '09-'10 | S1 | Q1 | C | D | A     | LUNCH | G | H | E |
|     |         |    | Q2 |   |   |       |       |   |   |   |
|     |         | S2 | Q3 |   |   |       |       |   |   |   |
|     |         |    | Q4 |   |   |       |       |   |   |   |
| 4   | '09-'10 | S1 | Q1 | D | A | B     | LUNCH | H | E | F |
|     |         |    | Q2 |   |   |       |       |   |   |   |
|     |         | S2 | Q3 |   |   |       |       |   |   |   |
|     |         |    | Q4 |   |   |       |       |   |   |   |