

# Student Handbook

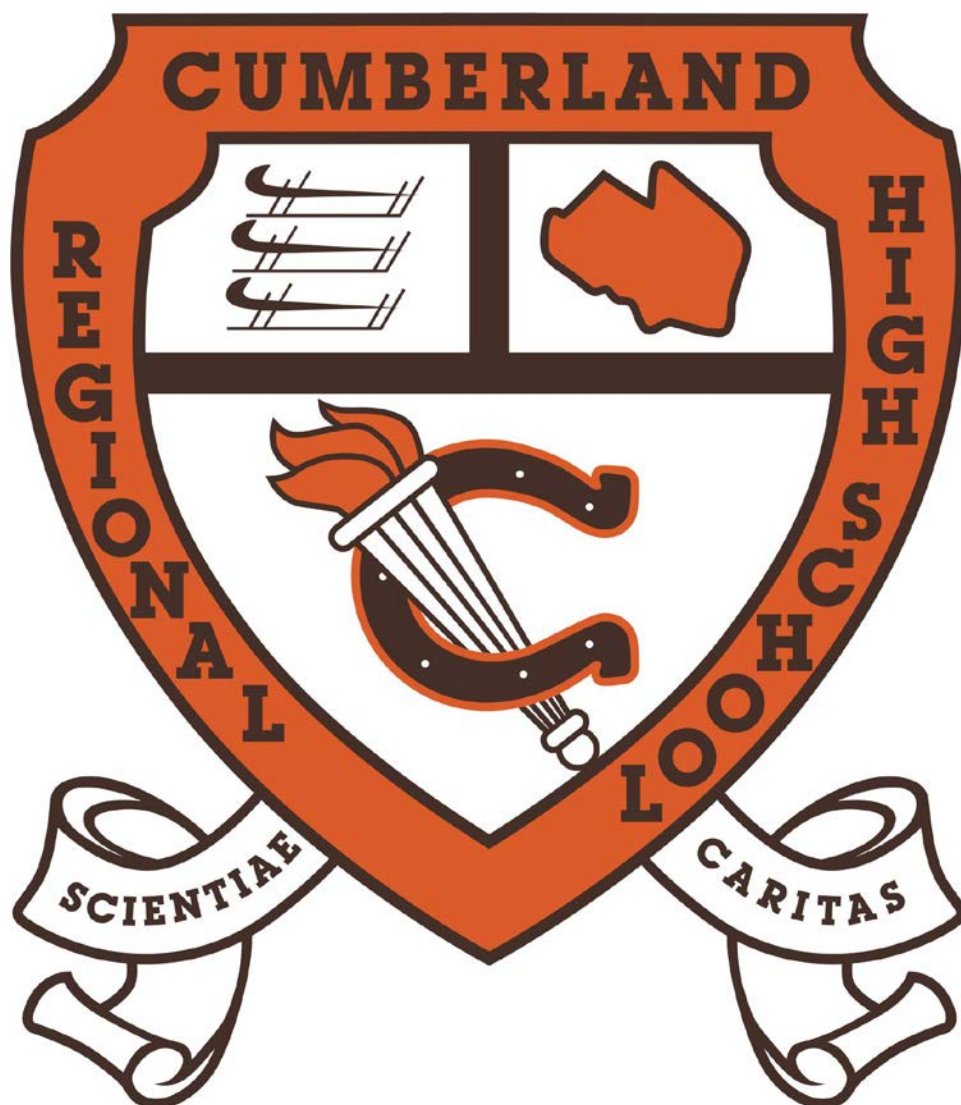
2021-2022

CUMBERLAND REGIONAL HIGH SCHOOL  
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## BOARD OF EDUCATION

Thomas M. Davis, Stow Creek, *President*  
Theresa Christian-Hunsberger, Hopewell, *Vice President*

Ronald L. Campbell, Sr., Shiloh  
Janice Carter, Fairfield  
Kimberly C. Hall, Fairfield  
Ken Jackson, Upper Deerfield

Lisa Trexler, Deerfield  
Barbara Wilchensky, Upper Deerfield  
Valerie Wojcik, Greenwich

## CITIZENS ADVISORY COMMITTEE

NAME	REPRESENTING	EMAIL ADDRESS
Dawn Bowen	Hopewell	<a href="mailto:abbyjohnsmom@comcast.net">abbyjohnsmom@comcast.net</a>
Janine Falk	Upper Deerfield	<a href="mailto:janineandrich@msn.com">janineandrich@msn.com</a>
Rich Falk	Upper Deerfield	<a href="mailto:richandjanine@msn.com">richandjanine@msn.com</a>
Michelle Kennedy	Fairfield	<a href="mailto:mdb813@aol.com">mdb813@aol.com</a>
Kate Thompson	Stow Creek	<a href="mailto:kthompson558@gmail.com">kthompson558@gmail.com</a>
Scott Volk	Upper Deerfield	<a href="mailto:scvolk@verizon.net">scvolk@verizon.net</a>
Carrie Werley	Greenwich	<a href="mailto:carriewerley@gmail.com">carriewerley@gmail.com</a>

## MISSION STATEMENT

Cumberland Regional High School District, as a center for educational resources, and in accordance with the New Jersey Core Content Standards, prepares students for lifelong learning through appropriate instruction that engages students in their learning, and is cognizant of student interest and learning styles.

## HISTORY OF CUMBERLAND REGIONAL HIGH SCHOOL

The Cumberland Regional High School District is carved out of the northwest section of Cumberland County, New Jersey. Seven municipalities, whose boundaries are the same as the school districts in them, are served by the school. Districts include: (1) Deerfield Township, (2) Fairfield Township, (3) Greenwich Township, (4) Hopewell Township, (5) Shiloh Borough, (6) Stow Creek Township, and (7) Upper Deerfield Township. The district encompasses 162 square miles.

On December 10, 1974, the County Superintendent appointed the initial school board, which by law consisted of nine members. Each constituent district was mandated to have one representative, with the additional two members being appointed from the districts having the highest proportion of the population.

On May 12, 1976, groundbreaking ceremonies for the new Cumberland Regional High School were held at the Upper Deerfield site. Construction was started immediately utilizing a "fast track" strategy. The building was opened on September 7, 1977, with a total enrollment of 1,759 students, Grades 9 through 12. The first commencement was held on June 21, 1978 for 322 members of the Class of 1978. More than 13,027 students have graduated since opening in 1977.

## CUMBERLAND REGIONAL TRADITIONS

COLORS: Orange & Brown    MASCOT: Colt    YEARBOOK: Invictus    SLOGAN: Strength of a Stallion, Heart of a Colt.

### ALMA MATER:

O Cumberland Regional  
You are the best!  
You're learning and reaching  
and passing the "test" ...  
Of decency, loyalty,  
building a dream

Your glory we'll sing...  
For years without end...  
To our Alma Mater  
We cheer as a team  
Your glory we'll sing....  
with years without end....  
Our dearest friend,

Encouraging, challenging  
as years go by  
To our Alma Mater  
We sing praises to the sky!

# CUMBERLAND REGIONAL HIGH SCHOOL DIRECTORY

## ADMINISTRATION

Interim Superintendent .....	<a href="#">Dr. Scott Hoopes</a> (201)
Superintendent's Secretary .....	<a href="#">Connie Landwher</a> (201)
School Business Administrator .....	<a href="#">Bruce D. Harbinson</a> (219)
Principal .....	<a href="#">Ralph Aiello</a> (221)
Principal's Secretary .....	<a href="#">Kelly Mauro</a> (221)
Secretary Main Office .....	<a href="#">Cathleen Myers</a> (0)
Attendance .....	<a href="#">Cindy Moorhouse</a> (208)
Assistant Principal .....	<a href="#">Dana Landwher</a> (257)
Secretary .....	<a href="#">Beverly A. Marguglio</a> (257)
Assistant Principal .....	<a href="#">Terence Johnson</a> (256)
Secretary .....	<a href="#">Cathy Bullock</a> (256)
Assistant Principal .....	<a href="#">Joseph Spoltore</a> (258)
Secretary .....	<a href="#">Cathy Bullock</a> (256)
Director of Child Study Team .....	<a href="#">Amy L. Draggoo</a> (217)
Secretary .....	<a href="#">Lisa Stant</a> (217)
Director of Curriculum .....	<a href="#">Bonnie C. Powers</a> (258)
Secretary .....	<a href="#">Dianne Fox-Garrison</a> (258)
Supervisor of Humanities .....	<a href="#">Justin Martin</a> (284)
Supervisor of Guidance/Science/Ag .....	<a href="#">Valerie Sheppard</a> (253)
Supervisor of Athletics .....	<a href="#">Todd Jorgenson</a> (248)
Athletics Secretary .....	<a href="#">Terri Battiata</a> (248)
Assistant to the Athletic Supervisor/ Trainer .....	<a href="#">Marisa Rizzo</a> (262)

## STUDENT SERVICES

### COUNSELING OFFICE

Counselor .....	<a href="#">Ian Fisher</a> (247)
Counselor .....	<a href="#">Tammy Lloyd</a> (244)
Counselor .....	<a href="#">William Kennedy</a> (241)
Counselor .....	<a href="#">Scott Reichardt</a> (243)
Counselor .....	<a href="#">Erety Smith</a> (246)
Student Assistance Coordinator (SAC) .....	<a href="#">Sean McGuigan</a> (TBD)
SEL Counselor.....	<a href="#">Matt Lawrence-Evans</a> (TBD)
Secretary .....	<a href="#">Ann Marie Greynolds</a> (229)
Secretary/Registration .....	<a href="#">Ashley Schilling</a> (233)

### HIB

District HIB .....	<a href="#">Ralph Aiello</a> (221)
HIB Specialist .....	<a href="#">Colleen Prater</a> (202)

### NURSES

Nurse .....	<a href="#">Denise Walls</a> (230)
Nurse .....	<a href="#">Beth Waddington</a> (232)

### CHILD STUDY TEAM

Psychologist .....	<a href="#">Amanda Rivera</a> (225)
Social Worker .....	<a href="#">Laurie Athey</a> (226)
Homeless Liaison/504 .....	<a href="#">Amy Draggoo</a> (217)

## MEDIA CENTER

Media Manager ..... [Jy' Isha Nieves](#) (268)

## SECURITY/SAFETY

Director of Security ..... [Arsenio Gonzalez](#) (214)

Assistant Security Coordinator ..... [William Farquhar](#) (214)

School Safety Specialist ..... [Ralph Aiello](#) (221)

## AFFIRMATIVE ACTION

Affirmative Action Officer ..... [Dana Landwher](#) (257)

## TECHNOLOGY SYSTEMS

Technology Systems Manager ..... [Paul Kuntz Sr.](#) (237)

Network Administrator ..... [Chris Samuels](#) (238)

Computer Technician ..... [Paul Kuntz Jr.](#) (271)

Computer Technician..... [Chris White](#) (272)

Tech Hotline ..... (700)

## COLT CONNECTION SCHOOL-BASED YOUTH SERVICE PROGRAM (SBYSP)

The School Based Youth Services Program (SBYSP) initiative was started throughout the State of New Jersey in 1987 to help young people navigate their adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free.

Adolescents have numerous concerns and problems. Since a substantial number of teenagers have multiple problems that call for several different services, SBYSP provides an array of employment, health, and social services. Services are available to all youth and recreation is provided. In addition to the following core services, each site develops services which respond to local needs, such as on-site childcare, so that teen parents can stay in school.

The major services are:

1. Mental health and family services
2. Healthy youth development
3. Access to primary and preventative health services
4. Substance abuse counseling
5. Employment services
6. Pregnancy prevention programs
7. Learning support services
8. Family involvement
9. Referrals to community-based services
10. Recreation

Program Director ..... [Colleen Kennedy](#) (273)

Program Assistant..... [Cindy Bernstein](#) (279)

Support Counselor ..... [Eric DeJong](#) (273)

Youth Development Specialist ..... [Colleen Prater](#) (202)



# TEACHERS

## AGRICULTURE

[Smith, Nicole](#) (387)  
[Thorne, Patricia](#) (334)

## ART

[Barber, Ashley](#) (312)  
[Benfer, Amy](#) (361)  
[Graiff, Jeffrey](#) (399)  
[Wiley, Jennifer](#) (330)

## BUSINESS EDUCATION

[Fuller, Christine](#) (375)  
[Grace Wilson](#) (351)

## LANGUAGE ARTS

[Campbell, Elisabeth](#) (386)  
[Carson, Edward](#) (305)  
[Chiari-Pearce, Marcia](#) (390)  
[DeWinne, Morgan](#) (389)  
[Dorisio, Lauri](#) (388)  
[Manogue, Megan](#) (309)  
[Mariano, Alicja](#) (301)  
[Muhlbaier, Catherine](#) (372)  
[Palys, Jessica](#) (310)  
[Reaves, Nicole](#) (236)  
[Swineford, Eryn](#) (303)  
[Wilson, Chrysta](#) (311)

## MATH

[Bagley, Katelyn](#) (374)  
[Brogen, Dena](#) (368)  
[Chung, Andrew](#) (395)  
[Hendrickson, Dan](#) (393)  
[Krementz, Brandon](#) (335)  
[Levandowski, Ashley](#) (325)  
[Lupchinsky, Julie](#) (328)

[Magsam, Aimee](#) (371)  
[Petruz, Angela](#) (343)  
[Severino, Brett](#) (342)  
[Sawyer, Jared](#) (379)  
[Serfass Jessica](#) (304)

## MUSIC

[Hamilton, Philip](#) (314)  
[Harrison, Betsy](#) (365)

## PHYSICAL EDUCATION

[Evans, Ashley](#) (357)  
[Csaszar, Lauren](#) (339)  
[Earnest, John](#) (394)  
[Fougeray, Daniel](#) (378)  
[Heaton, Jacob](#) (392)  
[Hoxworth, Michelle](#) (321)  
[Moore, Lindsay](#) (350)  
[Steigerwalt, Otto](#) (341)  
[Vanlier, Lauren](#) (380)

## SCIENCE

[Fox, Erica](#) (317)  
[Hogbin, John](#) (331)  
[Kelly, Timothy](#) (327)  
[LaRosa, Samantha](#) (306)  
[Ninfa, Allison](#) (319)  
[Pilla, Jeffrey](#) (315)  
[Ritter, Paul](#) (316)  
[Saul, Lisa](#) (366)  
[Simons - Palmieri, Tiffany](#) (338)  
[VandeZilver, John](#) (346)  
[Weist, Kathleen](#) (370)

## SOCIAL STUDIES

[Bostwick, David](#) (307)  
[Ceresini, Jason](#) (367)  
[Garavento, Steve](#) (313)  
[Hand, Cody](#) (363)  
[Hocker, William](#) (360)  
[Husted, Rich](#) (318)  
[Thomas, Eugene](#) (323)  
[Tompkins, Lauren](#) (320)  
[Williams, Robert](#) (322)

## SPECIAL EDUCATION

[Asher, Aryn](#) (340)  
[Bostwick, Nicole](#) (TBD)  
[Builes, Jennifer](#) (308)  
[Checchio, David](#) (398)  
[Grigioni, Zachary](#) (344)  
[MacEwen, Jaime](#) (228)  
[Monahan, Jessica](#) (391)  
[Mitchell, Greg](#) (337)  
[Pillis, Mark](#) (326)  
[Romeo, Pete](#) (373)  
[Todd, Jennifer](#) (324)

## TECHNOLOGY EDUCATION

[Sayre, Ed](#) (272)

## WORLD LANGUAGE

[Cisse, Issa](#) (359)  
[Masters, Kristin](#) (353)  
[McLaughlin, Nadya](#) (354)  
[Ramos, Esmirna](#) (355)  
[Rojas, Alicia](#) (329)  
[Rosado, Felicita](#) (302)

# SCHOOL CALENDAR

## Cumberland Regional School District Calendar SY 2021-2022

July 2021						
S	M	T	W	Th	F	S
				1	2	3
4	<del>5</del>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	Th	F	S
			1	2	<del>3</del>	4
5	<del>6</del>	<del>7</del>	<del>8</del>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Jul 5: School Closed/Independence Day Observed
- Sep 1-2: Staff Only/Teacher In-Service
- Sep 3-6: School Closed/Labor Day
- Sep 7-8: First Days for Students/Early Dis./Staff Dev.
- Sep 16: Meet the Teachers Night
- Oct 11: School Closed/Columbus Day
- Oct 13: PSATs/Early Dismissal/Staff Dev.
- Oct 15: Homecoming/Early Dismissal/Staff Dev.
- Nov 2: Early Dismissal/Election Day
- Nov 4-5: School Closed/ NJEA Conv.
- Nov 11: School Closed/Veterans Day
- Nov 24: Early Dismissal
- Nov 25-26: School Closed/Thanksgiving
- Dec 3: Early Dismissal/Staff Dev.
- Dec 10: Early Dismissal/Staff Dev.
- Dec 23: Early Dismissal
- Dec 24-31: School Closed/Winter Break
- Jan 3: School Re-Opens
- Jan 17: School Closed/Dr. Martin Luther King Jr. Day
- Jan 26-27: Early Dismissal/Exams
- Jan 28: Staff Only/Semester Break/Teacher Trans.
- Jan 31: Staff Only/Semester Break/Teacher Trans.
- Feb 4: Early Dismissal/Staff Dev.
- Feb 17: Meet the Teachers Night
- Feb 18-21: School Closed/Presidents' Weekend
- Mar 11: Staff Only/Teacher In-Service
- Apr 14-19: School Closed/Spring Break
- Apr 22: Early Dismissal/Staff Dev.
- May 13: Early Dismissal/Staff Dev.
- May 26: PROM / Early Dismissal/Staff Dev.
- May 27: School Closed
- May 30: School Closed/Memorial Day
- June 16: Early Dismissal/Exams
- June 17: Early Dismissal/Exams/Graduation
- June 20: Staff Only/Last Day for Teachers

October 2021						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	<del>11</del>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	Th	F	S
1	<del>2</del>	3	<del>4</del>	<del>5</del>	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	Th	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	

January 2022						
S	M	T	W	Th	F	S
						1
2	<del>3</del>	4	5	6	7	8
9	10	11	12	13	14	15
16	<del>17</del>	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<del>18</del>	<del>19</del>	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

EMERGENCY SCHOOL CLOSING INFORMATION: [www.crhds.org](http://www.crhds.org), Blackboard Connect, TV Stations 3, 6, 10

Make-up days due to inclement weather/emergency closings will follow the subsequent order: 3/11, 4/14, 4/19

Additional make-up days will be added to the end of the school year in June. Students are required to attend two 90-day semesters and staff will be required to attend a total of 186 days. Parents, students, and staff should not plan vacations, trips, and other activities that call for deposits, non-refundable fees, etc. prior to July 1, 2021, as the school year may be extended beyond June 18 (students), June 21 (staff).

This calendar is subject to change by the Cumberland Regional Board of Education.

Revised: 6/24/21

## BELL SCHEDULES

### REGULAR DAY

Time	EVENT	Time	EVENT	Time	EVENT
07:25	5-minute Warning	10:35	1st Lunch Begins	12:37	Block 4 Begins
07:27	3-minute Warning	10:55	10-minute Bell	1:52	10-minute Bell
07:30	Block 1 Begins	11:05	End first Lunch	2:02	Block 4 Ends
08:50	10-minute Bell	11:10	Block 3BC Begins	2:05	SERA Begins
09:00	Block 1 Ends	11:18	End 3A	2:30	10-minute Bell
09:05	Block 2 Begins	11:20	Start 2nd Lunch	2:40	Student Dismissal
10:20	10-minute Bell	11:40	10-minute Bell		
10:30	Block 2 Ends	11:50	End 2nd Lunch		
		11:53	Block 3B Begins		
		12:00	Block 3AB Ends		
		12:05	3rd Lunch Begins		
		12:25	10-minute Bell		
		12:35	Block 3 Ends		

### EARLY DISMISSAL BELL SCHEDULE

Block	Time	
Block 1	7:30	8:30
Block 2	8:35	9:35
Block 3	9:40	10:40
Block 4	10:45	11:45

## DISTRICT POLICIES AND REGULATIONS

\*This handbook is a summary of school policies and procedures. The absence of any specific procedure does not indicate that the administration waives its right to enforce procedures and policies not detailed in this handbook.

District policies and regulations are available for review online by visiting our website [www.crhsd.org](http://www.crhsd.org) under the District tab.

## STUDENT PROTECTIONS

### HARASSMENT, INTIMIDATION AND BULLYING

STATE DEFINITION - "HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry,

national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

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

Any referral considered to be a case of HIB will be first reported to the Principal or the HIB Specialist, Mrs. Prater, in Colt Connection in writing and the appropriate HIB procedures will be followed.

## AFFIRMATIVE ACTION

Cumberland Regional High School maintains a State-approved Affirmative Action Plan that covers such areas as curriculum, grievance procedures, student's rights, physical education, athletics, and the Americans with Disabilities Act (ADA). Cumberland Regional School District guarantees all students equal educational opportunity and all employees equal employment opportunity regardless of race, creed, color, national origin, religion ancestry, age, sex, affectional or sexual orientation, marital status, familial status, economic status, liability for service in the Armed Forces of the United States, disability, or nationality. Anyone seeking additional information should contact the district's Affirmative Action Officer Mrs. Dana Landwher.

## EQUAL EDUCATIONAL OPPORTUNITY

Cumberland Regional School District guarantees all students equal educational opportunity and all employees equal employment opportunity regardless of race, creed, color, national origin, religion, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, economic status, liability for service in the Armed Forces of the United States, disability, or nationality.

# STUDENT RESPONSIBILITIES AND CONDUCT

## GENESIS PORTAL

1. Students are expected to log into the Genesis Portal at the beginning of the year and sign off on the required forms.
2. Parents are required to sign into the Genesis Portal to sign off on the first day of school forms.
3. Once students and parents have signed off on the forms, they will have access to the rest of the portal.
4. Students playing a sport must also have their parents sign off on the athletic forms.
5. If there are any issues with the portal, please email Mrs. Greynolds at [greynolds@crhsd.org](mailto:greynolds@crhsd.org).

## STUDENT EXPECTATIONS

1. Students treat themselves and others with respect.
2. Practice honesty, courtesy, and politeness.
3. Accepts the rights of others to develop and hold their own opinions.
4. Display good sportsmanship at school related functions.

5. Students settle differences peacefully.
6. Get help to talk over differences.
7. Make personal choices based on a good ability to make decisions.
8. Accept constructive criticism when needed.
9. Students are responsible for their actions.
10. Accept responsibility for error and do not make excuses.
11. Accept consequences of failure to follow school or societal procedures.
12. Attend school and class regularly and on time.
13. Students fulfill all classroom responsibilities.
14. Realize that schoolwork and academic development is the student's primary goal for being in school.
15. Complete homework, class work, and exams.
16. Use study periods and library time for schoolwork.
17. Contribute, cooperate, and share in the work of the group.
18. Students are free of drugs and alcohol.
19. Take enjoyment and pride in everyday life.
20. Associate with others who are drug and alcohol free.
21. Students respect the property of others, including school property.
22. Use books and other equipment appropriately.
23. Throw trash in the proper receptacles.

## CLASS CONDUCT

1. Students are to be prepared with the necessary materials for class each day.
2. Students are to enter class on time and be seated promptly and quietly.
3. The teacher will establish guidelines for the class, which each student is to follow.

## HALL CONDUCT

1. Keep to the right to allow the easy flow of people.
2. Students are to go directly to classrooms and not congregate in the hallway.

## CONDUCT DURING PERFORMANCES/ASSEMBLIES/ PEP RALLIES

When attending a performance/assembly in a classroom, the auditorium, the gym, or other venue, proper decorum is required. Students are encouraged to get the most out of the presentation, and, at the same time, allow all audience members to enjoy the same benefit. In addition, it is important to remember that it takes a lot of courage to get in front of an audience; therefore, respect for each performer/speaker is expected. Students who are unable to properly conduct themselves during assemblies/pep rallies will be asked to leave and may forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action.

Students are reminded to:

1. Sit in their designated area of the auditorium/gym.
2. Once seated, do not leave the area.
3. Remain quiet while groups/individuals are performing/speaking.
4. Remember that applause is appropriate at specific times in the program.

## CARE OF SCHOOL PROPERTY

1. Cumberland Regional High School is kept in good working order. The school is a source of pride for the community, students and staff.

2. Every effort must be made to keep it neat and clean.
3. Defacing school property by a student results in disciplinary and/or legal action.
4. The costs incurred due to damage are the responsibility of the student, as stated in the New Jersey State Law (Title 18A:37-3).
5. Every student has the responsibility as a school citizen to report any damage, accidental or otherwise, of school property.

## CAMERAS AND RECORDING DEVICES

Inappropriate recording, either audio or visual, and the taking of inappropriate pictures in school or on school grounds is expressly prohibited. Any student recording or taking pictures of inappropriate content will be subject to disciplinary actions.

## CUMBERLAND DAY PROGRAM /POINT SYSTEM

Any student who accumulates 40 or more points, including students participating in athletics, during any marking period will be recommended to be placed in the Cumberland Day Program (CDP). Students have a chance to return to the regular day program after they have completed at least one (1) full marking period as per the CDP behavior modification contract. It should be noted that a student does not need to accumulate 40 points to be placed in the CDP. Students can be placed in the CDP depending on the severity of individual incident(s) that occur, even before the accumulation of 40 points.

## ASSIGNMENT OF DISCIPLINE

Please see Code of Conduct located on our website or in the Genesis Portal for complete procedures

# BASIC PROCEDURES

## VISITORS

All visitors are to report to the Main Office. No one is permitted the freedom of the building without first securing an official pass that is issued by the Principal, or in his absence, a designee. The pass should be clearly visible as the visitor walks through the school. It is also important to sign in and out at the front desk. Due to social distancing restrictions any parent just dropping something off may place in the bin in the vestibule. A staff member will retrieve it afterwards. Due to the continuing issues with COVID19, we will limit the reason for anyone coming into the building.

## TELEPHONE/PERSONAL CALLS

House office phones are available for students who need to call a parent/guardian for emergent situations with Administrator approval.

## EMAIL

All students are provided a district-issued email address. All faculty members are accessible by email. Faculty email addresses are usually the person's last name@crhsd.org (all lower-case letters, no spaces). An example is aiello@crhsd.org for Mr. Aiello. A teacher also can be reached by simply clicking on their name in the above portion of the handbook or on the website under staff directory. Students must use their school provided email when emailing staff. Staff are prohibited from answering any student emails from any other email address.

## ANNOUNCEMENTS

During first block, students are given the first five minutes to check their school email and are encouraged to check it again during SERA or when time permits. Morning announcements are emailed each morning by 7:30 am. Students are expected to check their email regularly, as the school and teachers will often send important information and reminders to students via their school-issued email address. Students should also be sure to check monitors in the hallways for upcoming events.

## FLAG SALUTE

The Pledge of Allegiance will be recited daily during 1<sup>st</sup> block over the intercom system. If a student has any conscientious scruples against participating in this ceremony, the N.J. State case law says that a student shall be permitted to not say the pledge or not stand but must not cause a disruption during the pledge.

## HALL PASSES

Every student is scheduled to be in a class each period of the day. If a student is out of class for any reason, the student must have a hall pass from the teacher of the class in which they are scheduled. Each student is required to present the pass for examination upon request from any staff member. Students are expected to take the most direct route and return to class within seven minutes. Anyone found abusing a pass or in an unauthorized area without a pass or with a forged pass will result in a discipline referral.

## LATE ARRIVALS

Students who are scheduled for late arrival should check in at the front desk. If the bell has not rung, they will remain there until it does. Students should not arrive any later than seven minutes before the end of first block. Students are prohibited from wandering the building.

## LATENESS TO SCHOOL

Lateness to school is not only an undesirable habit, but it also seriously detracts from the learning process. All students are expected to be on time for school. Students who are habitually late to school are subject to disciplinary action. All late students must sign in at the front desk before going to class. A parent does not need to come in with their child.

## LATENESS TO CLASS/CLASS ATTENDANCE

1. All students are expected to be on time for class. Repeated lateness to class will result in disciplinary action.
2. What counts as a student being late once the bell rings is determined by the teacher's policies spelled out in their syllabus.
3. Absence from a class without a valid reason is considered cutting. Students cutting may not make up work missed and are subject to disciplinary action.
4. To be excused from a class for any reason, students must first secure the permission of both teachers involved, the one with whom work is going to be done and the teacher from whose class the student wishes to be excused. Students are expected to be fully prepared for the next day's class of the class they missed.

## INTERNET POLICY

With the advent of the internet it has become necessary to implement a policy which governs its use and monitors abuse. Each student will have a copy of an acceptable use agreement at the beginning of the year explaining Internet Regulation Conditions, Rules and Acceptable Use in their Genesis Parent/Student Portal. It is mandatory that a parent/guardian as well as the student sign off in the Genesis



Parent Portal before a student is permitted to use the internet. Once the agreement is signed it is valid for the entire time the student is enrolled in CRHS or until the parent revokes consent in writing to the Principal.

## EMERGENCY CLOSING

School closing, delayed starting time, or early dismissal schedule changes are announced over local radio stations, through the global call system, by text, by post on the school website ([www.crhsd.org](http://www.crhsd.org)), and by posting on the school mobile app. If no report is heard, it can be assumed that school is in session on a regular schedule. Telephone lines must be kept open for emergencies. PLEASE DO NOT CALL THE SCHOOL.

## SCHOOL COUNSELING PROGRAM

The Cumberland Regional High School Counseling Program functions to assist all participants in the learning process: students, teachers, parents, and administrators. The Counseling Program includes the following student services: individual and group counseling, personal/social counseling, career counseling, as well as postsecondary planning and counseling. Counselors utilize Naviance as well as other tools to help students learn more about themselves and the options they have after high school. Through educational and career planning students are given the tools to make informed decisions.

Every student is assigned to a school counselor for his/her tenure in high school. Students can request to see their counselor at any time. This is especially important if a problem arises. However, no student should deliberately miss a class to visit the School Counseling Office without an appointment. Appointment slips are available in first block class and in the Counseling office. Students can also request to see their counselor using their school email.

Students will have individual appointments to choose courses for the following school year. A Course Catalog is available online at <http://www.crhsd.org> under the “Students” Menu item. Counselors will work with students to choose courses that meet the student’s interests, requirements for post-secondary plans, as well as graduation requirements. A student’s schedule is an individual educational blueprint developed by the student in conjunction with his/her counselor. Scheduling the appropriate courses in the proper sequence is vital to the attainment of post high school goals, college, or employment. A request for a schedule change does not mean an automatic schedule change. Changes will be made only to provide necessary remediation or to enhance an educational opportunity and such changes must adhere to policy timelines.

Scheduling for the following school year will begin in mid-January and go through April. Students and parents are then given the chance to review the requests in Genesis and ask for changes. This drop/add period ends every year on May 30<sup>th</sup> per BOE Policy 2312 which states:

“No student will have their academic schedule altered after the date of May 30. If particular hardship develops the student with parent or guardian must submit a formal request explaining in detail the reason for the change.”

## PARENT CONFERENCES

Parents may request a conference with their child’s teacher at any time during the school year by contacting the Counseling Office. Preferably these conferences should be held at times which do not interrupt instruction and therefore require at least 24-hour notice. Likewise, teachers at times may find it necessary to request a conference with a parent. Parents are asked to make every effort to meet with your child’s teacher if they receive such a request.



## CHILD STUDY TEAM (CST)

### PROCEDURES FOR REFERRAL

1. Referral forms are available through a guidance counselor. Please note referral will first be done by the Intervention and Referral Team, who will review and make recommendations.
2. Referral procedures are included on the District website. These procedures and publications will be updated annually and be distributed to the parent(s) and appropriate social service and welfare agencies not later than October 1 of each year.

### PARENT-INITIATED REFERRAL

When a parent makes a written request for an evaluation to determine eligibility for services:

1. The written requests are received and dated by the CST Secretary;
2. The written requests are immediately forwarded to the office of special services/special education;
3. A file will be initiated to include a timeline for processing the referral including the date that initiates the 20-day timeline for conducting the referral/identification meeting and any forms used to open a case;
4. Upon receipt of the referral a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
5. The Case Manager will convene a referral/identification meeting within 20 calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
6. A “Notice of a Referral/Identification Meeting” will be sent to the parent(s). The notice will contain “Parental Rights in Special Education” (PRISE) Booklet; and
7. The referral/identification meeting will be attended by the parent(s), CST, and regular education teacher.

## HEALTH SERVICE

A school nurse will be available for consultation on health problems. Their services are available through the teacher or counselors. They are always available in AN EMERGENCY. Students who are ill will be sent home only with parent or another designated adult. Students presenting to the nurse with a fever of 100 degrees Fahrenheit or above will be sent home by the nurse. A student will also be sent home if suspected of having a serious, highly contagious illness. Parents/guardians shall have someone available at all times to pick their child up in these situations.

Medication prescribed by a physician may be administered if the medication is brought in the original container by the parent and with written physician and parent consent. Non-prescription medication such as acetaminophen, ibuprofen, or Tums will not be administered unless parent permission is on file. This is done through the Genesis Parent Portal. All medication taken during the school day must be under the direction of the school Nurse (in the school nurses’ office). Medication should not be in the students’ possession, unless directed through the Nurse.

Students with medical problems that interfere with their ability to participate in physical education are eligible to be excused with a physician’s note. Students MUST present a medical note for excuse to the Nurse and Physical Education teachers will be notified by the nurse. Students with long-term problems must present updated information from the doctor. All notes MUST be presented at the onset of the

development of the medical problem. The more medical information the school nurse has on a child, the better the nurse's ability to help that child.

The nurses provide medical attention for students, staff members, or visitors who are injured or become ill on school premises. Piercings and tattoos will not be treated in the nurses' office.

Reminder: Any students with Epi-Pens and/or Asthma inhalers must carry them on field trips. They must also have them for any after school activities. Please have an Asthma Action Plan or Emergency Administration of Epinephrine form completed by the student's physician. Forms are available on the CRHS website or in the Genesis Parent Portal.

Phone calls will not be made home to obtain permission for administration of any medications, except in emergency situations.

## STUDENT INSURANCE

As a service and benefit to parents and students the Board of Education has purchased a Student Accident Medical Benefits insurance policy covering every registered student attending Cumberland Regional High School. Full Access means benefits are payable for covered medical expenses that are not reimbursable by any other valid and collective insurance. All medical claims must be filed through family insurance coverage first. Any balance not paid by the family insurance (primary coverage) should be filed for reimbursement with the school insurance carrier. This applies only to injuries incurred by students during the period covering the school day, including the trip to and from school, on days the school is legally in session. All claims should be processed through the school nurse. NOTE: Subject to limitations of Master Policy on file in the Board of Education Office, students involved in an accident or an injury on school grounds or during any school-sponsored athletic event must report immediately to the person in charge or to the nurses' office. Failure to do so may result in forfeiture of school insurance coverage.

## ATTENDANCE POLICY BOE 5200

Our School Board is supportive of the concept that increased student time on academic tasks contributes to improved academic achievement. The intent of our attendance policy is to reduce student absenteeism and to increase instructional time. Students must attend school regularly and are expected to attend every class on their daily schedule. All absences will be counted. We ask parents to call the school at ext. 208 or use the Genesis Parent Portal to notify the school of their child's absence.

Please note for the 2020 – 2021 school year there has been a change to the attendance policy. Student attendance will now be based on each class block instead of the day. Students must be in a class for a certain amount of time to receive credit for that class. Students who come in too late or leave too early may only receive a half day or a full absence. Loss of credit will be done by class instead of by the day.

For a student to be considered present for a full block a student may not miss more than 10 minutes of the class or it will only count as a half block attendance.

For a student to be considered present for a half of a block, a student must be present for at least 42 minutes of the block. Except in the case of a student who leaves before 12:30 in which case they would only receive credit for the first two blocks if present.

The school will notify the parent or guardian at various stages to help prevent anyone from losing credit. The school year is divided into two semesters. The semester absence procedures are as follows:

Four (4) days absent from a class - Parent notified by letter, and/or conference with student and counselor. More than six (6) days absent from a class - Notification of "Loss of Credit."

Seniors who violate the attendance policy will not be permitted to participate in commencement.

## EXPLAINED ABSENCES

The following activities, with proper documentation, are considered explained and shall not count against the student:

1. The student's illness supported by notification to the school by a doctor's note;
2. The student's required attendance in court;
3. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
4. The student's suspension from school;
5. Family illness or death supported by notification to the school by the student's parent;
6. Visits to post-secondary educational institutions;
7. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
8. Examination for a driver's license;
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day if provided a doctor's note;
10. Take Our Children to Work Day;
11. An absence considered excused by a New Jersey Department of Education rule;
12. An absence for a reason not listed above but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

## LOSS OF CREDITS - APPEALS PROCEDURES

In the event of a unique circumstance or hardship, a written request must be presented to Administration by the parent/guardian/advocate no later than ten (10) school days after the date of the written notification of the student's no-credit status. For appeals to be considered, the above timelines must be adhered to. During the last month of each semester, a committee will meet to consider all appeals. Please see BOE Policy #5200 for more information.

## TRUANCY

Truancy is absence without the knowledge of the parent or guardian. It presumes that the student involved has not officially entered under the jurisdiction of school authorities for the day in question. A student who is truant is, first, the direct responsibility of the parent in every known case; the school will contact the parent by phone or through personal conference. A "zero" will be given in all subjects for that day and the absence automatically counts in the attendance policy. Class work cannot be made up.

## EXCESSIVE ABSENTEEISM

In keeping with the provision of NJSA 18A:38-27, pupils who are repeatedly absent from school and/or pupils who refuse to obey their parents or guardians when instructed to return to school, or pupils who are incorrigible, shall be deemed juvenile delinquents and shall be proceeded against as such. NJSA

18A:38- 31 maintains that a parent or guardian who fails to comply with school attendance provisions shall be deemed a disorderly person and may be subject to a fine for each offense.

The district may file charges against the parent/guardian of any juvenile who is absent without a good reason for 10 cumulative days.

### LEAVING SCHOOL EARLY

Students who have parent/guardian permission may be permitted to leave school only after verification of the request and at the discretion of the administrator. It is recommended that every effort be made to schedule appointments during non-school hours so that the educational development of the student and the educational process of the school be interrupted as little as possible. Students must be given permission to leave and must sign out in the Main Office before exiting the building. Failure to do so will result in a disciplinary referral. Students who leave before 12:30 PM will only receive credit for the first two blocks of school if present during those blocks.

### HOME INSTRUCTION

If a student's absence will become excessive due to temporary physical or mental disability, (documented by physician), parents must request home instruction in writing and submit to the Director of the Child Study Team. The Director of the Child Study Team in conjunction with the school nurses will review the request and contact the parent/guardian. A medical note requesting Home Instruction from an appropriate physician is required. Upon receipt of a medical note, a Home Instruction plan is developed during a scheduled meeting. This note must be renewed by a doctor every 60 days.

### MAKE-UP WORK

Make-up work is available to students following a lawful absence. It is the responsibility of the individual student to obtain that work on the first day returning to school after an absence. Students must finish all missed assignments within a time equal to the number of days the student was out of school. For example: after three (3) consecutive all-day absences, a student would have the next three (3) school days in which to complete all make-up work.

### ILLNESS

Students who become ill in school should report to the nurses' office. If the nurse is unavailable, students should see an administrator. Students are to refrain from making calls until they first contact the nurse or administrator.

## SCHEDULING AND ACADEMIC INFORMATION

### CREDITS NECESSARY FOR GRADE PLACEMENT

To be placed in grade ten, eleven, or twelve the following standards will apply:

<i>Grade 10</i>	<i>Grade 11</i>	<i>Grade 12</i>	<i>Graduation</i>
30 Credits	55 Credits	85 Credits	120 Credits

### REPORT CARDS

Report cards will be issued four times a year in accordance with the timetable published annually. The following symbols will be used to represent grades:

A	90-100	Superior	P	Passing (Student Aides only)
B	80-89	Above Average	WP	Withdraw Passing
C	70-79	Average	WF	Withdraw Failing
D	60-69	Below Average	I	Incomplete
F	50-59	Failing	M	Medical Excuse (P.E. only)

## WITHDRAWAL FROM A COURSE

No student will be allowed to drop a course more than halfway through the semester without administrative approval. A grade of withdrawal passing (WP) or withdrawal failing (WF) will be issued to any student who drops a course.

## ACADEMIC HONESTY POLICY

Students are expected to demonstrate honesty and integrity while in attendance at Cumberland Regional High School. Each student is expected to do his/her own work. This includes, but is not limited to, exams, tests, quizzes, homework, class assignments, projects, essays, pictures/posters/models/visuals, and any work assigned by a teacher. Any student found guilty of cheating, whether that be from another student, website, copyright, or other, may receive a zero recorded on a discipline referral, as well as, lose the chance to be a part of or their membership in any of honor societies.

## TEST-TAKING RULES

During classroom testing, mid-terms, and final exams students are not permitted to talk, communicate with other students, glance at or copy from another student's paper. Students must remain seated and are not to have unauthorized supporting material in their possession.

## 2020-2021 GRADE REPORTING CALENDAR

\*Exam Schedule and Report Card Calendar will be adjusted if inclement weather substantially impacts school operation.

## MARKING PERIOD

<u>Marking Period</u>	<u>Days</u>	<u>MP Ends</u>	<u>Report Cards Mailed</u>
Mid - 1st Sem.	45	Nov. 16	Nov. 20
End - 1st Sem.	45*	Feb. 1	Feb. 5
Mid - 2nd Sem.	45	April 15	April 22
End - 2nd Sem.	45*	June 18	June 23

\*INCLUDES EXAM DAYS

## PROGRESS REPORT SCHEDULE

<u>Term</u>	<u>Reports Mailed</u>
1st Quarter - 1st Sem.	Oct. 15
2nd Quarter - 1st Sem.	Dec. 23
1st Quarter - 2nd Sem.	March 15
2nd Quarter - 2nd Sem.	May 24

## EXAM SCHEDULE

*Final Exams - First Semester* - Jan. 29 - Blocks 1 & 2; Feb. 1 - Blocks 3 & 4

*Final Exams - Second Semester* - June 17 - Blocks 1 & 2; June 18 - Blocks 3 & 4

*Senior Final Exams* - June 14 - Blocks 1 & 2; June 15 - Blocks 3 & 4

## INCENTIVES FOR EXCELLENCE

### HONOR ROLL RECOGNITION

Honor Roll students must achieve a grade of 80 or higher in each class. Students are recognized to encourage and motivate them to strive for academic excellence.

### AWARDS AND HONORS

The Scholarship and Academic Excellence Committees honor and pay tribute to students who have excelled in specific areas. Seniors are also presented with departmental/activity awards as part of commencement presentations. Senior students who will be receiving awards will be notified and recognized at the end of the year awards ceremonies. Students should list awards and recognitions on the Senior Brag Sheets and then turn them in to the Guidance office to be recognized during the Senior Awards Night in June.

### SCHOOL COUNTS PROGRAM

The School Counts! program provides two-year Rowan College of South Jersey - Cumberland Campus tuition scholarships to county residents who earn four consecutive School Counts! certificates from participating high schools. In order to earn a School Counts! certificate, students must:

- have a 95% or better attendance record;
- have achieved a higher-than-average GPA;
- have successfully completed Algebra I; and
- be scheduled to graduate from high school on time.

## STUDENT RECORDS

### CHANGE OF ADDRESS/RESIDENCY

Cumberland Regional is responsible for educating only those students who are residents of its constituent districts. It is the legal responsibility of every parent/guardian to notify the school when the student changes residency. Also, failure to notify the school when the student has moved out of district could result in legal action intended to collect tuition payment for non-resident students who continue to attend Cumberland Regional High School.

### CHANGE OF PHONE NUMBER(S)

For parent(s)/guardian(s) to be notified of emergency school closings, upcoming events, etc. via our global call phone system, the school must be notified of any home phone number changes. Changes can be made by calling ext. 233 or making changes through the Genesis Parent Portal.

### STUDENT RECORDS AND CONFIDENTIALITY

According to New Jersey Administrative Code (18A:36-19.1), directories of student information (lists that include student names, addresses, and phone numbers) are required to be made available to military, educational and occupational recruiters upon request. Within the Genesis Parent Portal, parents/guardians will be notified annually of their right to exclude personal data for their child from the student directory and exclude their child's information by filling out the online form.

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 24:4A-60, disclosure of juvenile



information; penalties for disclosure, shall be provided to the receiving public school district in accordance with the provisions of N.J.S.A. 18A:36-19a.

## SELECTIVE SERVICE REGISTRATION

All men 18 years of age must, by law, register with Selective Service. This can be done via the internet by accessing: [www.sss.gov](http://www.sss.gov). In addition, registration may be completed at any post office or by utilizing the appropriate check-off on the Free Federal Financial Aid Form.

## VOTER REGISTRATION

To register in New Jersey, you must be:

- A United States citizen.
- At least 17 years old, though you may not vote until you have reached the age of 18.
- A resident of the county for 30 days before the election.
- A person not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States.

Students who have turned 17 and will be eligible to vote in an upcoming election are encouraged to register. Please go to the Cumberland County Clerk's webpage. Forms may also be found under the student tab on our website and in the Genesis Student Portal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. The rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. A school official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may request to amend a record that they believe is inaccurate. They should write the principal; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. NOTE: A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon a student transfer among school districts, educational records, including the student's disciplinary records, are forwarded to the school where the student is enrolling.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. [Please see the FERPA website for more information.](#)

## STUDENT GRIEVANCE PROCEDURE

### APPEAL OF AN ADMINISTRATIVE DISCIPLINARY DECISION

Please see Code of Conduct located on the website under the student tab or in the Genesis Parent Portal for more information.

### GENERAL

A student grievance will be heard in the following manner:

1. A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period to be allowed at each level for the hearing of the grievance and the preparation of a response;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
5. A student grievance that proceeds to the Board will be heard at the next regularly scheduled Board meeting, and the Board will issue a decision in no more than ten calendar days after the Board meeting. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

## STUDENT ACTIVITIES

\*All participants shall be required to meet the same attendance eligibility requirements as the student athlete and must be present in school a minimum of two (2) full instructional blocks the day of the event.

### ACHIEVEMENT LETTER

Beginning with a student's freshman year, a student may accumulate 165 points by participating in our Student Activities Program, as well as achieving academic status. When a student reaches the goal of 165 points, the student is awarded a Cumberland Regional High School Achievement Letter.

### DANCES

Dances are scheduled during the school year for the enjoyment of all students. Attendance at school-sponsored dances is a privilege extended to our students. This privilege may be revoked for repeated violations of the school disciplinary policy, poor school attendance, or for infractions occurring at a dance. Student ID cards and dance tickets are required for admission.

For the safety and enjoyment of students attending dances, the following are the procedures for holding dances:



1. For admission to dances, it is mandatory that students show their ID and dance ticket.
2. Passive Alcohol Parental consent forms and dance forms MUST be signed and submitted prior to purchasing a ticket. This is done through the Genesis Parent Portal. Parental Consent forms for CRHS students are valid every year that a student attends CRHS. Guest Passive Alcohol Parental consent forms must be re-submitted for every individual dance.
3. All tickets are pre-sold; no tickets will be sold at the door. If the student is bringing a guest, the guest ticket must be purchased at the same time.
4. Each CRHS student may bring one guest; maximum age for guest is 20, minimum age for guest is 13.
5. All guests must be at a minimum in high school and have prior approval and will be asked to show ID at the door.
6. After the doors close, no further admissions are permitted.
7. Inappropriate dancing as well as any improper conduct may prohibit a student from attendance at future dances and may result in disciplinary action.
8. Students attending a dance must meet school dress code requirements. Formal dances such as Homecoming and Prom require dressy attire. No jeans or clothing deemed too revealing are permitted.
9. Anyone suspected of consumption or possession of alcohol or any illegal drug is subjected to disciplinary action.
10. Students who desire to leave dances early must present a note signed by the parent/guardian at least one (1) day before the event to Mrs. Dana Landwher.
11. Students must be picked up promptly after dances. Failure to do so will result in a possible disciplinary referral and a possible prohibition from attending dances for the rest of the year.

## FIELD TRIPS

Field Trips are an extension of the school day. All school rules and regulations apply. If a student has a prescribed Epi-Pen for an allergic reaction, he/she must report to the nurse in the morning before leaving for the trip and show the Epi-Pen to the nurse. The nurse will check to ensure the student has the Epi-Pen and that it is not expired. Students prescribed an Epi-Pen will not be permitted to go on the trip without confirming that they have their Epi-Pen.

## FUNDRAISERS

School-sponsored administratively approved fundraisers are the only fundraisers in which students are permitted to participate at school. The selling of any non-approved items subjects the student to disciplinary action. Board of Education Policy #5830 specifies that: “The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Superintendent or his designee. Collections by organizations outside the school or by students on behalf of such organizations shall be approved by the Superintendent. Parent Booster Club fundraising is not sponsored by the Board. No fund-raising activity involving door-to-door solicitation shall be permitted.”

## STUDENT INDIVIDUAL ACCOUNTS

As per BOE Policy 6600, “Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school’s activity accounts in the same manner as interest earned on the bank account is disbursed.” However, if a Senior has a sibling the money may be transferred to that sibling’s account.

## POSTERS

To place an announcement on any of the hallway bulletin boards, the poster must be approved and initialed by Mrs. Dana Landwher in D House. After its usefulness, the announcement must be removed. Posters for student elections must follow guidelines set up under the Student Council Constitution. Please see Mrs. Tompkins for more information.

## CLASS ADVISORS

Class of 2022 Mrs. Tiffany Simons-Palmieri

Class of 2023 Ms. Ashley Evans and Ms. Jessica Palys

Class of 2024 Ms. Julie Lupchinsky

Class of 2025 Mr. Brett Severino and Mrs. Samantha LaRosa

## DRESS CODE

The purpose of these guidelines is to provide a school-wide environment conducive to the education process. No student should dress in a way that would distract from the educational purpose of the school district. Regardless of style, clothing is expected to meet a general standard of modesty, and the administration has discretion to determine whether clothing is acceptable for an educational environment.

## CLOTHING

No sunglasses, blankets, or any headwear allowed. Skirts, dresses, shorts, and pants will not be worn excessively high (above mid-thigh). All pants should not be worn below the natural waist. Extremely low cut, tight fitting, or transparent clothing, bare midriffs, cut off shirts, sleeveless shirts, halter tops, one-strap or backless tops are not permitted. Any apparel, bandanas, or accessory with offensive, bias, or profane material on it or reference to drugs, sex, gang affiliation, alcohol, or tobacco products are prohibited.

Exception: Requirements in special areas such as science and physical education take precedence over this dress code.

## DRUGS, ALCOHOL, AND TOBACCO (ATOD) (USE/POSSESSION OF, SALE/DISTRIBUTION)

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession of/and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco, or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers. Violations of these restrictions will result in disciplinary action.

Under current N.J.S.I.A.A. policy, student athletes who participate at the State level in any sport will be subject to random anabolic steroid testing. This testing is State-directed and handled through the Athletic Department. Violation of these restrictions will result in disciplinary action.

Please see the Student Code of Conduct for more information

## TOBACCO

Policies regarding the use of tobacco are in the interest of promoting and protecting the health and safety of students and staff. Because tobacco is prohibited, students are not to have in their possession any smoking materials. This includes cigarettes, cigars, vaporizers, and loose tobacco including snuff and chewing tobacco. It is a violation of New Jersey State law to smoke in a school building or on school property. Fines may be assessed by a municipal court for a violation of this law. Please see the Student Code of Conduct for more information.

## PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education under policy 5535 recognizes that a student's use of harmful substances seriously impedes the student's education and subsequently threatens the welfare of the entire school community. This policy/procedure is intended to deter students from the use of alcohol and is in no way to be used for the sole purpose of prosecuting students for such violations. In keeping with the Board's commitment to provide a safe and secure learning environment, the Board of Education authorizes that the Chief School Administrator and his/her designee(s) may utilize a device known as a Passive Alcohol Sensor to screen "all" students in attendance for the presence of alcohol use before, during and after school activities and/or events such as dances, athletic events, proms, class trips, graduation, etc. including on school grounds, school buses, and district vehicles. Passive alcohol sensors are also permissible when the administration has reasonable suspicion to believe that a student is under the influence.

When a positive response is obtained by the Passive Alcohol Sensor, this shall be considered "reasonable suspicion" that the student is under the influence of an alcohol substance as set forth in N.J.S.A. 18:40A-12. The school's policy regarding ATOD will then immediately be initiated. If a student tests positive and states that they have not consumed alcohol, or states that they have recently used mouthwash or another breath-cleansing item, the principal or designee may allow the student to step aside for twenty (20) minutes and allow them to retake the test. If the test is negative the second time, the student is cleared. If the test is positive, the school's policy regarding ATOD will then immediately be initiated. The use of the Passive Alcohol Sensor does not preclude staff members from utilizing their power of observation and professional judgment in otherwise determining that a student may be under the influence of alcohol or other illegal substance.

Please refer to The Student Code of Conduct located on the school webpage or in the Genesis Parent Portal for more information regarding ATOD.

## FIRE DRILLS/EMERGENCY MANAGEMENT DRILLS

### **IN AN EMERGENCY - WHEN YOU HEAR IT, DO IT.**

Periodic fire and emergency drills are required and are part of an overall safety program. Students should read the directions for fire exits displayed in each classroom. Students should follow teacher instructions during an emergency management drill. It is essential, when the signal is sounded, that students follow the teacher's instructions promptly and in an orderly manner. Fire pull boxes are in the school for emergency use in case of a fire. These boxes have been specially sensitized for their proper use and to assist in detection of abuse. Improper use of these mechanisms and the subsequent endangerment of the student population results in the most serious disciplinary responses and legal action.

1. Teachers must accompany their groups out of the building and to their posts and maintain order and silence until the drill is over - that is, until everyone is back in his/her room.
2. Students are to come out of classrooms in single file, one line on each side of the corridor to form double lines going down the stairs or out of the exits.
3. At all times, students are to keep all driveways clear.
4. Students who exit into parking areas are not to touch any of the parked automobiles.

### SHELTER IN PLACE – SECURE THE PERIMETER

A shelter in place is used when administration needs to keep the halls clear. This could be for an accident in the hallways, chemical spill, a drug dog sweep, or any other non-threatening issue.

1. Return inside if outside.
2. Bring students into the building and back to the classroom unless directed otherwise -- do not permit students to leave classroom.
3. Lock all doors.
4. Take roll.
5. Disregard all bells and alarms.
6. Teachers should continue to teach.

### LOCKDOWN – LOCKS, LIGHTS, OUT OF SIGHT

1. Staff and students outside the building should move to predetermined evacuation site either at the BOE offices across the fields or down to the red maintenance sheds.
2. Students are not permitted to leave the classroom.
3. Students and staff should move away from sight (windows and doors).
4. The slider over the classroom door window should be closed.
5. The lights should be turned out.
6. Maintain silence.
7. Wait for the NJ State Police to evacuate the room or a specific announcement ending the lockdown. Your teachers will know when the announcement is made.
8. NO TEACHING OR BUSINESS AS USUAL DURING LOCKDOWN.
9. Disregard all bells and alarms.

### EVACUATIONS

1. Evacuations will be announced over the loudspeaker.
2. Form a line and follow directions as you would for a fire drill.
3. Students should head to their class's fire drill location.
4. Prepare for relocation to secondary site.
5. Follow directions as given by staff.

### METAL DETECTORS

The Cumberland Regional Board of Education may use metal-detecting devices in all school buildings, on school grounds, and at all school activities.

### SECURITY CAMERAS

More than 70 surveillance cameras are mounted throughout the school as well as on the school buses. Video monitoring is continuous. In addition, video will be kept to review any part of the building/bus, should it become necessary.

## INSTRUCTIONAL MEDIA CENTER

The Media Center is open to all students in the school from 7:30 a.m. to 2:40 p.m. space permitting. It is a place for quiet, individual research and reading or to study. Computers, books, magazines, and pamphlets are provided in the Media Center. For everyone to enjoy the continued use of the Media Center, each student is expected to follow school Media Center procedures.

1. The computers and printer are to be used for academic purposes only.
2. Students are responsible for returning materials on time.
3. Students are responsible for lost or damaged materials.
4. Students are to follow their classroom teacher's instructions.
5. Food is not allowed, except with Administrative approval.
6. Students attempting to remove books without checking them out will be referred to an assistant principal and may also lose the privilege of using the Media Center for a period.

## LOST AND FOUND

An article that has been found should be brought to the Main Office. Items will be placed in the Lost and Found bin located in the Media Center. If the item is of high value, it will be given to security to hold. Proper identification of the article is required to reclaim.

## LUNCH

Cooperation in the following areas will be necessary to facilitate the serving of lunch in an orderly fashion:

1. Be patient while waiting in line.
2. No large bookbags allowed in the line.
3. Cutting in line is prohibited.
4. Be polite to servers and cashiers.
5. Students should know their student ID number or have their student ID.
6. Try to have correct change ready for cashier.

## ATHLETICS

Athletic Office..... 451-9400 ext. 248

### **FALL**

*(SEPTEMBER – NOVEMBER)*

Boys Cross Country  
Girls Cross Country  
Football  
Boys Soccer  
Girls Soccer  
Field Hockey  
Girls Tennis  
Cheerleading (Football)

### **WINTER**

*(DECEMBER – FEBRUARY)*

Boys Winter Track  
Girls Winter Track  
Boys Basketball  
Girls Basketball  
Boys Swimming  
Girls Swimming  
Wrestling

### **SPRING**

*(MARCH – JUNE)*

Baseball  
Softball  
Boys Track & Field  
Girls Track & Field  
Boys Golf  
Girls Golf  
Boys Tennis

\*Sports Schedules are listed on the CRHS website under athletics.

## ATHLETIC MISSION STATEMENT

The mission of the Cumberland Regional High School Athletic Department is to educate, train and inspire student-athletes to pursue excellence not only in their respective sports, but also in life.

## PHYSICALS

Athletic physicals are required to be updated once a calendar year. A school health form must still be handed in each season even if the physical is still good. Packets are available in the nurses' office or can be downloaded from the school website.

## ELIGIBILITY REQUIREMENTS

To be eligible for fall sports a student must pass 30 credits from the previous year. To be eligible for the winter season, a student must pass 30 credits from the previous year. To be eligible for the spring season, a student must be passing 15 credits from the first semester.

Incoming freshmen have no credit or GPA requirements for fall sports or winter sports.

All athletes are subject to credit requirements as per the State of New Jersey.

**NOTE:** Summer School credits count as an extension of the previous year. Credits must be completed prior to September 1.

**AGE:** An athlete becomes ineligible for high school athletics if he/she reaches the age of nineteen (19) prior to September 1. A ninth-grade student becomes ineligible for Freshman Athletics if he/she reaches the age of sixteen (16) prior to September 1. No student will be eligible for high school athletics after the expiration of four (4) consecutive years following his/her entrance into the ninth grade.

Student-Athletes who participate in a state championship sport will be subject to random anabolic steroid testing. Any student-athlete who tests positive will be prohibited from participating in championship events or contests. Any student-athlete in violation of this procedure will be subject to Cumberland Regional High School Board of Education Policy 5530.

## ATTENDANCE FOR ATHLETES

To participate in an athletic event, each athlete must be present in school a minimum of two (2) full instructional blocks the day of practice/game. For Saturday practice/game the above requirement must be fulfilled on Friday.

## INJURIES

1. Any student injured while participating in a school athletic program must notify his/her coach and the athletic trainer immediately.
2. If a student-athlete is excused from a sport for a medical reason, he/she may not participate in physical education until he/she is cleared by the treating physician.
3. A student who consults a physician for any athletic injury is required to have written clearance (doctor's note) before participating again.
4. If a student-athlete is excused from physical education for medical reasons, he/she may not participate in their sport until cleared by the treating physician.

The Board of Education provides supplemental insurance coverage for all athletes. This coverage is secondary to an athlete's primary health insurance and will cover any charges that the athlete's primary insurance does not. The school nurse can provide insurance forms.

## AWARDS/CERTIFICATES

Awards and certificates are recommended by coaches to their sport. These recommendations are based on required levels of participation and are presented at the end of the season.

## CONFERENCE AND STATE AWARDS

Presented by the Athletic Department.

## ATHLETIC CODE OF CONDUCT

Cumberland Regional High School is a member of the New Jersey State Interscholastic Athletic Association.

The purpose of this code of conduct is to develop measures of understanding and commitment to fair play, ethical behavior, and integrity pertaining to all individuals involved in spectator sports either as a participant, student spectator, or parent.

Along with the Code of Conduct, each coach may have additional conduct requirements for their student athletes.

## EXPECTATIONS OF STUDENT PARTICIPANTS

1. Treat opponents with respect; shake hands prior to and after contest.
2. Respect judgment of contest officials abide by rules of the contest and display no behavior that could incite fans.
3. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
4. Accept seriously the responsibility and privilege of representing school and community; display positive public action always.
5. Live up to the high standard of sportsmanship established by the coach.

## STUDENT DRIVING/PARKING AND TRAFFIC REGULATIONS

### APPLYING FOR A PERMIT

Students must possess a regular New Jersey driver's license (permits and agriculture licenses are not acceptable).

Students must be 17 years and be in 11th or 12th grade according to Genesis.

To obtain a permit, students should bring the following to D House:

- A completed parking permit application in Genesis.
- Must show and have a copy on file of their New Jersey driver's license.

Should a student lose their parking permit sticker, the cost is \$5 per replacement. Please see the Student Code of Conduct for complete rules and procedures.



## GRADUATED DRIVERS LICENSE (GDL)

Students driving under a probationary license must:

- Display a reflectorized decal on each license plate (front/back); decals available at motor vehicle agencies, \$4 per pair.
- No driving after 11:01 p.m. and before 5:00 a.m.
- There are no time limits for basic driver's license holders 18+.
- Permit and probationary drivers under 21 may drive outside the prescribed hours for employment or religious reasons.
- Drivers must carry legible documentation on letterhead signed by the employer, organization or religious institution stating the reasons for this request. It must include the title, address and telephone number of designated official.
- Parent(s), guardian(s) or dependent(s) are allowed as passengers. A dependent can be the driver's child, not brother or sister.
- Only one additional passenger is allowed unless accompanied by a parent or guardian.
- You cannot use cell phones, handheld video games or any other interactive, wireless device, whether it is "hands-free" or not.
- Seat belts must be worn at all times.

An agricultural license (Class G) allows individuals between 16 and 17 years old to operate only those vehicles registered for farm use when the driver and vehicle are actively engaged in farming-related activities. A basic driver license (Class D) can also be used to operate farming vehicles.

## PROPERTY AND MATERIALS

### STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, expensive jewelry, electronic devices to school, and if they wear glasses or watches, to keep track of them always. Students, not the school, are responsible for their personal property.

### TEXTBOOKS/CHROME BOOKS

Cumberland Regional High School furnishes students with textbooks and Chromebooks for their courses. These are the responsibility of the student. Unreasonable damage to the textbooks or Chromebooks will result in a fine commensurate with the replacement cost. Fines are also assessed for any textbook not returned. This payment is required upon losing the book so that another can be issued, and no time is lost from course studies. If the book is later found and is in reasonable condition, payment will be refunded. Fines not paid will result in withholding of transcript or diploma.

### STUDENT IDENTIFICATION - PICTURE ID CARDS

Every student must have the Official Student Identification Card in their possession always. Any student providing false identification or refusing to present the ID Card to any school personnel will be subject to disciplinary action. The Student ID Card must be presented to gain admittance to ALL school-sponsored activities, to secure transcripts and to use library materials. Students who do not have an ID will be charged for a replacement. Replacement cost for ID cards is \$5.00. Students should email Mr. Aiello for a new ID.



## STUDENT LOCKERS

A hall locker equipped with a built-in combination lock is assigned to each student. Lockers are the property of the school and are merely on loan to the students. Lockers may be searched at any time per New Jersey State Law. No student should use another student's locker or allow other students to use his/her locker. Each student is to use only that locker that has been assigned to him/her. No one is to enter anyone else's locker or tamper with it in any way. The school assumes no responsibility for items lost or stolen. Students are responsible for all contents in their assigned locker. A student is not to go to his/her locker during class periods unless he/she obtains a pass in advance. Discipline may be expected for anyone who does not observe these regulations.

**\*\*\*PLEASE NOTE LOCKERS MAY BE RANDOMLY SEARCHED AT ANY TIME.**

## FREQUENTLY ASKED QUESTIONS

**Q** What should I do if I am having a problem with another student?

**A** Tell an adult immediately so that the problem can be resolved quickly. Do not let things build up until you can't take it anymore, which could result in a fight. **DO NOT APPROACH THE STUDENT.**

**Q** What should I do if I am having a problem with a teacher?

**A** Try to talk to the teacher at a convenient time. If this is not possible, see a guidance counselor, case manager, or assistant principal. If that does not solve the problem, ask a parent/guardian to call either the teacher or appropriate supervisor.

**Q** What is insubordination?

**A** Insubordination is the failure to follow a reasonable request from someone in authority. Any school personnel may ask you to do something reasonable. For example, if an adult asks you your name, you must give it. If a teacher asks you to do something reasonable, but you disagree, you still must comply. You, or your parent/guardian, can question it later.

**Q** What should I do if I am having locker problems?

**A** Get a pass and go to C House Office.

**Q** What should I do if I lose my school ID?

**A** Email Mr. Aiello.

**Q** Can I be arrested by the police for breaking the rules at CRHS?

**A** Yes, a student involved in assaulting a staff member, bringing a weapon to school, or found to be in possession of drugs **WILL BE ARRESTED!**

**Q** What disciplinary actions can be taken if I violate the Code of Conduct?

**A** Alternative Writing Assignment, Detention, In-School Suspension, Out-of-School Suspension, Points added to conduct points.

**Q** What is HIB?

**A** Harassment, Intimidation, and Bullying, which occurs when one or more people bothers another. The most serious form is sexual harassment. These concerns should be addressed to the HIB Specialist Mrs. Prater in Colt Connection or the Principal in the Main Office. All investigations will begin at this office. In severe cases, police are called in to investigate. All students are encouraged to respect one another.

**Q** Why does the cafeteria make me take a fruit that I know I am going to throw away?

**A** Federal law requires that a student take all the required portions of lunch. Failure to do so may cost the District funding which can then affect your lunch prices. You may place your fruit in a bin for athletes rather than throwing it away.

**Q** Why I am not allowed to wear a hat or a hood?

**A** Someone could use a hat or a hood to hide their face from the cameras or may not be easily recognized by a staff member.

**Q** Where do I get working papers?

**A** Working papers and most forms can be found in the Main Office or on the school's website.