

Student Handbook

2022-2023

Our Mission

CREATING CONNECTIONS
TO EMPOWER EVERY STUDENT
TO BE SUCCESSFUL AND FULFILL THEIR DREAMS



CUMBERLAND REGIONAL HIGH SCHOOL
90 SILVER LAKE ROAD BRIDGETON NJ 08302
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VISION STATEMENT

The Cumberland Regional School District is an inclusive, progressive learning community that strives to create independent, productive, and ethical leaders of our diverse, evolving society by inspiring curiosity, igniting passion, and making excellence attainable.

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

COLT COMMUNITY ADVISORY TEAM

The Colt Community Advisory Team (CCAT) welcomes participation from CRHS parents/guardians and community members. We value your input and encourage you to share your voice to help shape Cumberland Regional's future. To express interest in joining the CCAT, please contact Mrs. Connie Landwher at landwher@crhsd.org / 856-451-9400, ext. 201.

For a list of current members, please visit the district website under the Parents tab.

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 (31.39 sq. mi.), (2) Fairfield Township (47.3 sq. mi.), (3) Greenwich Township (18.9 sq. mi.), (4) Hopewell Township (30.87 sq. mi.), (5) Shiloh Borough (1.20 sq. mi.), (6) Stow Creek Township (18.89 sq. mi.), and (7) Upper Deerfield Township (31.39 sq. mi.). The district encompasses a total 165.43 square miles. CRHS also brings in students from the rest of the county, covering another 318.27 sq. mi.

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...
To our Alma Mater
We cheer as a team.
Your glory we'll sing –
for years without end....
O our Alma Mater

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

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

STUDENT SERVICES

COUNSELING OFFICE

Counselor	Ian Fisher (247)
Counselor	Tammy Lloyd (244)
Counselor	William Kennedy (241)
Counselor	Scott Reichardt (243)
Counselor	Erety Smith (246)
Student Assistance Coordinator (SAC)	Sean McGuigan (242)
SEL Counselor.....	Matt Lawrence-Evans (213)
Secretary	Ann Marie Greynolds (229)
Secretary/Registration	Ashley Schilling (233)

HIB

District HIB	Ralph Aiello (221)
Anti-Bullying Specialist	Sean McGuigan (242)

NURSES

Nurse	Denise Walls (230)
Nurse	Beth Waddington (232)

CHILD STUDY TEAM

Psychologist	Amanda Rivera (225)
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Social Worker	Laurie Athey (226)
Homeless Liaison/504	Amy Draggoo (217)
MEDIA CENTER	
Media Manager	Jy'Isha Nieves (268)
SECURITY/SAFETY	
School Safety Specialist	Ralph Aiello (221)
AFFIRMATIVE ACTION/TITLE IX	
Affirmative Action Officer/Title IX Coordinator	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 helpline	techsupport@crhsd.org

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)
Employment Specialist	Julianna Marchese (240)

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](#) (663)
[Grace Wilson](#) (351)

LANGUAGE ARTS

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

MATH

[Bagley, Katelyn](#) (374)
[Brogen, Dena](#) (368)
[Carney, Christopher](#) (343)
[Chung, Andrew](#) (395)
[Hendrickson, Dan](#) (393)
[Krementz, Brandon](#) (335)

[Levandowski, Ashley](#) (325)
[Lupchinsky, Julie](#) (328)
[Magsam, Aimee](#) (371)
[Severino, Brett](#) (342)
[Sawyer, Jared](#) (379)
[Serfass, Jesica](#) (304)

MUSIC

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

PHYSICAL EDUCATION

Carney, Charles (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

Fondacaro, Mia (317)
[Hogbin, John](#) (331)
[Kelly, Timothy](#) (327)
[LaRosa, Samantha](#) (306)
[McCaffrey, Amanda](#) (316)
[Ninfa, Allison](#) (319)
[Pilla, Jeffrey](#) (315)
[Rodriguez, Eduardo](#) (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](#) (347)
[Builes, Jennifer](#) (308)
[Checchio, David](#) (398)
Costanzo, Tracey (TBD)
[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 2022-2023

July 2022						
S	M	T	W	Th	F	S
					1	2
1	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						

August 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		

September 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	

19 days (students)

October 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					

19 days (students)

November 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			

17 days (students)

December 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

17 days (students)

January 2023						
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				

18 days (students)

February 2023						
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					

18 days (students)

March 2023						
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					

22 days (students)

April 2023						
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						

15 days (students)

May 2023						
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		

21 days (students)

June 2023						
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	

14 days (students)

- Jul 4: School Closed/Independence Day Observed
- Sep 1: Staff Only/Teacher In-Service
- Sep 2-5: School Closed/Labor Day
- Sep 6-7: First Days for Students/Early Dis./Staff Dev.
- Sep 15: Meet the Teachers Night
- Oct 7: Homecoming/Full Day
- Oct 10: School Closed/Columbus Day
- Oct 12: Early Dismissal/PSATs/ Staff Dev.
- Oct 21: Staff Only/Teacher In-Service (Articulation)
PD 8:30 AM - 3:00 PM
- Nov 8: Early Dismissal/Election Day
- Nov 9: School Closed/Veterans Day Observed
- Nov 10-11: School Closed/NJEA Conv.
- Nov 23: Early Dismissal
- Nov 24-25: School Closed/Thanksgiving
- Dec. 23: Early Dismissal
- Dec 26-Jan 2: School Closed/Winter Break
- Jan 3: School Re-Opens
- Jan 16: School Closed/Dr. Martin Luther King Jr. Day
- Jan 26-27: Early Dismissal/Exams
- Jan 30-31: Staff Only/Semester Break/Teacher Trans.
- Feb. 1-3: Early Dismissal/Staff Dev.
- Feb 9: Meet the Teachers Night
- Feb 17-20: School Closed/Presidents' Weekend
- Mar 10: Staff Only/Teacher In-Service (Articulation)
PD 8:30 AM - 3:00 PM
- Apr 6 -12: School Closed/Spring Break
- Apr 21: Early Dismissal/Staff Dev.
- May 25: PROM / Early Dismissal/Staff Dev.
- May 26: School Closed
- May 29: School Closed/Memorial Day
- June 16: School Closed/Juneteenth Observed
- June 20: Early Dismissal/Exams
- June 21: Early Dismissal/Exams/Graduation
- June 22: Staff Only/Last Day for Teachers

EMERGENCY SCHOOL CLOSING INFORMATION: Blackboard Connect, www.crhds.org, [www.twitter.com/CRHSD](https://twitter.com/CRHSD), www.facebook.com/CRHSD

Make-up days due to inclement weather/emergency closings will follow the subsequent order: 3/10, 4/06, 4/12

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, 2023, as the school year may be extended beyond June 20 (students), June 21 (staff).

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

Board Approved: 3/24/22

BELL SCHEDULES

REGULAR DAY

Time	EVENT	Time	EVENT	Time	EVENT
07:25	5-minute Warning	10:30	1st Lunch Begins	12:35	Block 4 Begins
07:27	3-minute Warning	10:50	10-minute Bell	1:50	10-minute Bell
07:30	Block 1 Begins	11:00	End first Lunch	2:00	Block 4 Ends
08:45	10-minute Bell	11:05	Block 3BC Begins	2:05	SERA Begins
08:55	Block 1 Ends	11:15	End 3A	2:30	10-minute Bell
09:00	Block 2 Begins	11:17	Start 2nd Lunch	2:40	Student Dismissal
10:15	10-minute Bell	11:37	10-minute Bell		
10:25	Block 2 Ends	11:47	End 2nd Lunch		
		11:50	Block 3C Begins		
		11:55	Block 3AB Ends		
		12:00	3rd Lunch Begins		
		12:20	10-minute Bell		
		12:30	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 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 Anti-Bullying Specialist, Mr. McGuigan. A follow up for must then be completed in writing and turned into Mr. Aiello. Once an HIB has been reported, the appropriate HIB procedures will be followed. Please see our website under the student tab for more information and a link to our HIB Policy.

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.

TITLE IX/NON-DISCRIMINATION POLICY STATEMENT

The Cumberland Regional School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

Inquiries about the application of Title IX or reports of sex discrimination or sexual harassment can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed below at any time:

Title IX Coordinator

Mrs. Dana Landwher
90 Silver Lake Road
Bridgeton, NJ 08302
856-451-9400 Ext. 257
landwherd@crhsd.org

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.

STUDENT EXPECTATIONS

1. Students are responsible for their actions.
2. Realize that schoolwork and academic development is the student's primary goal for being in school.
3. Students treat themselves and others with respect.
4. Practice honesty, courtesy, and politeness.
5. Accepts the rights of others to develop and hold their own opinions.
6. Display good sportsmanship at school related functions.
7. Students settle differences peacefully and seek help to talk out those differences.
8. Make personal choices based on a good ability to make decisions.
9. Accept constructive criticism when needed.
10. Accept responsibility for error, accept consequences for those errors and do not make excuses.
11. Attend school and class regularly and on time.
12. Students fulfill all classroom responsibilities including completing required work, participating in groups, and maintaining passing grades.
13. Students are free of drugs and alcohol and associate with others who are drug and alcohol free.
14. Take enjoyment and pride in everyday life.
15. Students respect the property of others, including school property by not defacing property and by throwing trash away in the proper receptacles.

CLASS CONDUCT

1. Students will follow the syllabus, established guidelines and rules of their classes.
2. Students are to enter class on time and be seated promptly and quietly.

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.
3. Students must always have a pass to be in the halls.

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 as directed by staff.
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 will result in disciplinary and/or legal action.
4. The costs incurred due to damage and any relevant court costs incurred to retrieve the money are the responsibility of the student's parents/guardians, 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 or possession 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 and may be reported to law enforcement. At no time should pictures or recording of any kind be made in locker or team rooms.

CUMBERLAND DAY PROGRAM /POINT SYSTEM

Any student who accumulates 40 or more points, including students participating in athletics, during any marking period may be recommended to be placed in the Cumberland Day Program (CDP). During this placement students will receive their academic lessons along with life skills and time to reflect on how to improve their conduct. 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 must be buzzed into the school. No one is permitted to enter the building without an appointment with a staff member. A person entering the building should have a visitor pass visible at all times. The visitor will also be required to sign in and out at the front desk. Any parent just dropping something off may place in the bin outside or leave in the vestibule. A staff member will retrieve it afterwards. Students being picked up will be sent out to their parent or guardian in the vestibule.

TELEPHONE/PERSONAL CALLS

House office phones are available for students who need to call a parent/guardian for emergent situations with Administrator approval. Students may use their personal electronic devices at appropriate times to contact parents.

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.

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.

ANNOUNCEMENTS

Morning announcements are emailed each morning and important information is also posted to the monitors in the hallways and commons.

FLAG SALUTE

The Pledge of Allegiance will be recited daily during 1st 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 to and from class. Anyone found abusing a pass, in an unauthorized area without a pass or with a forged pass will receive 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, please refer to the code of conduct located in Genesis or on the school website. 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

Each student will receive 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), 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 30th 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 teacher or 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 always have someone available 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.

Student attendance is based on each class block instead of the day. Students may not miss more than 10 minutes of class to be considered present for that class. Students who miss more than half the class, over 42 minutes, will be marked for being present for a half class period.

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 seven (7) days absent from a class - Notification of "Loss of Credit."

Seniors who violate the attendance policy may 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 Your Child 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 handed into the attendance office filled out 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 week 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. Students who are 16 years of age or older will be dropped from Cumberland Regional High School and will need to be reregistered by their parent or guardian to come back.

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 is 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. Students being picked up must be picked up by a contact in Genesis or by a parent informing the school beforehand of the person picking their child up.

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 or suspension. 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. Students who just call their parents to come will not have the day excused.

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	60 Credits	90 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, State testing, 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.

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. 14	Nov. 18
End - 1st Sem.	45*	Jan. 27	Feb. 2
Mid - 2nd Sem.	45	April 14	April 20
End - 2nd Sem.	45*	June 21	June 26

*INCLUDES EXAM DAYS

PROGRESS REPORT SCHEDULE

<u>Term</u>	<u>Reports Mailed</u>
1st Quarter - 1st Sem.	Oct. 12
2nd Quarter - 1st Sem.	Dec. 22
1st Quarter - 2nd Sem.	March 13
2nd Quarter - 2nd Sem.	May 23

EXAM SCHEDULE

Final Exams - First Semester – Thursday Jan. 26th - Blocks 1 & 2; Friday Feb. 1st - Blocks 3 & 4

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

Senior Final Exams – Wednesday June 14th - Blocks 1 & 2; Thursday June 15th - 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 themselves 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. 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 (which is also a graduation requirement); and
- be scheduled to graduate from high school on time.

STUDENT RECORDS

CHANGE OF ADDRESS/RESIDENCY

Cumberland Regional School District 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. 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-60c(3), 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. Men 18-25 can register online with a valid SSN, by using their printable registration form, or by completing a form (SSS Form 1) at the post office. Once a man turns 26, he is no longer able to register. Please visit www.sss.gov to register or for more information

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, cumberlandcountylvotes.com. 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, as per Policy 5710 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.
3. Guest Passive Alcohol Parental consent forms must be re-submitted for every individual dance.
4. 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.
5. Each CRHS student may bring one guest; maximum age for guest is 20, minimum age for guest is 13.
6. All guests must be at a minimum in high school and have prior approval and will be asked to show ID at the door.
7. After the doors close, no further admissions are permitted.
8. Inappropriate dancing as well as any improper conduct may prohibit a student from attendance at future dances and may result in disciplinary action.
9. 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.
10. Anyone suspected of consumption or possession of alcohol or any illegal drug is subjected to disciplinary action.
11. 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.
12. 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, but money is not refunded back to the parent.

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 2023 Ms. Jessica Palys

Class of 2024 Ms. Julie Lupchinsky

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

Class of 2026 Ms. Morgan DeWinne and Mr. Cody Hand

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. Please see Regulation 5511 on the District Website.

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 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. 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.
7. Teachers may call the main office for students who need to use the lavatory or need a nurse.

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.

A notification will be sent out to parents once a drill has concluded as required under NJ State law.

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 must submit a permit application on Genesis. Once completed, students must show their license, registration, and insurance when picking up their free hang tag in D House.

Should a student lose their parking hang tag, or it becomes damaged, the cost is \$5 per replacement. Hang tags must be returned undamaged/defaced at the end of the student's senior year or a fine will be issued.

Please see the Student Code of Conduct for complete rules and procedures.

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 Anti-Bullying Specialist Mr. Sean McGuigan 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.