

# South Hunterdon Regional MS/HS Handbook 2022-2023 School Year



*Mr. Anthony Suozzo*  
Superintendent

*Mr. Andrew Harris*  
Business Administrator

*Mrs. Jennifer MacKnight*  
SHRHS/MS Principal

*Mr. Jason Miller*  
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Athletics

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Mrs. Joanne Fenimore, 7th & 8th grade counselor  
 Mr. Bay Pedersen, 9th-12th grade counselor  
 Mrs. Carly Isabella Murin, 9th-12th grade counselor  
 Mr. Tom Bill, Student Assistant Counselor  
 Mrs. Tracy Flemming, Nurse  
 Mrs. Amy Hart, Principal's Secretary  
 Mrs. Aimee Bill, Main Office Secretary  
 Mrs. Pam Baker, Counseling Offices Secretary  
 Mrs. Peg Phillips, Athletic Director Secretary

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

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

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

[ANNUAL PUBLIC NOTICE  
PARENTS RIGHT TO KNOW](#)

**SCHOOL HOURS**

Regular School Schedule: 7:53am to 2:45pm  
 Delayed Opening Schedule: 9:53am – 2:40pm  
 Half Day Schedule: 7:53am – 12:00pm

[SHR BELL SCHEDULE](#)

The school day extends from 7:53am to 2:45pm. Students are expected to arrive promptly to each class during the course of the school day. Attendance is recorded on a block by block basis. It is important that students be present each

day that school is in session in order to maintain a high standard of achievement. These are the steps to follow when a student is absent:

- a) On the day of the absence, the parent/guardian will phone the Nurse's Office by 7:00am.
- b) An automated call will go out by 8:15am informing the parent of their child's absence.
- c) When a student is ready to return to school, the parent/guardian will write a note giving the student's name, the date of the note, the date(s) of the absence and the reason for the absence. The parent/guardian must sign the note. Email is acceptable, please email [tracy.flemming@shrsd.org](mailto:tracy.flemming@shrsd.org)
- d) The student will present the note to the nurse when he/she returns to school.

Students absent, upon returning to school, are **REQUIRED** to present a note to the health office explaining the reason for the absence(s). Acceptable excuses from school include: a) death in the family, b) medical excuses (physician's note may be required), c) religious holiday, d) quarantine, e) court appearances, f) driver's license appointments g) certain pre-planned absences. **Family vacations are considered unexcused absences and should, therefore, be scheduled to correspond with periods when school is not in session.**

Notes must be turned in to the health office no later than **48 hours** following the absence. **Any notes submitted after the 48 hour period will be considered to be "unexcused."**

In order to participate in extracurricular, co-curricular, or work study activities, a student is expected to attend all regularly scheduled classes for that day.

\*Note: Students serving suspensions will not be allowed to participate in or attend any school activities for the duration of the suspension period

### **LATENESS TO SCHOOL**

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

**1st Time Late**

**Warning** by Attendance Officer or school nurse.

**2nd Time Late    One day**

	<b>of assigned office detention.</b>
	Student is warned of the loss of driving privileges for next violation (if applicable).
<b>3rd Time Late office detention.</b>	<b>Three (3) days of assigned</b>
	Administrative contact with home. Indefinite revocation of student's driving privileges (if applicable).
<b>4th Late &amp; Beyond</b>	<b>Parent Conference</b> with Principal before student can be readmitted to school <b>plus three (3) days of assigned office detention OR Saturday detention</b>

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

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

1. Lateness which causes a loss of class time **less** than 42 minutes will be recorded as 1/2 of a **class absence**.
2. Lateness which causes a loss of class time **more** than 42 minutes will be recorded as **one full class absence**.

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

**EARLY RELEASE FROM SCHOOL**

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

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

1. An illness which manifests itself after the student reports to school.
2. An appointment with a physician/dentist that is

verified by the school.

3. A driver's test or court appearance that is verified by the school.

### **DELAYED OPENING**

If serious weather conditions force us to close the school, notice of such closing will be announced by our **School Messenger Emergency Call System** and posted on our website/social media. Lunch will be provided when we have delayed openings.

### **EARLY CLOSING**

Should we have to close school while in session, you will be notified through our **School Messenger Emergency Call System** and posted on our website/social media.

### **EMERGENCY INFORMATION**

In order to best serve you and your child during an emergency, we MUST have updated contact information for our on-line ASPEN system. If at any time during the course of the school year, any of your contact information changes, please remember to contact the Main Office immediately so that we may update your data on file. The Aspen Parent Portal also allows parents to obtain information pertaining to your child at any time through the Internet. This web application will enable access to your student's schedules, attendance data, as well as interim and end of marking period grades.

### **VISITS**

All visitors must be admitted to the school by pressing the buzzer located on the front door. For security reasons, all outside doors are kept locked while school is in session. Please report to the office, sign in upon entering and receive a visitor pass. All visitors must sign in indicating the time of entry, their name, and the teacher they are visiting. When the visit is over, they must sign out indicating the time of exit. Visitor badges must be worn at all times while in the building.

## **SCHOOL ATTENDANCE AND SCHOOL RELATED ACTIVITIES**

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

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

## **EXTRACURRICULAR ATTENDANCE POLICY**

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

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

## **COURSE CREDIT ATTENDANCE**

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

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

Students missing more than 16 school days or eight (8) class blocks, but no more than 30 school days, who remain in class throughout the regular school year, may

complete the course requirements in a summer school program. Grades achieved by students for each of the four marking periods will be listed on their report cards but in lieu of final grades, the temporary designation of N/C (no credit granted) will be listed. Students must enroll and successfully complete the requisite course requirements in an approved summer school program. When the guidance office receives documentation of course work completed, grades achieved in the regularly scheduled class will be counted and averaged with credit granted.

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

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

## **3. Withdrawal from Course**

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

## **ATTENDANCE APPEAL PROCESS**

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

## **CURRICULUM PROFICIENCY (\*HS REQUIREMENTS)**

Graduation from South Hunterdon Regional High School with a state endorsed diploma requirement:

[NJ High School Graduation Requirements](#)

For additional information, please reference our South Hunterdon Program of Studies:

[SHR Program of Studies](#)

## REQUIREMENTS FOR PROMOTION

The promotion policy and regulation for students enrolled at South Hunterdon Regional are as follows:

[Promotion and Retention Policy](#)

[Promotion and Retention Regulation](#)

## EXTRACURRICULAR ELIGIBILITY (HS & MS)

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

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

## GRADING SYSTEM

### \*\*\*\*\*GRADING UPDATE

During the 2021-2022 school year, the district established a grading committee consisting of teachers, administrators and counselors. The goal of the committee was to examine our current middle/high school grading scale and make recommendations for changes. I am sharing with you a grading FAQ. Please review as there are changes being made to our grading scale for the 2022-2023 school year. These changes will only impact our incoming 7th, 8th and 9th grade students. [Grading Scale Parent FAQ](#)

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

7TH-9TH GRADE SCALE	PERCENTAGE	GRADE POINT
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0



B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	below 65	0

10TH-12TH GRADE SCALE	PERCENTAGE	GRADE POINT
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.67
F	59 & below	0

**HONOR ROLL (HS & MS)**

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

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

\*In high school, a student must take a minimum of 35 credits or its equivalent to be eligible for the honor roll.

### **REPORT CARDS**

At the end of each marking period you will receive an email notification to check Aspen, our student information system, to check the portal to see your child's report card with marks indicating your achievement in each subject. All students should make sure that a grade is recorded for each subject or class that they are enrolled in during each marking period. Report any grading problems to the classroom teacher involved and to your guidance counselor, particularly if a grade has been omitted.

### **PROGRESS REPORTS**

Progress reports can be found on the Parent Portal at the midpoint of each marking period. An email will be sent alerting parents/guardians.

### **HOMEWORK POLICY**

Homework assignments will vary by subject area, grade level, and individual student. Homework is intended to reinforce concepts learned in class, provide practice in the application of skills, study for tests, and prepare for the next class session.

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

### **DISCIPLINARY POLICIES: STUDENT BEHAVIOR**

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

[Student Discipline/Code of Conduct Policy](#)

[Student Discipline/Code of Conduct Regulation](#)

### **POSSIBLE SCHOOL RESPONSES Student Discipline/Code of Conduct Policy**

School responses to violations of behavioral expectations are listed below:

- 1) Admonishment / Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
- 2) Temporary Removal from Classroom
    - a. The classroom teacher may direct the student to report to the office of the administrator in charge of student discipline.
    - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's classroom.
    - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
  - 3) Meeting Between School Administration and Parent
    - a. The student's parent may be required to attend a meeting with the principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
  - 4) Deprivation of Privileges
    - a. Students may be deprived privileges as disciplinary sanctions when designated to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
      - i. moving freely about the school building;
      - ii. participation in co-curricular or inter-interscholastic activities;
      - iii. attendance at a school related social or sports activity;
      - iv. participation in a graduation ceremony;
      - v. transportation to and from school on a school bus (if applicable);

- vi. any other privilege the building principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C 6A:16-7.1 et seq.

5) Detention

- a. A student may be required to report before or after the school day to detention. The teacher, the principal or designee may assign this detention.
- b. Transportation to detention before school or to the home once after-school detention has concluded will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made. Any such excused detention must be made up on an alternate day.

6) Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7) In-School Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8) Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to

N.J.S.A 18A:37-2, N.J.A.C 6A:16-7.2 and 6A:16-7.3 as well as Policy 5610.

- b. Suspension from school will be imposed without the due process procedures set forth in Policy and Regulation 5610.

9) Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A 18A:37-2, N.J.A.C 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 as well as Policy 5620.

10) Restitution and Restoration, Counseling, Alternate Educational Program placement, Parent Conferences

Possible responses do not necessarily have to be sequential and will ultimately be determined by the school administration or designee. Should an incident occur on school property that falls under the jurisdiction of the local law enforcement agency, administration may be required to contact that agency.

**THREE SUSPENSION RULE**

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

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

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

## **BUS REGULATIONS**

Students shall be on time at the approved bus stop. Students should be at their stops approximately 10 minutes before their scheduled times. Bus schedules will not permit waiting.

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

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

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

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

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

## **BUS TRANSPORTATION FOR AFTER SCHOOL ACTIVITIES**

Bus transportation is provided **ONLY** for students who must remain after school for a valid reason and are under the direct supervision of an instructional staff member. These buses will be available most Mondays-Thursdays when school is in session with departures and cancellations

announced as needed. No student is permitted to remain after school unless under the direct supervision of a teacher. Any student who is found wandering the halls or creating any type of disturbance will be subject to disciplinary action. Student misbehavior on any after-school activity bus may result in loss of the privilege to ride any of the buses for a designated period of time.

\*Requests to ride home on a different bus other than your assigned bus, must be accompanied by notes from both parents/guardians of students on both buses. Requests are to be submitted to our transportation secretary, [missy.richardson@shrsd.org](mailto:missy.richardson@shrsd.org) by noon of the requested day.

## **DRESS CODE**

### **DRESS CODE REGULATION**

#### A. General Rules

1. Students are expected to be clean and well groomed in their appearance.
2. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.

#### B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Any clothing that is likely to create a material and substantial disruption to the school environment;
2. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
3. Skirts, dresses, and pants that end higher than mid-thigh;
4. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
5. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
6. Patches and decorations that are offensive or obscene;
7. Undershirts (underwear) worn without an outer shirt;
8. In the classroom, clothing required for physical education classes;

9. Clothing that is overly soiled, torn, worn, or defaced;
10. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;
11. Beepers and other summoning devices;
12. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
13. Clothing containing profanity or sexual references or innuendoes;
14. Clothing which includes references to racial or ethnic violence.

#### C. Physical Education

1. Students shall wear the following types of clothing for physical education classes:
  - a. Athletic style shorts and/or sweatpants.
  - b. A shirt for indoor activities and a sweatshirt or appropriate outerwear for outdoor activities in cool weather.
2. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories are prohibited.
3. Students must wear sneakers or rubber-soled athletic shoes. Slip-on shoes, hard-soled shoes, and bare feet are prohibited in gym class.

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

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

#### **SENIOR CLASS TRIP POLICY**

Any senior suspended during the school year for a major



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

### **LOCKERS**

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

All lockers are and shall remain the property of the SHR Board of Education. Students are required to keep their assigned lockers closed and locked against intrusion by other students or face disciplinary action. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, and welfare of the occupants of the school building. The Board reserves the right to authorize its designated employees to conduct routine inspections of student lockers without specific notice as to when particular lockers will be inspected.

### **CAFETERIA**

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

### **HEALTH OFFICE**

The health office is located opposite the main office. Students who require medical attention must ask their classroom teacher for a pass to the health office. Only

students with passes will be admitted. Students can only be excused from school for illness with the permission of the school nurse.

## **MEDICATION**

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available to him/her during the school day. Medication means any prescription drug or prescribed over-the-counter medicine or nutritional supplement.

A written order of the prescribing physician is required for all medications, which shall include the following information:

Name of medication

Dosage

Time at which medication is to be administered

Reason for the medication

A written request of the parent giving the nurse permission for administration of medication is required. Medication must be kept in the nurse's office in the original labeled container. No medication will be accepted if it is not in the original container.

If a student needs medication on a field trip, the child's parent or nurse will administer it.

If your child is to be excused from gym, a doctor's note is required.

It is important to have written communication of any changes in your child's health on file. Please inform the school nurse of any operations, injuries, communicable disease, etc. You may email the school nurse at

**[tracy.flemming@shrsd.org](mailto:tracy.flemming@shrsd.org)**

Parents should be certain that a child is in good health before coming to school. Attendance during illness may be harmful to the child and expose other children to possible infection. Please do not send your child to school if you are doubtful of his/her physical well-being.

Children who have a fever, diarrhea, or are vomiting should rest at home for 24 hours before returning to school. We

ask for your complete cooperation in this matter. Parents are encouraged to write a note to the nurse upon returning to school explaining the reason for their child's absence. If your child becomes ill during the school day, you will be notified and asked to transport your child home. If the nurse is unable to contact you, she will call the emergency contacts you have included in your Aspen Parent Portal or have notified the main office about.

### **ACADEMIC INTEGRITY**

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

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

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

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

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

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

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

To view this policy in its entirety, please visit our district website at: [http://www.shrsd.org/for\\_parents/anti\\_bullying](http://www.shrsd.org/for_parents/anti_bullying)

**STUDENT RANDOM ALCOHOL AND DRUG TESTING**

**[STUDENT RANDOM ALCOHOL AND DRUG TESTING POLICY](#)**

**TOBACCO PRODUCTS / VAPE**

**[STUDENT SMOKING POLICY](#)**

**[STUDENT SMOKING REGULATION](#)**

**EIGHTEEN YEAR OLD STATUS**

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

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