

River Dell Regional High School

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2010-2011

HANDBOOK

Dear Students:

Another year is beginning and for this one, each of you has a laptop that can be used within your classes. This is a great opportunity for you to learn twenty first century skills and apply them. Furthermore, during your time here, you can take part in academic, athletic, and social events. The staff is dedicated to helping you prepare for the challenges that await you here and in the world outside the classroom. Please take advantage of all that River Dell has, and make this your best year ever!

Have a great 2010-2011!

Lorraine Brooks,
Principal

GOLDEN HAWKS

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**RIVER DELL REGIONAL HIGH SCHOOL
ROTATING SCHEDULE
SCHOOL CALENDAR 2010-2011**

SEPTEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
	A	B		
13	14	15*	16	17
C	D	A	B	C
20	21	22	23	24
D	A	B	C	D
27	28	29	30	
A	B	C	D	

OCTOBER

M	T	W	T	F
				1
				A
4	5	6	7	8
B	C	D	A	B
11*	12	13	14	15
C	D	A	B	C
18	19	20	21	22
D	A	B	C	D
25	26	27	28	29
A	B	C	D	A

NOVEMBER

M	T	W	T	F
1	2	3	4	5
B	C			
8	9	10	11	12
D	A	B	C	D
15	16	17	18	19
A	B	C	D	A
22	23	24*	25	26
B	C	D		
29	30			
A	B			

DECEMBER

M	T	W	T	F
		1	2	3
		C	D	A
6	7	8	9	10
B	C	D	A	B
13	14	15	16	17
C	D	A	B	C
20	21	22	23*	24
D	A	B	C	
27	28	29	30	31

JANUARY

M	T	W	T	F
3	4	5	6	7
D	A	B	C	D
10	11	12	13	14
A	B	C	D	A
17	19	20	21	22
B	C	D	A	
24	25	26	27	28
B	C	D	A	B
31				
C				

FEBRUARY

M	T	W	T	F
	1	2	3	4
	D	A	B	C
7	8	9	10	11
D	A	B	C	D
14	15	16	17	18
A	B	C	D	A
21	22	23	24	25
28				
B				

MARCH

M	T	W	T	F
1	2	3	4	
C	D	A	B	
7	8	9	10	11
C	D	A	B	C
14	15	16	17	18
D	A	B	C	D
21	22	23	24	25
A	B	C	D	A
28	29	30	31	
B	C	D	A	

APRIL

M	T	W	T	F
				1
				B
4	5	6	7	8
C	D	A	B	C
11	12	13	14	15
D	A	B	C	D
18	19	20	21	22
25	26	27	28	29
A	B	C	D	A

MAY

M	T	W	T	F
2	3	4	5	6
B	C	D	A	B
9	10	11	12	13
C	D	A	B	C
16	17	18	19	20
D	A	B	C	D
23	24	25	26	27
A	B	C	D	A
30	31			
B				

JUNE

M	T	W	T	F
			1	2
			C	D
6	7	8	9	10
B	C	D	A	B
13	14	15	16	17
C	D	A	B	C
20	21	22	23	24
D	A	B	C	
27	28	29	30	

KEY: * = One Session Day
No School For Students

ROTATION/DROP BELL SCHEDULE

7:40-7:50

Before School Help

DAY:

A B C D

7:50-8:46 (56) 1 4 3 2 Class

8:51-9:47 (56) 2 1 4 3 Class

9:52-10:48 (56) 3 2 1 4 Class

10:48-11:28 (40) LUNCH/ACTIVITIES

11:33-12:29 (56) 5 8 7 6 Class

12:34-1:30 (56) 6 5 8 7 Class

1:35-2:31 (56) 7 6 5 8 Class

2:31-3:05 After School Help/Activities

SPECIAL BELL SCHEDULES

HALF-DAY BELL SCHEDULE

DELAYED OPENING

7:50-8:30 Class

8:34-9:14 Class

9:18-9:58 Class

10:02-10:42 Class

10:46-11:26 Class

11:30-12:10 Class

9:50-10:40 Class

10:42-11:22 Class

11:24-12:04 Class

12:06-12:36 LUNCH

12:38-1:13 Class

1:15- 1:55 Class

1:57-2:37 Class

AM ASSEMBLY

The Assembly will be scheduled during one of the AM classes or the morning classes will be adjusted.

PM ASSEMBLY

The Assembly will be scheduled during one of the PM classes or the afternoon classes will be adjusted.

2010 – 2011 CALENDAR

SEPTEMBER

7 Tuesday Opening Day
9-10 Thurs.-Fri. Rash Hashanah – Schools Closed
13 Monday Senior Portrait Make Ups
15 Wednesday Back-To-School Night One Session Day 12:10 Dismissal
16 Thursday Grades 9/10/11 & Staff Yearbook Pictures
25 Saturday Final Make Up Date – Senior Portraits

OCTOBER

11 Monday Professional Day – One Session Day for Students –12:10 Dismissal
12 Tuesday Progress Reports Mailed
13 Wednesday Sophomore Fall Fest – 6:30-10:30 PM
27 Wednesday Interact Spaghetti Dinner – 5 pm - Cafeteria

NOVEMBER

2 Tuesday Professional Day – No School for Students
4-5 Thurs.-Fri. NJEA Convention School Closed
12 Friday Last Day of Marking Period I
17 Wednesday Financial Aid Night - Auditorium 6:30-10:00 PM
19 Friday Report Cards Mailed
20-21 Sat.-Sun. Craft Fair – Café/Commons 7:00 AM - 6:00 PM
24 Wednesday One Session Day 12:10 Dismissal
25-26 Thurs.-Fri. Thanksgiving -School Closed

DECEMBER

3-4 Fri.-Sat. Fall Play – Auditorium – 7-9 PM
8 Wednesday Fall Sports Awards – 6 pm –Café./Auditorium
16 Thursday Winter Concert – Auditorium 7:30 PM
17 Friday Progress Reports Mailed
23 Thursday One Session Day–12:10 Dismissal
24-31 Fri.-Fri. Holiday Recess – School Closed

JANUARY

15 Saturday Jr. Prom – Woodcliff Lake Hilton – 7:00 – 11:00 PM
17 Monday Martin Luther King Day – School Closed
28 Friday Last Day of Marking Period II

FEBRUARY

4 Friday Report Cards Mailed
21-25 Mon.- Fri. Winter Recess -School Closed

MARCH

10 Thursday Winter Sports Awards – 6 pm -Café./Auditorium
15 Tuesday Progress Reports Mailed
17 Thursday Tri-M/Art Honor Society Induction 6:30 pm
3/31 Thursday Spring Musical – Auditorium 8 PM

APRIL

1 Friday Spring Musical – Auditorium 8 PM
2 Saturday Spring Musical – Auditorium 2 PM
14 Thursday Mu Alpha Theta National Honor Society Induction – 6:30 pm
Report Cards Mailed
8 Friday Last Day of Marking Period III
18-22 Mon.-Thurs. Spring Recess - School Closed

MAY

13 Friday Sophomore Soiree 6:30 PM – 11:30 PM
24 Tuesday Progress Reports Mailed
26 Thursday Spring Concert 7:30 PM - Auditorium
30 Monday Memorial Day - School Closed

JUNE

6 Monday Senior Awards Ceremony
8 Wednesday Art Expo – 6-9 pm – Art Wing/Media Center

13	Monday	Sophomore BBQ - Courtyard 2:30 – 5:30
		Spring Sports Awards – 6-9:30 PM – Auditorium/Cafeteria
16	Thursday	Senior Prom
17	Friday	Last Day of Marking Period IV
23	Thursday	Last Day for Students 12:10 Dismissal - Graduation 5:00 PM
27	Monday	Report Cards Mailed

ACTIVITIES/CLUBS

Academic Decathlon
 Anime Club
 Art Club
 Book Club
 Business Club
 Cabaret Troupe
 Chess Club
 Chinese Language/Culture Club
 Chorus Ensemble
 Class of 2011
 Class of 2012
 Class of 2013
 Class of 2014
 Computer Animation
 Cooking At The Dell
 Creative Writing
 Dance Club
 Debate Team
 Drama Club
 Dr. River Dell
 Environmental Action
 French Nat. Honor Society
 Future Teachers
 Global Connections
 Gumdo Club
 Hawks Political Club
 History Club
 Interact
 Jazz
 Literary Magazine
 Marching Band
 Math Team
 Mu Alpha Theta
 National Art Honor Society
 National Honor Society
 NJ Chemistry Olympic Team
 Newspaper - Ridellion
 Peer Leadership
 REBEL
 SAFE Club
 Ski Club
 Sound and Lights Club
 Spanish Nat. Honor Society
 Spring Musical
 STEM
 Student Government
 Teens Against Cancer
 Teen Freedom Corps
 Tri M Music Honor Society
 Video Club
 Yearbook

A student must be in attendance at least half of the school day to participate in any after school activity. All activities must be approved by the Administration. In addition, all activities and events, whether in or out of the school, are no smoking events in accordance with Board Policy.

BOYS' SPORTS

FALL

Football
Cross Country
Soccer

WINTER

Wrestling
Basketball
Hockey
Bowling
Indoor Track
Swimming

SPRING

Baseball
Track
Tennis
Golf
Lacrosse

GIRLS' SPORTS

FALL

Field Hockey
Cross Country
Soccer
Volleyball
Tennis and Cheerleading

WINTER

Basketball
Cheerleading
Bowling
Indoor Track
Swimming

SPRING

Softball
Track
Golf
Lacrosse

A.H.E.R.A.

Inspection and Management Asbestos Report

The River Dell Regional School District is in complete compliance with all regulations of the Environmental Protection Agency. Asbestos Management Plans have been developed for both the middle and senior high schools by Atlantic Environmental Inc. of Dover, NJ. The reports are available for inspection and review in the Business Office. The reports for both buildings state that "in all occupied spaces, the asbestos is in excellent condition and can remain in place requiring only operations and maintenance (O & M) procedures." The entire maintenance staff has been trained in the proper handling and maintenance of asbestos and asbestos containing materials. Every effort is being made to safeguard staff, students, and visitors. Also, procedures have been developed to inform all contractors and service technicians who may come in the proximity of a designated area.

TECHNOLOGY POLICY FOR COMPUTER NETWORK

The River Dell Regional School District is pleased to offer its students access to computers, networks, and the information super highway, the Internet. This computer technology will help propel our school district through the communication age by allowing students to access and use resources from local and distant computers, communicate and collaborate with individuals and groups around the world, and significantly expand their available knowledge base.

With the privilege of Internet access comes **responsibility** and **accountability**. The River Dell Schools expect that all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian
2. Agree to abide by the policies and responsible use set forth in the River Dell Schools Acceptable Use Policy
3. Understand the use of the District network and Internet services is privilege which may be terminated by the school for failing to abide by the policies described in the Acceptable Use Policy

A form designating the specific Acceptable Use Policy permissions allowed by the student's parents must be returned to the Principal's office in order for the student to use the computer facilities at River Dell High School. Students that have submitted a form in a previous school year will have their permissions carried over to the new school year. Students desiring a change in permissions must submit a new Acceptable Use Policy permission slip. Students entering the ninth grade and previously attended the River Dell Middle School will also have their permissions carried over.

Copies of the Acceptable Use Policy and permission form are available in the Principal's office. The policy is also available on the River Dell High School's web site: <http://riverdell.org>

Any student in violation of the Acceptable Use Policy will meet with the Computer Services Director and/or Administration to decide the appropriate consequence.

Minimal Consequence – Two week removal from River Dell Internet Services.

Maximum Consequence – Indefinite removal from Internet Services, parent conference with Administration.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

The River Dell Regional Board of Education has a policy not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social economic status, or handicap in its educational programs or activities and employment policies as required by Title IX of the Education Amendment of 1972 and N.J.A.C. 6:4-1 and NJSA 10:5-1. The Board of Education guarantees that the sexual harassment of a student by any other student or school member cannot be tolerated.

SECTION 504 – Americans with Disabilities Act

Section 504 is an Act which prohibits discrimination against persons with handicaps in any program receiving Federal financial assistance. The Board of Education, therefore, prohibits discrimination against persons identified as having or having had such disabilities.

The Board of Education ensures a speedy response to plaintiffs and provides grievance procedures for the resolution of student, employee, and parental complaints regarding Affirmative Action/Sexual Harassment and Section 504 complaints.

ANNOUNCEMENTS

Announcements of activities and current interest are made during the school day. If you are a member of an organization and wish to have an announcement of public interest made, you should prepare the typed announcement in advance, **have it signed by the faculty sponsor**, and submit it to the Main Office, 24 hours in advance. Students are expected to remain quiet during announcements. Announcements are posted “Daily” on the “Y” bulletin board.

NCAA ATHLETIC ELIGIBILITY

In order to be eligible to play sports in Division I or II you must graduate from high school and complete a curriculum of at least 14 core courses which includes (4) years of English, (3) years of Math, (1) year of algebra and (1) year of Geometry and (1) year of higher Math, (2) years of Social Sciences, (2) years of Natural or Physical Science (including one lab class if your high school offers it), one additional course in English, Math or Natural or Physical Science; which may be taken from any of the above mentioned course and a Foreign Language, Computer Science, Philosophy or Nondoctrinal Religion.

NCAA DIVISION I SLIDING SCALE

CORE GRADE-POINT AVERAGE/TEST SCORE

Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.

<u>Core Requirements</u>	<u>Division I</u>	<u>Division II</u>
English	4 years	3 years
Math	3 years	2 years
Natural and Physical Science	2 years	2 years
Social Science	2 years	2 years
From English, Math & Science	1 year	2 years
Additional Core: (English, Math And Science, Foreign Lang., Computer Science, Philosophy, Nondoctrinal Religion).	4 years	3 years
Total	16	14

INITIAL-ELIGIBILITY INDEX

CORE GPA	SAT	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

ATHLETIC ELIGIBILITY

FALL SEASON

- A) All ninth graders are eligible unless they are repeating 9th grade, in which case they would be automatically ineligible for any Freshmen sports.
- B) All other students' eligibility (including repeat 9th graders) is determined by the number of credits he/she had completed in June of the previous year (including Summer School). In order to be eligible for athletics a student must have completed 27.5 credits in June (25% of the N.J. graduation requirement of 110 credits).

WINTER SEASON

- A) All athletes who were eligible for Fall season are also eligible for the winter season (by the rules).
- B) All athletes who are eligible for the start of the winter season will be eligible (by the rules) for the entire winter season.
- C) Those who were ineligible for the Fall season may become eligible again as of February 1st IF they passed the equivalent of 13.75 credits after the 1st Semester - example: a student who completed and passed 1/2 year of the following courses: Math-5 cr., English-5 cr., Science-6 cr., Phys. Ed.-5 cr., Social Studies-5 cr. and an elective-2.5 cr. would have the equivalent of 15.5 credits (divide the 5 credits in half since the courses are not completed and give the full 2.5 credits for the Semester course since it is completed) and would be eligible for athletics as of February 1st of that year and would thus be eligible for the SPRING SEASON.
- All transfer students are subject to NJSIAA rules/regulations.

SPRING SEASON

See above for Spring Season eligibility.

ATTENDANCE POLICY

Goal

Daily attendance in all classes is vital for the successful completion of the course requirements of River Dell Middle and High Schools. The exchange of ideas which takes place in the classroom is crucial in the development of a pupil's understanding of each course and cannot be adequately "made up" through alternative assignments.

Definitions and Procedures Covering: Absence, Excused Daily Absence, Unexcused Daily Absence, Cuts, Truancy, Early Dismissal, Lateness

A. Absence

A pupil is absent who is recorded absent from period one and assigned classes, and is not participating in a field trip. Parents/guardians should call the attendance office by 9:00 A.M. to report the reason for, and the expected duration of, the absence. If no call is received from the parent/guardian, the school shall attempt to call the parent/guardian.

B. Excused daily absence

An absence from class will be excused upon a satisfactory written explanation from a parent/guardian and/or a phoned explanation as recorded by the attendance office. The following are considered excused absences:

1. Verified illness of the pupil. After four or more consecutive days of absence, a pupil must present a doctor's note or the parent/guardian must confer with the principal or his/her designee.
2. Critical family emergency, such as death in the family, serious family illness.
3. Religious observance
4. An alternative educational program, provided prior consent has been obtained from the school administration.
5. College visit, up to three visits.
6. Other urgent personal circumstances that the principal or his/her designee agrees are valid.

Unexcused Daily Absences

- A. A pupil is unexcused when he/she is absent without a valid excuse or did not receive prior school permission to be absent from school.

- B. Vacations, when school is in session, are unexcused. Family vacations should be planned to coincide with the school calendar.
- C. College visits in excess of three are unexcused.
- D. Absences other than those specifically designated as excused may be classified as unexcused upon review by the principal.

Cuts (Unexcused Class Absences)

- A. A cut is defined as being present in the school building but failing to report for instruction, without the specific approval of certified personnel, in the period and classroom assigned.
- B. Failure to report for instruction in the assigned period and classroom as a result of being tardy to school without a proper excuse is unexcused and may be considered a cut.
- C. Classes missed because a pupil is truant are classified as cuts.

Truancy (Unexcused Daily Cuts)

Truancy is defined as leaving the school building during the instructional day, without the specific approval of the principal or his/her designee.

Truancy also occurs when a parent/guardian, or other person having charge of the pupil is unable to cause him/her to attend school and further, when a pupil is incorrigible or vagrant.

Early Dismissal

Appointments for pupils should be made outside of school hours. Early dismissal should be used only when no other reasonable alternative is available.

- A. Only an administrator is empowered to grant permission for early dismissal.
- B. If a pupil has to be excused from school early, a request in writing must be submitted to the attendance office or an administrator between 7:30 and 7:45 a.m. This note must contain reasons for the request and a telephone number for parent/guardian contact.
 - 1. If the request is approved, a written permit will be issued to the pupil.
 - 2. The pupil must sign out before leaving the building and sign in if the pupil returns to school.
 - 3. If the request is not approved, and should the pupil not appear in class, the absence will be considered and treated as a cut.

Lateness

Lateness to school and/or class shall be treated within the guidelines of the regular disciplinary code of the school Policy/regulations 5131 Conduct/Discipline.) Teachers shall initiate conferences in order to change the pupil's behavior. When such conferences fail to achieve the goal of prompt attendance, the teacher shall notify the assistant principal in writing regarding the situation. The assistant principal may place the pupil under whatever appropriate restrictions are necessary to improve the pupil's sense of responsibility. These include detentions which may become progressively more frequent if the pupil does not change his/her behavior. Ultimately, suspension from school may result. The same restrictions apply to a pupil who is not present for period one and fails to sign in at the area designated by the administration.

Procedures Relating to Loss of Credit

All excused and unexcused absences are included in attendance records. A pupil whose absences exceed ten percent (18 days) of the scheduled classes for each course may be denied credit for the course. Loss of credit will occur in all cases when a pupil has attained the following absences unless he or she successfully appeals the loss of credit:

- 9 absences in a one semester course
- 18 absences in a full year course

A student must be in attendance at least half of the school day to participate in any after school activity.

Pupils absent from school for any reason are responsible for completion of assignments missed because of their absence. **Students listed as cut/truancy will receive a zero for the day's work missed.** Students listed as absent unexcused will

have only 48 hours to make up work missed. Students suspended will have the opportunity to make up work missed on the actual day of suspension. It is the **student's responsibility** to see every teacher prior to the suspension for work.

Students have **5 school days** to correct an error in attendance.

ATTENDANCE PROCEDURES

Daily attendance at school is important. If you must be absent, a parent/guardian must inform the school of that absence within 48 hours of the absence. Parents have several ways to notify the school if a student is absent:

1. Call the attendance office in the morning (201-599-7200 ext. 7211) in advance of the absence.

FAILURE TO DO ANY OF THE ABOVE REQUIRES THAT A NOTE ACCOMPANY THE STUDENT ON THE DAY OF HIS/HER RETURN TO SCHOOL AFTER THE ABSENCE.

Parents/guardians can view their child's daily attendance by visiting the ParentCONNECT web site at ParentCONNECT@riverdell.org and entering a user name and password. If user name or password is needed, contact the school's computer services department at 201-599-7234.

Class attendance is taken every period, and if a student is unaccounted for, the teacher will mark that student **UNVERIFIED, which becomes an unexcused absence in 48 hours, unless a parent/guardian sends a note to school on the day the student returns.**

STUDENT ABSENCE NOTES

An absence note written by a parent/guardian only should be presented to the attendance office by 7:45 a.m. on the day the student returns to school. The absence note should contain:

- a. name of student
- b. date or dates of absence
- c. reason for absence

LATE TO SCHOOL PROCEDURES

Students arriving after 7:50 a.m. must report immediately to their class. Notes explaining the tardiness should be brought to the attendance office. It is the responsibility of the student to be **ON TIME** to class and school. Tardies to class may affect a participation grade. Continuous tardies to school/class may constitute disciplinary action by the classroom teacher or administration.

CUT POLICY

A student who is absent from class without an excused reason is considered to have a "cut/truancy". This includes: those periods which are missed at the beginning of the day without an excused reason. (Ex. Oversleeping is not a valid reason.)

Absences from school without notification will be recorded as cuts/truancies. Cutting class is a serious offense. Students who cut face the following penalties:

- * no makeup work
- * loss of credit for the day's work; detention; parental conference; suspension from school and activities; loss of credit.

EVERY MONDAY, there will be a posting of absences from the previous week in the Office. Students are to check the list and make the necessary corrections within 5 days. The number of cuts/truancies that can result in **LOSS OF CREDIT ARE:**

Semester Course – 3 cuts/truancies

Year Course – 5 cuts/truancies

Notification will be mailed to all parents.

LOSS OF CREDIT - APPEALS

If you lose credit in a class because of attendance or cuts/truancies you may file an appeal to the Vice Principal **within five days of receipt of notice.** Parents/guardians will be notified about possible loss of credit. Appeal forms will be sent to

parents. Appeals are acted upon at the end of the semester for semester courses or on or about Mid June for full year courses.

BULLYING AND HARASSMENT

Bullying, harassment and intimidation are prohibited by law. (N.J.S.A. 18A:37-13)

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“**Cyber-Bullying**” is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that deliberately threatens, harasses, intimidates an individual or group of individuals.

CHEATING AND PLAGIARISM

Cheating and acts of plagiarism are unacceptable forms of student behavior and constitute serious ethical infraction. Please refer to the Student Style Guide for a definition of plagiarism. This is Board of Education Policy for acts of cheating/plagiarism.

1. Any act of cheating or plagiarism shall be reported to the principal by the teacher and/or supervisor. The principal or designee will investigate the matter, and if the student is found guilty, he or she shall be given a zero for the test, paper or project.

The principal or designee shall notify the parent or guardian of the student, immediately, in writing, of the disposition of the matter, and a copy of the letter will be placed in the student's Guidance Folder. The principal shall keep a record of all such incidents in his office files as well.

2. Should the student commit another such act, the student shall not receive the assigned credits for the particular course in which the second such act shall have been committed and shall be placed on a non-credit status. The student's permanent record shall indicate no credit for that particular course. The principal has the discretion to decide whether or not the student may remain in that course on a non-credit status.

Before a student may be denied credit for a course, the student and his or her parents or guardian shall be given written notice that such action is under consideration and the reason therefore, and the student shall be given an informal hearing before the principal

at which he may rebut the evidence or plead mitigation and present witnesses in his or her behalf.

If the circumstances warrant, and if he/she deems it appropriate, the principal may also refer the student to the Child Study Team for evaluation and may take such further action at his or her discretion

Subject to due process. (River Dell Board Policy File Code 5131)

CLASS ASSIGNMENTS

Assignments are due on the date given by the classroom teacher. Failure to turn in assignments may result in a zero. Students with recorded cuts/truancies will receive a zero for that day’s missed work/**no make up**.

CLASS OFFICE ELECTIONS

Students may not run for class office if they have been suspended out of school or involved in a serious disciplinary infraction (to be determined at a disciplinary meeting) during the school year they wish to run for office.

CLASS RANK AND COURSE WEIGHTING

Rank in class will not be reported nor computed. Instead, colleges will receive a grade distribution. A weight of 3 points is added to honors classes and 5 points to Advanced Placement classes for the purpose of computing the Grade Point Average that will be used in the grade distribution chart.

Students in A.P. level classes, not signing up to take the A.P. test by December of the school year, will have the school records reflect that the class was taken at honors level with a weight of +3.

COUNSELING SERVICES

Mr. Principe, Supervisor of Guidance
Ms. Barlow
Ms. Becker
Ms. Moran
Mr. Skorupa

COURSE LEVEL CHANGES

Students may not change course levels after the first marking period.

DETENTION

Any teacher or administrator may assign detention to students who violate classroom/school rules. Students are expected to honor any and all detentions, or face more severe consequences, including, but not limited to multiple detentions, in school suspension, or out of school suspension. Often a student will receive two Administrative detentions as a result of failure to attend a teacher's detention. During detention, students must follow the following guidelines:

1. No talking.
2. Electronic equipment is not permitted in the detention room.
3. Students should bring schoolwork with them.
4. Sleeping is not permitted.

CONDUCT/DISCIPLINE

I. STUDENT BEHAVIORAL EXPECTATIONS:

Students within the River Dell Public School District shall conform to reasonable standards of behavior, to respect the person, property and rights of others, to obey constituted authority, and to respond to those who hold that authority. Accordingly, all students are required to adhere to the following rules and regulations, and to submit to such disciplinary measures as are appropriately designed for infraction of such rules.

- A. All students shall be in school at the official time — 7:45 a.m.
- B. All students shall be on time to each class.
- C. Students shall attend all classes assigned.

- D. Students shall treat staff and other students with respect, which includes exhibiting sensitivity to the feelings and thoughts of others.
- E. Students shall respect the property of others, including school, staff and other students. As such, students shall exhibit care for school property, including books, school furniture and other school equipment.
- F. Students shall demonstrate appropriate respect for authority, which includes listening and obeying adults in positions of authority, such as administrators, teachers, lunch supervisors and other adults in the school environment.
- G. Students shall be truthful.
- H. Students shall not engage in cheating or academic dishonesty, including print and/or Internet plagiarism.
- I. Students shall use appropriate language at all times. Specifically, students shall not use profanity or other offensive language.
- J. Students shall dress appropriately for school each day, in accordance with the Board's policy on student dress. Specifically, Board Policy No. 5132 prohibits dress or grooming which presents health/safety hazard to the student or others in the school, interferes with school work, creates disorder/distraction, disrupts the educational program and/or restricts movement or blocks vision. Students are further prohibited from wearing on school property any clothing, apparel and/or accessories indicating that the student has membership in and/or affiliation with, any gang associated with criminal activities.
- K. Students shall not bring non-academic items to school which may disrupt the learning process, including but not limited to toys, portable music players, remotely activating paging devices, wireless communication devices, water pistols, and/or any other recreational device or object. Use of such items in any area of the school is prohibited. Weapons and/or dangerous instruments are expressly prohibited at all times.
- L. Students shall resolve conflicts in a positive and meaningful manner, without resorting to fighting and/or engaging in other violent behavior.
- M. Students shall promote a positive and tolerant school environment, and shall not engage in harassment, intimidation, bullying, hazing, technology threats and/or other disruptive or dangerous behavior.
- N. Students shall attend school free of alcohol, tobacco products, drugs, steroids and/or other controlled dangerous substances. Students are expressly prohibited from using, consuming, possessing, distributing or being under the influence of such substances.
- O. Students shall not engage in gambling (including card playing) on school property, including on school buses and at school sponsored functions.
- P. Students shall not engage in excessive and/or inappropriate displays of affection.
- Q. Students shall use school computers for educational purposes only, and shall comply with Board Policy No. 6142.10, governing the use of computers and/or the Internet.
- R. Students shall act appropriately in the cafeteria, to clean up their table and surrounding area after eating and drinking and to refrain from throwing food/drink, running, fighting, taking food out of the cafeteria, using inappropriate language, and/or harassing other students.
- S. Students shall remain in the school building during school hours and may leave only with permission of the administration.
- T. Smoking and use of tobacco related products are prohibited in any area of the school buildings/grounds. The laws of the State of New Jersey (N.J.S.A. 2A:170-25.9) state that violators of this regulation may be referred to the authorities and fined up to \$250.

Although this list of expectations does not cover all acts of misbehavior, any behavior that is destructive, disrespectful or inappropriate to community or school standards may be subject to the consequences

established in the state recommended code of student behavior, policy of the Board of Education and/or other such consequences as judged appropriate by the administration.

II. **CONSEQUENCES FOR VIOLATION OF SCHOOL RULES**

A. **Referral Structure**

Student behavior development must be individualized and must show specific objectives and applied performance. To maintain consistency in these areas, the school staff will utilize the following ladder of referral structure:

1. Level one: Student and teacher
2. Level two: Student, teacher and parent/guardian
3. Level three: Principal, student and parent
4. Level four: Student, teacher, parent and special services personnel

Prior to sending a student to the office, the teacher must notify the office and must follow up by a written note detailing the circumstances.

B. **Disciplinary Actions:**

Students violating any rules or regulations set forth in any Board policy, regulation and/or Code of Conduct shall be subject to appropriate disciplinary action depending on the severity of the student's behavior, the developmental ages of the student offenders as well as the students' histories of inappropriate behaviors. A list of potential consequences for violation of district rules is presented below. The list is not an exhaustive list and is shown for illustrative purposes only.

- ✓ Parental notification
 - ✓ Detention
 - ✓ Progressive detention
 - ✓ Restitution for cost of damages
 - ✓ Confiscation of property
 - ✓ Loss of computer privileges
 - ✓ Loss of cafeteria privileges
 - ✓ In-school suspension
 - ✓ Out-of-school suspension
 - ✓ Loss of credit
 - ✓ Removal from regular education program
 - ✓ Expulsion
 - ✓ Referral to outside agencies
 - ✓ Referral to local law enforcement
 - ✓ Other consequences as deemed necessary by the school administration
1. Offenses not related to student/staff safety and well being, or destruction of school property:
 - a. Verbal warning;
 - b. Detention;
 - c. Conference with guidance counselor;
 - d. Parent/teacher conference.
 2. Offenses related to student/safety and well being, or destruction of school property:
 - a. Referral to principal;
 - b. Exclusion from extracurricular activities;
 - c. School probation;
 - d. School suspension;
 - e. Expulsion.

C. **Violations of Drug and Alcohol Policy:**

When a student has violated the school's drug and alcohol policy, the student's parent will be informed. Board Policy 5131.6 will be enforced. When the student returns from the required suspension for

violating the Board policy, the student must produce a medical certificate showing that the student has undergone a full drug/alcohol assessment and is drug and alcohol free. Additionally, the student will be required to meet with the student assistance counselor.

D. Corporal Punishment:

No employee shall inflict or cause to be inflicted corporal punishment upon a student, but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to:

1. Quell a disturbance threatening physical injury to another;
2. Obtain possession of a weapon or other dangerous object(s) upon the person or within the control of the student;
3. Maintain self-defense; or
4. Protect persons or property.

III. BEHAVIOR AT SCHOOL-RELATED ACTIVITIES

A. Dress/Attire:

Regulations regarding dress may vary from time to time as styles change. Specific prohibitions will be spelled out by the administration as necessary. In general, expectations for dances are for semi-formal attire (i.e. shirt and tie for males, clearly not recreational style clothing). The proms are formal events and require formal attire.

B. Conduct:

1. Student behavior shall be appropriate for a school activity. Students must be mindful that the laws of the state of New Jersey prohibit vandalism, harassment, trespassing and assault.
2. Students shall conduct themselves in a respectful manner, recognizing the authority of the chaperones and supervisors.
3. Drugs, alcohol and dangerous, controlled substances are strictly prohibited. Students may not attend any school activity under the influence of drugs and alcohol and may not bring drugs or alcohol to any school activity.
4. Smoking is not permitted anywhere on school grounds during a school activity.

C. Procedures For School Dances

1. Students will be admitted to dances within 30 minutes of the official start time. They may not leave before the conclusion of the dance.
2. Dangerous, overly athletic and inappropriate dances are prohibited (for example, moshing).
3. Parent Notification: The administration shall notify the community in an appropriate manner regarding the conditions for each dance. This may include written notification to all parents explaining policies related to social events.
4. Ticket Purchase: Students may purchase tickets only when showing a permission slip signed by the parent. The parental signature signifies that the parents understand and will enforce the rules by sending drug and alcohol free students to school events.
5. Outside Apparel: A coatroom will be provided and supervised. Students must leave their outside apparel in this area.
6. Handbags: A girls' lounge area will be provided in which all handbags must be left with chaperones assigned to supervise that area. All backpacks must be checked with the chaperones.
7. Guests: A student who wishes to bring a guest who is not a student of the River Dell Regional Schools to an event otherwise limited to River Dell Regional students must obtain a guest pass and parent permission form one week before the event from the office of the Assistant Principal. Guests must obey all school rules. In some instances, guests will not be permitted.
8. Any contraband confiscated from a student at any school activity will be turned over to law enforcement authorities as required by law.

9. Students who are removed from school dances/activities for any disciplinary reason may be prohibited from attending any or all future school dances (i.e., the holiday and homecoming dances, the junior and senior proms). In addition, offenders may be asked to perform community service.

IV. SENIOR PRIVILEGES

River Dell Regional High School offers members of the senior class privileges that extend beyond those normally granted to underclass students. The administration extends to its senior students a measure of recognition for their special status in our school. These off-campus privileges are not a gift, but rather, should be seen as an expression of mutual trust. Students shall comply with the procedures established for the operation of the school.

A. Lunch Period:

Seniors will be eligible for off-campus lunch privileges only after their parent(s)/guardian(s) sign the Board of Education's Release of Liability form. Once a senior reaches 18 years of age, the adult senior must sign the Board of Education's Release of Liability form to be eligible for off-campus lunch privileges. Failure of the parent(s)/guardian(s) or adult student to sign the Release of Liability form will result in the revocation of this senior privilege. Parent(s)/guardian(s) or adult students may revoke this privilege at any time by providing written notice to the Principal. During the lunch period, the following conditions will apply:

1. Under no circumstances are seniors to provide transportation to or escort underclass students who seek to leave the campus illegally.
2. Any senior who returns late to class 4 or more times following open/extended lunch will lose his/her privilege for a semester.
3. Students should be mindful that their off-campus conduct is reflective of the reputation of the River Dell School District. Verification of reckless driving or inappropriate behavior in the community during the lunch period and/or the remainder of the school day will result in the revocation of this privilege for the involved individuals.
4. Off-Campus privileges will remain in effect until the December holiday recess, at which time the program will be reviewed. Due to concerns regarding off-campus student safety during inclement weather, the administration may suspend all off privileges through the winter months, and/or as otherwise deemed appropriate
5. The administration reserves the right to suspend and/or eliminate any or all off campus privileges at any time.

B. First Period Study Hall:

With the written consent of their parent/guardian, seniors who are assigned to a first period study hall may elect use this time to arrive late but must sign in with the study hall teacher prior to the end of period one. This late arrival privilege will be granted only after receipt of a written request from the student's parent.

V. ANTI-BULLYING POLICY

- A. Students shall treat each other with civility and respect. Acts of harassment, intimidation or bullying against any student will not be tolerated. Any employee or student who witnesses or has knowledge of harassment, intimidation or bullying must report the incident.
- B. Alleged violations of the policy shall be reported to the Principal and may be:
 1. Made in writing on the Harassment Report Form available in the principal's office.
 2. Made orally. If oral, a written summary shall be prepared by the principal.
 3. Made anonymously. However, but no formal disciplinary action may be based solely on an anonymous report.
- C. The Principal shall make a prompt investigation of such reports. He/she shall consider the the nature and circumstances of the act in determining a response, which may be individual (isolated

instances where it is appropriate to focus on the individuals committing the acts) or institutional (i.e. classroom level, grade level, school level)

- D. Individual acts of bullying, harassment and/or intimidation including technological threats shall be subject to student discipline referrals and to disciplinary action for offenses related to staff/student safety and well being. (see section II B above).
- E. Institutional acts including technological threats shall also be subject to student discipline referrals and to offenses related to staff/student safety and well being, but may also involve other actions and activities such as:
 - 1. School and/or community surveys,
 - 2. Mailings,
 - 3. Focus groups,
 - 4. Adoption of research-based anti-bullying program models,
 - 5. Training for certified and non-certified staff;
 - 6. Participation of parents and other community members and organizations,
 - 7. Small or large group presentations,
 - 8. Involvement of law enforcement officials,
 - 9. Any other actions and activities deemed appropriate by the Board of Education.
- F. The Board of Education shall not tolerate an act of reprisal or retaliation for reporting such incidents, nor will the Board tolerate false accusations of such acts.

STANDARD DISCIPLINARY GUIDELINES

OFFENSE/VIOLATION	1 ST DISCIPLINARY ACTION	2 ND DISCIPLINARY ACTION	3 RD + DISCIPLINARY ACTION
<i>Cutting / Truancy</i> (also see cutting & truancy in handbook)	<ul style="list-style-type: none"> Zero grade for all work missed Parent & guidance contact by office 	<ul style="list-style-type: none"> Zero grade for all work missed Central detention (lunchtime) Parent & guidance contact by office 	<ul style="list-style-type: none"> Zero grade for all work missed Loss of privileges/participation in activities In-school suspension Parent & guidance contact by office
<i>Tardiness (1st tardy)</i>	<ul style="list-style-type: none"> Teacher detention 	<p><i>Punctuality is a wholesome work ethic that may directly affect a student's success in school.</i></p> <p><i>In an effort to reduce the number of students arriving to school late as well as their classes throughout the day, we are revising our consequences as indicated in the columns to the left.</i></p> <p><i>Please make every effort to arrive to school and class on time.</i></p>	
<i>Tardiness (2nd tardy)</i>	<ul style="list-style-type: none"> Teacher detention Parent contact by teacher 		
<i>Tardiness (3rd tardy)</i>	<ul style="list-style-type: none"> Two central detentions (lunchtime) Guidance counselor contact by teacher Office contact by teacher 		
<i>Tardiness (4th + tardy)</i>	<ul style="list-style-type: none"> Central detention (afterschool) Loss of privileges/participation in activities 		
<i>Missing teacher detention</i>	<ul style="list-style-type: none"> Meeting w/ Assistant Principal 	<ul style="list-style-type: none"> Two central detentions (lunchtime) 	<ul style="list-style-type: none"> Central detention (after school) Parent contact
<i>Missing central detention</i>	<ul style="list-style-type: none"> Two central detentions (lunchtime) 	<ul style="list-style-type: none"> One central detention (after school) Parent contact 	<ul style="list-style-type: none"> In-school suspension Parent conference w/administration Loss of privileges/participation in activities
<i>Disruptive / Disrespectful behavior</i>	<ul style="list-style-type: none"> Two central detentions (lunchtime) Parent and guidance counselor contact by teacher Meeting w/ Assistant Principal 	<ul style="list-style-type: none"> Central detention (after school) Parent & guidance counselor contact by teacher Mediation by Assistant Principal 	<ul style="list-style-type: none"> Out of school suspension Parent conference w/administration Guidance counselor contact Loss of privileges/participation in activities
<i>Insubordinate behavior</i>	<ul style="list-style-type: none"> Based upon the nature and severity of the behavior, consequences may range from central detention to out-of-school suspension. For all such cases, parents will be notified and/or parent conference held. 		
<i>Smoking/using tobacco or tobacco products</i> <i>Possession of tobacco or tobacco products</i>	<ul style="list-style-type: none"> One day in-school suspension Meeting w/ SAC Parent contact Ineligible to attend overnight field trips Possible municipal court complaint filed 	<ul style="list-style-type: none"> One day out-of-school suspension Mandatory attendance in an anti-smoking program Parent conference w/administration Municipal court complaint filed Ineligible to attend field trips 	<ul style="list-style-type: none"> Out of school suspension (amt of days determined by administration) Mandatory attendance in an anti-smoking program Parent conference w/administration Possible summons issued: court date

<i>Fighting</i>	<ul style="list-style-type: none"> • One to three days out-of-school suspension • Parent contact • Guidance counselor contact 	<ul style="list-style-type: none"> • Three to five days out-of-school suspension • Parent conference w/administration 	<ul style="list-style-type: none"> • Out-of-school suspension • Possible expulsion • Loss of privileges/participation in activities
<i>Leaving school grounds without authorization</i>	<ul style="list-style-type: none"> • Two central detentions (lunchtime) • Parent contact 	<ul style="list-style-type: none"> • Up to one week central detention (afterschool) • Loss of privileges/participation in activities • Parent contact 	<ul style="list-style-type: none"> • Out-of-school suspension • Loss of privileges/participation in activities • Parent conference w/administration
<i>Dress code violations</i>	<ul style="list-style-type: none"> • The administration reserves the right to send students home and/or request parents to bring acceptable clothing to school for their child to change into. 		
<i>Misuse of car, illegal parking (Note: reckless driving warrants permanent loss of on-campus driving privileges and suspensions)</i>	<ul style="list-style-type: none"> • Administrative warning 	<ul style="list-style-type: none"> • Central detention (afterschool) • Loss of parking privileges for semester 	<ul style="list-style-type: none"> • Ticket given by local police dept. • Loss of parking privileges (seniors only) • Ineligible for parking privileges (underclassmen)
<i>Misuse of senior privileges</i>	<ul style="list-style-type: none"> • Administrative warning 	<ul style="list-style-type: none"> • Loss of privileges for semester 	<ul style="list-style-type: none"> • Loss of privileges for the remaining of the year
<i>Gambling</i>	<ul style="list-style-type: none"> • Two central detentions (lunchtime) • Parent and guidance counselor contact 	<ul style="list-style-type: none"> • Central detention (after school) • Referral to SAC • Parent conference w/administration 	<ul style="list-style-type: none"> • One day in-school-suspension • Parent conference w/administration • Referral to gambler's clinic
<i>Technology Policy Violation</i>	<ul style="list-style-type: none"> • Meeting w/ Assistant Principal • Parent & Guidance contact by office 	<ul style="list-style-type: none"> • Two week removal from River Dell Internet Services • Parent & Guidance contact by office 	<ul style="list-style-type: none"> • Indefinite removal from RD Internet Services • Parent conference w/administration
<i>Academic Integrity</i>	<ul style="list-style-type: none"> • See Cheating and Plagiarism policy 		
<i>pranks or prankish behavior (In any form, for any reason and at any time)</i>	<ul style="list-style-type: none"> • At the discretion of the administration, one or more of the actions listed below may be taken. 		
<i>Arson</i> <i>Possession of weapons</i> <i>Assault</i> <i>Sexual assault</i> <i>Robbery</i> <i>Burglary</i> <i>Terroristic threats</i> <i>Bomb threats</i> <i>Sounding false alarms</i> <i>Making false police or fire reports</i> <i>Possession/use of smoke/stink bombs, fireworks, incendiary devices</i> <i>Possession of imitation firearm or facsimile weapon</i>	<ul style="list-style-type: none"> • Police action • Out-of-school suspension • Superintendent's hearing • Possible initiation of expulsion proceedings • Removal or exclusion from participation in student activities • Additional disciplinary action for co-curricular participation will apply 		

<p><i>Vandalism</i> <i>Theft</i> <i>Possession of stolen property</i> <i>Trespassing</i></p>	<ul style="list-style-type: none"> • Depending upon the nature and seriousness of the offense, as determined by the administration, penalties may include suspension, Superintendent’s hearing, expulsion proceedings, removal or exclusion from participation in student activities. • Restitution, if applicable. • Police action, if warranted. • Additional disciplinary action for co-curricular participation will apply. 		
<p><i>Distribution of alcohol and/or controlled substances or paraphernalia</i> (Also see <i>Alcohol and Drug Policy</i>)</p>	<ul style="list-style-type: none"> • Police action • Medical examination, including blood and/or urine testing • Three to five days out-of-school suspension • Referral to SAC • Parent conference w/administration • Superintendent’s hearing • Possible expulsion • Additional disciplinary action for co-curricular participation will apply 	<ul style="list-style-type: none"> • In addition to the penalties for the first disciplinary action, expulsion proceedings will be uninitiated. • Additional disciplinary action for co-curricular participation will apply. 	
<p><i>Possession/use of controlled substances or paraphernalia</i> <i>Possession/use of alcohol</i> (Also see <i>Alcohol and Drug Policy</i>)</p>	<ul style="list-style-type: none"> • Police action • Medical examination, including blood and/or urine testing • Three to five days out-of-school suspension • Referral to SAC • Parent conference w/administration • Additional disciplinary action for co-curricular participation will apply 	<ul style="list-style-type: none"> • Police action • Medical examination, including blood and/or urine testing • Five days out-of-school suspension • Principal’s hearing • Additional disciplinary action for co-curricular participation will apply 	<ul style="list-style-type: none"> • Police action • Medical examination, including blood and/or urine testing • Out-of-school suspension • Superintendent’s hearing • Additional disciplinary action for co-curricular participation will apply
<p><i>Harassment</i> <i>Bullying</i> <i>Hazing</i></p>	<ul style="list-style-type: none"> • All incidents must be reported immediately to the building principal or assistant principal. • If appropriate, the administration may notify the parent/guardian of the alleged pupil(s) who may be, or was, the victim of harassing, bullying or hazing behavior and the pupil(s) who may or did the harassing, bullying or hazing. • Affirmative Action Officer notified by administration. • Affirmative Action Officer may notify parent/guardian of those involved. • Affirmative Action Officer investigates complaint and determines if harassing, bullying or hazing behavior was present. • If said behavior has occurred, the administration shall take corrective action as specified in the student discipline policies and regulations. • Police contact, if warranted. • Additional disciplinary action for co-curricular participation will apply. <p>NOTE: Nothing in Board of Education Policy and Regulation on harassment or bullying precludes the building principal or designee from taking immediate disciplinary action in order to maintain the health, safety and welfare of staff and/or students.</p>		

- Any action occurring off school grounds at any time that has the potential of affecting the safety, order and discipline of the school will warrant administrative intervention and action. The penalties may be exceeded, if in the judgment of the administration and the circumstances so warrant. Additional actions could include removal or exclusion from participation in student activities (i.e. school trips, class trips, assemblies, teams and clubs, leadership positions, proms, special events, the National Honor Society, award presentations, graduation year activities, commencement exercises, etc.) temporary or permanent loss of privileges, central detention, suspension and expulsion.
- Beyond the third disciplinary action, the administration may exceed these penalties if, in its judgment, the circumstances so warrant. Additional actions could include those indicated in the above note.
- Depending upon the nature and severity of the offense, the disciplinary action taken at any occurrence may exceed those indicated. Additional actions could include those stated above.

DRESS GUIDELINES

Student dress guidelines are established and enforced cooperatively by the students, faculty, and administration of this high school. Our practices must conform to the policies of the district Board of Education, the state Board of Education, the rulings of the State Commission of Education, and the public laws of the State of New Jersey as adopted by the Legislature and interpreted by the Courts.

We believe the individual student should conform to acceptable standards of dress during the hours of regular school attendance. We believe the individual should have the right to choose his/her own dress except for the following:

1. clothing that reveals underwear or bare midriff is not acceptable. Top garments must meet bottom garments to avoid a bare midriff both sitting and standing
2. all tops must have 1" straps and must cover any undergarments
3. strapless, backless and racer back tops are not permitted
4. see-through clothing or clothing that reveals excessive cleavage is prohibited
5. skirts, dresses and shorts must come down to at least mid-thigh
6. pants must be worn at their intended waistline. Extra large pants must be worn with a belt to keep them in place. Boxer shorts and undergarments must not be seen
7. no pajama pants or sleepwear is permitted except during designated Pajama Days (Spirit Week, etc.)
8. clothing and/or accessories that may be construed as gang-related are prohibited
9. clothing and apparel referencing sexual activity or bearing sexual innuendo is prohibited
10. anti-religious, anti-racial, anti-gender, or obscene dress
11. dress harmful to the individual's safety or health, or to the communal safety or health
12. indecent or morally offensive dress
13. costumes, recreational uniforms, or inappropriate dress, unless prescribed for special occasions and approved by school officials
14. dress which is disruptive to the educational program;
15. clothing which contains alcohol or drug related themes pictures, or text
16. chains, spikes or dangerous ornaments worn are unacceptable
17. beach wear including but not limited to – tube tops, revealing garments, bikini shorts, short shorts, spaghetti straps

Staff members have the right to prescribe dress codes within their classrooms.

DRUG ABUSE POLICY AND PROCEDURES (ABSTRACT)

The Board prohibits the use, possession, and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, at any event away from the school premises that is sponsored by this Board, and on any vehicle provided by this Board transporting students to and from school or any school activity. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being involved with drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses, possesses, or distributes drugs, alcohol, tobacco, or steroids on school premises or while attending a school-sponsored activity, will be subject to discipline, which may include suspension or expulsion, and may be reported to appropriate law enforcement officers. Students suspected of involvement with drugs, alcohol, or steroids will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. The complete policy/procedure can be obtained in the Board of Education Office, file code 5131.6.

ELECTRONIC DEVICES

The use of electronic communication and entertainment devices is not permitted at school during the school day. Students will surrender them to the school authorities and will be referred to the appropriate administrator for discipline.

Students are not permitted to carry pagers or “beepers” at school. To do so is a violation of NJ Statute 2C:33-19.

The use or open display of cellular phones in the building during school hours is prohibited.

EMERGENCY SCHOOL CLOSINGS

In the event it becomes necessary not to open school because of inclement weather or other emergencies, a special announcement will be made over radio WOR (710 AM), WCBS (880 AM), WINS (1010), Jukebox Radio (103.1 FM), NJ12 News, the Internet www.weatherclosings.com, www.WOR710.com, www.1010WINS.com. and Cable stations from River Edge and Oradell.

The fire siren will be blown in Oradell at 7:15 am to announce the closing of the River Dell Regional Schools. The number to call for school closings is 261-4230 or 261-4231.

Parents and students should call the school (599-7200) for information concerning school closing during inclement weather. Listen to the message on voice mail.

EXAMS – MID TERMS & FINALS

Any student absent from an exam MUST present a note from a parent/guardian prior to the make up exam to the Attendance Officer. Students will not be permitted into a make up exam without this note. Students must have their textbook(s) or a check for the replacement of texts or materials as an admission ticket to the scheduled Exam. If text(s), materials or payment is not presented at the beginning of the exam, the student will not be admitted to the actual exam. They will need to then take their exam during the scheduled make up exam time.

EXTRA HELP

Extra help is available before and after school or by special arrangement. Students should contact the teacher to make these arrangements.

FIRE DRILLS

During a fire alarm, everyone must exit the building. Once outside, everyone is to wait for an "All Clear" bell or an announcement that an Emergency Fire Drill is in effect. If an Emergency Fire Drill is announced, everyone must leave the building and will then be informed to report to their specified areas (Auditorium or Gym).

FLAG SALUTE

New Jersey law requires all persons to show respect for the flag of the United States of America.

GAMBLING

Gambling (cards and dice throwing) is prohibited at School.

GRADING POLICY FOR RIVER DELL HIGH SCHOOL

The passing grade for all subjects is 65. The final grade is computed by **doubling each marking period, adding the final exam, and dividing by 9. If there are no exams, the sum is divided by 8. In half year courses, the sum is divided by 4.** For the first two marking periods of a year long course and for the first marking period of a semester course, grades entered on the report card cannot be lower than 40. All subsequent grades may be as low as 0.

MINIMUM GRADUATION REQUIREMENTS FOR GRADES 9 - 12

In order to be graduated from River Dell High School and receive a state-endorsed board of education diploma, a pupil must:

- A. Pass all High School Proficiency Assessments (HSPA)
- B. Complete 120 credits that include the following:
 1. Four years of English
 2. Three years of social studies
 3. Three years of science
 4. Three years of mathematics
 5. Two years of foreign language
 6. Four years of physical education/health/driver education
 7. Ten credits of visual/performing arts and practical arts requirement can be met through all art courses, all technology courses, all business courses, drama/public speaking, or TV Media. **Effective with the Class of 2008, five credits of visual/performing arts and five credits in career education and consumer, family, and life skills, or vocational-technical education and five units of computer education.**
 8. One-half credit year of Career Exploration and Development which will be infused into a variety of subject areas.

HALL PASS

A student must carry a class hall pass.

HUMAN RELATIONS

(Anti-Racial and Ethnic Discrimination and Prejudice)

The River Dell Regional High School District subscribes to a culture that promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in race, ethnicity, religious beliefs, gender, age, physical abilities, and other perceived differences. The district recognizes diversity as a resource to be celebrated, never assaulted.

Any instance of intolerance or harassment of an individual because of perceived differences detracts from learning. Acts of intolerance, harassment, individual references to the origin or identity of one individual, represent an infringement upon the rights of all people. Administrators, staff, and students must be aware of and sensitive to the presence, feelings, and needs of minorities. The district will not tolerate acts of discrimination and/or racial or ethnic intimidation by the district staff or by its students. Findings of such discriminating acts will result in disciplinary action.

The following information provides definitions of PREJUDICE and DISCRIMINATION:

Prejudice: To form opinions in advance, without taking the time and care to judge one fairly. To prejudge a person in advance because of his/her race, religion, nationality, or sex.

Discrimination: Displaying in an unfair manner difference in attitude or treatment to a particular person or persons because of his/her differences.

Examples of Prejudice and Discrimination:

- Name calling
- Subtle references to race
- Prejudging races
- Graffiti
- Teasing
- Telling racial or ethnic jokes

If a student hears about, witnesses, or is a victim of any act(s) of prejudice or discrimination he/she should report it to a staff member/administrator with whom the student feels comfortable. The staff member in turn will refer it to the building principal. The principal will direct an investigation and assure the implementation of appropriate consequences for every instance.

IDENTIFICATION CARD

All students and staff must carry a school picture ID with them at all times while on school grounds.

ILLNESS DURING SCHOOL HOURS

Students who become ill during the school day must report to the Nurse's Office or, in her absence, the Main Office. If the student is too ill to remain in school, a parent/guardian will be called and asked to pick up the child. Students must not make this decision independently. Leaving school without permission constitutes truancy.

If you become ill during your time at vo-tech or on the bus returning from vo-tech, you must report to the nurse, or in her absence, to the main office.

Any student who is dismissed due to illness MUST sign out in the attendance office before leaving the building. A parent must come in the attendance office to sign out the student.

IMMUNIZATIONS

The requirements of the New Jersey State Health Code (NJAC 8:57-4.16), state that all pupils attending grades 9-12 be immunized with the Hepatitis B Vaccine. Documentation from the student's physician must be submitted to the Health Office. Students without such documentation are to be excluded from school as per State Law.

INJURING SCHOOL PROPERTY – PARENTAL LIABILITY (STATE LAW)

Any pupil who shall cut, deface, or otherwise injure any schoolhouse, furniture, fences, outbuildings, or other property of the school shall be liable to suspension and punishment, and his/her parents or guardian shall be liable for damages to the amount of injury to be collected by the Board of Education in any court having jurisdiction, together with the costs of the action. Students eighteen years of age or older will be held responsible for the cost of damages as mentioned above.

INSURANCE

Accident insurance is available on a voluntary basis for a premium paid by your family. Insurance forms are available in the school business office early in the school year.

A MODEL INTEGRATED PEST MANAGEMENT POLICY FOR NJ SCHOOLS

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. River Dell High School shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM Plans

The school IPM plan is a blueprint of how River Dell High School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The River Dell Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy, will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The River Dell Board of Education of River Dell High School is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-Entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory References

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

JEWELRY

As a safety concern, jewelry is prohibited during physical activity in a Physical Education class. All jewelry must be removed prior to the activity and locked up by the individual. Chains, spike necklaces and bracelets, choke collars or dangerous adornments worn are unacceptable.

LATENESS/TARDINESS TO CLASS/SCHOOL

Students who are tardy to school incur disciplinary action by teachers and/or administrators. Teachers and administrators are responsible for addressing tardiness and imposing consequences. (See Late To School Procedures pg. 18) **AFTER FIVE TARDIES HAVE BEEN ACCUMULATED WITHIN A SEMESTER, A DOCTOR'S NOTE MAY BE REQUESTED.** Excessive tardies to class and school may result in lower grades. If a student is late to class for more than half the period, it is considered a cut. There are Sign In/Sign Out Books in every classroom specifically for students who arrive late to class.

LEAVING PROPERTY

River Dell High School is a closed campus except for Seniors with permission during lunch. Students may not leave the property without an early dismissal pass. Penalties include detentions, restricted lunches and suspensions. Students are not permitted to leave the building and go to their cars, without permission. This includes cars in the parking lot.

LIBRARY MEDIA CENTER

Your school library media center is open from 7:30 AM until 4 PM., and until 3:00 PM on Fridays. Students may use the LMC during free periods, lunch, or during class time with permission from the teacher. A wide variety of resources and services are available, including college search programs, online databases and electronic reference materials, and interlibrary loan. After your initial orientation the librarian is happy to work with you on any research needs.

Most materials circulate for a two week loan period. Loss of borrowing privileges results when an item is overdue, with a fine collected on late overnight or interlibrary loan materials. Details are available in the library. Your student ID number is required in order to borrow materials.

Your LMC is a welcoming, relaxed place in which to conduct research, do homework, or just enjoy a magazine. While quiet conversations are allowed, please remember that an atmosphere conducive to study must be maintained for

those needing a quiet place to work. Food and beverages are to be finished before entering the LMC. No student should be permitted in the LMC without a pass from his/her teacher unless the student has unassigned time.

LOCKERS

Lockers will be assigned. The school will issue a (keyed) combination lock which you will use for your high school career. **STUDENTS MAY NOT PUT PERSONAL LOCKS ON LOCKERS.** Please remember these rules:

1. One locker per student.
2. Always make sure that your locker is locked. Test it before walking away. **ALL LOCKS MUST BE LOCKED AT ALL TIMES.**
3. You may go to your locker before school, before and after lunch and after school.
4. **Do not keep valuables or cash in your hall and gym lockers.**

Please take notice that this locker is the property of the River Dell Regional Board of Education. School Officials shall conduct random inspections of school lockers and your locker could be searched at any time without notice. Placing any substance, objects or materials in this locker which are prohibited by law or by school rules, may subject you to serious disciplinary penalties. The administration will ensure that all lockers are locked at all times.

In August, 1983, the New Jersey Supreme Court (pg. 17, NJ v Engerud), "...When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence." This notice is placed in this locker to clearly state that the school officials of River Dell do inspect lockers in order to insure compliance with school regulations.

LOST AND FOUND

Books, articles of clothing, jewelry, eyeglasses, and other items which are found should be brought to the Custodial Office. Likewise, if you have lost any such item, check to see if the item has been turned in. The Office will retain lost and found items for up to 60 days. Whenever possible you should label your belongings with your name.

LUNCH

Seniors may leave campus during lunch **WITH WRITTEN** approval of their parents/guardian. All 9th, 10th and 11th graders are **NOT** permitted to leave the campus. You may eat in the cafeteria, the commons, the gym or outside on the front oval. The second floor and all first floor classroom areas are **off limits** during lunch unless you have a scheduled appointment with a teacher. Students who leave campus illegally may forfeit lunch for a supervised study/detention where lunch may be consumed. During lunch, the guidance department is available for student conferences. The library is also open and students may also use the computer rooms. Class/Club meetings may be scheduled during lunch. Sign up for these meetings are on a calendar in the Vice Principal's Office.

THE DO'S & DON'TS OF LUNCH:

- * Do clean up after yourself and remember to recycle.
- * Do keep your voice at a reasonable level, especially if you are sitting near offices, the library, etc.
- * Don't block entrances, exits; bathrooms; stairwells; etc.
- * Students are not permitted in unauthorized area

MAKE-UP WORK

It is the student's responsibility to obtain all classwork and homework upon returning from an illness. All work missed shall be made up the day the student returns and/or **WITHIN two weeks**, depending upon the assignment, or receive a zero. All work must be made up **within** the quarter it is due. Exceptions to the rule **MUST BE APPROVED BY AN ADMINISTRATOR**. Students recorded with an **unexcused absence** (see Attendance Definitions page 16) will only have 48 hours to make up work upon returning to class.

PARKING

Parking is a SENIOR PRIVILEGE. Since there are more seniors than spaces, parking spaces will be available on a first come first serve basis. Parking is by permit only. New Parking Permits may be purchased during the first week of school.

Licensed drivers are eligible. Parking is restricted to student spaces (WHITE LINES) in the Fifth Avenue lot only and designated areas.

In order to receive your parking permit, you must submit a copy of a current drivers license and current registration with the application for parking privileges. Your parent/guardian must complete the parking permission form. The cost of the parking decal is \$5.00 paid semi-annually. If the permit sticker is not displayed, the student's right to park will be taken away. The school and its officials reserve the right to enforce the traffic rules on the grounds and to prohibit the use of automobiles, if necessary.

There is NO PARKING in yellow spaces, by yellow painted curbs and white painted curbs (VISITORS). Seniors who violate parking rules and regulations are subject to disciplinary action.

Underclassmen may park on Pyle Street, John Street or on local streets ONLY.

Vehicles parked on school property are subject to administrative searches if there is reasonable cause to believe that within the vehicle there may be weapons, contraband or illegal substances.

Any car illegally parked or parked on school grounds without a River Dell Parking Permit will be subject to a minimum \$50.00 ticket.

MOPED PARKING – Any student with a moped must register the moped and obtain a moped license from the main office. The license must be displayed on the vehicle and will be good for the year (as long as there are no infractions). All mopeds must be parked in the designated parking area. The cost of the license will be \$4.00 for the year. If the license is destroyed or lost, a new one must be purchased.

PASS/FAIL OPTION

Students may select a one year elective course or two half year (one each semester) elective courses per year on a pass/fail option with teacher approval. **Applications for pass/fail are due by October 8, 2010 for the 1st semester and March 11, 2011 for the 2nd semester.** Course requirements for graduation cannot be taken Pass/Fail.

PRINCIPAL'S LIST AND HONOR ROLL

The PRINCIPAL'S LIST and HONOR ROLL are determined each marking period. The student's unweighted numerical grade point average (GPA) for the marking period is used in determining eligibility.

PRINCIPAL'S LIST - Those named to the Principal's List must have an unweighted GPA 94.5+

HONOR ROLL - Those named to the Honor Roll must have an unweighted GPA 90 to 94.5

GPA CALCULATION –	(Grade Points)		
COURSE	GRADE	CREDIT	GRADE x CREDITS
Math	80	5	400
Science	90	7	630
Phys. Ed.	83	2.5	207.5
		14.5	1237.5

$$\text{GPA} = \frac{\text{Sum of Grade Points}}{\text{Sum of Credits}} = \frac{1237.5}{14.5} = 85.3$$

PUPIL PROMOTION

The policy of the River Dell Board of Education is that annual promotion of a student from one grade to the next will be determined on the basis of the student's academic progress. Tangential considerations for promotion (in addition to academic achievement) are factors such as effort, social growth, and attendance record. For promotion in grades 9-12, the following accumulation of credits is used as a guideline:

Grade 9 to 10	=	30 credits
Grade 10 to 11	=	60 credits
Grade 11 to 12	=	90 credits

ROTATION/DROP SCHEDULE

The rotating schedule operates on a four day cycle. Each day is assigned a letter, A, B, C & D. Once you receive your schedule, make certain that you know each day's letter. Signs indicating the day's letter are posted throughout the building and each classroom has a large poster-sized calendar that shows the classes that meet on each letter day.

BELL SCHEDULE

7:40-7:50	Before School Help	A	B	C	D	
7:50-8:46	(56)	1	4	3	2	Class
8:51-9:47	(56)	2	1	4	3	Class
9:52-10:48	(56)	3	2	1	4	Class
10:48-11:28	(40)	LUNCH/ACTIVITIES				
11:33-12:29	(56)	5	8	7	6	Class
12:34-1:30	(56)	6	5	8	7	Class
1:35-2:31	(56)	7	6	5	8	Class
2:31-3:05	After School Help/Activities					

SECURITY

Outside doors will be closed and locked at 8:00 AM. Any student arriving after that time must go to the Main Lobby or Commons entrance for access into the building. After 4:00 PM, the Main Entrance and Commons entrance will be the only entrances opened. Security cameras operate in all public areas. All staff and students must carry ID Cards at all times.

SEXUAL HARASSMENT

It is the policy of the River Dell Board of Education to maintain a learning and working environment that is free from sexual harassment. Conduct constituting sexual harassment shall be grounds for disciplinary action.

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature carried on by a staff person, a student, or a Board member.

The Principal should be contacted immediately. If additional help or advice is needed, the Affirmative Action Officer should be called.

SIGN OUT

A sign-out book is provided in the attendance office for any student who **must** leave school early when excused by the nurse because of illness or when granted permission by the principal. **No student should leave the building at any time without first reporting to the attendance office and signing out.** If a parent or other adult is picking a student up from school he/she should come into the building and sign the student out. Any student needing to leave school early must present a note to the attendance office. The note must contain a reason and telephone number for verification.

SMOKING

The Board of Education prohibits smoking and the use of tobacco products in any area of the school buildings/grounds including, but not limited to the parking lots, grassy areas and athletic fields.

Consequences: See Standard Discipline Guidelines page 20.

STUDENT ASSISTANCE PROGRAM

The school's primary responsibility is to educate students; however, we have learned that if a student uses mind-altering chemicals, is depressed, or feels hopeless, that student cannot learn effectively. This is why the administration and faculty

instituted a student assistance program which gives us the unique opportunity to identify and help students who exhibit high risk behavior. It is an intervention and referral program, **not** a treatment program.

SPECTATOR CONDUCT AT ALL ATHLETIC EVENTS

1. Noisemakers are prohibited in the gym.
2. Silence is requested while an opposing player is shooting a foul shot.
3. Applauding is encouraged when an injured player of the opposing team leaves the game; when an opposing player who fouls out leaves the game; in appreciation of a well done cheer by the cheerleaders of the opposing team.
4. Silence is requested when the cheerleaders of the opposing team are on the floor performing organized cheers.
5. Booing has no place at an athletic contest, no matter what the circumstances are.
6. Spectators directing abusive or irritating remarks or cheers at the officials, opposing players, or opposing spectators, will be ejected from the gymnasium.
7. Try to promote the good image of your school by conducting yourself accordingly.
8. Root FOR THE HAWKS!

SUBSTANCE ABUSE POLICY FOR SCHOOL ACTIVITIES, INCLUDING INTERSCHOLASTIC ATHLETICS

VOLUNTARY RANDOM DRUG/ALCOHOL TESTING PROGRAM

The Board encourages its students to refrain from the illegal consumption of controlled dangerous substances and alcohol. In order to promote a drug-free lifestyle, the Board has instituted a voluntary random drug/alcohol testing program for its high school students (grades 9 through 12). The program is designed to ensure that:

- A. High school students are given an opportunity to join, along with their peers, a voluntary drug/alcohol prevention program.
- B. Parents are given a vehicle to encourage their students to remain drug and alcohol-free.
- C. Students are given the opportunity to unite and take a collective stand against substance abuse.

Student participation in extracurricular activities and student parking on the high school campus are privileges and are voluntary. Students who choose to avail themselves of these voluntary privileges shall, as a prerequisite, be subject to random drug and alcohol testing. While enrollment in the random drug/alcohol testing program is voluntary, students who choose not to enroll may not participate in any extracurricular activities and may not park on campus.

Each student enrolling in the voluntary random drug/alcohol testing program pursuant to this policy shall be assigned a confidential identification number and shall be subject to random drug/alcohol testing as administered by the Board's Substance Awareness Coordinator. Testing shall take place each week throughout the school year, with a random selection of participating students tested on randomized dates. Each participating student's identification number shall be placed into a pool and shall be randomly selected throughout the year.

All testing shall be under the auspices of an independent laboratory. Selected students shall provide urine samples while at school in laboratory-supplied, labeled, and sealable containers. All samples shall be sent to the laboratory for testing. Procedures governing the administration of such tests shall be set forth in regulations developed by the Chief School Administrator and/or her designee(s). Students enrolled in the program who test positive for the first time shall not be subject to discipline. However, such students shall be medically excluded from school for up to ten (10) school days, and attendance at school shall not resume until a written report, including a non-diluted, negative chemical screening analysis, has been submitted to the parent/guardian of the student, the Principal and the Chief School Administrator

from a physician who has examined the student to diagnose alcohol or drug use. The report shall certify that the student is chemically free and is physically and mentally able to return to school. In addition to the above, the student and his/her parent/guardian shall be required to participate in an administrative conference with the Substance Awareness Coordinator and shall undergo an assessment, if so required by the Substance Awareness Coordinator, prior to resuming attendance at school. Students enrolled in the program who test positive a second time or more shall be subject to such disciplinary measures and procedures as are set forth in Board policies 5131 Conduct/Discipline and 5131.6 Substance Abuse.

A student shall be deemed to have tested positive when:

- A. The urine sample submitted to the laboratory returns with a positive test for controlled dangerous substances or alcohol;
- B. A urine sample submitted by the student has been tampered with, including but not limited to, the use of a masking agent;
- C. A student refuses to submit to the urine test.

In order to enroll in the program, students and their parents/legal guardians shall jointly sign a contract annually wherein they agree to abide by the rules of the program. Students desiring to discontinue their membership in the program must provide the Board with a written document signed by both the parent/guardian and the student.

Consequences for a Positive Result

1st Offense

- Students will be removed from participation in any athletics, co-curricular activities, clubs, parking or other programs for a period of 2 weeks.
- The student will be referred to the Student Assistance Counselor (SAC) for referral to an appropriate program. The family will be responsible for the cost.
- Student must be evaluated by a physician.
- Student must submit a negative urine within the monitoring period in order to continue participation.

Future Incidents

- Any student submitting a second positive will be removed from competition for three months and/or loss of student activities privileges.
- SAC will refer student for an evaluation for a drug treatment program.
- Any student submitting a third positive will be removed from all privileges for one year and evaluated for participation in a drug and alcohol program.
- All offenses are cumulative for four years.

Parents, students and community members may obtain the complete substance abuse policy for school activities and interscholastic athletics from the superintendent or building principals. The policy includes the procedure for distributing training rules, parent involvement, violation components, consequences and the appeal process.

SUSPENSIONS

A student may be suspended: IN SCHOOL – for a full/part day. The student will be responsible to bring school work to the suspension. No headphones or electronic equipment will be allowed. OUT OF SCHOOL – for a full/part day. The student is not to be in the building during this time and is responsible for all work missed. Work is to be made up within 48 hours of the suspension.

Any student suspended out of school within a particular school year, is NOT ELIGIBLE TO RUN FOR ANY CLASS/SGO OFFICE during that year. The student is also ineligible for athletic/club/production/ music extra curricular participation on the day of the in or out of school suspension.

TRIPS

Any student going on a school sponsored trip must turn in a parental permission slip before leaving on the trip. The teacher sponsoring the trip will distribute the consent form to the students. Teachers should submit names of students to the Attendance Officer/Vice Principal/Principal one week prior to the trip for review. All class work must be made up. Students should ensure that they are maintaining a good attendance record before planning to participate in the trip. The attendance officer will inform the teacher of any student's flagrant absences. All students must adhere to all school policies (Drug, Tobacco, etc.) that are in effect and students are expected to follow guidelines set forth by each advisor.

TRUANCY

Any unauthorized absence from the school day shall be considered a truancy. Any student leaving school grounds without following the Early Dismissal Policy will be considered truant from those classes. The consequence for truancy will be suspension and a zero for work missed.

UNACCEPTABLE ITEMS

Laser pens, and glass bottles are not permitted in school. Chains, spike necklaces and bracelets, choke collars or dangerous adornments worn are unacceptable. Dew Rags, Bandanas, head wraps other than hats should not be worn. Any gang related clothing or items should not be worn. Staff members have the right to tell students to remove all headgear.

VALUABLES

Students are reminded to LOCK their belongings in lockers and PE lockers. If you have valuables, give them to your teacher or check them in the main office. An unlocked locker is an opportunity for theft. Be SMART - LOCK UP! The school is not responsible for the security of your personal belongings.

VISITORS/GUESTS

All visitors must report to and sign the visitor book in the main office. Students who wish to bring guests to the school must provide the main office administration 48 hours prior to the visit the following information: Guest name, reason for visiting, signed note of permission from guest and student's parent, guest's school phone number. The River Dell student must also obtain WRITTEN permission from the teacher of each class to be visited. **A form with this information may be obtained in the Main Office.** This form must be returned for approval **BEFORE the guest is allowed in the building.**

WITHDRAWING FROM A CLASS

Students must have approval from their counselor, administration and parent/guardian to drop a course once enrolled. The following dates apply to the recording of a dropped course on a student's transcript:

Full Year Course:

Last day to drop w/no record on transcript – November 12th

Dropped between November 15th and January 28th will be recorded as WF or WP

Dropped after January 28th will be recorded as a zero (0) and calculated into the student's overall GPA

First Semester Course:

Last day to drop w/no record on transcript – October 8th

Dropped between October 8th and November 12th will be recorded as WF or WP

Dropped after November 12th will be recorded as a zero (0) and calculated into the student's overall GPA

Dropped between March 14th and April 8th will be recorded as WF or WP

Second Semester Course:

Last day to drop w/no record on transcript – March 11th

Dropped between March 14th and April 8th will be recorded as WF or WP

Dropped after April 8th will be recorded as a zero (0) and calculated into the student's overall GPA

WITHDRAWING FROM SCHOOL

If you plan to withdraw from River Dell High School for any reason, you should initiate the process with your guidance counselor.

WORKING PAPERS

Every child between the ages of 14 and 18 is required to have working papers in order to be legally employed in New Jersey. Working papers may be obtained in the Main Office.

Students applying for working papers must have: A) Promise of employment; B) Physician's Certificate of Physical Fitness; C) Proof of Birth (photostatic copy).

S.G.O. AND CLASS OFFICERS

STUDENT GOVERNMENT OFFICERS

- Advisor - Ms. Cuccio-Morris
- President - John Tummino
- Vice President - Heather Tighe
- Secretary - Jorge Mitssunaga

CLASS OF 2011

- Advisor - Ms. Rickershauser/Ms. VanTol
- President - Melanie Rodriguez
- Vice President - Daniel Fatovic
- Secretary - Amanda Conroy

CLASS OF 2012

- Advisor - Ms. Kiel
- President - Christopher Bascomb
- Vice President - Christian Flego
- Secretary - Anthonng Viscardi
- Treasurer - Kara Wynkoop

CLASS OF 2013

- Advisor - Ms. Bartelloni/Ms. Lauterback
- President - Melissa Gibbons
- Vice President - Zachary Siegel
- Secretary - Samantha Schleiger

CLASS OF 2014

- Advisor - Mr. Piekielek
- President - TBA
- Vice President - TBA
- Secretary - TBA
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ADMINISTRATION

Regional Administration

Mr. Patrick Fletcher, Superintendent
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Ms. Lorraine S. Brooks, Principal
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Mr. Charles Lange, Director of Special Services
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Ms. Marianthe Williams, Director of Computer Services

Guidance

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Ms. Mary Moran, Counselor
Mr. Joseph Skorupa, Counselor
Ms. Barbara Balkin, Speech/Language Therapist
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Dr. Randie O'Neil, Student Assistance Counselor
Ms. Linda Rothenberg, Social Worker

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Christine Genute
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Librarian

Barbara Connolly

Student Assistance Counselor

Randie O'Neil

Nurse

Kathryn Kreger

School To Work/Senior Options

Jennifer Luberto

Speech

Barbara Balkin

Transition Counselor

Alison Donoghue

Athletic Trainer

Angela Sterzer

Attendance

Lynne Ioele

Campus Monitor

William Clayton

What Is Research?

Research is inquiry in which a student chooses a subject, limits it to something manageable, then investigates the topic, locating and using appropriate data. Critical analysis is an essential part of any research assignment. The student must know how to elicit what is relevant and helpful from the sources used, how to draw thoughtful conclusions from what he has assembled, and how to organize that information to suit his purpose. The library provides a springboard for a paper, presentation or experimental research.

Good research is meaningful. It takes the opinions and discoveries of others and weaves them into the fabric of one's own thought so that the assignment, when finished, is an integration of perception and understanding. Poor research is plagiarism at worst, mimicry at best: work in which only mechanics are mastered.

The Plagiarism Plague and How to Avoid It

What is plagiarism? Imagine that it's a lazy summer afternoon and you are babysitting for your infant brother or sister. As the baby sleeps peacefully in its stroller in the front yard, you sunbathe close by. After a while, you begin to hear some unusual noises coming from the backyard. Suspicious, you get up, walk to the back of the house and look around. Nothing seems amiss. Then suddenly it hits you: the baby! You run back to the front yard and to your utter horror, the stroller is empty.

The Latin word for "kidnapper" is *plagiarus*: hence the origin of our word "plagiarism," which may be defined as the "unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (Random House Unabridged Dictionary, 2nd ed.).

Granted, the nightmarish scenario that opened this chapter is somewhat melodramatic and no one would equate even the worst act of plagiarism with kidnapping; but there are basic similarities. Both are acts of theft, pure and simple. Moreover, the theft is particularly heinous because that which is stolen belongs to us in a special way: both the children of our bodies and the children of our minds are our own flesh and blood, and to take them is to take a part of ourselves.

To realize that the issue of plagiarism is not confined to the narrow halls of the high school, one need only glance at headlines in *The New York Times* from the last few years:

"For a Dean at Boston U., a Question of Plagiarism" (7/3/91)

"Plagiarism is Rampant (On College Campuses), Survey Finds" (4/1/90)

"Arsenio Hall Denies Plagiarizing Buchwald Script in Making Film" (7/19/89)

"Court Finds French Author Plagiarized 'Gone With the Wind'" (12/7/89)

"Eminent Harvard Professor Quits Over Plagiarism, University Says" (11/29/88)

Higher education, literature, entertainment, and politics – no area of human activity is safe from the plague. Wherever it strikes, a harsh toll is exacted: degrees denied or revoked, professorships forfeited, thousands of dollars paid in fines, even presidential aspirations dashed. And like all cheaters, plagiarists ultimately pay with their most valuable possession: their own good names.

Offering a definition of plagiarism in the abstract is easy, but in the real world the terrain surrounding plagiarism is marked by many fine lines and gray areas. And since many writers stray into no-man's-land because they lack familiarity with its boundaries, we need to map this terrain as clearly as possible.

The examples that appear below are based on the most recent, widely publicized instance of alleged plagiarism in high places (see the first item on our list, above). In this case, H. Joachim Maitre, Dean of Boston University's College of Communication, delivered a commencement address in which he mouthed nearly word-for-word passages that Michael Medved, a PBS film critic, had written in his article "Popular Culture and the War Against Standards" (*Imprimis*, February 1991). First, as an example of virtually verbatim plagiarism, we will look at how Maitre handled the passage. (Direct borrowings of language from the original are indicated by underlining.)

The Original Source Passage

Apparently some stern decree has gone out from the upper reaches of the Hollywood establishment that love between married people must never be portrayed on the screen....The top grossing film of 1990 was "Ghost," one of a series of sex-after-death fantasies that the movie industry has churned out in recent years. In this crafty tear-jerker, the film makers seemed to make a point of the fact that the central couple, connected by a love so deep that it survives into the afterlife, have never taken the trouble to get married....

As part of the continuing struggle we must do more than protest the bad; we should also begin promoting the good...keep in mind that the entertainment industry is one area of endeavor in which a few gifted individuals can still make an enormous difference. The American people have shown that they are ready to respond when given the opportunity, as witness the utterly unexpected, \$100 million success of a wholesome life-affirming project like "Driving Miss Daisy."

Michael Medved, "Popular Culture and the War Against Standards."

Imprimis (Feb.1991)

Virtually Verbatim Plagiarism

Apparently some stern advice has come from the upper reaches of the Hollywood establishment that love between married people must never be portrayed on the screen....The top grossing film of 1990 was "Ghost," one of the series of sex-after-death fantasies that the movie industry has churned out in recent years. In this crafty tear-jerker, the film makers seem to make a point of the fact that the central couple, connected by a love so deep that it survives into the afterlife, of never taking the trouble of getting married. (sic)

As part of the continuing struggle we must do more than protest the bad; we must fight it actively....Keep in mind that the entertainment industry is one area of endeavor in which a few gifted individuals can still make an enormous difference. The American people have shown that they are ready to respond when given the opportunity, as witness the utterly successful film, bringing in \$100 million recently, "Driving Miss Daisy."

H. Joachim Maitre, Commencement Address: May 12, 1991

Comment

The underlining shows the extent of the crime. Maitre has taken the entire Medved passage and simply inserted it into his speech. The few changes in language are insignificant and, ironically, actually weaken the passage. Along with the language, of course, comes Medved's ideas

– and all without the slightest hint of attribution. A most obvious case of plagiarism. But there are also less obvious ways of using sources improperly.

The Original Source Passage

Apparently some stern decree has gone out from the upper reaches of the Hollywood establishment that love between married people must never be portrayed on the screen....The top grossing film of 1990 was "Ghost," one of a series of sex-after-death fantasies that the movie industry has churned out in recent years. In this crafty tear-jerker, the film makers seemed to make a point of the fact that the central couple, connected by a love so deep that it survives into the afterlife, have never taken the trouble to get married....

As part of the continuing struggle we must do more than protest the bad; we should also begin promoting the good...keep in mind that the entertainment industry is one area of endeavor in which a few gifted individuals can still make an enormous difference. The American people have shown that they are ready to respond when given the opportunity, as witness the utterly unexpected \$100 million success of a wholesome, life-affirming project like "Driving Miss Daisy."

Cobbled Plagiarism

It seems that some stern decree has been issued from the higher echelons of the Hollywood establishment that love between married couples should never be shown on the silver screen....Ghost, the biggest grossing film of 1990, is one of a series of sex-after-death fantasies that Hollywood has pumped out recently. In this crafty tear-jerker, the main couple are joined by a love that lasts into the beyond; but the film makers apparently did not think it was important that the couple never bothered to tie the knot.... Protesting the bad is not enough; we must also promote the good....The movie business is one area of endeavor in which outstanding artists can still make an enormous difference. The American public has shown that it is ready to respond when given the chance, as is evidenced by the entirely surprising \$100 million success of a wholesome, life-affirming film like Driving Miss Daisy.

Comment

Our eye tells us that slightly more trouble has been taken to alter the language of the original than in Maitre's speech; but our minds tell us that this passage is only a slightly less flagrant case of plagiarism.

First, there are the direct, unacknowledged borrowings of language, which, though fewer than in our first example, are still substantial. Obviously some of these phrases are so commonplace that they do not need footnotes ("love between married..."), but there are many less common phrases that could not be legitimately passed off as the writer's own ("crafty tear-jerker").

Secondly, although the wording of some sentences has been almost completely changed, most of the alterations of language are cosmetic touch-ups that never stray farther than a close paraphrase ("It seems that" for "apparently," "higher echelons" for "upper reaches," etc.).

Finally, Medved's ideas have once again been adopted wholesale, but without even a hint of acknowledgement.

All in all, the passage is not the work of a writer but a cobbler who has only slightly altered the original by sewing in patches of his own superficially different language.

The Original Source Passage

Apparently some stern decree has gone out from the upper reaches of the Hollywood establishment that love between married people must never be portrayed on the screen....The top grossing film of 1990 was "Ghost," one of a series of sex-after-death fantasies that the movie industry has churned out in recent years. In this crafty tear-jerker, the film makers seemed to make a point of the fact that the central couple, connected by a love so deep that it survives into the afterlife, have never taken the trouble to get married....

As part of the continuing struggle we must do more than protest the bad; we should also begin promoting the good...keep in mind that the entertainment industry is one area of endeavor in which a few gifted individuals can still make an enormous difference. The American people have shown that they are ready to respond when given the opportunity, as witness the utterly unexpected, \$100 million success of a wholesome, life-affirming project like "Driving Miss Daisy."

Borrowing the Bon Mots

"Ghost," a crafty tear-jerker, was the top movie money-maker of 1990. In this film, one of the many sex-after-death fantasies churned out by tinsel town recently, a couple's love is depicted as so strong that it survives even into the afterlife. But the film makers seem to have overlooked one point; this couple never bothered to solemnize their relationship through matrimony. It is as if some stern decree has come down from the upper echelons of the Hollywood establishment: conjugal love is a big-screen taboo.

As one critic has remarked: "We must do more than protest the bad; we should also begin promoting the good" (Medved, p. -). After all, the movie business is an area of endeavor in which a few people still wield great influence; and such utterly unexpected box office smashes as "Driving Miss Daisy" prove that the American people, when given the choice, still prefer wholesome, life-affirming movie fare.

Comment

This case is so subtle that some students might sincerely think that the writer would be innocent of plagiarism. But they would be wrong.

True, the order of details (at least within each paragraph) has been noticeably altered, and the direct borrowings of language are limited to the skimming off of the few vivid phrases contained in the original. Moreover, the one whole sentence that is used verbatim is duly placed within quotation marks and documented.

But the pilfering of the irresistible magic phrases are not quoted or documented, and though substantially recast into the writer's own language, the essence of Medved's ideas remain yet lack documentation.

The verdict: guilty.

The Original Source Passage

Apparently some stern decree has gone out from the upper reaches of the Hollywood establishment that love between married people must never be portrayed on the screen....The top grossing film of 1990 was "Ghost," one of a series of sex-after-death fantasies that the movie industry has churned out in recent years. In this crafty tear-jerker, the film makers seemed to make a point of the fact that the central couple, connected by a love so deep that it survives into the afterlife, have never taken the trouble to get married....

As part of the continuing struggle we must do more than protest the bad; we should also begin promoting the good...keep in mind that the entertainment industry is one area of enormous difference. The American people have shown that they are ready to respond when given the opportunity, as witness the utterly unexpected \$100 million success of a wholesome, life-affirming project like "Driving Miss Daisy."

Proper Paraphrase with Attribution for Language and Ideas

On the other hand, some critics feel that Hollywood has slid down a slippery moral slope that has put it out of touch with the mainstream of American life, and that conscientious moviegoers “must do more than protest the bad;...(they) should also begin promoting the good” (Medved, p. –). The surprising success of films like “Driving Miss Daisy” shows that most Americans still yearn for traditional, heartwarming movie fare. Yet what they get are films that flout traditional values. A case in point is “Ghost,” the top movie money maker of 1990. Though the film tugs on the heartstrings by portraying a love that extends even beyond the grave, the fact that the lovers were never husband and wife in this world seems to have bothered no one (Medved, p. –).

Comment

In this example, the writer has drawn on Medved’s ideas as representative of a certain critical perspective. These ideas have been re-clothed in the writer’s own words and duly attributed to their original source. Moreover, the one direct borrowing of language has been enclosed in quotation marks and footnoted.

Here, then, is an example of how a source may be properly incorporated into a paper without falling into the plagiarism trap.

Documentation

(Most of this section was taken from Andrea Lunsford’s *The St. Martin’s Handbook*, 2nd edition.)

Adam was the only man who, when he said a good thing, knew nobody had said it before him.

Mark Twain

Adam, in other words, had the luxury of not having to document his sources, but no writer since Adam has been able to make that claim. In your writing, full and accurate documentation is important because it helps build your credibility as a writer and researcher by giving credit to those people whose works influenced your own ideas.

Documentation styles vary among disciplines, with one format favored in the humanities, for instance, another in the social sciences, and another in engineering, but they all require the same basic information. Thus you will want to use the conventions of documentation appropriate to a particular course and field. Following these rules of punctuation and format ensures consistency and helps protect you from plagiarizing because of omitted source information.

Documenting Sources

The Modern Language Association, or MLA, style, preferred at River Dell, uses internal or parenthetical reference citations instead of footnotes or endnotes. This simplifies the process of indicating which information you have borrowed and the source of that information. This simplification does not relieve you of the responsibility to document the words and ideas of other writers which you have used. The parenthetical reference must be brief, clear and accurate. Place the citation at the end of the sentence before the final period. One of the following forms should serve for most possibilities:

1. Cite the author’s last name and the page number(s) of the source in parentheses.

One historian argues that the telephone (and certainly the advertising that lauded its innovations) created “a new habit of mind – a habit of tenseness and alertness, of demanding and expecting immediate results” (Brooks 117-18).

2. Use the author’s last name in your sentence and place only the page number(s) of the source in parentheses.

Brooks points out that the telephone (and certainly the advertising that lauded its innovations) created “a new habit of mind – a habit of tenseness and alertness, of demanding and expecting immediate results” (117-18).

3. Give the author’s last name in your sentence when you are citing the entire work rather than a specific section or passage and omit any parenthetical references.

Brooks argues that the history of the telephone is characterized by innovations that have changed public attitudes toward technology.

Although each in-text reference is brief, it will not be clear or accurate unless it refers readers to a specific and complete citation listed in Works Cited. (MLA Handbook)

MLA Format for a List of Works Cited

A list of Works Cited is an alphabetical list of the sources actually cited in your essay. (If your instructor asks that you list everything you have read as background, call the list Works Consulted). Start your list on a separate page after the text of your essay and any notes. List your sources alphabetically by authors' last names. If a source is by an unknown author, alphabetize it by the first major word of the title after any initial a, an, or the .

On the following pages, you will find sample entries that follow the MLA specifications for various kinds of sources. See online: "NoodlebibExpress" on the home page:

www.noodletools.com

Purdue University Online Writing Lab includes a section on using the MLA format for citing print, nonprint and electronic sources.

http://owl.english.purdue.edu/handouts/print/research/r_mla.html

One Author

Herrera, Hayden. Frida: A Biography of Frida Kahlo. New York: Harper, 1983.

Two or Three Authors

McNeill, John T., and Helena M. Gamer. Medieval Handbooks of Penance. New York: Octagon, 1965.

Four or More Authors

Belenky, Mary Field, et al. Women's Ways of Knowing. New York: Basic, 1986.

Corporate Author

American Chemical Society. Handbook for Authors of Papers in the American Chemical Society Publications. Washington: American Chemical Soc., 1978.

Editor or Editors

Woodward, C. Vann, ed. Mary Chestnut's Civil War. New Haven: Yale University Press, 1981.

Author and Editor

James, Henry. Portrait of a Lady. Ed. Leon Edel. Boston: Houghton, 1963.

Selection in an Anthology or Chapter in a Book with an Editor

Gordon, Mary. "The Parable of the Cave." The Writer on Her Work. Ed. Janet Sternburg. New York: Norton, 1980. 27-32.

Edition Other Than the First

Kelly, Alfred H., Winfred A. Harbison, and Herman Belz. The American Constitution: Its Origins and Development. 6th ed. New York: Norton, 1983.

One Volume of a Multivolume Work

Foner, Philip S., and Ronald L. Lewis, eds. The Black Worker. Vol. 3. Philadelphia: Lippincott, 1980.
8 vols.

An Unsigned Article in a Reference Work

"Traquair, Sir John Stewart." Encyclopaedia Britannica. 1911, ed.

A Signed Article in a Reference Work

Johnson, Peder J. "Concept Learning." Encyclopedia of Education. 1971, ed.

Pamphlet

Treat a pamphlet as a book.

Why Is Central America a Conflict Area? Opposing Viewpoints Pamphlets. St. Paul, MN: Greenhaven, 1984.

Article in a Monthly or Bimonthly Magazine

Said, Edward. "Through Gringo Eyes." Harper's Apr. 1988: 70-72.

Article in a Weekly or Biweekly Magazine

Holden, Ted. "Campbell's Taste of the Japanese Market Is Mm-Mm Good." Business Week 28 Mar. 1988: 42.

Article in a Newspaper

Cooper, Chester. "Fateful Day in Vietnam." Washington Post 11 Feb. 1968, late ed.: 4+.

Unsigned Article

"The Odds of March." Time 15 Apr. 1985: 20+.

Interview

List first the person who has been interviewed. Then list the title, if the interview has one, in quotation marks (or underlined if it is the complete work). If it does not have a title, use the label "Interview," neither underlined nor in quotation marks, and identify the source. If you were the interviewer, use the label "Telephone interview" or "Personal interview," and give the date.

Schorr, Daniel. Interview. Weekend Edition. Natl. Public Radio. WEVO, Concord. 26 Mar. 1988.

Honeywell, Richard. Telephone interview. 15 Apr. 1991.

Personal Interview

Doe, Jane. Personal interview. 1 May, 2006.

Film or Videotape

Start with the title, underlined; then name the director; the company distributing the film or videotape; and the date. Other contributors, such as writers or actors, may follow the director's name. If you cite a particular person's work, such as the director's, start the entry with that person's name.

The Night of the Hunter. Dir. Charles Laughton. With Robert Mitchum, Shelley Winters, and Lillian Gish. United Artists, 1955.

Television or Radio Program

Begin with the title of the program, underlined. Add other details (such as narrator, director, actors) after the title as necessary. Then identify the network, the local station and city, and the date. If you cite the work of a particular person, begin the entry with that person's name. If you cite a particular episode with a title, start the entry with that title in quotation marks.

Hill Street Blues. Writ. Michael Kozoll and Stephen Bochco. With Daniel J. Travanti, Joe Spano, and Charles Haid. NBC. WNBC, New York. 15 Jan. 1981.

Recording

Your research interest determines whether the name of the composer, artist, or conductor precedes the title of the recording, which is underlined, or of the composition recorded, which is not underlined. If you are using a medium other than a record, give the medium after the title. Then add the names of any other pertinent people. End with the name of the manufacturer, the catalog number, and the date, all separated by commas.

Vega, Suzanne. Solitude Standing. A & M, SP 3156, 1987.

Work of Art

Kahlo, Frida. Self-Portrait with Cropped Hair. Museum of Modern Art, New York.

Lecture or Speech

List the speaker, the title in quotation marks, the name of the sponsoring institution or group, the place, and the date. If the speech is untitled, use a descriptive label ("Lecture," "Keynote Address," etc.).

Stern, Virginia. "Sir Stephen Powle as Adventurer in the Virginia Company of London." Seminar on the Renaissance. Columbia University. New York. 15 Oct. 1985.

Performance

List the title, other appropriate details (such as composer, writer, director), the place, and the date. If you cite a particular person, start the entry with that person's name.

Frankie and Johnny in the Clair de Lune. By Terrence McNally. Dir. Paul Benedict. Westside Arts Theater, New York. 18 Jan. 1988.

Cartoon

Trudeau, Gary. "Doonesbury." Cartoon. Philadelphia Inquirer. 9 Mar. 1988: 37.

Other situations exist, not covered here. Also, your teacher may require use of another form, such as that of The American Psychological Association (APA). Come to the library for more information.

Exploring Library Resources

(Most of this section was taken from Andrea Lunsford's *The St. Martin's Handbook*, 2nd edition.)

The library is one of a researcher's best friends, for answering a research question and exploring and testing a hypothesis most often begin there. Libraries provide two necessary kinds of information: general background, which will give you an overview of your topic and place your research question in context, and particular support, which helps answer your research question and develop your hypothesis.

Types of Library Resources

General Encyclopedias

For general background on a subject, encyclopedias are a good place to begin, particularly because many include bibliographies that could lead you to valuable sources. Though some encyclopedias do provide in-depth information, more often they serve as a place to start, not as a major source of information. Examples include:

Encyclopedia Britannica
Encyclopedia Americana
World Book Encyclopedia

Specialized Encyclopedias

Compared with general encyclopedias, specialized encyclopedias usually provide more detailed articles by authorities in the field as well as extensive bibliographies for locating sources. For example:

Annals of America
Current Biography
Dictionary of American Biography
Encyclopedia of Bioethics
Encyclopedia of Crime and Justice
Encyclopedia of World Art
McGraw-Hill Encyclopedia of Science and Technology
Oxford Companion to English Literature

Sources for Current Events, Statistics, and Maps

Almanacs, yearbooks, atlases, and other sources provide information on current events and statistical and geographical data. For example:

Facts On File: News Digest
National Geographic Atlas of the World
Statesman's Year-book
Statistical Abstracts of the U.S.
World Almanac and Book of Facts

Subscription Databases

River Dell subscribes to online databases that are accessed through the computer network. The subscription databases include magazine, newspaper and scholarly journal articles and much more. Titles are:

EbscoHost: which includes Novelist, Academic Search, ERIC, Health Search, and much more.
eLibrary
SIRS
Facts onFile
Contemporary Authors
Encyclopaedia Britannica Online

Card Catalog and Electronic Public Access Catalog

The card catalog lists materials held by your school library and the electronic public access catalog (Le Pac) lists materials held in the county's public libraries.

Your Public Libraries

Oradell and River Edge enjoy the services and collections of excellent public libraries. Your school library, in fact, works in close cooperation with the public libraries.

BCCLS: Bergen County Cooperative Library System

<http://www.bccls.org>

Oradell Public Library
375 Kinderkamack Road
Oradell, NJ 07649
262-2613

www.bccls.org/oradell

Hours: Mon.-Thurs. 9:00-9:00

Fri.-Sat. 9:00-5:00

(No Saturday & Sunday hours from the last Saturday/Sunday in June until the first Saturday/Sunday in September)

The library has a strong collection of materials dealing with Oradell, a good paperback collection, computers for word processing available, and a comfortable, inviting YA room. Special programs are offered throughout the year. Contact the library for information.

River Edge Public Library
Elm Avenue
River Edge, NJ 07661
261-1663

Hours: Mon.-Thurs. 10:00-9:00

Fri.-Sat.: 10:00-5:00

(During July and August the library is open 10-9 Monday through Friday, with no Saturday hours)

The library, ambitiously expanding, has built a strong foreign language dictionary collection. It also has many books and cassettes dealing with learning a foreign language. Special programs are scheduled throughout the year. Contact the library for information.

CITING ONLINE RESOURCES

A how-to guide for referencing online sources in student bibliographies

Just as you need to cite the books and periodicals you use to support your research, so too must you cite the online sources of information. The following has been adapted from Classroom Connect and Purdue's Online Writing Lab (OWL).

As follows is a revised method for citing Internet and online resources as accessed through your Internet browser. Also included is new information specifying how to cite the graphics, sounds, and video clips you retrieve from the Internet for use in your multimedia presentations.

Email

Structure

Author. "Title or subject of message". Email to person's name. Date of message.

Example

Kunka, Andrew. "Re: Modernist Literature." Email to Jane Doe. 15 Nov. 2006.

World Wide Web/Internet

Article on a Web Site

Structure

Author(s). Title of page. Name of web site. Date of posting/revision. Name of institution/organization affiliated with the site. Date of access <electronic address>.

Example

Schoenherr, Steve. "The Cold War Begins." Cold War Policies 1945-1991. 15 Jan. 2006. University of San Diego – History Department. 1 May 2006 <history.acusd.edu/gen/20th/coldwarO.html>.

Web site

Structure

Author(s). Name of page. Date of posting/revision.
Name of institution/organization affiliated with the site. Date of access <electronic address>.
If no author start with Name of page.

Example

Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue University. 15 Nov. 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

An Article or Publication from an Electronic Subscription Database

If you are citing an article or publication from a database to which River Dell subscribes, you should provide enough information so that the reader can locate the article.

Structure

Author(s). "Title of Article." Publication Name
Volume number (if necessary) Publication Date:
Page number – page number. Database name.
Service name. Library name, city, state.
Date of access <electronic address of the database>.

Example

Flora, Carlin. "The Beguiling Truth about Beauty."
Psychology Today. June 2006: 62-72. Academic Search.
 EbscoHost. River Dell Regional High School Library,
 Oradell, NJ. 2 May 2006 <<http://search.epnet.com>>.

Online images**Structure**

Artist if available. "Description or title of image." Date of image. Online image. Title of larger site. Date of download.
 <electronic address>.

Example

Smith, Greg. "Rhesus Monkeys in the Zoo."
 No date. Online image. Monkey Picture Gallery. 3 May 2003.
 <<http://monkeys.online.org/rhesus.jpg7>>.

Online Sounds**Structure**

Description of title of sound. Online sound Available
 http://address/filename. date of document or download if document is not available.

Example

Reflections on Apollo. (Online Sound) Available
 ftp://town.hall.org/radio/MS/NASA/100394_nasa_01_ITR.au.
 September 25, 1996.

Online video clips**Structure**

Description or title of video clip. (Online video clip) Available
 http://address/filename. date of document or download if document is not available.

Example

Shoemaker-Levy Comet enters Jupiter's atmosphere and breaks up. (Online Video Clip) Available ftp://ftp.cribxl.u-boredeaus.fr/at\stro/anim/s19/breakingup.mpg. March 5, 1996.

**REQUIRED RESEARCH ASSIGNMENTS
 GRADES 9 - 12
 HONORS AND CP ENGLISH COURSES**

Grade 9**CP**

Three (3) sources + research log
 Note cards and works-cited cards
 Cover page
 Outline or Table of Contents
 Title Page
 Thesis statement
 3 pgs.(includes intertextual citations)
 Work cited page
 End Sheet

HONORS

Four (4) sources + research log
 Note cards and works-cited cards
 Cover page
 Outline of Table of Contents
 Title Page
 Thesis statement
 4 pgs.(includes intertextual citations)
 Work cited page
 End Sheet

Grade 10

CP

Four (4) sources + research log
Note cards and works-cited cards
Cover page
Outline or Table of Contents
Title Page
Thesis statement
4 pgs. (includes intertextual citations)
Work cited page
End Sheet

HONORS

Five (5) sources + research log
Note cards and works-cited cards
Cover page
Outline or Table of Contents
Title Page
Thesis statement
5 pgs.(includes intertextual citations)
Work cited page
End Sheet

Grade 11

CP

Five (5) sources + research log
Note cards and works-cited cards
Cover page
Outline or Table of Contents
Title Page
Thesis statement
5 pgs.(includes intertextual citations)
Work cited page
End Sheet

HONORS

Six (6) sources + research log
Note cards and works-cited cards
Cover page
Outline of Table of Contents
Title Page
Thesis statement
6 pgs.(includes intertextual citations)
Work cited page
End Sheet

Grade 12

CP

Six (6) sources + research log
Note cards and works-cited cards
Cover page
Outline or Table of Contents
Title Page
Thesis statement
6 pgs. (includes intertextual citations)
Work cited page
End Sheet

HONORS

Seven (7) sources + research log
Note cards and works-cited cards
Cover page
Outline or Table of Contents
Title Page
Thesis statement
7 pgs.(includes intertextual citations)
Work cited page
End Sheet

Acknowledgments

Gibaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 3rd ed. New York: The Modern Language Association of America, 1988.

Greeley Writing Manual. Horace Greeley High School, Chappaqua, NY.

Lunsford, Andrea and Robert Connors. The St. Martin's Handbook. 2nd ed. NY: St. Martin's Press, 1992.

"Using Modern Language Association (MLA) Format." Purdue University Online Writing Lab (OWL). Dec. 2003
<http://owl.english.purdue.edu/handouts/research/r_mla.html>