

PEQUANNOCK VALLEY SCHOOL



STUDENT HANDBOOK

2021-2022

PEQUANNOCK VALLEY SCHOOL

**“Home of the Golden Panthers”
493 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444
973-616-6050**

www.pv.pequannock.org

Twitter: @PVPantherPride #pvpantherpride

“Knowledge. Spirit. Promise.”

Mr. Michael Portas, Superintendent

Dr. Joanne Calabro, Interim Assistant Superintendent

John Seborowski, Principal

Emily Ringen, Assistant Principal

Dr. Elizabeth Sheridan, Director of Curriculum and Instruction

Michele Bernardino, K-12 Supervisor of Mathematics

Mark Frederick, 6-12 Supervisor of Student Services

Greg Jablonski, Supervisor of Instructional Technology

Jill Marotta, Interim K-12 Supervisor of Science and Technology

Carrie Thomas, K-12 Supervisor of Language Arts

This handbook has been designed to provide our students with general information about PV and its many programs and policies. This handbook is subject to change and will be updated via the school website.



PEQUANNOCK VALLEY SCHOOL ADMINISTRATION/STAFF

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ASSISTANT PRINCIPAL IN CHARGE OF ATHLETICS

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DISTRICT ADMINISTRATORS

SUPERINTENDENT OF SCHOOLS

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Dr. Joanne Calabro.....973-616-6040

BUSINESS ADMINISTRATOR/BOARD SECRETARY

Sallyann McCarthy.....973-616-6030

BOARD OF EDUCATION

Joseph Blumert, President
Sam Ciresi
Megan Dempsey
Danielle Esposito
Timothy Gitin

Cara Shenton, Vice President
Greg MacSweeney
Brian Senyk
Leonard Smith

WELCOME TO PV SCHOOL!

Welcome to Pequannock Valley School, Home of the Golden Panthers. The primary purpose of this handbook is to provide students, parents, and staff members with information about the daily operation of our school. It is essential that all students read the information contained in this book. Parents, we ask that you please discuss the contents of the handbook with your child. Updates will be made on a regular basis and will be available on the PV website at www.pequannock.org.

The goal for PV School is to have our students learn the value of academic excellence, service, leadership, and character. We work each day to do our best to teach our students the importance of responsibility and embracing our motto of Knowledge, Spirit, and Promise. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you the results will be well worth the effort; therefore, we urge you to become actively involved in your studies and extracurricular activities at PV School. Creating a culture of excellence requires a commitment to living a life of Knowledge, Spirit, and Promise! We look forward to working with you throughout this journey.

Good luck and have a great year! Let's Go Panthers!

Sincerely,

John Seborowski
Principal

MISSION STATEMENT

The Pequannock Township School District, supported by a community rich in pride and tradition, educates and inspires all students to become lifelong learners. We provide a safe and dynamic learning environment that fosters individual creativity and maximizes potential to succeed in an ever-changing world.

EDUCATIONAL EQUITY POLICY

It is the policy of Pequannock Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, pregnancy or handicapping condition. The district is bound by law to guarantee one's civil rights, equal employment opportunity and protection from sexual harassment. Inquiries regarding compliance may be directed to the Educational Equity Officer.

**PEQUANNOCK TOWNSHIP
2021-2022 SCHOOL CALENDAR**

2021	September	7	Professional Development Day (Staff only reports - Students off)
		8	Professional Development Day (Staff only reports - Students off)
		9	Opening Day of School for Students
	October	8	Professional Development Day (Staff only reports – Students off)
		11	Columbus Day – Schools Closed
		26	Early Dismissal for Students (Professional Development Day for Staff)
	November	4-5	NJEA Convention – Schools Closed
		18-19	Conferences --Early Dismissal <u>Elementary Only</u>
		24	Early Dismissal (Thanksgiving Recess Begins)
		25-26	Thanksgiving Recess – Schools Closed
	December	7	Early Dismissal for Students (Professional Development Day for Staff)
		23	Early Dismissal
		24-31	Winter Recess – Schools Closed
2022	January	3	Schools Reopen
		17	Martin Luther King Day – Schools Closed
	February	1	Early Dismissal for Students (Professional Development Day for Staff)
		21	Presidents Day – Schools Closed
	March	1	Early Dismissal for Students (Professional Development Day for Staff)
	April	15	Good Friday – Schools Closed
		18-22	Spring Break--Schools Closed
	May	30	Memorial Day – Schools Closed
	June	21	Early Dismissal (PV Graduation Day)
		22	Early Dismissal (PTHS Graduation Day/Last day of School)

*Four (4) emergency closing days are built into this calendar.
Any unused emergency closing days will be added back into the calendar.*

PEQUANNOCK VALLEY SCHOOL SECONDARY CALENDAR 2021-2022

FIRST MARKING PERIOD

09/09/2021 - 11/12/2021

MP 1 Begins September 9, 2021
Marking Period 1 Ends November 12, 2021
Report Cards November 19, 2021

First Marking Period Number of Days – 43 Days

SECOND MARKING PERIOD

11/15/2021 – 01/28/22

MP 2 Begins November 15, 2021
Marking Period 2 Ends January 28, 2022
Report Cards February 4, 2022

Second Marking Period Number of Days – 46 Days

First Semester Total Days – 89 Days

THIRD MARKING PERIOD

01/31/2022–04/08/2022

MP 3 Begins January 31, 2022
Marking Period 3 Ends April 8, 2022
Report Cards April 14, 2022

Third Marking Period Number of Days – 49 Days

FOURTH MARKING PERIOD

04/11/2022–06/22/2022

MP 4 Begins April 11, 2022
Marking Period 4 Ends June 22, 2022
Report Cards June 24, 2022

Fourth Trimester Number of Days – 46 Days

Second Semester Totals Days - 95 Days

2021 - 2022 School Year Total Days – 184 Days

Full-time In Person Bell Schedule (Regular Day)

<u>Period</u>	<u>Time</u>
1	7:50 – 8:50
2	8:53 – 9:53
3	9:56 – 10:56
4a	10:59 – 11:59
4-6L	10:59 – 11:34 (Grade 6 Lunch)
4b6	11:37 – 12:37
4-7L	12:02 – 12:37 (Grade 7 Lunch)
4b8	12:02 – 1:02
4c	12:40 – 1:40
4-8L	1:05 – 1:40 (Grade 8 Lunch)
5	1:43 – 2:43

Delayed Opening In Person Schedule: (2 hour delay)

1	9:50 – 10:30
2	10:33 – 11:13
3	11:16 – 11:56
4a	11:59 – 12:39
4-6L	11:59 – 12:34 (Grade 6 Lunch)
4b8	12:37 – 1:17
4-7L	12:42 – 1:17 (Grade 7 Lunch)
4c	1:20 – 2:00
4-8L	1:25 – 2:00 (Grade 8 Lunch)
5	2:03 – 2:43

Single Session Day In Person Schedule (no lunch served)

1	7:50 – 8:30
2	8:30 – 9:10
3	9:10 – 9:50
4-6L	9:50 – 10:25 (Grade 6 Class Meeting)
4a	9:50 – 10:30
4-7L	10:30 – 11:05 (Grade 7 Class Meeting)
4b6	10:25 – 11:05
4b8	10:30 – 11:10
4-8L	11:10 – 11:45 (Grade 8 Class Meeting)
4c	11:05 – 11:45
5	11:45 – 12:25

DEPARTURE

Students not involved with remedial or after school activities **must** leave the school building after their last scheduled class by 2:53 P.M. unless supervised by a staff member.

PEQUANNOCK VALLEY SCHOOL
STUDENT HANDBOOK
2021-2022

VISITORS

All visitors must arrive through the main entrance of PV School. You will be expected to announce your name and reason for your visit. All visitors will be expected to report directly to the front kiosk. If you are dropping something off for your child, you can leave it with the staff member at the kiosk. If you are entering the full school building, you must scan your license through the district fast-pass system. At that time you will be given a visitor pass which must be worn at all times during your visit. When your visit is complete, you must return to the kiosk where you will be scanned out of the system. Parents are encouraged not to drop off student work or student lunches during normal school hours. Proper conduct is expected by all who visit PV School.

Parents/guardians arriving to pick up students early from school due to illness must sign that student out in the appropriate log located in the Main Office.

ATTENDANCE

Regular attendance by all students in the State of New Jersey is a well-established, long standing policy (NJSA 18A: 38-25) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States. The entire process of education requires regular continuity of instruction, classroom participation, and learning experiences in order to reach the goal of maximum educational benefits for each individual student. With this in mind, a student may not exceed sixteen (16) total absences for the school year (Pequannock Township BOE Policy #5200).

Reasons for Absence

The state and the school district realize that there may be some legitimate exemptions. Although all absences will count toward the cumulative total of sixteen (16) absences, the school will recognize the following exemptions and require the appropriate documentation:

1. The student's illness with a doctor's note*
2. Family illness or death of immediate family
3. School-sponsored activities
4. Religious holidays pursuant to NJSA 18A: 36-14 thru 16
5. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodations under 29 U.S.C §§ 794 and 705 (20), and individualized healthcare plans pursuant to N.J.A.C. 6A: 16-2.3
6. The student's suspension from school
7. The student's required attendance in court
8. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

Family vacations are not waived from the attendance policy. ***Parents are strongly urged to schedule family vacations to coincide with school vacations. Vacations or planned trips are not excused absences.***

*All physician or medical notes regarding absences must be submitted to the main office no later than two (2) days after the student's return to school.

Procedures for Reporting an Absence

To confirm legitimate absences and insure accuracy in record keeping, parents/guardians are to call the school before 7:30 A.M. (973-616-6050) or email Mrs. Bufardeci (dawn.bufardeci@pequannock.org) when a student is going to be absent to notify the school of the reason for the absence. In addition, when the student returns to school, parents/guardians are to fill out the attendance-tardy form (located on the PV website) indicating the day(s) of the absence as well as the reason and attach any applicable documentation (i.e. doctor's note). This form is to be turned in to the Main Office. If a call is not received from parents/guardians, the school will call the home or place of business.

Students must be in attendance during the school day to be eligible to participate in after-school or evening activities. A student who arrives at school after 10:43 A.M. or leaves before 11:50 A.M. will be marked absent for the day and will not be eligible to participate in any after school activities for the day. This applies also to single session days (arriving after 10:10 A.M. or leaving before 10:10 A.M.) *Students who are absent from school for religious observances, as per the state approved list of religious holidays will not be penalized for those absences; however the parent must call and inform the school of the absence and the reason.*

While students will be allowed to make up work, class participation is vital to learning so consistent attendance is encouraged. If an illness or injury, whether short-term or long-term, will impact learning, please let the school nurse know. Absences due to parent planned vacations while school is in session are discouraged. This situation creates interruptions in a student's learning and to the educational process. Written notification is required and must be submitted to the office for the principal's approval five (5) school days prior to the absence. Each day missed for vacation counts as a cumulative absence.

Should parents find it necessary to be away from home, the name of a temporary guardian should be registered with the Nurse's Office and the Main Office. When school work is requested for a vacation, teachers are not required to provide daily assignments, but will provide information about materials or topics to be covered. Upon return from all absences, students will be responsible for all tests and any other work required by the teacher. Students will have an amount of time equal to the time absent to take tests and hand in any other assignments required by the teacher. Students will not be allowed to make up work missed because of truancies.

Students who are absent from school are not eligible to participate in or attend after school activities. (Friday attendance counts for Saturday activities.)

The complete Pequannock Township Board of Education policy #5200 regarding school attendance can be located on the district's website.

ASSEMBLIES

Assembly programs are held periodically throughout the year. Some programs are educational and/or entertaining in nature while others relate to school business. Programs are held in the Gym or All Purpose Room. Students are expected to exhibit proper behavior during assemblies. A courteous attitude should be evident and serve as a guideline for a successful student audience. Failure to meet those expectations will fall under the PV Code of Conduct.

BICYCLES AND SKATEBOARDS

Students must walk their bicycles when on school grounds. Bicycles are parked in the racks located in an area especially designed for bicycle traffic. It is recommended that each student secure the bike with a lock. New Jersey Helmet Law: All those 17 years and under must wear a helmet while cycling.

Students may not use skateboards on school grounds. All skateboards should be carried when on school grounds and stored in the student's locker throughout the day. If the skateboard does not fit in the locker, the student will not be permitted to bring it onto school grounds.

CAFETERIA RULES AND EXPECTATIONS

1. Arrive in the cafeteria on time.
2. Students should use the lunch line in an orderly fashion with respect to everyone, including food service staff. Cutting into the food lines is prohibited.
3. It is helpful if students have their I.D. card until they know their student I.D. number in order to purchase any item.
4. No one is allowed to leave the cafeteria with food without staff approval.
5. No more than 12 students are permitted to sit at one particular table.
6. Students are not allowed to make announcements without supervisors' approval.
7. No glass of any kind is permitted in the cafeteria.
8. Students should not borrow money from peers to pay for lunch.
9. No throwing of food or any objects will be tolerated. The code of conduct will be enforced in these situations.
10. Outside doors should not be left open. Windows may be opened with supervisors' approval.
11. No behavior that creates a mass disturbance shall be tolerated.
12. No one will be allowed to leave the cafeteria without a pre-signed pass. Locker and bathroom access may occur by signing out with a staff member.
13. No food should be delivered to the school for students from outside sources.
14. No electronic devices are allowed.
15. All tables must be cleaned prior to dismissal from cafe
16. All school rules apply in the cafeteria.

Prior to dismissal, students are required to clean off their tables and all refuse is to be placed in the receptacle provided for that purpose. No scraps, crumbs, paper or other litter are to be left on the table. Food and papers which have fallen to the floor are to be picked up and tables are to be left clean. All cans and plastic containers are to be placed in the recycling receptacles. If you find something at your table area when you arrive, report it to a cafeteria supervisor at the beginning of the period

Failure to adhere to the above suggestions may result in the following actions being taken:

1. Student(s) may be placed at a designated table for more careful supervision
2. Student(s) may be removed for a second cafeteria offense and assigned to an area outside of the cafeteria and within the school for the consumption of lunch
3. Student(s) will be assigned detentions for repeated cafeteria offenses
4. All student misconduct in the cafeteria will be reviewed by the administration for the possible initiation of suspension procedures (including, but not limited to, an immediate parental conference).

CELL PHONES AND HEADPHONES

Cell phones are not permitted during school hours (7:50-2:43). Cell phones should be stored in student lockers. A phone is available in the guidance office for students who need to contact home for any reason. For security reasons, headphones should not be worn in the hallways or classrooms unless directed by a teacher or administrator.

CHAIN OF COMMAND

Students and parents are instructed to use the following chain of command in addressing issues such as discipline, grades, school policies, etc.

- 1) Teacher/Staff Member
- 2) Guidance Counselor and/or Case Manager
- 3) Assistant Principal/Supervisor
- 4) Principal
- 5) Superintendent of Schools

COMPUTER ACCESS

Over the past few years, computer access at PV School has been greatly increased. With the addition of wireless laptop and chromebook carts augmenting the regular classroom computers and computer lab facilities in the Library Media Center, Music Room, and our regular computer labs, students have access to technology in nearly every teaching/learning situation.

Students have access to the Internet as long as they have signed the appropriate Internet Use Agreement (See website). Students are also provided with a personal email in which they can communicate internally with peers and teachers. Each student will have access to a Google Drive in which they can store their schoolwork. Information on Google Apps for Education can be found on the school website.

1:1 CHROMEBOOK PROGRAM

The Pequannock Township School District introduced a 1:1 Chromebook program for students in Grades 6 through 12 beginning in September 2016.

We believe the implementation of technology is essential for the engagement of today's learners and a critical part of the 21st century learning standards. We believe that providing each student with his or

her own device will create an engaging learning environment, extend learning beyond the school walls and provide an equitable learning experience for all students in Pequannock.

Students are responsible for the general care of the Chromebook that they will be issued by the school. Chromebooks that are broken or fail to work properly must be taken to the PV Main Office to be evaluated. Any Chromebook that is damaged due to negligence or accident will result in a \$25 repair fee payable through the district website. The student must report the damage immediately to a teacher or administrator. The misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to after school detentions and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved without receiving permission.
- Leaving the Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym – unless directed by gym teacher.
- Lack of adequate care for Chromebook, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings a Chromebook not assigned to you
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google Account to download/ purchased apps for yourself or another student
- Leaving the Chromebook at home.
- Allowing anyone other than the assigned student to use the device inside and/or outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple instances of damage caused by lack of care for the Chromebook and other peripheral devices.

The 1:1 Chromebook Handbook can be found at

<https://sites.google.com/a/pequannock.org/1-1-chromebook/home>

DRESS CODE

Students are encouraged to be neat, clean and well-groomed when attending classes, representing the school on field trips, and at school functions. Clothing should be neither a distraction nor offensive to the students, staff, and citizens of the school community.

The following are the guidelines for appropriate articles of dress:

1. Proper footwear must be worn at all times and it should be appropriate and safe for each activity. Sneakers are the only approved footwear for PE classes. Unsafe footwear, slippers, slip-on sandals and footwear intended for the beach (flip-flops of any type) are not permitted. Sandals must have a heel strap.
2. Outerwear must be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter tops, tube tops, low-cut tops, and bare midriffs are not

- permitted. All students' shirts, blouses, and dresses must cover the shoulder top.
3. Torn or ripped garments that reveal undergarments are not permitted.
 4. Pajamas are not to be worn in school except on designated spirit days.
 5. Clothing or jewelry that displays obscene or inappropriate words or pictures is not permitted. Chains or jewelry that could be used unsafely are not permitted.
 6. Hats, bandanas, and hoods are not allowed to be worn inside the school building.
 7. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building. They are to be stored in the students' hall lockers during the school day.
 8. Clothing is to be worn as the design intended. (Waistbands of pants, shorts, skirts should be fastened at the waist.)
 9. Sunglasses, glazed and/or tinted glasses, except as prescribed by the student's doctor, are not permitted to be worn indoors.

The Administration reserves the right to declare individual dress unacceptable when clothing is determined to be torn and/or dirty, immodest in appearance, unhealthy or unsafe. Students are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of certain articles of clothing. Willful violation of the dress code will result in disciplinary action. First Offense: Warning, change of clothing; Additional Offenses: Central Detention, change of clothing.

EMERGENCY CLOSINGS, DELAYED OPENINGS & SINGLE SESSION (HALF) DAYS

Parents and guardians will be informed of school closings, delayed openings and emergency early dismissals through our School Messenger Instant Alert System. Please make sure your information is up to date in the Realtime Parent Portal. Full-day closings and delayed openings will also be posted on radio, cable and Internet web sites as early as 5:00 am, but no later than 6:30 am. Emergency dismissals will be announced in the same manner as full-day closings.

Please refer to the following public service announcement locations for closings, delayed openings and early dismissal information:

Radio: WOR 710 AM or WMTR 1250AM/1170AM

TV: News Channel 12

On delayed openings the day will begin with Period 1 at 9:50 A.M. This means students should arrive at school by 9:45 A.M. Bused students should refer to a special pick-up schedule that will be sent home to them. Dismissals on delayed opening days will be at regular dismissal time unless otherwise noted.

On scheduled Single Session (early dismissal) days doors will open for students at the regular time (7:45 A.M.) Dismissal is at 12:25 P.M. Lunch is not served on scheduled single session days.

ENTRANCE AND DISMISSAL

Students will enter the building as listed below in a regular in person schedule:

6th Grade South Wing Entrance by Turnpike

7th Grade	Entrance near Room 113
8th Grade	Main Entrance (In a hybrid schedule, 8th Grade students will enter the building through the ramp entrance between the gym and cafeteria)

The first bell will ring at 7:45 A.M. First period class begins at 7:50 A.M. During inclement weather, students are permitted to enter the building at 7:30 A.M. and report to the All Purpose Room. Students will not be permitted to go to their lockers until 7:45 A.M. Otherwise, students are to remain outside unless they have an assigned activity. Students may enter the building with a written pass from a teacher after 7:30 A.M. Students with passes must use the main entrance and present the pass to the Main Office or to any teacher who asks to see the written pass. Students are not to arrive at school before 7:30 A.M. and are to leave immediately after school unless involved in a supervised activity.

EXTRA HELP/TUTORING

Tutoring is available from members of the PTHS National Honor Society or through the Student-to-Student Tutoring program. If a student is in need of tutoring, please reach out to the guidance counselor to arrange this opportunity.

FIELD TRIPS

From time to time during the school year, classes may take educational field trips at a reasonable cost to students. Written parental permission is required, usually on a specifically prepared form. Students are expected to conduct themselves in an orderly manner, and are responsible for all classwork, tests, and assignments missed as a result of their having been on a field trip. Appropriate behavior is also required to participate in a school trip. It is important that students can be trusted to represent our school as a school of good character. Failure to follow these expectations will fall under the PV Code of Conduct.

FIRE & EMERGENCY DRILLS

A continuous bell will be sounded to announce a fire drill. Students should proceed rapidly and silently to a designated area outside the building. A pre-arranged route of departure has been assigned to each area of the building. These drills are held regularly throughout the school year, the purpose of which is to prepare the student body to meet any emergency which might require a rapid mass exit. During the course of the school year, the students and staff will also rehearse other emergency plans as stipulated in the Building Crisis Plan. These include Non-fire Evacuation, Lockdown and Secure in Place drills.

Violations of Fire Drill Regulations and Emergency Plan Procedures will be treated as a serious disciplinary matter and fall under the PV Code of Conduct.

GUIDANCE

Pequannock Valley School provides guidance services to help students gain as much as possible from their middle school experience. Counselors are available to answer questions and to help students with concerns. Students should report to the Guidance Office before or after school hours with any questions or concerns, or with a written pass during their lunch periods. Appointments to meet with counselors can be made at these times. If you should have questions regarding your child's academic

progress, please contact your child's teacher(s) and/or guidance counselor.

Parents have certain rights to access of student records. The Buckley Amendment states that access be allowed to parents, the school officials who are responsible for the custody of the records, and to persons or organizations who have access authorization (20 U.S.C. 1232g(b)(4)(A)).

Any other persons seeking access must receive permission from the student's parents, foster parents or legal guardians. The Department of Education has defined in detail, the persons, agencies, and organizations that may have access to a pupil record (see N.J.A.C. 6:3-2.5 et seq.)

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying (H.I.B.) of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

Pequannock Valley School complies with the Pequannock Township Board of Education Policy 5512.3 and the guidelines and statutes mandated by the State of New Jersey. Detailed information about our HIB Policy can be found on the district website: www.pequannock.org.

HEALTH INSTRUCTION

During the course of the school year, students will be receiving health instruction for one trimester. This is a comprehensive course which provides students with the opportunity to acquire knowledge in a variety of health areas including the study of HIV and AIDS prevention. The curriculum contains material related to family life education with instructional units appropriate to the age, growth and development, and maturity of the pupils.

The family life education program does develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships. It also develops an understanding of the foundations of human development at various stages of growth. Overall, the program supports the development of responsible personal behavior, strengthens family life now, and in the future. If you would like to review the health curriculum, you may do so by contacting your child's health teacher.

HEALTH SERVICES

While skilled to handle the minor illnesses or injuries which occur during the day, the primary role of the School Nurse is to provide the knowledge, support and resources to students, staff, parents/guardians and community that will promote wellness and thus enable the learning process.

Part of the mandated services is the maintenance of cumulative health records for each student. It is most helpful if the nurse is kept informed regarding your child's physicals, updated immunizations, any lab testing or health changes. Screening exams for hearing and vision are conducted and referrals made when necessary. Scoliosis screening is done for Grade 7 only as per NJ State requirements. Sixth graders must provide documentation of updated inoculations as per NJ State Law.

Medication can only be given by the nurse when requested by the parent/guardian accompanied by a physician's note. This includes both prescription drugs and non-prescription drugs (i.e., cough drops, Tylenol, Advil, etc.) Please furnish any medication in original containers. No pills in baggies/envelopes will be administered. Students may not self-administer any medication except for those conditions deemed "life-threatening", e.g. asthma, diabetes, insect sting allergy. In such instances, physician documentation of need, student capability, and parental disclaimer must be obtained yearly and kept on file in the Health Office.

Occasionally, for a good reason, a student may be unable to participate in Physical Education. A signed parent note must be brought to the nurse prior to first period. The note must be specific in regards to the nature of the illness or injury prohibiting the student from taking gym. Excuses will be issued in the Health Office during first period upon presentation of this written note from parent/guardian, stating why the child is unable to participate.

Non-specific excuses will not be accepted by the nurse or the PE faculty. Any student who does not participate in PE will not be eligible to participate in after-school athletics that day. Additional rules of the individual coaches may also apply.

The nurse will request a medical doctor's note following three excuses or when a student is frequently unable to participate in gym.

An elevator is available for use by injured students. However, a medical doctor's note must be submitted indicating the need for it and the estimated time period so that provisions can be made for aides to assist your child.

If a student must be sent home during the school day because of illness or injury, the nurse will advise the parent/guardian or the designated emergency person to pick up the child in the Health Office or the Main Office. Students are not permitted to arrange their own pick-up from school without the understanding and consent of the school nurse or Main Office. The correct procedure is necessary for the well-being and safety of the student. It is important that the Nurse and the Main Office are informed of any changes in home, work, or contact numbers so that we may contact you in the case of an emergency.

Please contact the Health Office with any concerns. The nurse is there to support you in your child's growth and development.

HOMEBOUND INSTRUCTION

If a student is incapacitated at home (e.g. broken limb, recovery from surgery, etc.) arrangements for instruction can be made by the parent through the district's Special Services office (973-616-6067.) A doctor's note is necessary to begin homebound instruction. Students become eligible for homebound instruction when medical absences exceed ten consecutive school days.

HOMEROOM

There is no separate homeroom period at PV School. All students will report directly to their first period class at the beginning of the school day. Attendance is taken at the beginning of first period and

brief announcements will be made over the PA system.

HOMEWORK

Homework is an important part of the school program. Homework helps students solidify concepts learned in school and prepare for learning to take place on the next day. Student Planners are available for purchase for those students who wish to use them. Students and parents can also monitor homework assignments using the Realtime Parent Portal. Students are encouraged to use their Google Calendars to record homework assignments and due dates.

If a student is absent because of illness/injury for 2 days or more, homework assignments may be requested by calling the Main Office (973-616-6050) no later than 9:30 A.M. of the 2nd day of the absence. Each student will be given one day for each day of absence to make up any missed assignments. All homework assignments and materials will also be available on the teacher websites.

If students require assistance in making up class work missed due to absence, all of our teachers offer extra help opportunities. Extra help should be arranged by contacting the individual teacher.

HONOR ROLL

Students are eligible to qualify for the honor roll for each trimester at PV School. The following criteria has been established:

High Honor Roll:

1. Must have at least 5 grades
2. No fewer than 4 grades of at least 90 (unweighted)
3. No more than 1 grade in the range of 80 thru 89 (unweighted)
4. Lowest numeric grade: 80

Honor Roll:

1. Must have at least 5 grades
2. No fewer than 4 grades of at least 86 (unweighted)
3. No more than 1 grade in the range of 80 thru 85 (unweighted)
4. Lowest numeric grade: 80

INTERVENTION & REFERRAL SERVICES

The I&RS Committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior, and/or attendance difficulties. Referrals to the committee may be made by a staff member or by a parent with the approval of the building principal. The Committee's aim is to identify obstacles to a student's success, to determine intervening recommendations to make to the classroom teachers and the family, and to review the student's progress following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

INTERSCHOLASTIC SPORTS PROGRAM

An interscholastic sports program is available to boys and girls in Grades 6 through 8. This program enables students to compete against teams from other schools in the Greater Morris County Junior School League. For the 2021-2022 school year the following sports programs are available:

FALL:	Boys Soccer, Girls Soccer, Field Hockey, Cross-Country Track
WINTER:	Boys Basketball, Girls Basketball, Wrestling, Cheerleading
SPRING:	Girls Softball, Boys Baseball, Boys/Girls Track

Rules and Regulations

The principal will be responsible for the final determination of questionable eligibilities and the suspension/re-instatement of students participating in interscholastic programs. Students that are failing one or more courses will not be permitted to participate in athletic competitions until progress is noted.

Physicals

Physical exams must be given prior to trying out for a team. Exams are given by the school doctor at scheduled times, or by a participant's private physician. Under no conditions will a student be able to participate in any phase of interscholastic sports without a documented physical exam by a licensed physician within 365 days of the first day of practice. Please contact the school nurse with questions or concerns prior to the start of practices and tryouts. Physical forms and related paperwork are available on the PV website.

Insurance

The Board of Education carries insurance for all interscholastic athletics at PV School. This coverage has been purchased on a full excess over \$200 basis. This means that any bill under \$200 is to be submitted to the student's family insurance carrier. Any balance left will then be paid by the district insurance.

Spectator Code of Conduct

Spectators are welcome at athletic events and are encouraged to show positive school spirit. These are guidelines, however, for all spectators to follow:

A good spectator:

1. Accepts the decisions of the officials.
2. Does not endanger the safety or comfort of players, coaches, or other spectators.
3. Refrains from actions that are intended to taunt the opposing team or an individual player.
4. Encourages and inspires all of the participants.
5. *Remains in the Gymnasium and/or Cafetorium and does not wander the hallways.*
6. Does not bring food, drink, or noisemakers into an event.

Spectators who violate this code are subject to ejection and will not be permitted to attend the next event(s) of the same sport. Students who serve a Central Detention on the day of any event may NOT attend the event.

LIBRARY MEDIA CENTER

The use of the school library is a privilege to all students who abide by its regulations. The library is open until 3:30 P.M. daily. There are no extended hours on early dismissal days. Passes are necessary for admission during the school day.

The automated library media center's collection consists of print and non-print materials. Fiction books are shelved alphabetically by the author's last name with mysteries, fantasies, science fiction, historical fiction, adventures, etc. identified with special stickers. Non-fiction materials are arranged by the Dewey Decimal numerical system. Special collections include: Biography, Short Story, Paperback, New Jersey and Audiovisual. Many books in the library are lexiled.

The library media center has an array of PCs on the school network so students can access their school folders with their own passwords and have access to the Internet for school projects and research. On-line databases are bookmarked for easy access. Parents and students must sign an Internet Use Agreement which outlines our Acceptable Use Policy in order for their students to use these computers. Our media center is a member of the Highlands Regional Library Cooperative and the New Jersey Library Network. Computerized catalogs of over two hundred libraries are available for inter-library loans.

Loan periods for books are three weeks, magazines are one week, and reserved and reference materials are for overnight only. There is a \$.05 per school day fine for overdue items. Payment must be made for lost or damaged materials. Access to End-of-Year Report cards will be blocked until all fines are paid in full.

LOCKERS

Please note: The following will apply if students are permitted to use lockers during the school year.

Every student will be assigned an individual locker. Every locker comes equipped with a combination lock with a *private* combination. Under no circumstances should students give their locker combination to another student. Students **must** use the school lock provided. If they use a different lock they will be asked to remove it and produce the lock that was on the locker the opening day of school.

Students are permitted to use *only* the locker they are assigned. Any changes in locker assignments can only be made through the Assistant Principal's office.

Lockers must be kept locked at all times. It is almost impossible to pursue losses from lockers not kept locked. Articles of significant value or large sums of money should not be brought to school*.

Lockers

are to be used for the storage of books, jackets, hats, etc. and must be kept neat and orderly. No open food or drink containers are permitted in the lockers under any circumstances. If a lock breaks or is lost, a replacement lock can be purchased in the Main Office for \$5.00.

School lockers are the property of the Pequannock Township School District. Accordingly, in addition to regular inspections, school officials may search an individual student's locker if there are reasonable grounds to believe that a locker contains evidence or illegal material that would interfere with school

discipline, order, or safety.

*Skateboards are not permitted anywhere on school property and should not be brought to school. They CANNOT be stored in a student locker.

LOST AND FOUND

Lost and found boxes are provided for missing articles. These boxes are located in the gym locker rooms and in the room next to the stage in the cafetorium. Students have access before and after school and during their gym and lunch periods. **UNCLAIMED ITEMS WILL BE DONATED AT THE END OF EACH TRIMESTER!**

LUNCH

Every student at PV School is scheduled for a lunch period by grade level. Lunch periods are 35 minutes in length. Lunch should be a pleasant break in the day's activities and the following rules have been established to provide for an orderly and comfortable lunch period:

1. Students are to enter the cafetorium in an orderly fashion and wait to be called to the lunch line.
2. Cutting in line will result in removal to the end of the line or a return to the lunch table.
3. Students are to remain at their tables except to get lunch and to throw away trash. Students are responsible for the condition of the lunch table area.
4. Trash is to be put into the cans provided.
5. Running in the cafetorium is NOT allowed and will result in possible lunch detention.
6. Fast food (Wendy's, Burger King, etc.) or specialty food items are not permitted in the lunch room.
7. The distribution of party invitations is prohibited.
8. Students are not permitted to leave school for the sole purpose of having lunch out.
9. Please avoid sending peanut products to school.

If a student is without lunch money, a cheese sandwich and a beverage selection will be offered. Each student may start a lunch account with Pomptonian by simply bringing a check to the cafeteria before the start of the school day. Accounts are registered by student ID numbers and can be accessed only by that student. Any amount of money may be put into your child's account at any time.

NATIONAL JUNIOR HONOR SOCIETY

Pequannock Valley School offers students membership in the National Junior Honor Society. Induction into this organization is based on excellence in each of the following areas: Scholarship, Leadership, Character, Service, and Citizenship. The following is an explanation of the criteria for membership in the National Junior Honor Society.

Scholarship – By the end of the third marking period of their eighth grade year, students must have achieved a 93% overall average with no incompletes. This average is a cumulative average based on student grades in all subject areas from 11 marking periods (4 marking periods in 6th grade, 4 marking periods in 7th grade and 3 marking periods in 8th grade).

Leadership and Character – Candidates must exhibit positive leadership and character qualities, both at PV School and in the community. These are demonstrated through offices or positions held, team cooperation, school spirit, and positive interactions with peers and faculty members both in and out of the instructional setting.

Service Activities – Candidates must be involved in individual or group service projects done either in or out of school. Service activities are those that are done for or on the behalf of others (not including immediate family members) for which no compensation (monetary or otherwise) has been given.

Important Note on Service - **A student who applies for membership in the National Junior Honor Society must complete at least two PV based service activities during their 8th grade school year (these activities will be advertised to students well in advance of the date of the event).** Please note that completion of the activities does not guarantee membership into the National Junior Honor Society.

Work Experience, Recognition, and Awards – A candidate may submit relevant job experiences (paid or volunteer), honors or other recognitions both in PV and in the community.

Other Student/Community Activities – In addition to involvement in leadership and service discussed above, students are also expected to participate in any number of school-based activities (clubs, teams, musical groups, etc.) and/or community activities (religious groups, Boy or Girl Scouts, community art endeavors, etc.).

After the third marking period of the students' eighth grade year, they are notified that they are academically eligible for membership and asked to complete a NJHS candidate application. The application includes a service activity sheet, leadership activity sheet, student essay on character, and two recommendation forms (one from a PVMS teacher and one from a community member that is not a relative of the candidate).

A Faculty Council consisting of teachers and/or guidance counselors then review the applications and assists with the selection process. The council looks for significant contributions in each of the aforementioned categories with a greater emphasis placed on the accomplishments in a student's current grade.

To assist students in meeting all of the criteria, they are encouraged to participate in after-school clubs and sports and to take advantage of volunteer and leadership opportunities outside of the school community.

**Students who are suspended or are caught violating the Academic Integrity Policy may not be admitted into the National Junior Honor Society. A meeting with the Faculty Council will be required.

PROGRESS REPORTS

Progress reports are not issued at PV. The Realtime Parent Portal provides up-to-date progress of student grades for parents on a regular basis. Parents are encouraged to check Realtime weekly for student progress concerning grades, homework and attendance. If you have additional questions regarding your child's progress, please contact your child's guidance counselor.

PROMOTION STANDARDS

Students in Grades 6 through 8 at PV School must successfully pass the academic requirements of Mathematics, English, Social Studies and Science. A failure in any one of these subjects will cause the student to be retained in that grade or be required to attend and successfully complete a certified summer school program in the discipline. Chronic absenteeism will also be a factor in the consideration of promotion or retention.

Parents will be well-informed in advance of the possibility of retention of a student and every effort will be made to remediate the student's difficulty before he/she is retained. The Guidance Office will participate in the process prior to retention. The building principal is assigned the final responsibility of determining promotion or retention of each student. Appeals or special situations should be brought to his attention.

An exception to the regular promotion policy should take place when a Grade 8 Algebra student fails the course. Students taking algebra in Grade 8 are taking advanced math, so they have in effect already passed the regular math course. If a student fails the algebra course, he/she should be entitled to graduate as they have technically fulfilled the basic math requirements for PV School. The Algebra course must be repeated in Grade 9.

Please refer to Pequannock Township Board of Education Policy 5410 and 5410R for further information.

PUPIL EVALUATION AND GRADING

In general two factors must be carefully considered in evaluating the work of a pupil:

1. The **QUALITY** of work expected on the basis of past experience with pupils in a given subject.
2. The **ABILITY** of a pupil to achieve.

Since quality is the prime consideration rather than quantity, descriptions of quality are more valid than attempts at numerical (quantitative) ratings. The following definitions are used for report card purposes:

- A – Excellent – The pupil does his/her work to the extent that:
- The pupil has a thorough grasp of the subject matter.
 - The pupil regularly makes valuable contributions to the work of the class.
 - The pupil is highly self-motivated and frequently makes original contributions.
 - The pupil shows substantial evidence of critical and analytical thinking.

- B – Above Average – The pupil does his/her work to the extent that:
- The pupil has a substantial grasp of the subject matter.
 - The pupil frequently makes contributions to the work of the class.
 - The pupil is self-motivated and persevering.
 - The pupil shows evidence of critical and analytical thinking.

- C – Average – The pupil does his/her work to the extent that:
- The pupil indicates a general knowledge of the subject matter.
 - The pupil has acceptable work-study habits.
 - The pupil accepts and profits from constructive criticism.

D – Below Average

The pupil does his/her work to the extent that he/she gives evidence of some understanding, but his/her low achievement indicates incomplete and inadequate knowledge of the subject matter.

F – Failing

An “F” indicates that the pupil is failing and will receive no credit for the subject.

INC – Incomplete

An “INC” indicates work that is incomplete. A student who fails to complete his/her work within two weeks following the close of the trimester will be regarded as having failed.

EX – Student has been excused from an assignment at teacher’s discretion.

THE GRADING SYSTEM

The following is an explanation of our grading system. We utilize a numeric grading system; however this information is provided for the purpose of comparison.

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	65 - 66
B-	80 - 82	D-	63 - 64
		F	0 - 62

In order to pass a subject for the school year, a student must earn a total of 252 (63x4) points by the end of the fourth marking period.

REPORT CARDS

Report cards are available online in Realtime each marking period. Parents should retain these report cards for their records.

PHYSICAL EDUCATION

Classes in physical education are required for all students in the middle school according to state law. Students participate in PE activities for two trimesters and Health for one trimester. In order to provide a safe and healthy environment for all students please note the following:

1. All students must change clothes to participate in physical education activities.
2. Lockers are provided for students to keep their gym clothes. PV School also provides each student with a gym lock for his/her gym locker. Students must keep their lockers locked at all times since all grade levels and many after-school programs share the locker room facilities. If a lock is lost or damaged, another one may be purchased for \$5.00.
3. It is recommended that students wear plain gym shorts/sweatpants and a plain shirt. It is also suggested that students identify their clothing by having their last name imprinted on their gym clothes. This will reduce the chances of students sharing clothes and also assists in identification of missing items. Appropriate dress code guidelines apply. **No "SOFFE" shorts.**
4. Sneakers are required and must be laced and tied properly. A pair of inexpensive sneakers that can be left in the gym locker is suggested.
5. For safety reasons no jewelry of any kind may be worn during PE activities. Students should never store valuables in any locker.
6. Students who are unprepared for class will receive no credit for the day's activities. Make-ups may be scheduled before and after school at the discretion of the PE teacher. Central detention will be assigned beginning with the fourth "Unprepared for class" each trimester.
7. Any code of conduct violation in the locker rooms will result in disciplinary action.
8. A student will not be permitted to participate in after-school athletics if they do not participate in gym class that day. Students should also refer to their specific sport participation rules.

Please refer to the grade level course proficiencies for specific information concerning the physical education and health programs. Any concerns or questions should be directed to the PE teachers.

Medical Excuses and Non-Participation in Physical Education

1. A medical excuse is defined as a condition that prevents a student from performing the required physical exercise or a condition that could be worsened by completing the required physical education curriculum .
2. A student can be medically excused from gym for a total of 1-3 days per trimester without a medical doctor's note by bringing in a signed note from a parent/guardian explaining the **specific** reason for the student's inability to participate in PE. Vague notes will not be accepted. If partial participation in PE class is possible, the note must state **specifically** what the student can or cannot do. Otherwise, it is at the discretion of the school nurse as to the specific activities that can be performed by the student. Beyond the maximum of 3 days per trimester, a student must have a medical doctor's note indicating the **specific** reason and the number of days the student will not be participating in PE.
3. All notes **must** be brought to the school nurse by 7:50 A.M. in order for the proper documentation to be ready for the PE teachers before the gym classes begin. Notes may be

placed under the Nurse's Office door or in her mailbox in the Main Office before the beginning of school. *Notes received after 8:10 A.M. will not be accepted.*

4. The school nurse may also excuse a student from PE if an injury or illness occurs during the school day.
5. Students who are excused from PE or who do not participate in PE will not be eligible to participate in after-school athletics. Specific coach/sport rules may also apply.
6. To avoid loss of grade points, students who have been excused from PE or who have not participated in PE for 3 or more days during the trimester must see their PE teacher to determine whether any make-ups are necessary.
7. When excused from PE a student will sit on the bleachers and conduct themselves appropriately and respectfully. The student may observe the gym class or complete class assignments in the gymnasium. For long-term excuses, a student should see the PE teacher regarding possible alternatives.
8. Lack of participation due to misplaced clothing that was not locked up properly in the assigned gym locker is not excused. Students are responsible for keeping their lockers locked at all times. Lack of participation in PE for this reason constitutes "one Unprepared" for each day missed.
9. Appropriate, respectable, and functional clothing is required to participate in PE class. Unsafe or inappropriate dress will result in loss of points or referral to administration. Please see the "Dress Code" section of this handbook to review dress guidelines for all classes.

REALTIME

The Pequannock Township School District uses RealTime as the Student Information System for reporting student grades, homework and attendance. Realtime should be monitored frequently for updates on your child's progress as well as for all school correspondence. Attendance letters, announcements, report cards, instant alerts and surveys will all be sent through the RealTime Parent Portal. Parents who do not have access to RealTime are encouraged to contact the PV Main Office to set up an account.

It is recommended that parents include their child in monitoring their own progress. Spending time at home reviewing grades, homework and school information is an important aspect of a child's growth and development. Students should learn the value of accountability and responsibility in regards to their learning.

The link to the RealTime Parent Portal is <http://www.fridayparentportal.com/parentportalv2/index.cfm>

SCHOOL AND PERSONAL PROPERTY

One of the goals of PV School is to develop responsible citizens. Respect for school property and the personal belongings of others is not only encouraged but expected.

Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension from school may be necessary. If you should happen to damage something accidentally, you should report it to a teacher or to the Main Office immediately.

If a student damages the personal property of another student, the code of conduct will be enforced; however, a decision on restitution will be left up to the parents of the students involved in the incident.

STATE TESTING

Each year students in grades 6-8 take the New Jersey Student Learning Assessment (NJSLA). Testing takes place during late April, early May of each school year. Students in Grade 8 also take the New Jersey Student Learning Assessment in Science (NJSLA-S) in late May. **Any student who takes Algebra I in Grade 8 must take the NJSLA Algebra I Assessment and pass it with a score of 4 or 5 for the purposes of graduation from high school. (See below)**

High School Graduation Requirement - Starting with the Class of 2021, students will only have **two pathways** to meet the high school graduation assessment requirements:

1. Pass the ELA 10 and Algebra I PARCC assessments; or
2. The submission by the district of a student portfolio through the Department's portfolio appeals process, **assuming the student has taken all PARCC assessments associated with the high-school level courses for which they were eligible and receives valid scores.**

*The above state testing information is subject to change based on requirements from the New Jersey Department of Education. Each school year the NJDOE will determine the proficiency level needed on the assessments to meet the requirements.

STUDENT CODE OF CONDUCT

The students of PV School are members of a school community that is governed by rules and regulations that provide for the safety and welfare of all students. As members of this community, you have rights and responsibilities. You have a right to a safe, orderly school, where the right to learn is protected by good school discipline. You also have a responsibility to defend your right to a safe and orderly school by cooperating with other members of the school community and following the classroom rules established for your protection. The Pequannock Valley Student Code of Conduct clearly states the established school rules that govern our community. The consequences for infractions of the rules are fair and will help students learn ethical behavior. The rules of good behavior apply in all areas, whether in school or out, at home, in public, at parties and dances, at sporting events, assembly programs, through social media (texting, Facebook, Instagram, Snapchat etc.) and other social events.

In the event the district moves to a hybrid or full virtual schedule, the PV student code of conduct will remain in effect. All expectations are expected to be followed.

Some general rules of ethical behavior are:

- Be courteous
- Be responsible
- Be honest and fair with yourself and others in the school community
- Be concerned for others
- Be a leader or a conscientious follower
- Be cooperative

- Be industrious. Prepare your work.

For your information we have listed below some of the infractions of our code of conduct and resulting progression of consequences. The Administration reserves the right to determine the level of consequence based on the severity and/or frequency of the infraction, and the student’s disciplinary history. Consequences worsen with repeated offenses.

SMOKING and USE/POSSESSION OF TOBACCO PRODUCTS: Smoking and tobacco products (including cigarettes, snuff, snus, electronic cigarettes/hookahs/hookah pens/vape pens, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law and BOE Policy 5600 and 5533 Pupils/Smoking. Items will be confiscated. Violators of the law will be subject to the penalties prescribed by the statutes, which include the signing of a misdemeanor complaint with the municipal court.

Use of Tobacco Products:

First offense: 3 days OSS, parent conference, loss of co-curricular, athletic privileges for 10 calendar days, referral to the Student Assistance Counselor

Second offense: 5 days OSS, parent conference, loss of co-curricular, athletic privileges for 30 calendar days, referral to the Student Assistance Counselor

Third Offense: 7-10 days OSS, parent conference, loss of co-curricular, athletic privileges for 45 calendar days, referral to the Student Assistance Counselor

Possession of Tobacco Products:

Pupils are not permitted to be in possession of cigarettes, tobacco products (snuff, snus, electronic cigarettes/hookah/hookah pens/vape pens, and chewing tobacco), matches or lighters while on school property. These items will be confiscated and discarded.

First offense: 1 day OSS, referral to the Student Assistance Counselor

Second offense: 3-5 days OSS, referral to the Student Assistance Counselor

Third offense: 7-10 days OSS, referral to the Student Assistance Counselor

PEQUANNOCK VALLEY SCHOOL INFRACTION/CONSEQUENCE CHART

Consequences may vary depending on the amount of infractions incurred at a given time or the severity of an incident. The below chart is a guide and may change if deemed necessary based on administrative judgement.

Incident	Definition	1st Offense	2nd Offense	3rd Offense
Physical aggression	Attempt to purposely, knowingly or recklessly cause bodily injury to	3-5 central detentions/out of school suspension (depending on	1-3 days out of school suspension	5-10 days out of school suspension

	another	severity of the situation)		
Fighting	Engagement in a physical confrontation that may result in bodily injury to either party - this does not include a verbal or minor confrontation such as pushing/shoving	1-3 central detentions / out of school suspension (depending on severity of the situation)	3-5 days out of school suspension	5-10 days out of school suspension
Inappropriate contact	Any peer contact that puts a student at risk of injury or injures a student without intent	1-3 Central detention	3-5 Central detentions/possible OSS	Out of school suspension
Tobacco/Vaping	Possession or use of tobacco and/or vaping products on school property	See outline prior to this chart		
Drugs/Alcohol	See policy #5530 and #5530R	District policy will be enacted in all instances		
Carrying of knives/weapons	Possession and/or use of an object that could cause bodily harm	Referral to authorities/5-10 days out of school suspension		
Cutting class/	Intentional	Central	Out of school	Out of school

unauthorized absence from school/leaving school-sponsored event without permission	refusal to attend class or school	detention	suspension	suspension
Theft of school/personal property	Unauthorized possession of another's property	Central detention/ restitution	3-5 central detentions or out of school suspension/ restitution	3-5 days out of school suspension/ Restitution
Damage to school property	Any willful or careless actions that results in harm to school property	1-5 Central detentions/ restitution/report filed with police	1-5 days central detention/ possible out of school suspension/ restitution/ report filed with police	5 days out of school suspension/ restitution/rep ort filed with police
Disrespectful behavior	Rude, impolite or offensive behavior	1-3 Central detentions	3-5 Central detentions	1-3 days out of school suspension
Insubordination	Defiance of school authority	1-3 Central detentions	3-5 Central detentions	1-3 days out of school suspension
Disruption to the learning environment	Any behavior that distracts other students or the teacher from assigned tasks	Teacher Detention	1-3 Central detentions	3-5 Central detentions/ possible out of school suspension (depending on severity)
Unsafe behavior	Throwing objects, running	Written warning/	3-5 Central detentions/possible	3-5 Central detentions

	in the building, etc.)	possible 1-3 Central detentions depending on severity	OSS	
Infraction regarding social distancing	Not following social distancing guidelines included but not limited to facial coverings and physical distancing from other individuals	3-5 Central Detentions	5 Central Detentions and/or OSS	OSS and possible move to full remote learning
Physical/verbal harassment/ bullying of another student	Behavior that results in social disharmony	1-3 Central detentions/out of school suspension (depending on severity)/ possible enactment of HIB district policy #5512	3-5 Central detentions/out of school suspension (depending on severity)/ possible enactment of HIB district policy #5512	Out of school suspension/ possible enactment of HIB district policy #5512
Use of profanity/vulgar action	Language/ gesture deemed offensive	Central detention	1-3 Central Detentions	3-5 Central detentions/ possible out of school suspension
Use of profanity/vulgar gesture toward another student	Language/ gesture that is deemed offensive toward another student	1-2 Central detentions	1-3 Central detentions	3-5 Central detentions/ Possible out of school suspension

Use of profanity/vulgar gesture toward a staff member	Language/ gesture that is deemed offensive toward a staff member	3-5 Central Detentions/ out of school suspension possible depending on severity	1-3 days out of school suspension	3-5 days out of school suspension
Missing a teacher detention	Failure to attend teacher detention	Central detention	2-3 Central detentions	5 central detentions
Tardiness to class	Failure to arrive to class on time three or more times	Teacher detention	Central detention	Central detention this and every other time after
Unexcused tardiness to school	Not present in first period class at the first bell	Letter sent home on 4th time (trimester)	Central detention on 5th time and each additional tardy (trimester)	
Gum	Chewing gum on school grounds is prohibited	Written warning/ possible teacher detention	Teacher detention	Central detention
Hall conduct	Running, loitering, disruptive behavior or being in the hall without a reason	Written warning (depending on severity)	1-3 Central detentions	1-3 Central detentions
Public display of affection	Inappropriate peer to peer	Written warning	Central detention	1-3 Central detentions

	contact			
Extortion	Attempt to secure money or property through threats	Based on severity	Based on severity	Based on severity
Gambling	Wagering on school property	2 Central detentions	1 day out of school suspension for this and all repeat instances	
Bus Behavior	Failure to follow bus rules	Written warning	Central detention	3-5 Central detentions/ possible bus suspension
Cafeteria Behavior	Any behavior that disrupts the orderly process of lunch	Lunch detention or Central detention	1-3 Central detentions/seat reassignment	3-5 Central detentions/ possible out of school suspension/ restricted lunch privilege
Uncooperative with substitute	Not following the directions of the substitute staff member	Written warning/teacher discretion	Central detention	3-5 central detentions
Unprepared for physical education class	Student does not have proper PE attire	Central detentions begin with 4th unprepared		
Inappropriate dress to school	See dress code/guidelines in student	Warning/change attire	Change attire/Central detention for all	

	handbook		future violations	
Inappropriate behavior in LMC	Not following rules while using the LMC	Warning	Central detention/loss of LMC privileges for one week	3-5 Central detentions/loss of LMC privileges for one month
Failure to return materials to LMC	All materials must be returned as designated by moderator	Notice to student/letter sent home	Central detention	
Failure to return Chromebooks to the LMC	Loaner chromebooks must be returned at the end of the school day	Written warning	Administrative detention	Central detention for this and all future instances
Electronic devices/Cell phones	The unauthorized use of electronic devices during the day including cell phones	Device taken/written warning	Device taken/Central detention	Device taken/Central detention/parent must pick up the device from school
Inappropriate use of Internet/technology	See district policy #2361	Based on severity of infraction for all instances		
Breach of academic integrity	Cheating, plagiarism, "sharing work," or forgery	Student may resubmit for 75% credit/parent contacted by teacher	1-3 Central detentions/administrative conference for repeat instances	

Possession of flammables or similar products	Possession of matches, lighters, or any incendiary materials	1-3 Central detentions	1-3 days out of school suspension	5-10 days out of school suspension
Riding bike on school property	Students are prohibited from bike riding on school property	Warning	Parent Contact/ Administrative detention	Central detention for this and all additional offenses
Selling goods	The unauthorized sale of any products on school property	Written warning	Central detention	3-5 Central detentions
Aerosol Sprays/Glass bottles	Possession/use of these items is prohibited for safety concerns	Written warning (use moves to unsafe behaviors)	Central detention	1-3 Central detentions
Lying/dishonesty	When a student's description of events is proven to be purposefully inaccurate	Written warning	Central detention	1-3 Central detentions

TEACHER DETENTION

1. Teacher detention is held from 2:45-2:55
2. Students, parent/guardian do not require 24 hour notice for a teacher detention. Students will be given the opportunity to call home to inform parent/guardian.
3. Teacher detention may be assigned by individual teachers.
4. Cutting teacher detention may result in a Central Detention.

CENTRAL DETENTION

1. Central Detention is held from 2:50 – 3:20 P.M. in Room 213.
2. All students will be given 24 hour notice for a central detention. A “Detention Slip” must be signed by parent/guardian and returned to the Central Detention Supervisor the day the

detention is served.

3. Central Detention may be assigned by school administrators only.
4. Students serving a Central Detention will sit in seats assigned by the CD Supervisor.
5. Cutting Central Detention will result in additional Central Detentions or OSS.
6. Unsatisfactory behavior in Central Detention (sleeping, talking, etc.) will result in additional Central Detentions or OSS.
7. Students will be dismissed at 3:20 P.M. by the Central Detention Supervisor.
8. Students assigned Central Detention are not permitted to attend or participate in after-school events on the day of their CD assignment.
9. Chronic Central Detention assignments will result in a parent/guardian conference and possible OSS.

STUDENT SUSPENSION

A student may be suspended In-School (ISS) or Out-of-School (OSS). Suspensions may only be assigned by school administration.

In-School Suspension

1. Student will not attend any classes, programs, or after-school activities during their suspension period.
2. Class work will be assigned to In-School Suspension students by his/her teachers through the Guidance office.
3. All school work must be completed satisfactorily before the student is permitted to return to class.
4. Unsatisfactory behavior in ISS may result in additional days spent in ISS or an Out-of-School Suspension may be levied.
5. Students will not be permitted to eat lunch in the Cafetorium, but will eat in the designated ISS room.
6. Parents/guardians will be notified of the In-School Suspension and a parent/guardian conference may be required depending on the reason for the suspension.
7. Students may be assigned to ISS for a single period of the day; i.e., ISS lunch (for misbehavior in the Cafetorium.) This does not count as a full day suspension and is not reported to the Board of Education as such.

Out-of-School Suspension

1. A student may be suspended out-of-school for severe and/or repeated infractions of school rules. Only the school administration can suspend a student out-of-school.
2. Parents/guardians will be notified immediately of the Out-of-School Suspension.
3. If the suspension occurs during the course of a school day, parents/guardians will be requested to pick up the suspended student from school immediately.
4. Students will have the opportunity to make up all school work missed during Out-of-School Suspension – no academic penalty will be incurred.
5. A parent/guardian conference is required before an Out-of-School suspended student is re-admitted to class.

Loss of 8th Grade Privileges

As students enter 8th Grade there are several events that take place to culminate their time at Pequannock Valley School. These events include but are not limited to the class trip, party, breakfast, and graduation. If students are not able to demonstrate appropriate behavior throughout the year, their involvement in these events can be taken away.

All students and parents are expected to consult the following list of consequences pertaining to the loss of 8th Grade events:

1. If a student receives 5 central detentions during the school year, the student will be placed on probation for the class trip. At that time, further violations of the code of conduct may result in the loss of the trip or subsequent privileges.
2. If a student is suspended twice during the school year, an administrative conference will take place to discuss the possible loss of privileges.

STUDENT INSURANCE PLAN

A student insurance plan is made available to all students during the first month of school at a nominal fee. Enrollment is entirely optional. Various plans are offered for school hours only and also for 24 hour coverage (at a higher premium.)

STUDENT PROBLEM RESOLUTION PROCEDURE

If any student is experiencing a problem with a teacher, the student and teacher should use every means available to resolve the problem. If the problem remains unsolved, the guidance counselor will organize a meeting to discuss the issue. Again, if the problem still is not resolved, it will be referred to the Assistant Principal, Principal, Superintendent and, if necessary, to the Board of Education (Refer to BOE Policy 5114.1.)

TARDINESS

Promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and may create disruptions in the academic process for themselves and other students. In an effort to maximize educational time and minimize disruption, the following guidelines have been implemented at Pequannock Valley School:

1. During any trimester, a student will be allowed four unexcused late arrivals to school.
2. Beginning with a student's fifth unexcused late arrival, a central detention will be assigned for that late arrival and all subsequent late arrivals occurring up to the trimester's conclusion. If a student exhibits excessive tardiness in any trimester, discipline will be applied at the discretion of the administration.
3. If tardiness is a continuing problem, meetings with the administration and guidance staff will be necessary.
4. All central detentions will be served the following school day.
5. Athletics, activities, clubs, trips, etc. are not considered valid reasons for missing an assigned central detention.

The following circumstances justify a student's late arrival:

1. The student's disability from illness and injury, resulting in a necessary visit to a physician or dentist. The student must submit written verification on the letterhead of the attending physician to the main office upon arrival to school.
2. A family emergency approved by the Principal or Assistant Principal.
3. The observance of a state-approved religious holiday.
4. A medical or dental appointment that cannot be scheduled at a time other than during the school day. The student must submit written verification of the visit on the letterhead of the attending physician.

Procedures for Tardy Check-In

1. A tardy student is one who is not in his/her first period classroom when the bell rings at 7:50 A.M. A warning bell will ring at 7:45 A.M.
2. Any student who enters the building after 7:50 A.M. must report to the front kiosk for a pass.
3. Any student who is late to school must provide the main office at that time with a completed tardy form (found on the PV website) and appropriate documentation (i.e. doctor's note) acknowledging one of the above criteria in order for it to be considered an excused tardy. If the student does not have written documentation at the time of the tardy, it will be counted as an unexcused tardy.
4. A phone call does not exempt a student from being tardy to school unless it is an emergency.

TEXTBOOKS

The following is required for the proper care and maintenance of textbooks:

1. Student's name must be written in the space provided on the inside cover of each textbook.
2. Protective book covers must be kept on textbooks at all times.

Students are responsible to cover the cost for damaged, defaced, or lost textbooks. Fines for damaged or lost textbooks are determined by current market price of the damaged or lost item. All fines must be paid before the end of the school year. End-of-year report cards will not be made available online until all student fines have been satisfied.

WEBSITE

The Pequannock Township School District website is www.pequannock.org For up-to-date information regarding Pequannock Valley School, please access the district website and click on PV School.

You can also download the district's Social Media App by searching "**Pequannock Township Schools**" in the Google Play Store or the Apple App Store.

BOARD POLICIES AND ADDITIONAL INFORMATION CAN BE FOUND ON THE DISTRICT'S WEBSITE: www.pequannock.org

