

PTHS

Home of the Golden Panthers



2022-2023

Joey Seach

PEQUANNOCK TOWNSHIP HIGH SCHOOL

“Home of the Golden Panthers”
85 Sunset Road
Pompton Plains, New Jersey 07444
973-616-6000
www.pequannock.org/hs/
Twitter/Instagram: @pthsnation
YouTube Channel: PTHSNation

STUDENT HANDBOOK 2022-2023

“Promoting Growth through Education”

WE BELIEVE THAT PEQUANNOCK TOWNSHIP HIGH SCHOOL WILL:

- Foster respect for each other’s values and domestic and global diversity.
- Prepare students to become responsible, contributing members of society.
- Develop the talents of each student both inside and outside the classroom setting.
- Encourage intellectual curiosity and problem solving skills.
- Provide experience with the technological skills necessary to respond to the demands of our ever changing society.
- Provide a safe learning experience.
- Foster the student’s inherent desire to succeed and recognize and celebrate their accomplishments.
- Be the medium through which parents, faculty and the community joins together to nurture and support the total educational environment.
- Foster a life-long love of learning.

This agenda has been designed to provide our students with general information about PTHS and its many programs and policies. Students must keep this agenda with their notebooks at all times and are required to present it to school officials when requested. In addition, the planning calendar and study guides included in this agenda are intended to be utilized by students on a daily basis. Staying abreast of study assignments will help you achieve long-term goals that will ultimately bring pride to you and your family.

This Agenda/Handbook Belongs To:

NAME: _____

ALMA MATER

**GLORY, HONOR, LOVE WE GIVE THEE
GUARDIAN OF OUR PRECIOUS DAYS
ALMA MATER, LOYAL HEARTS
REJOICE TO SING THY PRAISE
BLUE AND WHITE AND GOLD TO REIGN
OVER MOUNTAIN RANGE AND PLAIN
HAIL PEQUANNOCK!
HAIL PEQUANNOCK!
EVERLASTING IS THY NAME.**

**PRIDE AND TRUST FROM YOU WE GAIN,
TEACHER OF OUR EARLY YEARS
HONOR AND SUCCESS WE'LL FIND
BECAUSE YOUR AIMS ARE CLEAR.
IN THE FUTURE YEARS TO COME
MEMORIES WILL STILL REMAIN.
HAIL PEQUANNOCK! HAIL PEQUANNOCK!
EVERLASTING IS THY NAME!**

Wilbur DeVries

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DISTRICT ADMINISTRATION

Mr. Michael Portas, Superintendent
Dr. Elizabeth Sheridan, Director of Curriculum and Instruction
Mr. Gordon Gibbs, CPA Business Administrator/Board Secretary
Mrs. Oona Abrams, Supervisor of Language Arts K-12
Mr. James Bermudez, Supervisor of Social Studies, World Language and Business
Mrs. Michele Bernardino, Supervisor of Math and STEM K-12
Mrs. Colleen Dorn, Supervisor of Student Services K-12
Mr. Ron Lucas, Director of Security
Mr. Greg Jablonski, Supervisor of Instructional Technology
Mrs. Jill Marotta, Supervisor of Science and Allied Health K-12

HIGH SCHOOL ADMINISTRATION

Mr. Richard M. Hayzler, Principal
Mrs. Jennifer Mildner, Assistant Principal (Grades 9 - 12)
Mr. Brian Silipena, Assistant Principal in Charge of Athletics

BOARD OF EDUCATION

Mr. Joseph Blumert, President
Mrs. Cara Shenton, Vice President
Mrs. Megan Dempsey
Mr. Sam Ciresi
Mrs. Danielle Esposito
Mr. Timothy Gitin
Mr. Greg MacSweeney
Mr. Brian Senyk
Mr. Leonard Smith

INTRODUCTION

Dear Students,

Our school is designed to encourage and assist each student in developing their abilities and aptitudes to the fullest potential for a most successful future. The student handbook is designed to provide information for students and parents regarding policies, procedures, and consequences for inappropriate behavior for students. The student handbook is not all inclusive and therefore does not contain every possible item or event that happens within the high school. Items not specifically addressed in the student handbook are therefore addressed via high school administration.

Your high school experience will include some of your fondest memories as you go through life. Take advantage of all the opportunities and services we have to offer you both academically and in co-curricular areas. This is a great high school, but with your involvement in many activities, you can make your high school even better. Get involved and make your high school experience a more rewarding one.

We would like to wish each student a happy and successful high school experience. Let's Go Panthers! Welcome to #NOCKNATION!

Sincerely,
The PTHS Administration

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.

Character. Commitment. Communication. Critical Thinking.

STATEMENT OF NONDISCRIMINATION

The Pequannock Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicap. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact: Ms. Emily Ringen at (973) 616-6050.

NOTICE OF STUDENT HANDBOOK CHANGES

The Student Handbook is printed two months prior to the September opening of school. This is done to facilitate the rules and regulations of the high school. The high school is a dynamic environment, and, therefore, the information in the handbook is subject to change. PTHS reserves the right to make changes in the handbook. An electronic version of the Student Handbook is available on the school's web site at hs.pequannock.org. Any changes to the handbook, after its printing, will be updated on the web site. The Student Handbook will be issued during the first few days of school.

IMPORTANT CONTACT INFORMATION

The official mailing address of the high school is:

Pequannock Township High School
85 Sunset Road
Pompton Plains, NJ 07444

Pequannock Township High School: (973) 616-6000 Fax: (973) 616-2679

The following is a list of phone extensions:

- 2002 - Mr. Richard M. Hayzler - (Principal)
- 2005 - Mrs. Jennifer Mildner – (Assistant Principal/ Supervisor of Music/Art)
- 2006 - Mr. Brian Silipena – (Asst. Principal of Athletics/Supervisor of Health & PE)
- 2023 - Mrs. Olga Avagyan (School Nurse)
- 2011 - Student Guidance Services Fax: (973) 616-2632
- 2010 - Mrs. Colleen Dorn (Supervisor of Student Services – Guidance/CST)
- 2012 - Mrs. Alexandra Blau (School Counselor)
- 2017 - Mrs. Jennie Jacobs (School Counselor/SEL Coordinator)
- 2013 - Mrs. Christina Marshall (School Counselor)
- 2014 - Ms. Jillian Andresen (School Counselor)
- 2016 - Mrs. Caitlin Fitzpatrick (School Counselor)
- 2022 - Mrs. Kim Buscher (Social Worker/Anti-Bullying Specialist)
- 2009 - Attendance Lobby – Sign-in & Sign-out
- 3022 - Mrs. Jill Marotta (Supervisor of Science and Allied Health)
- 3024 - Mr. James Bermudez(Supervisor of Social Studies, Business & World Language)
- 3023 - Mrs. Oona Adams (Supervisor of English Language Arts and ESL)
- 3020 - Ms. Michele Bernardino (Supervisor of Math and STEM)
- 2300 - Mr. Greg Jablonski (Supervisor of Instructional Technology)
- 3007 - Special Services
- 3008 - Transportation

BELL SCHEDULES

**Regular Day
Warning Bell: 7:24 am**

Period	Time	Duration
1	7:29 - 8:14	45 minutes
2	8:17 - 9:02	45 minutes
3	9:05 - 9:50	45 minutes
4	9:53 - 10:38	45 minutes
5	10:41 - 11:26	45 minutes
6	11:30 - 12:15	45 minutes
7	12:19 - 1:04	45 minutes
8	1:07 - 1:52	45 minutes
9	1:55 - 2:40	45 minutes

Half Day

Period	Time	Duration
1	7:29 - 8:00	31 minutes
2	8:03 - 8:34	31 minutes
3	8:37 - 9:08	31 minutes
4	9:11 - 9:42	31 minutes
6	9:45 - 10:16	31 minutes
7	10:19-10:50	31 minutes
8	10:53-11:24	31 minutes
9	11:27-11:58	31 minutes

Delayed Opening Schedule

Warning Bell: 9:25 am

Period	Time	Duration
1	9:29 - 10:00	31 minutes
2	10:03 - 10:34	31 minutes
3	10:37 - 11:08	31 minutes
4	11:11 - 11:42	31 minutes
5	11:42 - 12:27	45 minutes
6	12:27 - 12:58	31 minutes
7	1:01 - 1:32	31 minutes
8	1:35 - 2:06	31 minutes
9	2:09 - 2:40	31 minutes





PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

2022-2023 CALENDAR

4 Independence Day - District Closed

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

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

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

5 Labor Day- District Closed
6-7 Professional Days - Staff Only Reports
8 First Day of School—Students Report

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

7 Professional Day—Staff Only Reports
10 Columbus Day-District Closed
25 Early Dismissal for Students, Staff PD

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

10-11 NJEA Teacher's Convention—District Closed
17-18 Conferences—Early Dismissal, Elementary Schools ONLY
23 Early Dismissal
24-25 Thanksgiving Recess—District Closed

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

6 Early Dismissal for Students, Staff PD
23 Early Dismissal
26-30 Winter Recess—Schools Closed

△	Schools Closed
○	Early Dismissal
■	Staff Only Reports

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 New Year's Day— District Closed

16 M.L. King Jr. Day— District Closed

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

7 Early Dismissal for Students, Staff PD

20 President's Day — District Closed

March 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7 Early Dismissal for Students, Staff PD

April 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

7 Good Friday—District Closed

10-14 Spring Break—Schools Closed

May 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 Early Dismissal for Students, Staff PD

29 Memorial Day— District Closed

June 2023						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 PV Promotion Ceremony— Early Dismissal for Students

21 Last Day of School— Early Dismissal for Students PTHS Graduation

Four (4) emergency closing days are built into the calendar. If more than 4 emergency closing days are used, days will be made up from Spring Break working backwards from April 14, 2023. Any unused emergency closing days will be scheduled and announced as school closing days.

Board Adopted: 12/20/21

EXPECTATIONS FOR STUDENT BEHAVIOR

The Code of Conduct is designed to support the Pequannock Township School District Mission by promoting a safe and orderly learning environment for all students. Positive, respectful behavior is always expected. PTHS professional staff will enforce all school rules as well as rules established within individual classrooms. When administrative intervention is necessary, the student will be referred for the application of appropriate consequences.

In order for behavior to truly change for the better, it requires support and reinforcement from the home. The parents of PTHS students have been very supportive and we look forward to continuing the collaborative effort in order to provide an optimal learning environment.

The Code of Conduct is in effect on school grounds, on the way to and from school, on school buses, and at school activities whenever and wherever they may take place. In addition, the administration reserves the right to impose disciplinary consequences for any student conduct off school grounds if it impacts the safe, orderly operations of the school or health, safety and/or welfare of any student(s).

Prior disciplinary actions shall not be used as a sole basis for the removal, suspension, or expulsion of a pupil. Removal of any pupil with a disability is subject to state and federal procedural rights.

School officials have the authority to search students and students' property (including purses, backpacks, gym bags, etc.) provided that the search is justified at its inception and reasonable. Searches may be conducted in vehicles registered for a school parking permit. School officials will exercise discretion to perform searches they deem necessary to maintain the safety and welfare of students and staff. School officials may also conduct a search of a vehicle that is parked on school grounds if deemed necessary to maintain safety and order.

Lockers and desks assigned to students remain the property of the Pequannock Township School District and may be searched by school officials with or without notice.

School officials will involve law enforcement officials (including School Resource Officers) when deemed necessary or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority. Administrators have the responsibility and authority to manage student behavior.

Good order and discipline depend on the cooperation of the parents, the students, and school personnel. PTHS asks parents and students to sign a behavior contract that is intended to:

- Hold students accountable for expected behaviors.
- Enlist the support of parents for good student conduct.
- Provide for consistent enforcement of school rules.
- Establish fair procedures and consequences.

Consequences for misbehavior are outlined in the following pages. Repeated or more serious infractions result in more significant consequences that may ultimately lead to the loss of privileges at school including:

- Athletic eligibility
- Class privileges
- Extracurricular activities

Students who serve out-of-school suspension may not participate in after-school or evening activities during the date(s) assigned, unless approved by an administrator based on extenuating circumstances. Students must attend any and all detentions before they can again participate in after-school or evening activities.

EXPECTED BEHAVIOR

It is expected that every student conducts themselves in a professional manner conducive to an institution of high academic achievement. We wish to see every student be successful in their pursuit of academic excellence. Students should be focused on responsible behavior that will allow them to maintain integrity through demonstration of good character traits. Behavior modification practices will include defining, understanding, and applying these traits in different scenarios. Parents, students, and school staff partnering together will allow students to embrace these behaviors and produce responsible members of our society.

DISRUPTIVE BEHAVIOR

Disruptive behavior in the classroom hinders the learning process. Such behavior will be dealt with using the following steps: (Additional actions will be taken for repeated or more severe offenses.)

1. The teacher will attempt to resolve the issue with the student and may assign a warning and/or teacher detention. A parent contact will be made by the teacher.
2. The teacher will file a disciplinary referral form. Appropriate consequences will be assigned.
3. The school, teacher, school administration and parent will communicate and a conference will be held if necessary.
4. The student may be removed from the class for support services or will be suspended and a suspension informal hearing will take place.
5. The student may be removed from class and issued a grade of INC pending hearing. Credit recovery will be at his/her own expense.

CHAIN OF COMMAND

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

1. Teacher/Staff Member
2. School Counselor and/or Case Manager
3. Supervisor
4. Assistant Principal
5. Principal
6. Superintendent of School

DISCIPLINE

IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK.

The Board of Education of the Pequannock Township School District will ensure the safety and welfare of students while in the school building. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school. Pequannock Township High School is a Zero Tolerance High School for Drugs, Alcohol, Weapons, and Violence.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel, or civil authority. Administration and staff reserve the right to notify the appropriate authorities and file charges if deemed necessary. If you have a disagreement with discipline or other matters related to the school, please follow the appropriate procedure before contacting the building principal: teacher/coach, supervisor, Assistant Principal, and then principal.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

The following are types of discipline that may be enacted.

**PLEASE NOTE:

- Administrators reserve the right to exercise "Off-Campus Discipline" in accordance to Policy 5600R for any misconduct that occurs off school property and is detrimental to the educational environment.
- Administrators reserve the right to exercise "Progressive Discipline" for any pattern of continued disciplinary infractions.
- Detention assignments take precedence over interscholastic athletics, extracurricular activities, work and/or personal obligations.
- Students that fail or refuse to serve assigned discipline will lose all privileges including, but not limited to, sports activities, clubs, and/or other school events until the discipline is served.
- Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

- 1. TEACHER DETENTION:** Teachers are encouraged to make parental contact concerning discipline problems. Teachers are encouraged to use detention after exhausting other avenues such as individual counseling. Teachers may issue detentions. Behavioral assignments or community service may be assigned. Students are expected to complete them over an extra-curricular sport or activity or be subject to further discipline. It is the pupil's responsibility to inform their parent and/or guardian about the detention. Pupils will report to the assigned room for detention immediately following the last class of the day and will remain there under supervision until dismissed. Pupils who fail to report for their teacher detention will be referred to the appropriate Assistant Principal and a Central Detention will be issued.
- 2. CENTRAL DETENTION:** Central detentions are conducted before school or after school on Mondays, Wednesdays, and/or Thursdays from 2:50 pm – 3:30 pm and are issued by an Assistant Principal or Principal. Transportation to detention before school or from detention after school will be the responsibility of the parent. Pupils must report for detention on the day assigned and will be expected to bring work to the central detention. Students are expected to serve the detention in lieu of an extra-curricular sport or activity on the scheduled day or be subject to further discipline. Detention is a disciplinary situation. Lounging, use of cell phones, talking, will not be tolerated. Failure to meet a detention obligation is a serious violation of school responsibilities and will be dealt with appropriately. Students who are removed from central detention and/or miss a central detention will receive progressive discipline including, but not limited to additional Central Detentions and/or Saturday Detention(s). Students that consistently miss central detentions will be subject to losing certain privileges, including but not limited to the following: attendance at school dances, trips, prom, participation in athletics, etc. A student may be excused from detention only for an unavoidable commitment previously made, with administrative approval; any such excused detention must be made up another day.
- 3. SATURDAY DETENTION:** The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules. Saturday detention will be held from 8:00 am – 10:00 am in a designated classroom.

Saturday detention may be used as a disciplinary tool in lieu of Alternative Educational Placement/Suspension. This option will keep students from losing instructional time and keep them in school Monday thru Friday. Refusal to attend or tardiness without an acceptable excuse will result in an additional detention and/or suspension from school. Administration must approve a change, dismissal, or absence from a Saturday detention. Any absences from a Saturday detention must be approved by the administration no later than the day before the assigned detention. Students are expected to complete them over an extra-curricular sport or activity or be subject to further discipline. Students will receive academic assistance and will have the opportunity to do homework, make-up or remedial work under the supervision of a certified teacher.

Saturday Detention Rules

- Principal or Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal or designee.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal via email the day before the scheduled reporting time. If the reasons are acceptable, the detention will be rescheduled.
- The doors will open at 7:45 am and close at 8:00 am. Students arriving late will be dismissed. Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline to make up missed time.
- Students must have some type of assignment to work on. (Homework, make-up work or remedial work is allowed). There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday Detention Room.
- There will be no talking.
- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- If a student finishes all of his or her work, the detention supervisor may assign additional work.
- If a student refuses to work or behave, he/she will be removed by the certified teacher.
- Should a student have an unexcused absence from a Saturday Detention, he/she will be assigned one day of Out of School Suspension, plus attend the next scheduled Saturday Detention. A second unexcused absence to an assigned Saturday Detention will result in a two day out-of-school suspension beginning on the following Monday, loss of all privileges, and removal from the Saturday Detention program until one unscheduled Saturday Detention is served.
- Students will be expected to work the entire time while there. Any student not working may be removed from the room and referred to the building administrator. No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.

Operational Procedures

- The Saturday Detention Program operates at the Pequannock Township High School, 85 Sunset Drive. (Detention will be held in a designated classroom).
- The program runs from 8 am to 10 am.
- The District is **not** responsible for transportation of student to or from Saturday Detention.
- The program will be staffed with one certified teacher.

4. **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP):** Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, CST, and/or other school staff member. Students may be withheld from normal school activities for disciplinary reasons and placed in an alternative educational setting. In these circumstances, students should report to the assigned location with schoolwork for that timeframe.
5. **OUT-OF-SCHOOL SUSPENSION:** This is a serious disciplinary sanction, which may be imposed against a pupil when it can be proven that the pupil has interfered with the maintenance of the good order of the school. In each instance of a short-term suspension (10 days or under), the pupil and his/her parent(s) or legal guardian(s) will be provided oral and written notice. An informal hearing will be conducted by the building Principal or his/her designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. Students may not return to school until a parent conference has been held with the school administration and the suspension has been completed. Out-of-school suspension may be used for a student who is a continual behavior problem. This will be referred to as "progressive discipline".

PUPILS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR ALL WORK MISSED AS A RESULT OF A DISCIPLINARY ACTION. Pupils should also note that any disciplinary action takes precedence over previously scheduled activities such as clubs, athletics or school work programs. **Additionally, when a pupil is suspended from school, he / she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension.** *Students who fail to comply may face trespassing charges with the PTPD.* Pupils who are suspended out of school may NOT participate in any school function for the duration of the suspension. This includes athletic contests, class trips, dances, work study programs, and club activities.

Parents will be contacted in most disciplinary cases involving Assistant Principal Intervention.

REASONS FOR SUSPENSION OR EXPULSION OF STUDENTS – NJSA 18A:37-2

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- o Continued and willful disobedience
- o Open defiance of authority or any teacher or person having authority over him
- o Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
- o Physical assault on another pupil
- o Taking, or attempting to take, personal property or money from another pupil, or from his presence by means of force or fear
- o Willfully causing, or attempting to cause, substantial damage to a property.
- o Unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the

Principal or other person then in charge of such building facility.

- Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
- Incitement which is intended to and does result in truancy by other pupils.
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on the school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises, at a school event or off school grounds during the months that school is in session.
- Harassment, Intimidation, or Bullying.

- 6. PROBATION AND/OR BEHAVIORAL CONTRACTS:** Students may be placed on probation and / or a behavior contract if: (a) they have an accumulation of minor violations and/or (b) commit a serious offense.

Probation /behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a pupil is placed on probation/behavior contract, it is understood that he or she must meet all outlined standards. Failure to meet the standards established by probation / behavior contract will result in further, more severe disciplinary procedures, including but not limited to loss of privileges (school activities, trips, school dances, prom, senior cruise, and/or graduation) and/or consideration for alternative placement.

All offenses committed in school or on the school grounds that violate local, state or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety and welfare of pupils, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to the police.

7. DEPRIVATION OF PRIVILEGES

Students who are on **NO CREDIT STATUS** and/or students who require disciplinary intervention by the assistant principal and subsequently amass a lengthy disciplinary history will be subject to losing certain privileges, including but not limited to the following:

Moving freely about the school building without supervision, participation in co-curricular or interscholastic activities, attendance at a school related social or sports activity (such as school dances, trips, prom, pep rallies, parking privileges, assemblies), and/or attendance at senior activities (senior courtyard, senior cruise, senior picnic), participation in commencement exercises, transportation to and from school on a school bus, or any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

DISCIPLINARY CODE OF INFRACTIONS AND CONSEQUENCES

The consequences or disciplinary actions listed below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed. All students will receive due process. The items in the disciplinary code of infractions apply to all school sponsored activities.

1. ACADEMIC INTEGRITY: If a student is caught cheating, plagiarizing, or other violations of this policy, the following process and sanctions will take place:

- First offense: "0 credit". Administration notification. Parental notification. The student will be given the opportunity to re-do the assignment or complete an alternate assignment with the maximum potential of receiving a failing grade based on the appropriate criteria level of this product: A = 50 failing grade. B = 40 failing grade. C = 30 failing grade. D = 20 failing grade. F = 10 failing grade. Not completed = 0. Review of student participation/membership in National Honor Society. Assigned one Central Detention.
- Second offense: "0". No make-up. Administration notification, parental notification. Assigned one Saturday Detention, and review of student participation/membership in National Honor Society.
- Third offense: "0". No make-up. Administration notification, parental notification, plus 1 day suspension, and review of student participation/membership in National Honor Society.

2. ASSAULT:

Simple Assault – A person attempts to cause or causes bodily injury to another whether it is done purposely, knowing, or recklessly.

Aggravated Assault – A person attempts to cause or causes serious bodily injury (e.g. injury which creates a substantial risk of death, or which causes permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ) to another whether it is done purposely, knowingly, or recklessly.

Simple Assault

- First Offense: 1-3 days OSS, possible complaint filed with the PTPD, Behavior Contract
- Second Offense: 4-10 days OSS, possible complaint filed with the PTPD, Behavior Contract
- Third Offense: 10 days OSS, possible complaint filed with the PTPD, Recommend expulsion

Aggravated Assault

- First Offense: 5-10 days OSS, possible complaint filed with the PTPD, Behavior Contract
- Second Offense: 10 days OSS, possible complaint filed with the PTPD, Recommend expulsion
- Third Offense: 10 days OSS, possible complaint filed with the PTPD, Recommend expulsion

Felonious Assault

- First Offense: 10 days OSS, possible complaint filed with the PTPD, Behavior Contract
- Second Offense: Recommend expulsion

3. **AUTOMOBILES:** The following regulations are set forth in order to encourage the safe use of motor vehicles and control parking on school grounds. Student parking spots are FIRST available to all seniors who submit proper paperwork. Juniors will then be able to apply for a parking space.

At a regular meeting of the Board of Education, the following regulations were approved:

- Students who wish to drive their cars to school must secure, from the administration, a request form for school parking privileges. The form must be filed with the administration for consideration and approval.
- Parents of students must certify that their car is fully covered by liability insurance, that they approve the request and that they assume the responsibility for the student's conduct while driving to and from school.
- Students whose requests are granted will receive a numbered parking spot that they will be assigned for the duration of their privilege. Violators will lose their parking privilege. Students must register all cars to be driven to school and parked on school grounds.
- A parking tag must be obtained from the administration. Each vehicle must display the parking tag which is to be affixed to their rear view mirror. Failure to abide by the above rules will result in the loss of the student's parking privileges.
- Cars are to be locked. Students will not have access to their cars during the school day unless authorized by the administration.
- Students committing motor vehicle violations or who demonstrate school behavior that is non-compliant will have their parking privileges suspended or revoked in addition to consequences assigned for that behavior.
- If warranted a student's vehicle may be searched in order to maintain a safe and orderly school environment.
- Juniors who violate parking regulations will not be permitted to apply for parking in their senior year and will be subject to disciplinary action.
- Students are not permitted to leave for lunch.
- **Minor Offense:** may include, but is not limited to, not displaying a permit, not parking properly in space, parking in wrong spot, driving someone else's vehicle.
1st offense – Warning

2nd offense – Driving privilege suspended 2 weeks (turn in tag).

3rd offense – Privilege suspended for remainder of the year.

- o **Major Offense:** may include, but not limited to, speeding, driving irresponsibly, failure to stop at stop signs, leaving school grounds without permission, entering and exiting lot improperly.

1st offense – Privilege suspended for 60 days and Saturday detention.

2nd offense – Privilege suspended for remainder of year & Saturday detention

4. **BOMB THREAT:** Suspension and clearance by medical professional to determine if student is a danger to themselves and others AND notification of law authorities.

5. **CAFETERIA/COMMONS AREA: This includes the gym cafeteria.**

- o Arrive in the cafeteria on time.
- o Students should use the lunch line in an orderly fashion with respect to everyone, including food service staff. Cutting in lunch line is prohibited and may result in two Central Detentions.
- o All students must present their I.D. card in order to purchase any item. As per Board of Education Policy 8500, **there will be no delivery of food from outside agencies** unless previously approved by the building Principal.
- o Students are not allowed to sit more than one student deep per table. Eight to ten students should be the limit based on student size and behavior dynamics.
- o Students are not to put tables together.
- o Students are not allowed to make announcements without administrator's approval.
- o Students should not be borrowing money from peers on a regular basis.
- o No throwing of food or any objects will be tolerated.
- o Outside doors should not be left open. Windows may be opened with supervisor's approval as well as the fans in each corner.
- o No behavior that created a mass disturbance will be tolerated. This includes hazing, bullying, or teasing.
- o No one will be allowed to leave the cafeteria without permission.
- o Guidance computers may be used, if available, when the student is done with their lunch and their garbage is thrown away. A student that goes to guidance must stay in guidance or return to the cafeteria. Each student must sign in once they enter the guidance office before using a computer.
- o
- o All tables must be cleaned prior to dismissal from the cafeteria.
- o All school rules apply in the cafeteria.
- o Misbehavior in the cafeteria/commons area and/or throwing food or trash, or leaving trash or littering will result in student being assigned discipline.

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 glass 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:

- Student(s) may be placed at a designated table for more careful supervision.
- Student(s) may be removed for a second cafeteria offense and assigned to an area outside of the cafeteria and within the school for consumption of lunch.
- Throwing Items/Disruptive Behavior:
 - First Offense: Student(s) may be assigned a minimum of Central Detentions. Possible seat change.
 - Second Offense: One Saturday Detention, Restricted lunchroom privilege
 - Third Offense: 1–2 days OSS, Restricted lunchroom privilege

6. CLASSROOM DISRUPTION:

First Offense: Conference with Teacher / Warning

Second Offense: Detention with Teacher / Parent Contact

Repeated Offenses: Central Detention(s), Saturday Detention(s), Parent Contact

7. COMPUTER/ELECTRONIC DEVICE/INTERNET MISUSE: Computer and internet access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted: sharing of accounts, ID's, or passwords; adding any unauthorized software; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; playing games; hacking. Unauthorized/Misuse of technology during state assessments will warrant additional consequences.

A. Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; intentionally wasting limited resources such as paper; violating copyright laws; etc:

First Offense: 1-5 Central Detentions

Second Offense: One Saturday Detention

Third Offense: 1–3 days OSS / Account Restriction

B. Harassing, insulting or attacking others will result in an immediate loss of computer privileges (see #18 Harassment, Intimidation, Bullying, and Hate Crimes on page 23). Discipline for harassment or inappropriate behavior will apply.

C. Intentionally damaging computers, systems or networks will result in a 1-3 days out-of-school suspension, restitution for damage, and account restriction.

8. CUTTING CLASS/TRUANCY:

First Offense: Saturday Detention
Second Offense: Saturday Detentions
Third Offense: Saturday Detention - OSS / Loss of course credit

The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course. A student will be considered “cutting class” if they are more than five minutes late to class, go to a location not approved by a staff member, or leave without permission from a staff member.

9. DATING VIOLENCE AT SCHOOL (Policy 5519):

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil’s safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school’s pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

1. The Pequannock Township Board of Education adopted policy and regulation 5519 regarding Dating Violence at School as mandated by NJSA 18A:37-35a.

Consequences for dating violence as outlined in policy and regulation 5519 may include, but are not limited to:

- a. Administrative Warning (Admonishment)
- b. Temporary removal from the classroom;
- c. Classroom or administrative detention;
- d. In-school suspension;
- e. Out-of-school suspension;
- f. Reports to law enforcement; and
- g. Expulsion

2. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

3. Remedial procedures/interventions may include, but are not limited to, the following:
 - a. Parent conferences;
 - b. Pupil counseling (all pupils involved in the act or incident);
 - c. Peer support group;
 - d. Corrective instruction or other relevant learning or service experiences;
 - e. Supportive pupil intervention (Intervention and Referral Services I&RS)
 - f. Behavioral management plan; and
 - g. Alternative placements.

*The entire policy can be found on the Pequannock Township School District website.

10. DISRESPECT

First Offense: Administrative Conference / 1-3 Detentions
Second Offense: Saturday Detention
Third Offense: 1–3 days OSS

11. DRESS CODE AND STUDENT GROOMING (Policy 5511):

The administration of Pequannock Township High School believes that personal appearance begins with cleanliness, tasteful dress, and common sense. Appropriate dress is instrumental in creating a feeling of pride among the students of Pequannock Township High School resulting in better behavior, greater school spirit, and higher academic achievement.

Students are expected to look neat and clean at all times for school and for school-sponsored activities, such as concerts, plays, talent shows, dances, etc. The dress code also remains in effect for students attending a school-sponsored trip, unless the trip's sponsor has requested and received specific modifications from the administration due to the nature of the outing.

All clothing must be clean, neat, and modest. Any form of attire or style of grooming that is immodest or sloppy, adversely affects classroom atmosphere, or which creates a behavioral problem, will be considered unacceptable. Students are welcome to express their individuality and/or ethnic pride through clothing, provided that it meets the following guidelines developed by faculty and administration.

Any student wearing apparel that is deemed a distraction to the instructional process, or deemed inappropriate or offensive, will be expected to change into clothing more suitable for school.

- All shorts/skirts/dresses should be at least mid-thigh in length.
- Students may not wear garments that allow for bare shoulders, stomach or back.
- No spandex, midriff tops or attire exposing undergarments will be permitted at school.
- No hats, hoods, blankets, headbands or bandanas are to be worn in the school

- building at any time.
- No inappropriate/controversial statements, pictures, symbols, or advertisements may be worn as part of a student's attire. Examples include but are not limited to:
 - Drawings and/or slogans that promote the use of drugs, alcohol, and/or tobacco.
 - Profanity and/or sexual references
 - Drawings and/or slogans advocating violence
 - No studs or sharp objects shall be worn in the school building.
 - No sunglasses are to be worn without a prescription.

FAILURE TO COMPLY WITH SEARCH AND SEIZURE: All students, as well as their belongings, lockers, and vehicles, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt, receiving up to a ten (10) day out-of-school suspension. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures. The PTPD will also be notified and complaints may be filed.

12. FIGHTING: Students are to refrain from fighting on or near school property. Mutual aggression will result in penalties for all parties.

First Offense: 1-3 OSS, possible complaint filed with the PTPD, Behavior Contract

Second Offense: 4-10 days OSS, possible complaint filed with the PTPD, Behavior Contract

Third Offense: 10 days OSS, possible complaint filed with the PTPD, Recommend expulsion

13. FORGERY: Forgery and/or unauthorized use of school forms:

First Offense: One Saturday Detention

Second Offense: Two Saturday Detentions

Third Offense: 3-5 days OSS

14. GAMBLING: There is to be no gambling in school at any time. If students are found betting items or money, or playing games which results in the loss of money or items, students will be subject to discipline:

First Offense: 3 Central Detentions

Second Offense: One Saturday Detention and Restitution

Third Offense: 1 – 5 days OSS

15. GENERAL MISCONDUCT/UNSAFE ACTS/LOITERING: Behaviors not conducive to the school environment including public displays of affection that are deemed inappropriate.

First Offense: Conference/Warning or Detention

Second Offense: 1-3 Detentions

Repeated Offenses: Saturday Detentions

16. HALLWAY BEHAVIOR: All school rules apply in the hallway. Only one student at a time may be issued a pass out of any given class. An original pass must be issued to each student who may be given permission to leave class. That pass must indicate date, student's name, point of origin, destination and time of departure, as well as the issuing teacher's signature. If a student is destined for a location that is staffed, such as the main office or the nurse, then an appropriate staff member at that location must record a return time on the pass and sign it. Report directly to your assigned destination. Students who misuse their time in the hallway will have the privilege monitored, suspended, and/or face additional sanctions.

17. HARASSMENT, INTIMIDATION, BULLYING, AND HATE CRIMES

(Policy 5512): Harassment, intimidation, and bullying are prohibited (N.J.S.A. 18A: 37-15(3) (b) (1)). "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics that takes place on school property. At any school-sponsored function or in 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 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 and/or interference with the orderly operation of the school (N.J.S.A. 18A: 37-15(3) (b) (2)).

This includes but is not limited to:

- a. Verbal: name-calling, teasing, threatening, taunting and gossiping.
- b. Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, manipulating friendships, initiating rumors and extorting coercive peer pressure.
- c. Physical: aggressive physical contact, including punching, poking, shoving, kicking, choking, hair-pulling, beating, biting and tickling.
- d. Cyber-bullying/teasing/harassment: the use of electronic or wireless devices to harass, intimidate, or bully.

The Pequannock Township High School Administration expects students to conduct themselves in a mature manner, conform to reasonable standards of socially acceptable behavior, and to respect other students, school faculty and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

All school employees, students, parents, volunteers and visitors are encouraged to report any act that may be a violation of this policy to the high school administration. The administration will conduct a prompt, thorough and complete investigation of the alleged incident and determine whether an act constitutes a violation of this policy. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, and bullying may range from positive behavioral interventions up to and including central detention, Saturday detention, suspension or expulsion (N.J.S.A. 18A: 37-1). In addition, serious acts will be reported to the PTPD (NJAC 6A: 16-6, z (b) 12) and complaints will be signed.

The Pequannock Township High School Administration prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for the offender shall range from central detention to out-of-school suspension or expulsion. Complaints may be filed with the PTPD.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, bullying, or fighting range from positive behavioral interventions up to and including detention, suspension, or expulsion, as permitted under N.J.S.A. 18A: 37-1, Discipline of pupils.

- First Offense: Conference/Warning/Detentions or Suspension based upon severity. Personal and/or environmental remedial measures may be implemented as well.
- Second Offense: Saturday Detention/OSS based upon severity. Personal and/or environmental remedial measures may be implemented as well.
- Repeat Offense: OSS/Expulsion process based upon severity. Personal and/or environmental remedial measures may be implemented as well.

18. HAZING: The Pequannock Township High School requires all students, staff and visitors to demonstrate mutual respect. The high school has a strict policy against hazing or initiations of any kind. Any interaction among students that is considered hazing will result in suspension from school as well as a suspension from interscholastic competition for a season. A report will be filed with the Pequannock Township Police Department.

19. IDENTIFICATION CARDS: Students will be given a Student Identification Card, which they will need for admission to all school dances and social functions. Students will need these cards to purchase lunches. Parents may make payments to the Pomptonian, and their child may draw from the account using their student I.D. card. Students will not be able to charge over their account limit so replenishment is up to the student and parents in order to keep the account valid.

I.D. cards will be required to be worn and visible by students while attending school and are to be presented upon request of administrators or teachers. Replacement I.D. cards will be at the student's expense at a cost of \$3.00. All students are required to carry or wear an identification badge. Disciplinary sanctions may result.

20. INSUBORDINATION: Defiance of authority. Refusal to follow orders. Pupils in the public schools shall comply with the regulations established in pursuance of law for the government of such schools, pursue the prescribed course of study, and submit to the authority of the teacher. Continued and willful disobedience, open defiance of the authority of the teacher, or the habitual use of profanity or obscene language shall be good cause for suspension or expulsion of any pupil from school.

First Offense: Saturday Detention

Repeat Offenses: 1-3 days OSS

21. JEOPARDIZING THE SAFETY OF OTHERS: Includes but is not limited to verbal altercations, near fight, pushing, shoving, throwing objects, the use of technology to promote conflict, disruptive behavior, and/or disorderly conduct.

- Minimum, but not limited to, one Central Detention.
- Maximum 10 days OSS/parent conference
- Complaint may be filed with the PTPD

22. LATENESS TO CLASS: All students are expected to attend class regularly and to be on time. Any student who is habitually tardy to class without an excuse from a teacher, counselor, case manager, or administrator will be subject to disciplinary action. Unexcused tardiness to class during the school day (periods 2-8) beyond 5 minutes will be tardy and may be considered a "cut" (unless the student just arrived to school and has a pass from the kiosk) and should be referred to administration.

The following disciplinary procedures will be implemented by the classroom teacher and the administration:

1st late to class : Teacher records tardy / Warning

2nd late to class: One Teacher Detention / Call home

3rd late to class: One Teacher Detention / Call home

4th late to class: Teacher referral to administration for a Central Detention

5th late to class: Teacher referral to administration for one Saturday Detention and Credit Audit

23. LATENESS TO SCHOOL: Any student who is late to 1st block is considered late to school. Students must sign in at the main office upon arrival after the 1st period late bell rings (7:29 am). Failure to sign in at the main office will result in disciplinary action. Students will be given a pass to class at the time of sign-in. Lateness to class that exceeds 20 minutes counts as an absence in that class. Lateness to school will not reset each marking period and are cumulative for the school year.

1 st to 4 th late to school:	Warning
5 th to 14 th late to school:	One Central Detention for each late
15 th to 20 th late to school:	One Saturday Detention for each late, potential loss of credit
21 or more lates to school:	Discretion of Administrator, potential loss of credit

24. LEAVING SCHOOL GROUNDS/BUILDING WITHOUT PERMISSION: All students (except those with written and approved permission by the principal or assistant principal) are not to be off school grounds for any reason.

First Offense:	One Saturday Detention/PTPD notification
Second Offense:	Two Saturday Detentions/PTPD notification
Third Offense :	Two Saturday Detentions + 1-3 days OSS/PTPD notification

25. MISCONDUCT ON THE SCHOOL BUS: Every student is entitled to safe transport to and from school. While on the bus, students will act in an orderly fashion. Students will remain in their seats, will not shout, smoke, or throw items either in the bus or from windows. Pupils who continue to be disruptive on the school bus or fail to follow the procedures above will be disciplined accordingly and/or suspended from the school bus. Pupils will be required to provide their own transportation. If parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

26. PROFANITY: Using or Writing Profanity

First Offense:	Admin Conference / 1-3 Detentions
Second Offense:	One Saturday Detention
Third Offense:	1-3 days OSS

27. PROFANITY/VULGARITY DIRECTED TOWARDS A STAFF MEMBER: Pupil will be given a minimum of an immediate out-of-school suspension.

First Offense:	1-3 days OSS
Second Offense:	3-4 days OSS
Third Offense:	5-10 days OSS

28. SEXUAL HARASSMENT: Sexual Harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual harassment can be, BUT IS NOT LIMITED TO, the following examples. **PHYSICAL EXAMPLES:** forcibly grabbing or kissing someone; pornography; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body. **VERBAL EXAMPLES:** commenting about someone's body; making sexual jokes; offensive jokes or cartoons; using a position of authority to elicit sexual favors;

violent threatening or cruel verbal remarks or gestures; talking about someone's sexual orientation in a way that makes a person uncomfortable; texting, exchanging, or posting inappropriate messages or pictures through social media and/or technological resources. The severity of the disciplinary action will be based upon the circumstances of the infraction. The disciplinary action may range from central detention to out-of-school suspension. In addition, complaints may be signed by the PTPD.

- 29. 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. Mandatory drug testing is a requirement for students found using an electronic cigarette/vape pen. 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 and parking privileges for 10 calendar days, mandatory drug testing, referral to the Student Assistance Counselor
- Second offense: 5 days OSS, parent conference, loss of co-curricular, athletic and parking privileges for 30 calendar days, mandatory drug testing, referral to the Student Assistance Counselor
- Third Offense: 7-10 days OSS, parent conference, loss of co-curricular, athletic and parking privileges for 45 calendar days, mandatory drug testing, 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

30. SUBSTANCE ABUSE POLICY AND PROCEDURES (Policy 5530):

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, drug paraphernalia, anabolic steroids, inhalants, unauthorized prescription drugs, over-the-counter medications are strictly prohibited, or drug paraphernalia. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances. The student will serve an out of school suspension for substance use, possession, and/or distribution or for a positive drug/alcohol screening.

Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current substance distribution activity.

The Board prohibits the use, possession, and/or distribution of alcohol or other substances on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other substance abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A.2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with POLICY 9320 and implementing regulations.

An act concerning education and supplementing Title 18A of the New Jersey Statutes. Be it enacted by the Senate and General Assembly of the State of New Jersey:

- The Principal or other official designated by the local Board of Education may inspect student lockers or other storage facilities provided for the use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.
- The Act shall take place immediately.

Important Note:

We will again be participating with the Morris County Prosecutor's Office in a program called, "Operation Proceed." The mission of this program is to "form a pact between the Morris County schools and the law enforcement community working together to discourage drugs from entering the schools and to maintain and foster an environment that promotes health, safety and welfare of the students, faculty, and staff." As part of this program, random searches of lockers or classrooms will be performed. This program will include the use of K-9 searches.

IDENTIFICATION AND EVALUATION

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other substances on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1. When a pupil is suspected of being under the influence, staff must notify an administrator, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parent may select a licensed physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available a parent may accompany the pupil to a medical facility for examination. The examination must take place within two hours. If there is a positive diagnosis of alcohol or other drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. Refusal or failure by a parent or guardian to comply with the provisions of the code and policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Refusal of a participant to provide a sample will be interpreted as a positive result. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol. The student will be required to enter the district's Random Drug Testing Program.

DISCIPLINE

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

1. Use/possession/distribution of controlled dangerous substances, alcohol, anabolic steroids, prescription drugs, over-the-counter medications, drug paraphernalia, and/or counterfeit drugs (first offense):
 - 5 days OSS
 - PTPD will be notified and complaints may be filed
 - Mandatory parent/guardian conference
 - Removal from athletic and extracurricular activities and loss of driving and parking privileges for thirty (30) calendar days
 - Notification to SAC/School Counselor
 - Referral to an agency or individual certified by the New Jersey State Board of Examiners
 - Referral to the school's I&RS/Core team.
 - The student must also submit a negative drug test prior to returning to any athletics and/or extra-curricular activities as well as having his or her parking privileges reinstated. The follow-up drug test may be performed at school using

the approved testing protocols upon agreement with the parent, the SAC/School Counselor, and the school administration. Should this screen by non-negative, the sample will be sent for confirmatory testing and MRO analysis.

2. Use/possession/distribution of controlled dangerous substances, alcohol, anabolic steroids, prescription drugs, over-the-counter medications, drug paraphernalia, and/or counterfeit drugs (second offense):
 - Minimum of 10 days OSS
 - PTPD will be notified and complaints may be filed
 - Mandatory parent/guardian conference
 - Removal from athletic and extracurricular activities and loss of driving and parking privileges for ninety (90) calendar days
 - Students will have the option to enter a Follow-Up Testing Program which will reduce the length of this consequence to sixty (60) calendar days. Follow up testing would require students to be tested weekly during the period of suspension from athletics and activities. This follow up testing would continue throughout the original ninety-day period. A positive test will negate any reduction in the consequence period.
 - Notification to SAC/School Counselor
 - Referral to an agency or individual certified by the New Jersey State Board of Examiners
 - Referral to the school's I&RS/Core team.
 - The student must also submit a negative drug test prior to returning to any athletics and/or extra-curricular activities as well as having his or her parking privileges reinstated. This follow-up drug test may be performed at school using the approved testing protocols upon agreement with a parent, the SAC/School Counselor, and the school administration. Should this screen by non-negative, the sample will be sent for confirmatory testing and MRO analysis.

3. Use/possession/distribution of controlled dangerous substances, alcohol, anabolic steroids, prescription drugs, over-the-counter medications, drug paraphernalia, and/or counterfeit drugs (third offense):
 - Suspension from school for a minimum of ten (10) days (a longer period of suspension could be enforced pursuant to a Board of Education hearing).
 - PTPD will be notified and complaints may be files
 - Mandatory parent conference
 - Removal from athletic and extracurricular activities and loss of driving and parking privileges for one calendar year.
 - Notification to SAC/School Counselor
 - Referral to an agency or individual certified by the New Jersey State Board of Examiners, and a referral to the school's I&RS Core Team.

READMISSION PROCEDURES

- The principal and student assistance counselor will meet with the student and his/her parents/guardians.
- At this meeting, the parent/guardian shall present the physician's report on a form provided by the school certifying that substance use no longer interferes with the pupil's physical or mental ability to attend school.
- Additional chemical dependency evaluations for the purpose of determining the extent of the student's substance abuse and the effect on his/her school performance may be recommended, whereas the SAC/School Counselor will be provided with the results.
- Arrangements will be made for the student (and parents/guardians as appropriate) to participate in a follow-up conference with the SAC/School Counselor and appropriate school personnel.

Upon completion of the conference with the principal, the SAC/School Counselor shall evaluate the situation and make recommendations for further actions including, but not limited to disseminating information on educational facilities within the community, evaluation and assessment centers, treatment centers for adolescents, and support groups such as NA, AA, Alanon, Alateen, etc.

All students with a positive diagnosis and/or students enrolled in an approved treatment program may continue to attend school with the required physician's certification set forth above. Parents/guardians and the student will sign a release so that the school and treatment program may communicate about the student's progress without breaching confidence. Students enrolled in an approved treatment program must continue to meet with the SAC/School Counselor for monitoring and counseling.

Students NOT enrolled in a program who have been recommended to such by a physician as a result of a violation of this policy, or who leave a program against the recommendation of the physician will not be allowed to attend school without a physician's certification stating that the student's alcohol or substance use does not interfere with the student's physical or mental ability to attend school.

Failure to follow through on procedures and recommendations as set forth in the substance abuse evaluation will result in the student being deemed ineligible for any athletics, extra-curricular activities, or parking on campus. The administration reserves the right to apply consequences beyond the denial of participation should the student/parent/guardian continue to ignore the deadlines for compliance regarding follow-up testing, SAC/School Counselor evaluation, and/or attendance in a counseling program.

BREATHALYZER TESTING (Policy 5555)

Alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action pursuant to the Board of Education's policies on Substance Abuse (5530) and Random Drug Testing (5530.1).

Each student entering a school-sponsored activity may be required to submit to a breathalyzer test as a condition of admission. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, optional field trips, athletic events, etc.

STUDENT RANDOM ALCOHOL AND DRUG-TESTING POLICY (Policy 5530.1)

Participation in athletics, co-curricular activities and parking on campus is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these co-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics, co-curricular activities and parking.

Primary emphasis in administering this program shall be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Sanctions and corrective action shall be designed accordingly. This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils and parent(s) or legal guardian(s). This Policy is NOT intended to be disciplinary or punitive in nature. No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Random Drug Testing Program.

This Policy shall apply to all Pequannock Township School District students in grades 9-12 who participate in any athletics, co-curricular activities, or who possess an on-campus parking permit.

- 31. TEMPORARY REMOVAL FROM CLASSROOM:** The classroom teacher may direct the student to report to the office of the administrator in charge of student discipline. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
- 32. THEFT/POSSESSION OF STOLEN PROPERTY:** Pupils illegally possessing school property or the property of others will receive a minimum of a one to three day out-of-school suspension and/or up to a 10 days out-of-school suspension. The local authorities may be contacted depending upon the severity of the situation.

First Offense: 1-3 days OSS, replace stolen property/repay

- Second Offense: 3–5 days OSS, replace stolen property/repay, possible complaint filed with PTPD
- Third Offense: 5–10 day OSS, replace stolen property/repay, possible complaint filed with PTPD

33. THREATS/TERRORISTIC THREATS/CRIMINAL THREATS: A statement of an intention to inflict pain, injury, damage, or other hostile action on someone. Expressing, either physically or verbally, the intent to commit one of the following violent criminal offenses: homicide aggravated assault, sexual assault, kidnapping or arson. The threat must be made for the purpose of placing another in imminent fear of one of these violent acts under circumstances that would reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out. Automatic suspension from school and clearance by a medical professional to determine if the student is a danger to themselves or others. The Pequanock Police Department will be notified.

34. UNSERVED CENTRAL DETENTION: Failure to attend a Central Detention for any unexcused reason or failure to comply with the rules and regulations of Central Detention will result in the assigning two Central Detentions. If a student does not attend both Central Detentions he/she will be assigned one Saturday Detention.

35. UNSERVED SATURDAY DETENTION:

- First Offense: 1 day OSS, reschedule Saturday Detention
- Second Offense: 2 days OSS, removed from Saturday Detention Program, loss of all privileges

Exceptions will not be made for employment obligations.

*Any student removed from the Saturday Detention Program will receive an out-of-school suspension in place of a Saturday Detention.

*Students may re-enter into the Saturday Detention Program by attending an unscheduled Saturday Detention.

36. UNSERVED TEACHER DETENTION:

- First Offense: One Central Detention / Parent phone call by teacher
- Second Offense: Two Central Detentions / Parent phone call by teacher
- Third Offense: Saturday Detention / Parent phone call by teacher

37. VANDALISM/DAMAGE TO PROPERTY: Defacing school property in any way is will not be tolerated. Pupils who shall cut, deface or otherwise injure any schoolhouse furniture, fences, out building or other property of the school district shall be liable to suspension and punishment, and they or their parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages to the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction together with the costs of the suit.

Students will be responsible for restoration of damaged property. Local authorities may also be contacted depending upon the severity of the vandalism.

First Offense: 1-3 days OSS/Restitution
Second Offense: 3-5 days OSS/Restitution
Third Offense: Minimum of 5 days OSS/Restitution
Criminal Offense: 10 days OSS plus BOE Hearing

38. VIOLATION OF PUPIL'S USE OF PRIVATELY OWNED TECHNOLOGY: A student's personal ECRD (Electronic Communication and Recording Device) may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored extracurricular activity. Cellular phones are **NOT** permitted to be used or displayed when in the classroom. In grades 9-12 this prohibition shall not apply during lunch periods. Recording or taking pictures is not permitted at any time during the school day or after school events. Students are prohibited from using their ECRD while on school grounds or during school sponsored functions for illegal and inappropriate purposes as defined by federal, State and local laws. Refer to Board of Education Policy 5516 for appropriate use of cell phone and electronic devices.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

First Offense: Phone is confiscated and held until the end of the school day
Second Offense: Phone is confiscated, held until the end of the school day,
Central Detention assigned

Third Offense: Phone is confiscated, held until the end of the school day,
Saturday Detention assigned

*The school district assumes no responsibility for any privately-owned technology brought to school by a pupil.

* Unauthorized/Misuse of technology during state assessments will warrant additional consequences.

*The entire policy can be found on the Pequannock Township School District website.

39. WEAPONS/OBJECTIONABLE ITEMS: Any pupil in possession of a weapon, including look-a-likes, or any illegal ammunition will be suspended out of school for five (5) days. In addition, the item will be confiscated from the student's possession and the PTPD will be contacted. The expulsion process will begin. Policy and regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and

placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14. Students using any object in a violent/dangerous manner will be subject to discipline at the discretion of the administrator.

1:1 COMPUTER PROGRAM

The Pequannock Township School District is pleased to continue our 1:1 Computer Program for our grade 9-12 students.

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 each student having their own device will create an engaging learning environment, extend the learning beyond the school walls, as well as provide an equitable learning experience for all students in Pequannock.

Students are responsible for the general care of the school issued device.

Chromebooks/computers that are broken or fail to work properly must be taken to the Pequannock Township High School IT Department across from the main office or to the Media Center for an evaluation of the equipment.

The misuse of school issued devices or misuse of the internet using a school issued device, has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, Saturday Detentions, and Out-of-School Suspensions.

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

- Downloading unapproved apps that are not in Self-Service without receiving permission.
- Leaving Chromebook/computer unattended.
- Deleting school installed settings from a Chromebook/computer.
- Bringing a Chromebook/computer to Gym – unless directed by gym teacher.
- Lack of adequate care for Chromebook, computer, charger, etc.
- Resetting Chromebook/computer to factory defaults.
- Placing the device in developer mode.
- Adjusting settings on someone else's school issued device.
- Adding a credit card, or digital payment method (i.e., Venmo, PayPal, crypto-currency) to a Google Account (Google Wallet) or any other commerce service to purchase goods or services.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving the school issued device at home. Lack of preparation for classes.
- Allowing anyone other than the assigned student to use the device inside and/or outside of school.
- Negligent damage instances caused by lack of care for the school issued and other peripheral devices.

Please refer to the high school website for additional information.

GUIDANCE SERVICES

The Guidance Department of Pequannock Township High School is dedicated to assisting students throughout their high school years in the areas of social and emotional growth, academic achievement and career planning and development. Guidance services include: scheduling, individual and group counseling, college information and visitations, career counseling, and standardized testing. Through planned meetings and an open door policy counselors are always available to students, parents, guardians and school staff.

Whenever possible each student is assigned to the same counselor throughout their four years of high school. The department has a full time school counselor that fulfills all SAC responsibilities. This includes assisting students with drug, alcohol and personal issues. As a department, the counselors believe in guidance services for all students and that all students have potential.

Students are encouraged to assume personal responsibility and take initiative in utilizing the Guidance Department. It is important that students register for the most rigorous coursework they can handle to realize their full academic potential. When students anticipate course failures they should register for local or online summer school as necessary.

COUNSELOR/STUDENT CONFERENCES

Students who receive a pass to Guidance Services must report at the designated time. Counselors will always attempt to schedule appointments during non-academic classes when possible. In the event that a student has a test/project, they should report to class first, and then report to Guidance immediately following the test. Students who miss class due to Guidance appointments will be given the opportunity to make up for all missed work.

GRADUATION REQUIREMENTS

The New Jersey State Board of Education adopted revised New Jersey Student Learning Standards in the six content areas and revised high school graduation requirements. These newly adopted standards and requirements have been incorporated into our high school's program. Please refer to the Pequannock Township High School Program of Studies for information on academic programs and requirements.

In addition to fulfilling specific course requirements, all students must attain prescribed standards or proficiency in order to receive credits toward graduation requirements. Please refer to the Program of Studies for additional information.

Diplomas shall only be granted to students who have fully completed the requirements for graduation as established in the curriculum approved by the Pequannock Township Board of Education.

GRADUATION REQUIREMENTS - CLASSES OF 2022, 2023, 2024 & 2025

ENGLISH	20 CREDITS	4 YEARS
PHYSICAL EDUCATION / HEALTH	15 CREDITS	4 YEARS
SCIENCE	15 CREDITS	3 YEARS
MATHEMATICS	15 CREDITS	3 YEARS
U.S. HISTORY	10 CREDITS	2 YEARS
WORLD HISTORY/CULTURES	5 CREDITS	1 YEAR
WORLD LANGUAGE	10 CREDITS	2 YEAR
VISUAL / PERFORMING ARTS	5 CREDITS	1 YEAR
21 st CENTURY LIFE & CAREERS	5 CREDITS	1 YEAR
FINANCIAL LITERACY	2.5 CREDITS	.5 YEAR
<u>ELECTIVES</u>	<u>37.5 CREDITS</u>	
TOTAL	140 CREDITS	

HIGH SCHOOL GRADUATION ASSESSMENT REQUIREMENTS

Students are required to meet state testing requirements for graduation as defined by the New Jersey Department of Education. Students in the Classes of 2023, 2024 and 2025 must take the New Jersey Graduation Proficiency Assessment (NJGPA) and meet proficiency standards or the equivalent to earn a diploma.

Graduation requirements can be found here: [Graduation Requirements](#)

Note: Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in the IEPs.

*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.

ACADEMIC PROGRAM

Students are encouraged to take challenging courses. The academic program completed in high school will help the student gain admission to college and serves as a firm foundation for future academic studies. Students and parents should resist the temptation to drop a difficult course. Most college catalogs list the minimum requirements for admission. Any additional academic subjects will only enhance the student's chances of acceptance to the college of choice.

Please note that a particular college or a particular major may have more stringent requirements. It is essential that a student refer to the college catalog to determine exact admission requirements. Guidance counselors are available for help in determining the admission requirements for a specific college.

Since electives help enrich and develop one's background, students are urged to take a well-rounded program. Colleges and industry prefer students who have been exposed to a variety of subject areas. Please see the Program of Studies for a list of the electives that PTHS offers.

ARE YOU TAKING THE MOST CHALLENGING COURSES YOU CAN?

Most four-year colleges require a minimum of H.S. Algebra I, Algebra II and Geometry for acceptance. Most four-year colleges require a minimum of 16 academic College Prep units or higher in the areas of: English, Math, Lab Science, Social Studies, and Foreign Language. Students seeking admission to highly selective colleges should take significantly more than 16 academic units. Art, Business, Music, Vocational and Industrial Arts and Technology courses are not considered academic units by most four-year colleges.

New Jersey community colleges require the *Accuplacer* test. A minimum level of proficiency is required in Algebra, Language Arts and Writing. Low proficiency scores on this test will result in placement into remedial courses to bring a student up to entrance level proficiency. This translates into more time in college and additional financial costs. Many technical, business, and nursing post-secondary programs also require basic algebra and solid reading and writing skills as part of their entrance requirements. Therefore, rigorous high school coursework is also beneficial to all students, regardless of post-secondary plans.

The Guidance department urges you to take the most rigorous courses as possible while in high school. We want you to be prepared to enter the career or post-secondary school of your choice when you graduate.

SCHEDULING POLICIES AND PROCEDURES

Students will be given a list of next year's class assignments as soon as the course selection process has been completed. Due to the complexity of our educational program and the many variables associated with creating the master schedule, it is necessary to establish deadlines beyond which student schedules may not be changed. Therefore, parents and students are urged to carefully consider all course selections during the registration period. Requests for changes after the deadline must be cleared by the academic supervisors, the Assistant Principal and the Principal. The school's administration reserves the right to revise individual student schedules in order to correct course overloads and conflicts.

Schedule changes will only be considered for the following reasons:

1. If there is a need to correct an error in the schedule.
2. If there is a recommendation from the Child Study Team.
3. If there is a recommendation from an administrator for disciplinary, attendance or instructional reasons.

4. If there is a request made by the professional staff through the appropriate administrator.
5. If the student is deemed in need of remediation.
6. If the request is made during the designated drop/add period.

Student initiated schedule changes **will not** be considered for any of the following reasons:

1. The course content or standards differ from student expectations.
2. The student does not like a given teacher or the student has a last minute preference for some other subject.
3. The student wished to take less than the required number of selected courses.
4. The student does not like the students in the class.

ENTRANCE AND WITHDRAWAL FROM COURSES

Changing a student's academic program once classes have started disrupts the learning and teaching process and is strongly discouraged. The following guidelines and procedures are used in dealing with requests for educationally sound changes to a student's schedule after the school year has begun.

1. Guidelines

- a. Schedule changes require approval from all of the following: student's parent, school counselor, academic supervisor and the Principal.
- b. A student who wants to make a change in his/her schedule must complete all steps listed below:
 - i. First, speak with a school counselor to ensure that there are available seats in the class and that another class will not be overloaded in the move. If the change is feasible, the counselor will prepare forms for academic supervisor, administrator and parent approval.
 - ii. Meet again with the school counselor to establish whether academic supervisor, administrator and parent approval has been secured.
 - iii. Continue to attend all classes previously scheduled until final approval is received from all involved teachers.
- c. Except as noted below, a student may not enter a full year course after the first three weeks of school.
 - i. A student may change levels within a subject (e.g. Honors Geometry to Geometry) until the end of the first marking period. The student earns a full year of credit for the new course upon successful completion.
 - ii. Unique situations caused by transfer from another district.

2. Credit, Grading and Record of Schedule Changes

- a. A student withdrawn from a class prior to October 1st will have no notation of such made on his/her transcript. After October 1st, one of the following notations will be entered on the transcript:
 - i. Withdrawn Passing (WP) if the student's total average for the course to date is a passing one. This grade will not be calculated into the student's overall grade point average.
 - ii. Withdrawn Failing (WF) if the student's total average for the course to date is a failing one. This grade will be entered on the transcript and

- calculated in the student's overall grade point average.
- b. No credit is given for a course from which a student is withdrawn.
 - c. When a student changes from one course to a similar higher or lower level course (e.g. English to Honors English, Honors Physics to Physics), the grade to date which a student has earned will transfer to the new course and be averaged with the grades subsequently earned in the new course.

GRADING PROCEDURES

Each numerical grade represents the academic achievement of the student in that course.

<u>Numerical</u>	<u>Description</u>
90 - 100	Outstanding Achievement
80 - 89	Above-Average Achievement
70 - 79	Average Achievement
63 - 69	Minimal Achievement
Below 63	Unacceptable Achievement

Students with incomplete work for legitimate reasons, e.g. illness, family crisis, will have a grade entered that reflects work submitted to date. A "0" will be entered into the gradebook until the work is made up. The teacher will add a comment code to report cards stating that work is incomplete. The parent, teacher, and student should ensure that the grade is adjusted in a timely manner. Grade adjustments must be entered no later than two (2) days after the last day of school. All grade appeals must be filed with the content area supervisor. After this, grades are official and part of the permanent record.

Any course taken outside of PTHS must receive prior approval from the Guidance office. NEW CREDIT will be Pass/Fail only. The grade for new credit will not be calculated into the student's G.P.A.

EXAMINATION POLICY

Midterm and final examinations will be given in all departments. In all courses, examinations will represent one-fifth ($\frac{1}{5}$) of the grade for the course.

ASSESSMENT OF LEARNING

The final grade a student receives in a class will be based on the following:

Year Long Course	% of Grade
Marking Period 1	20%
Marking Period 2	20%

Mid Term Exam	10%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	10%

CLASS RANK

Pequannock Township High School no longer publishes class rank. Rank is confidentially computed for the purposes of scholarship, financial aid and to determine the selection of the Valedictorian and Salutatorian from the senior class.

GPA

1. GPA is determined by numerical grade point average. GPA is calculated at the end of the school year, after all final course grades have become official.
2. Grade point average is computed as follows:

$$\text{G.P.A} = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$$

3. Quality points for each course are determined by multiplying the numerical value (including grade weight, if any) of the final grade for the course by the total number of credits assigned to the course.
4. Advanced Placement courses will receive a 110% weighting to the final grade (multiple numeric grade by 1.10). To receive AP course weighting, a student is obligated to take the AP Exam administered by the College Board. For those students electing not to take the exam, they will earn honors weighting toward their grade point average for the course of study.
5. Honors courses will receive a 105% weighting to the final grade (multiple numeric grade by 1.05).
6. Any student dropping levels during the academic year from a weighted course (i.e. Honors) to a non-weighted course (i.e. College Prep) carries his/her non-weighted average to the next class. Course weightings are only applied to final grades and, therefore, do not follow students to non-weighted courses.

7. Alpha transfer grades will be converted to numerical mid-range grades using the PTHS Alpha to numerical reference grades as a guide. Failures will be recorded as a 50 unless sending districts can provide numerical grades.
8. Transfer-In Students: If your transcript designates a course as Honors, we will accept it, as long as we offer a corresponding Honors course and we can certify that your course covered the PTHS curriculum.
9. To be considered for Valedictorian and Salutatorian, students who transfer into PTHS must have attended PTHS for a minimum of 3 semesters by the end of his/her first semester of their senior year. Alpha transfer grades will be converted to our mid-range numerical grades unless sending districts can provide numerical final grades.

HOMEWORK POLICY (Policy 2330)

Please refer to the school district website for information regarding the Homework Policy.

PARENT PORTAL

The best way to monitor student progress is through the use of Realtime Parent Portal. Parents can track student performance with real-time data in each individual course. This access should enable families to positively reinforce student's academic efforts as well as intervene in any problem areas before official grade reports are issued.

NJ STARS PROGRAM

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey that provides New Jersey's highest achieving students with free tuition at their home county college. The NJ STARS award covers the cost of tuition, less any State and/or Federal grants and scholarships, for up to five semesters and 18 credit hours per semester. To qualify, students must be NJ residents, who graduate in the top 15% of the high school class. Students must also complete a rigorous course of study and achieve the required score on a college placement test. **Funding for NJ STARS awards is dependent upon annual State appropriations.** Please contact the Guidance Office for more detailed information.

HONOR ROLL

1. Distinguished Scholars – To be eligible a student must receive a 90 or higher in all courses.
2. High Honor Roll – To be eligible a student must receive 90 or higher and only one 80-89 in all courses.
3. Honor Roll – To be eligible a student must receive an 80 or higher in all courses.

VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian will be determined by a 3 ³/₄ year academic grade point average. Candidates for these honors must be enrolled for at least three consecutive sessions.

NATIONAL HONOR SOCIETY

Membership in the Neva Fenner Chapter of the National Honor Society is one of the highest awards that our high school can confer upon a member of the student body. Beginning with the Class of 2017, to be considered for selection, the student must have earned a cumulative quality point average of not less than 93 at the end of marking period 2 of Junior Year. In addition, documentation of service in extracurricular activities and community service are required at the time of application.

Applicants will be reviewed by a faculty selection committee to determine the final eligibility of membership. The committee will consist of: NHS advisor(s), faculty members, PTHS administrators.

CRITERIA

Character – Student must demonstrate high standards of honesty and reliability, cooperate with school regulations, demonstrate concern for others, take criticism, and accept recommendations graciously.

Leadership – Student must demonstrate leadership ability in classroom and organization, work in promoting school activities, and/or successfully held school office.

Service – Student must possess a record of having rendered service to the school community, represented the school in various types of activities, and worked supportively with other students, teachers, and members of the community.

Academic Excellence – Student must maintain the standards of the academic integrity policy.

Failure to uphold the standards of the National Honor Society may result in the student being removed.

SEAL OF BILITERACY

In 2016, New Jersey's legislature implemented a statewide Seal of Biliteracy, which recognizes students who have demonstrated that they are able to speak, read, listen and write in two or more languages at a high level of proficiency. In order to earn this distinction, students must score Proficient or better on the state ELA assessment, **PLUS** demonstrate world language proficiency in **ONE** the following ways: scoring a 4 or better on a world language AP exam in their junior year (seniors can not use this method, due to the reporting of scores after graduation); *or* earning a score of Intermediate Mid on a third party assessment in Writing/Speaking and Reading/Listening levels; *or* earning A score of IM on the OPI© and WPT; *or* earning a score of Level I3 in all modes of the ACTFL AAPPL. New Jersey offers different assessment methods depending on the language acquisition by the student.

For English Language Learners (ELLs), students must demonstrate Proficient or better on the state ELA assessment or its alternatives (in English) *or* earn a score of 4 or better on Tier B or C of the ACCESS for ELLs 2.0 in all four language domains (in junior year of high school).

CLASSROOM ASSESSMENTS

Various classroom assessments take place throughout the school year. Instructions on content and assessment procedures will be issued prior to these assessment administrations.

A senior may be exempt from taking the final in each and every full-year course in which he or she is enrolled provided that he or she has earned an average for the year that is greater than or equal to a 93 at the time the exam is given. This includes 1st, 2nd and 3rd quarter final grades and the average of the 4th quarter grade at the time the exam is given. Please refer to the BOE Policy 5470 Final Examination Exemption: High School for more information.

TUTORING/EXTRA HELP

Tutoring is available from members of the National Honor Society. For additional information regarding tutoring, students can contact their School Counselor or the Assistant Principal.

There is also an opportunity for students who would like to tutor elementary school children through our “Study Buddies” program. Interested parties should speak with an Assistant Principal.

PUPIL RECORDS POLICY/FERPA NOTIFICATION

A central file is maintained on each student in the Guidance Office. Additional information might be maintained in several other areas of the school. Records containing information relevant to your education are available to your parents or to yourself if you are 18 years old.

A member of the school staff responsible for the maintenance of the records will be present to provide interpretation of the records should you or your parents choose to review them. Therefore, an appointment must be made in advance to ensure adequate staffing. For security purposes, photo identification is required at the time of records examination. A parent, or pupil at least eighteen years of age, may question records, in writing, on grounds of inaccuracy, irrelevance, impermissible disclosure, inclusion of improper information, or denial of access.

Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Pequannock Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which addresses rights to privacy and access to student educational records. For further details, please refer to the most up to date version of the Program of Studies, which can be found on the high school’s website.

PROTECTION OF PUPILS RIGHTS (PPRA)

The **Protection of Pupil Rights Amendment (PPRA)** requires written consent from parents/legal guardians and pupils who are 18 years old or emancipated minor pupils before minor students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more “protected information surveys”. This consent requirement also applies to the collection, disclosure or use of pupil information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings. Parents and eligible pupils will be provided an opportunity to opt a pupil out of participating in such surveys and screenings. Parents and eligible pupils, upon request and before administration or use, also have the right to inspect such surveys, instruments, and instructional material used as part of the educational curriculum. Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

PLANNING FOR COLLEGE AND CAREERS

CAREER EXPLORATION

Many sources of information are available to help the student make realistic career choices in the Guidance Suite. These include:

1. Pamphlets, magazines, books and newspapers
2. The internet is a powerful guidance information delivery system and a communication network that links schools, colleges and students. Refer to the Guidance Department link for more information.
3. The Naviance program is an online resource that provides students with detailed information regarding college and career choices. Students are able to maintain a personal profile that includes standardized test scores, grades, college interests and information. The program will also be used for teacher recommendations and the common college application.

CAREER PROGRAMS

Students who plan to enter the world of work immediately after graduation, or who plan to attend a career or vocational school, should investigate the many occupational, and business programs offered at Pequannock Township High School.

Work-Based Learning (WBL)

Grades: 12

Credits: 20 (Credits can also be 15, 10, or 5)

Prerequisites: None

The Work-Based Learning (WBL) Program offers students the opportunity to enhance both academic and vocational skills through coursework and an internship experience. The focus of this program will be to provide students the vocational skills that will assist in preparing them for their post-secondary goals and independent adult living. Students will be able to apply the knowledge and skills discussed in the WBL course to their individual internships. Topics to be covered are, but not limited to, Career Clusters, communications, collaboration, critical thinking, problem-solving, time management and leadership. An WBL coordinator will supervise the students on their worksites.

EDUCATIONAL COUNSELING

Catalogs for schools and colleges are available for loan in the Guidance Suite. Reference materials including catalogs about schools and colleges may be used in the Guidance Suite.

Each year in the fall, representatives from up to 150 colleges and schools visit the high school to meet with interested students during our Mini College Fairs. The high school website informs the students of these visits.

Computers with internet capability are available in the Guidance Suite to assist students beginning the college process. Counselors visit schools and colleges each year in order to obtain

first-hand up-to-date information.

The Guidance Department hosts a Senior Night, Junior Night, Financial Aid Night, and other Parent Universities during the school year to better communicate information to our students and parents. Please visit the high school website for more information.

COLLEGE APPLICATIONS

After transcripts are requested via Naviance, guidance will send an official transcript and letters of recommendation.

Because of the large volume of applications processed by the guidance department, students are asked to submit applications at least two (2) weeks prior to any deadline date during the first week in December for pre-holiday mailing or electronic transmission.

Representatives of colleges and career schools will be present in the Guidance Suite from time to time during the year. To attend a college meeting, students must secure a pass from a school counselor prior to the meeting.

FINANCIAL AID

Financial aid applications, which are used in applying for federal, state and institutional financial aid, are available at www.fafsa.ed.gov. However, they may not be submitted prior to October 1st of senior year because parents need to include information from that year's income tax form.

A number of local scholarships are awarded each year. Students must read the Guidance web page and see Naviance for scholarship information. In order to be eligible for many of the local scholarships, students must complete the local Scholarship Application, which will be e-mailed through Naviance to each senior/senior parent in February.

NAVIANCE

The Naviance Program can assist students with career searches, college searches, military information, and vocational school information. Make an appointment with your counselor for more information.

RECRUITER ACCESS TO STUDENTS

The term "recruiter" shall refer to any recruitment representative of a four-year college, two-year college, vocational school, branches of the U.S. Armed Services, and employers.

PTHS recognizes the needs of college, vocational, occupational, and military recruiters to disseminate information to students. Consequently, recruiters of all types will be given equal and reasonable access to students.

Recruiter's request for directory information as outlined in this handbook will be honored (as per section 9528 of the ESEA and P.L. 107-110) with a minimum of 48 hours' notice and should be requested via email. Requests for information on individual students should be made in advance

as well. At no time will recruiters be allowed to solicit students who have not expressed an interest in their organization.

NCAA ATHLETICS

Students who plan to pursue NCAA athletics should declare their intent in writing to their coach and counselor as specific coursework is required for NCAA eligibility. It is the responsibility of the student to declare interest so that he/she can be advised properly. The importance of this notification cannot be overstated as it is impossible to advise a student retroactively in the NCAA process. The counselor and coach will document when the student first notified the high school of his/her interest. Students and parents are strongly urged to access the NCAA Eligibility Center website for important information such as: Quick Reference Guides, which include Division I and II lists of Core Courses and GPA/SAT sliding scales. Also, listed under “Other Links,” are Division I and II worksheets to assist in monitoring required coursework. Updating these worksheets is highly recommended as it will help in meeting NCAA initial-eligibility standards.

WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from school must first consult with his/her counselor when making such a critical decision. He or she should not remain absent for any prolonged period of time. In addition, these steps should be followed without exception.

1. To obtain a withdrawal form and start the process, a student must first meet with a counselor.
2. Students must be accompanied by a parent/guardian at time of withdrawal.
3. Withdrawal forms will then be issued in the main office to be completed by parent/guardian.
4. Return all books, uniforms, and other school property (including Chromebook and charger if provided) to teachers/coaches who will initial the slip.
5. Transcript or transfer cards may not be released until all obligations have been met.

WORKING PAPERS AND AGE CERTIFICATE

New Jersey State Law requires every person between the ages of 14-17 who is employed full or part-time to obtain working papers before they can work after school or during summer vacation. A birth certificate, baptismal certificate, or passport, is required for proof of age. The necessary forms may be obtained from, and must be returned to, the Guidance Office. As per state law, the child must be present while working papers are being processed. These forms are also available on the school’s website. When school is in session, students must obtain necessary forms during the school day.

NEW STUDENT ENROLLMENT

RESIDENCY/GUARDIANSHIP/VERIFICATION PROCEDURES AND AFFIDAVITS

NJSA 18A: 38-1 requires a student and parent/guardian to be domiciled within a school district

for the student to receive a free public education. As per NJSA 18:38A, the Pequannock Township School District specifically expects parents/guardians to provide notarized affidavits and documentation confirming proof of residency and guardianship. These affidavits will be recorded in the student's record file. Please call central registration at 973-616-6000 for additional information.

SUMMER SCHOOL - CREDIT RECOVERY ENROLLMENT POLICY

Students will make every attempt to successfully complete their courses of study during the regular school year. Students who do not successfully complete their course work will attend summer school to receive credits. PTHS does not currently offer summer school. The Guidance department will distribute information regarding summer school. Summer school cost is the responsibility of the student/family. Following are provisions for summer school attendance:

1. Students who do not successfully complete courses are advised to retake the course in summer school. It is highly recommended that the student retake the course in the summer immediately following the school year.
2. Any course remediated in summer school will be awarded credit upon its successful completion. The summer school grade will be included on the transcript for the purposes of meeting the graduation requirements.
3. Students must fulfill credit recovery obligations in the summer immediately following the academic year in which they have exceeded the number of unexcused days or illegal absences. Days will not be carried over to the following summers. Students who do not complete their credit recovery obligations will repeat the course(s).

STUDENT ASSISTANCE PROGRAM

1. The Student Assistance Coordinator (SAC)/ School Counselor
The SAC/School Counselor is available to offer information about resources in the community including support groups, individual & family counseling, behavioral health programs, rehabilitation programs, and aftercare services. Student communication with the SAC/School Counselor regarding substance use issues remains confidential under CFR-42 of the federal code.
2. Intervention and Referral Services (I&RS)
I&RS is a coordinated system for the planning and delivery of intervention and referral services. This system is designed to assist students who are experiencing **learning**, **behavior**, or **health** difficulties, as well as, to assist staff who have difficulties in addressing students' learning, behavior, or health needs. It accepts requests for assistance from teachers and administrators. All requests for assistance are considered confidential, and federal regulations are strictly followed.

SPECIAL SERVICES

The Special Education program in the high school provides supported instruction to students who have been identified as having a disability as defined by NJAC Title 6A Ch. 14. The supported instruction and related services provided to an individual is determined by the IEP team on an annual basis. The classes at the high school range from small classes for students with Autism Spectrum Disorder, to single subject resource center replacement classes, to general education classes with the support of a special education teacher, to consultation services by a special education teacher.

The services of the school psychologist, social worker, learning disabilities teacher consultant and speech therapist are available to students and parents. The Child Study Team, composed of these members, meets with the Assistant Principal, counselors, teachers, and parents to assist students in possible need of referral. Supports are provided by Special Services for those students who are classified as having a disability by the Child Study Team and in need of such assistance.

VOTER REGISTRATION

Eighteen (18) year-old students may obtain information about voter registration from the Guidance Department.

SELECTIVE SERVICE REGISTRATION

In order to qualify for any type of federal or state financial aid, every young man must register for Selective Service on his 18th birthday. Applications are available in the Guidance Department.

SOCIAL SECURITY NUMBERS

It is important that all students have a Social Security number. A Social Security number is required for college applications. Students should contact the Social Security Administration at 1-800-772-1213.

GENERAL ATTENDANCE RULES AND REGULATIONS

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Regular attendance is essential to student achievement. Students and parents should be very careful to adhere to attendance requirements. Therefore, the Pequannock Township High School cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met. Parents who remove students from

school excessively must accept responsibility for lower or failing grades or possible loss of credit. All absences from school are cumulative, excused and unexcused. Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four (4) hours during the school day.

In order to be eligible to participate in co-curricular or extracurricular activities, students must be in school before 10:00 am. Students leaving must remain until 12:00 pm (noon). **Students entering after 10:00 am or leaving before 12:00 pm (noon) are not eligible for any co-curricular or extracurricular participation that day.** (This does not pertain to students who have submitted written requests and/or received prior written administrative approval for scheduled appointments.)

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

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

ABSENCES

An Excused absence is an absence for one or more of the following reasons:

1. The pupil's illness – doctor's note is required
2. Family illness or death
3. Educational opportunities
4. Excused religious observances
5. The pupil's suspension from school
6. The pupil's required attendance in court
7. College visitation (up to 3 days per school year, only for students in grades 11 and 12)
8. Examination for a driver's license
9. Necessary and unavoidable medical or dental appointments

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum.

An Unexcused absence is a pupil's absence for any reason other than those listed above. (Family vacations are also unexcused absences.)

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant. Students found truant will be issued a Saturday Detention, and the absence is unexcused. PTPD may be notified.

***Pequannock Township High School does not sanction a "cut day" for any grade level.*

STUDENT/PARENT RESPONSIBILITIES

Students shall attend school daily unless the absence is excused. Parents shall insure that their child attends school punctually and daily and be aware of all absences.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents must notify the school prior to 8:00am regarding their child's absence or tardiness at (973) 616-6007. If the school does not receive a phone call from the parent, the school will then call home. If there is no response from a parent, the student will be considered truant. Student phone calls to the school will not be accepted.

READMISSION TO SCHOOL AFTER AN ABSENCE

Students who are absent shall present, upon return to school, a note signed by their doctor, parent, or guardian setting forth detailed reasons for the absence and the date of the absence. Written notes for absences must be presented the day the student returns to school; if a legitimate reason is not received, the absence will be unexcused. Anyone with excessive absences will be required to present a doctor's note or other formal documentation for every occurrence and may be placed on probation or no-credit status in the courses affected.

PARENT NOTES

Parent notes and phone calls will "verify" an absence to avoid truancy issues. However, parent notes do not excuse an absence. Such absences do accrue towards credit loss.

DOCTOR'S NOTES

Doctor's notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted unless approved by Child Study Team, Guidance, or Administration. At the discretion of the administration, a doctor's note may be required for absences that occur immediately before or after a school-related activity. In addition, student lateness to school will only be excused with a doctor's note. Doctor's notes may be faxed to (973) 616-2679.

Doctor's notes must be given directly to the Nurse. The school physician may be asked to review any questionable medical situations. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to their Assistant Principal.

Students not able to participate in Physical Education or need any type of medication must present a doctor's note. The doctor's note must specify the diagnosis, limitations, duration and medications. All medical notes must be submitted to the school nurse.

DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

COLLEGE VISITATIONS

Students who intend to visit a college must notify their counselor of their plans in advance. Students must report to a college admissions office and receive certification that they have met with an admissions director or counselor or received a tour sanctioned by the college. Only three (3) approved college visits will be considered "excused" absences for students in grades 11 and 12 only.

FAMILY VACATIONS

Family vacations are not excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

LOSS OF COURSE CREDIT/NO CREDIT STATUS

The Board of Education recognizes the continuity of the instructional program and the ability of pupils to complete the prescribed curriculum requirements are disrupted by frequent absence or tardiness. In recognition of this the Board of Education requires the complete cooperation of parents/guardians and students to maintain the highest level of school attendance. The attendance for each class is taken individually. Credit for each of your child's classes will be determined separately.

A student will be placed on NO CREDIT STATUS if one of the following criteria are met:

- An accumulation of seventeen (17) or more unexcused absences from a full-year course.
- An accumulation of thirteen (13) or more unexcused absences from Physical Education.
- An accumulation of nine (9) or more unexcused absences from a semester course.
- An accumulation of five (5) or more unexcused absences from Health class.
- 3 or more class cuts

A student placed on NO CREDIT STATUS will receive an "Incomplete (INC)" as their grade on their progress report or report card. This will be changed to a letter grade or "NC (No Credit)" pending the outcome of the appeal process. The student may be required to attend an accredited summer school or credit recovery program.

Once placed on NO CREDIT STATUS, students lose all school privileges and are prohibited from participating in any athletics, activities, and school-sponsored events.

Parents and students must keep track of a student's attendance on Realtime. Parents will be notified by the school of cumulative class absences as follows:

- At approximately four (4) absences – A teacher will make contact with the parent/guardian. In Health, contact will be made with the parent/guardian by the teacher after the second (2) absence.
- At approximately eight (8) absences – A letter will be sent home for notification. All absence reasons must be documented. An action plan will be developed if necessary. Credit is lost in a semester course at the ninth (9) absence.
- At 10 or more absences – All absence reasons must be documented. Truancy will be determined based on documentation provided. A letter will be sent home alerting the parent/guardian of potential truancy and potential loss of credit (17 absences for full year courses, 13 for PE, 9 for semester courses, and 5 for Health). A conference may be requested.
- At seventeen (17) absences – Credit for class will be withdrawn pending a review by the Attendance Committee. Student will be placed on NO CREDIT status. Student must attend all classes pending outcome of attendance hearing with Attendance Committee.
- Partial absences – If a student misses part of a day, he/she will be marked absent for each class not attended. These absences are cumulative by class and can be reviewed by students and parents/guardians on their student attendance website. Attendance totals/rules apply for each individual class.

ABSENCES AND INSTRUCTION

The parent/guardian of pupils who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such home assignments.

Homebound Instruction – A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. Parents should visit the school district website to access the request form for homebound instruction. This request should be accompanied by a signed physician's notice stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence. Students who are on homebound instruction may not participate in extracurricular activities or athletics unless a doctor's note is provided.

Make-up Work – Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during those time periods. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension. The amount of time allotted will be one day of make-up time for each day of excused absence. This extension of time may not coincide with the end of each marking period; therefore, Honor Roll calculations will be done at the completion of the next marking period.

ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal. A student must be in school in order to attend a practice or activity. For full days, students must arrive by 10:00am and stay for the remainder of the day. Students cannot leave earlier than 12:00pm, assuming they have started the school day on time.

Students who are on NO CREDIT STATUS will be prohibited from participating in athletics, activities, and school-sponsored events. In addition, these students will be prohibited from attending trips that are not class related. This means that band trips, class trips, and the like, that cause students to be absent from school, will be off-limits to students on NO CREDIT STATUS.

ATTENDANCE APPEALS

A pupil who has been denied course credit for excessive absences may appeal that action in accordance with the following procedures:

1. Parents of students who have lost credit due to absences must appeal the “NO CREDIT status” by writing a letter to the principal.
2. The Pequannock Township High School Attendance Committee will set up a day and time to meet with parents regarding the situation.
3. Parents will be urged to make sure that their child attends school regularly, along with other recommendations, and provide formal documentation (doctor’s note, court note, etc.) should an absence be required.
4. A final determination of credit loss will be determined near the end of the school year based on the student’s attendance record.

ABSENCES - MISCELLANEOUS

Consecutive Absences - Any pupil who misses ten **(10)** consecutive school days, and who is not on Home Instruction, and/or who is not medically verified as incapacitated, will be issued a written notification to report to school within five **(5)** school days. Failure to do so will result in the following:

Pupils under the compulsory school age (below 16) shall have presented to their parents, a formal written notice to cause the child to attend school. Failure to comply will result in court action.

Pupils above 16, who do not comply with the return to school notice, will be given ten **(10)** days to notify the Principal as to why they have been absent. If the student refuses to do so, the student will be dropped from the rolls of the school and must petition the High School Principal, in writing, for re-admittance.

TARDINESS/LATE TO SCHOOL

Excused tardiness to school still counts on the student's attendance record but does not calculate towards credit loss or discipline. An excused tardy may include the following:

1. Doctor's note verifying an appointment/medical issue
2. College note on college letterhead verifying the student's attendance to their institution (up to 3 days per school year, only for students in grades 11 and 12)
3. DMV note verifying an appointment
4. Court papers verifying an appointment
5. Religious holidays
6. Death in the family
7. Other (as approved by administration)

Tardies to school are only considered "verified" with a parent/guardian note. A parent/guardian note does not excuse the tardy or negate the consequences.

It is important that students arrive to school on time. Students are considered tardy to school if they are not in their classrooms by 7:29 am. Students who are tardy to school must sign in at the kiosk and obtain a late pass. Students that arrive more than 20 minutes late to a class will be marked absent from that class and will be subject to discipline.

Tardiness that occurs throughout the school day will be documented. Tardies will not reset each marking period and are cumulative for the year.

Tardy students will be subject to the following disciplinary action:

1 st to 4 th late to school :	Warning
5 th to 14 th late to school:	One Central Detention for each late
15 th to 20 th late to school:	One Saturday Detention for each late
21 or more lates to school:	Discretion of Administrator

EARLY RELEASE

Requests to sign out early will be granted for confirmed medical and dental appointments, as well as for driver's tests, etc. In case of illness, a student must report to the Nurse's Office and may be sent home by the nurse after a parent is contacted. Students may not sign themselves out of school. If a student is being signed out, the following procedure will be followed:

1. No pupil—under the age of eighteen will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent or legal guardian, or an agent of the parent or legal guardian. This does not apply to SLE students or Senior Capstone students.

2. Students signed out early from school are not permitted to return to school the same day without appropriate documentation. Acceptable forms of documentation include notifications from a doctor's office, court, or the Division of Motor Vehicles.
3. The student will report to the kiosk and officially sign out. Students who do not officially sign out will be marked as truant.
4. Students are responsible for all missed work.
5. Students must be present 4 hours to receive credit for the day.
6. Any student approved for early release SLE or Capstone must be present for their entire scheduled instructional day. Early release students who sign in late and/or sign out early will not receive credit for that day.

PERFECT ATTENDANCE AWARD

Perfect attendance is given to those students who were not absent during any part of the school day during the four years at PTHS; excused or unexcused. In order to be recognized for Perfect Attendance, a student must be on time each day, and remain until dismissal for all four years.

GENERAL INFORMATION

ACADEMIC INTEGRITY/PLAGIARISM (Policy #5701)

Students are expected to demonstrate honesty and integrity while in attendance at Pequannock Township High School. Each student is expected to do his/her own work. All work submitted by a student should be a true reflection of his/her own effort and ability. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

The classroom teacher is the arbiter as to whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher, as always, in light of what the teacher has taught and what the teacher expects the student to know. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand, loss of credit for all of the work that is plagiarized, and a Saturday Detention.

ASSEMBLIES & FIELD TRIPS

Assemblies and field trips are a change to enhance our curriculum and educational experiences. We need to make sure that we represent our school well as courteous and respectful students. Anyone who cannot demonstrate proper behavior will be excluded from attending these privileges in the future.

BICYCLES

Students are permitted to ride their bicycle to and from school. Bicycles are to be stored in the bicycle racks located near the 500 wing. Bicycles are not permitted on Memorial or Stadium Field (including the track).

CAFETERIA GUIDELINES

Students are to arrive on time for lunch and will remain in designated areas the entire lunch period unless excused by a supervisory teacher. Students are to dispose of trash in designated areas. All food purchased in the cafeteria is to be eaten in designated areas. Misbehavior in the cafeteria will result in students being assigned the corresponding discipline (see #5 Cafeteria/Commons Area on pages 17-18). Additional problems will result in students losing cafeteria privileges for the year. Regular school rules are still in effect during lunch.

CLASSROOM TELEPHONES

The classroom telephones activate the intercom system between the classroom and the offices of the Principal and Assistant Principal. These telephones are for staff use only and are reserved for emergency use. They are a vital part of the school wide communications system and are to be considered your teacher's private property. Students are not permitted to use the telephone. Students who violate this rule will be referred to the Assistant Principal for disciplinary action.

DANCES

All school-sponsored dances and similar social events will take place on campus. The only exceptions are the Prom and the senior dinner cruise.

ELIGIBILITY

1. Only members of the PTHS student body may attend, except if otherwise specified.
2. PTHS students must have their I.D. card with them for admission.
3. Attendance by individuals not attending PTHS, but attending as a guest of a PTHS student, will be permitted under certain conditions. Permission must be given by the sponsor/advisor of the dance. All guests will be expected to conduct themselves according to the proper standards required of our students.

ATTIRE

Formal dance – formal attire

Semi-formal dance – jackets and ties for the boys

Dressy dance – no sneakers, t-shirts or jeans

Informal dance – school clothes

REGULATIONS

1. Students must arrive within the first half-hour of the dance. No one will be admitted after the first 30 minutes (unless previously approved for late arrival).
2. All dances are “closed” dances. That is, all those attending the dance are expected to remain in the area where the dance is being held. Once students leave the building they are not permitted to return to the dance but are required to leave school grounds for the remainder of the evening.
3. Students should not attempt to attend a dance without following the proper admission procedures.
4. All extracurricular activities, including dances, are an extension of the school day. Any violations of school procedures or rules will be handled through normal disciplinary process.

DATING VIOLENCE AT SCHOOL

Statement by the Board regarding Dating Violence

The Board of Education believes a safe and civil environment in school is necessary for children to learn. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct.

Dating violence is defined as “a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.” N.J.S.A. 18A:37-34. “At school” means “in a classroom or anywhere on school property, on a school bus or other school-related vehicle, at an official school bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.” N.J.S.A. 18A:37-34. “Dating partner” means “any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.” N.J.S.A. 18A:37-3.4.

Dating Violence Reporting Procedures

All school staff members are required to report all acts or incidents of dating violence at school whether they witness the incident or upon their receipt of reliable information concerning acts or incidents of dating violence at school. All school staff members shall take appropriate reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519.

Guidelines for Responding to Dating Violence

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Discipline for Dating Violence

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Warning Signs of Dating Violence

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

Information regarding Resources available

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence. The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships. (N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37) Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age, shall be permitted within a reasonable period of time after the request is made to examine the dating violence education instruction materials developed by the school district.

DEPARTURE

Students not involved with remedial or after school activities must leave the school building after their last scheduled class by 3:00 pm unless supervised by a staff member.

EMERGENCY CLOSING

In the event of inclement weather or some other urgent reason that would necessitate the closing of school the following will take place:

1. A message will be sent through Realtime.
2. A message will be posted to the school district website <http://www.pequannock.org>
3. An announcement will be made on the radio station WMTR
4. An announcement will be made on News 12 New Jersey (Channel 12)

Please do not call the school or the Pequannock Township Police Department.

FIRE ALARMS

According to New Jersey Statutes (18A:41-1 to 5) all schools of two or more rooms shall have at least one fire alarm each month within the school hours. Following are guidelines for fire alarms.

All students are required to leave the building anytime the fire alarm is sounded. Students are expected to follow the directions of teachers and/or administrators.

When the alarm sounds:

1. Cease all activity and talking and remain quiet throughout the entire drill.
2. Follow the instructions of the teacher in charge of your section or class. Stay with your class at all times.
3. Turn off the lights and close all windows and doors.
4. Leave the classroom in silence.
5. Leave the building and walk to the area that is designated as the specified distance from the building, 20 feet.
6. Upon re-entering the building report directly to the classroom from which you were dismissed or follow other direction given on the public address.

FOOD DELIVERIES

Restaurant/deli/food/ beverage deliveries are not permitted. Parent food deliveries will only be accepted prior to and during lunch periods. Students can only receive such deliveries during Unit Lunch or afterschool.

HEALTH SERVICES

GENERAL RULES

- Students will be admitted to the nurse's office only if they have a signed pass from their classroom teacher or if summoned by the health office.
- Students must sign in and out of the nurse's office.
- Students who are required to take over-the-counter or prescription medication during the school day must bring the medication in the original container along with a written doctor's order and a parent's note requesting that the medication be administered. The medication will be taken to the school nurse by the parent upon arriving for the school day. The medication must be taken under the supervision of the nurse. Medication notes must be updated annually.
- Students who violate the use of the health office will be disciplined accordingly.

Illness: Students who become ill during the school day may request a pass to the health office from their teacher. The nurse will assess the extent of the illness and determine if a student will be dismissed from school. Parents will be informed of the illness or injury by the nurse. No student is permitted to leave the school campus unless such dismissal is approved by the nurse and cleared through the office. Students will be released to their parent/guardian. Students will only be medically excused from school if they have a temperature of 100.4° or above, are vomiting, or have sustained a school-related injury. If it is deemed that further medical attention is necessary beyond the scope of school personnel, a school staff member will arrange for this medical attention on behalf of the student immediately.

Accident: Any accident must be reported immediately to the teacher or staff member in charge of the classroom, sport or activity. When the student reports to the health office, an accident report will be completed by the nursing staff.

Immunization: The State of New Jersey requires the following immunization rules for children entering or attending grades 9-12.

1. Four doses of Diphtheria, Pertussis, and Tetanus vaccine.
2. A minimum of three doses of Polio-myelitis.
3. Two doses of Measles, Mumps, and Rubella vaccine must have been given on or after the first birthday.
4. Hepatitis B series.
5. One dose of Menactra and Varicella for students born on or after January 1, 1997.

Laboratory evidence of any immunization immunity will exclude a pupil from the immunization requirements. Students entering a NJ school must have received a minimum of one dose of each required vaccine. Students without complete immunization records will be excluded from school.

The New Jersey Health Department Guidelines state that a student should be fever free for 24 hours without fever reducing medication in order to return to school.

Student Insurance: Accident insurance coverage is provided by the school district for every student for school sponsored and supervised after-school activities/sports. This coverage is on an EXCESS BASIS only. This means that only those medical expenses, which are not covered by the family's/student's own personal or group insurance, are eligible for coverage under this policy up to the limits therein. Parents may choose to purchase additional "at school" student accident coverage on a voluntary basis. Please refer to the flyer posted on the school web site.

Tuberculin Test: All students transferring in from a school system in certain countries must be Mantoux Tuberculin skin tested.

Physical Examination: The nurse arranges for school athletic physicals and conducts routine health screenings, i.e. scoliosis, hearing, and vision. In addition, the nurse verifies health records on each enrollee. Sport physicals need to be recorded on NJ State approved forms provided by the school nurse or athletic office. Sport physicals are valid for 365 days. Any injuries during that time will require medical clearance. Students who are physically incapable of participating in Physical Education are still required to meet written course requirements. Students who are using crutches in school must provide written note from their medical provider allowing the use of this supportive device.

LAVATORY USE

Lavatories are located throughout the school for your convenience. Students should not congregate, smoke, or socialize in these areas.

LIBRARY MEDIA CENTER (LMC)

The Pequannock Township High School Library Media Center is open from 6:45 am until 3:30 pm. The following rules apply to the LMC:

1. The use of the LMC is a privilege for all students who abide by its rules and procedures. Students must abide by the Acceptable Use of Computers and Internet Policies.
2. Students are expected to treat each other and the materials with respect. A level of noise appropriate to collaboration and study is acceptable, but students who cause a disturbance will be disciplined and lose LMC privileges.
3. No food or drink is allowed in the LMC for students.
4. Please place all used materials on the book carts of materials to be shelved.

Any student who wishes to go to the LMC during class must obtain a pass from their classroom teacher. Any student who wishes to go to the LMC during Unit Lunch must obtain a pass prior to the start of the school day. Mentored or tutored groups, such as freshmen with Student Ambassadors or National Honor Society, do not need passes.

CIRCULATION PROCEDURES

1. Students may borrow up to a total of six (6) items.
2. Loan period

- a. Books – 2 weeks
 - b. Periodicals – 3 days
 - c. DVDs – 1 week
3. Fines for overdue materials
 - a. Twenty-five (\$0.25) cents per item per school day
 - b. There will be a grace period of two (2) days – no fines will be charged
 - c. If after a third notice of an overdue item, the fine is not paid or the item returned to the LMC, the student will lose borrowing privileges.
 4. Lost and/or damaged materials
 - a. Students are responsible for full replacement cost of any lost or damaged materials.

LOCKERS

School lockers remain the property of the school district even when used by pupils. The Law allows the Principal or other designated school board officials to inspect student lockers, student possessions or other student storage facilities. Lockers are subject to administrative inspection in the interests of school safety, sanitation, discipline, and enforcement of school regulations. **Lockers are also subject to search by law enforcement officials.**

Locks and lockers will be assigned at the beginning of the school year by administration. Lockers should be locked at all times. Personal valuables and large sums of money should not be brought to school. Students will keep the same lock and lockers from freshman year through senior year and bring them home during the summer. At the end of their senior year the lock is to be returned or a \$5.00 fine will be assessed. Releasing combinations to others may result in the unauthorized use of a locker and theft. **The school is not responsible for property left in lockers.**

1. Locks will be provided for hall lockers. If damaged or lost by students, the lock will be replaced at current prices and payment is the responsibility of the student.
2. Every student is assigned a hall locker.
3. A gym locker will be assigned to each student by the Physical Education teacher. Locks can be purchased in the Main Office for \$5.00. The combination must be registered with the student's Physical Education teacher.
4. Under no circumstances are students to enter any locker other than their own.
5. Students are never to leave valuables in their locker. The school cannot accept responsibility for valuables taken from a locker.
6. Food is not to be kept in the student's locker after lunch.
7. All lockers should be shut and secured before a student leaves for class.
8. Students are responsible for keeping lockers tidy and clean. Lockers are to be ready for internal and external inspections at all times.
9. Students are not to exchange or share lockers or combinations with other students.
10. Lockers are to be opened only during class change time and not during class time without written permission from a staff member.

School cannot accept responsibility for valuables lost or missing from an unsecured locker.

In Physical Education it is the student's responsibility to secure their belongings. Anything missing from an unsecured locker is not the responsibility of the school. A student who is not prepared as the result of clothes missing from an unsecured locker will have points deducted from their preparation grade in class.

LOSSES/THEFT

Students who find lost articles should take them to the Main Office. If an item is lost, students should first check in the Main Office, then with the appropriate supervisor. If a student suspects that an item has been stolen, he/she should report to the appropriate Assistant Principal.

OFF LIMITS & UNAUTHORIZED AREAS

Students are to remain in the building at all times. Essentially a student may be in an area only if he/she has specific permission or is supervised directly by a staff member. Specific off-limits areas include:

1. All copy rooms.
2. Gymnasium unless supervised.
3. Teacher mailboxes.
4. Faculty dining room and lounges.
5. Corridors during activity period (unless granted prior permission).
6. Auditorium including the stage area.
7. Cafeteria unless supervised.
8. Photography room unless supervised by a staff member.
9. Weight room unless supervised by a staff member.
10. Students are not permitted to leave the building to go to their car during school hours unless they are accompanied by a Security Guard.

Specific rules regarding academic areas will be outlined by individual teachers and area supervisors.

PASSES

Students will be issued a hall pass upon each request to leave the classroom. Students without authorized passes are not to be in the halls during class periods. Any student caught misusing a pass will receive appropriate disciplinary action.

Staff members have the authority to challenge any student and to ask to see his/her corridor pass and/or identification card. Teachers may also refuse passes to any student who has abused this privilege; further, administration has the authority to place any student who has abused this privilege on "pass restriction".

PERSONAL CONTACT

Personal contact is defined as "an inappropriate public display of affection". If this becomes a problem, students will be disciplined and parent conferences may be requested.

PHYSICAL EDUCATION

The New Jersey Law states that "every pupil, except kindergarten pupils, attending the public

schools, in so far as he/she is physically fit and capable of doing so, shall take a course in Physical Education.” In order for a student to be excused from the course for a certain time, a request from a doctor must be submitted in writing. The written excuse of a physician will excuse a student from the physical portion of Physical Education, but he/she will be held responsible for any written assignments. Students not able to participate in physical education or need any type of medication must present a doctor’s note. The doctor’s note must specify diagnosis, limitations, duration, and medication. All medical notes must be submitted to the school nurse.

Any student “medically excused” from physical education must complete the following:

1. Daily medical excuse – a required written assignment will be issued by the Physical Education instructor. He/she will be given an assigned topic, will remain in the classroom to complete the assignment (one written page), and then return it to the instructor before the end of the period.
2. Weekly medical excuse – a required written assignment will be issued by the Physical Education instructor. The student will remain in the class, sit quietly, and complete the assigned topic while he/she is there. The student will be required to turn in a three page written report by the end of that week to their instructor.
3. Long-term medical excuse – a required written assignment issued by the Physical Education instructor. Student will be required to turn in a six page written assignment to their instructor by the end of the unit. He/she will report to the gymnasium and remain there.
4. Students on medical may not participate or practice in any extracurricular activities, such as athletics, or school related clubs/activities that require physical activity.
5. An athlete excused by a doctor from a sport due to an injury will not be allowed to return to his/her sport without a release from the doctor and subsequently from the Health Office. If an athlete does not participate in Physical Education class for medical reasons, he/she may not participate in practice or games that day or evening. Any questions or concerns regarding an athlete’s physical condition or well-being should be directed to the athletic trainer.

All students must completely change their attire for Physical Education class to appropriate gym attire:

- Sneakers, socks
- Sweatpants or shorts
- Sweatshirt, T-shirt (without suggestive/inappropriate sayings, words or pictures)
- Jeans are not acceptable gym attire

Do to potential liability or safety hazard; the following are NOT permitted during Physical Education class:

- Jewelry (Studs are permitted but must be taped.)
- I-pods, listening devices
- Chewing gum, candy, throat lozenges, or cough drops

In Physical Education it is the student’s responsibility to secure their belongings. Anything missing from an unsecured locker is not the responsibility of the school. A student who is not

prepared as the result of clothes missing from an unsecured locker will have points deducted from their preparation grade in class.

PUPIL USE OF PRIVATELY OWNED TECHNOLOGY (Policy 2363)

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, "technology" means hardware or software.

For the purpose of this Policy, "privately-owned" means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, "hardware" means any device that can store, access, retrieve, and/or communicate data or information. "Hardware" may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera. For the purpose of this Policy, "software" means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately owned technology for an assignment(s).

Teaching staff members must get prior approval from their immediate supervisor or Principal before allowing pupils to use privately-owned technology during instructional time.

A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be

advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

REMOTELY ACTIVATED PAGING DEVICES

Possession of remotely activated paging devices on school property is prohibited in compliance with 2C:33-19. No person enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the school board, its delegated authority, or any school principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or other persons are present. A violation of this section shall be a disorderly persons offense. No permission to bring or possess any remotely activated paging device on school property shall be granted unless and until a student shall have established to the satisfaction of the school authorities a reasonable basis for the possession of the device on school property.

This section shall not apply to any student who is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad provided that (1) the student is required to respond to an emergency and (2) a copy of the statement by the chief executive officer of the volunteer fire company or first aid, ambulance or rescue squad authorizing the possession of the paging device is in the possession of the student at all times while that student is in possession of the remotely activated paging device.

SAFETY

In the science laboratories, rigid discipline must be maintained. Instructions by the teacher will be followed carefully and exactly by the pupils. It is particularly important that all students stay in their designated areas and at their assigned stations during the entire laboratory period. This is necessary to minimize the chance of an accident with resultant injury. Teacher and pupil demonstrations will be carried out with the highest regard for individual and group safety. Please review your Science Department Laboratory Safety Rules contract and related disciplinary actions with your parents.

SEARCH AND SEIZURE

The Law allows the Principal or other designated school board officials to inspect student lockers, student possessions or other student storage facilities. All students are subject to simple search performed by administration if there is a reasonable suspicion that the student may be in possession of any item(s) that jeopardize the safety, security, and wellbeing of the school. Book bags, backpacks, purses, lockers, and vehicles are also subject to administrative inspection in the interests of school safety, discipline, and the enforcement of school regulations. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt, receiving 10 days out-of-school suspension. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

SECURITY DRILLS

In order to ensure school safety a security drill will be completed one time per month. Students are expected to follow the directions of teachers and/or administrators and remain there until clearance has been given.

Lockdown: This drill will be implemented as a practice exercise for 911 emergencies warranting students and staff to remain inside the building until further notice.

Evacuation: This drill will be utilized to practice for 911 emergencies (non-fire) warranting students and staff to leave the building.

SCHOOL-SPONSORED EVENTS, PROM, AND SENIOR PRIVILEGES

Clubs and organizations may sponsor a variety of events after obtaining the necessary approval from the Supervisor of Student Activities. These school-sponsored events include, but are not limited to dances, prom, talent shows, pep rallies, assemblies, etc. Following are general guidelines for school-sponsored events, prom, and senior privileges:

1. Students may NOT participate in school-sponsored events, the prom, or senior privileges if they are on NO CREDIT STATUS.
2. Students may NOT participate in school-sponsored events, the prom, or senior privileges if they are academically ineligible.
3. Students who consistently require disciplinary intervention by the Assistant Principal and subsequently amass a lengthy disciplinary history will be subject to losing privileges, and/or may not participate in school-sponsored events.
4. Dances and the prom are for our high school students. Proper I.D. must be presented. Arrangements for guests must be made with the advisor of the group sponsoring the dance. All guests must be high school freshman or older. PTHS alumni in good standing are permitted to attend with proper I.D. Administration holds the discretion to exclude any student from any school-sponsored event or privilege.

5. Students will not be permitted to enter an event late, unless with administrative permission.
6. Students leaving the event will not be readmitted.
7. No person over 20 years old will be admitted as a guest to any dances or the prom.
8. Any student who is on homebound may not attend or participate in extracurricular activities unless a doctor's note is provided.
9. Any student attending the prom and is absent the following Monday from school, must provide a doctor's note to get the day excused.
10. Students must be in school the day of in order to participate.

*Administration holds the discretion to exclude any student from any school-sponsored event, function, or privilege.

*Possible privileges lost include, but are not limited to the following:

Participation in school activities such as: athletics, clubs, after school events (talent shows, school dances, or Mr. Pequannock), trips, prom, senior cruise and/or attendance at senior activities and commencement exercises.

SMOKING

Smoking in the building, on buses, or on school grounds, including athletic events is prohibited at all times. Students are NOT permitted to be in possession of cigarettes, tobacco, matches, electronic cigarettes, vape pens or lighters while in the school building. **THESE ITEMS WILL BE CONFISCATED AND DISCARDED.** Mandatory drug testing is a requirement for students found using an electronic cigarette/vape pen. Students will also be subject to discipline (see #26 Smoking and Use/Possession of Tobacco Products on pages 26 and 27).

STUDENT OBLIGATIONS

Students are obligated to return any school property that was issued to them. This includes, but is not limited to, books, calculators, music, athletic equipment and/or athletic wear/uniforms. Failure to return any school property may result in the following: payment for property, withholding of report card, and/or non-participation in any school activity (including athletics) until obligation is met.

TEXTBOOK/MATERIAL FINES PROCEDURES

The assessment of fines payable by the student user for damages to textbooks, other prepared materials, and specified equipment shall be based on a sliding scale.

Department representatives are to determine the individual dollar value of new texts at the time of purchase. This dollar value will constitute the text's 100% value at year one. For purposes of assessing fines for abuse of the text material, the value shall decrease as follows:

Age of text/value chart:

Year 1	100%	Year 4	40%
Year 2	80%	Year 5	20%
Year 3	60%	Year 6 and beyond	10%

All text material will be evaluated at the end of the school year and placed in the proper category for the next school year.

Example of dollar fines as a percent of the current value of the text material:

Cracked/broken binding	10%
Missing pages	10%
Broken corners and/or edges	5%
Internal/external marking	5%
Non-erasable dirt/smudges	2%

“Water” damage - Percentage of value up to current replacement value

Replacement value for any lost or destroyed text material that remains in the use shall be the current “best” price available to the school. Otherwise, the replacement value will be converted to a price computed from the Age of Text/Value chart above.

School issued locks: \$5.00

TRIP CERTIFICATION

Students who are ineligible academically and/or are on NO CREDIT STATUS are prohibited from attending any trip that requires missing school time. This includes all classes, band, choir, and drama.

Trips involving non-refundable deposits are included in this provision.

1. Students participating in this type of trip must be informed when they register for trips that ineligibility may necessitate forfeiture of deposit.
2. A week before the last day for refunds, the activity advisor will ascertain that all those registered for the trip are eligible. Those who are not eligible will immediately be removed from the trip and their refund will be processed.

Determination of eligibility under any of the above provisions may be appealed to the High School Principal who shall consider any mitigating or extenuating circumstances.

Students who are academically ineligible and/or are on NO CREDIT STATUS are prohibited from participating in athletics and activities. These activities include any trip that is not part of the classroom instruction

VISITORS

All visitors must arrive through the main entrance and report directly to the kiosk. All visitors will be required to provide an appropriate picture I.D. A visitor pass will be issued and must be displayed at all times. Alumni of PTHS are always welcome; however, they will not be permitted to enter the building during school hours unless prior authorization has been given. Proper conduct is expected from all visitors.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

PHILOSOPHY

The Board of Education recognizes the value of a program of athletic/activity competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic/activity competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such extra-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

ELIGIBILITY RULES

Pequannock Township High School follows the eligibility requirements of the New Jersey State Interscholastic Athletic Association (NJSIAA) for interscholastic athletics. The academic requirements set forth by the NJSIAA are minimum standards. Pequannock Township High School student athletes are required to meet these and expected to perform to high standards in their academic pursuits. Eligibility rules apply to all freshmen, junior varsity and varsity teams representing a high school (girls/boys).

A student is:

1. **Eligible** if the student has not reached the age of 19 prior to September.
2. **Eligible** during the fall and winter seasons if the student passes 30 credits at the conclusion of marking period four. This applies to all students above the 9th grade.
-**Eligible** for the spring season if the student is passing 15 credits at the conclusion of the first semester. This applies to all students, including the 9th grade.
-A student who is eligible at the start of a sports season remains eligible for that entire sports season regardless of grades at the end of the semester. However, a student-athlete at Pequannock Township High School who receives a failing grade will be placed on academic probation. During this process, the student's progress in the class will be more closely monitored by the coach and athletic director to help the student improve academically.
3. **Eligible** if a transfer occurs because of a change of residence by parents or as approved by the Executive Committee.
4. **Eligible** without change of residence if transferring from one school to another after the expiration of 30 calendar days, or half of the minimum scheduled games of the athletic season, provided that both principals and athletic directors sign an appropriate form

indicating that there has been no recruitment.

5. **Eligible** if no influence is used to retain or secure the student.
6. **Eligible** to represent the present school if a student's parents move to another school district maintaining a secondary school of equal grade or higher provided the student remains properly enrolled; any subsequent transfer will be subject to the transfer provisions.
7. **Not eligible** after the completion of eight semesters following a student's entrance into 9th grade, regardless of the fact that a sports season may not be completed.
8. **Not eligible** after the class in which the student originally enrolled graduates, regardless of transfer during the 3 or 4 year period.

ATHLETIC CODE OF CONDUCT/CONTRACT

The following Code of Conduct has been developed to help you become the "best you can be". As a Student-Athlete representing Pequannock Township High School it is important to represent the integrity and dignity of our district. It is equally important to train and avoid these distractions, which will affect performance and safety in your sport. This policy is enforced in conjunction with the school district's Substance Abuse Policy, which has an impact on Student-Athletes both in and out of season.

Any Student-Athlete violating this policy "out of season" may forfeit the right to represent the school in any athletic activity (All Star games, award ceremonies, banquets, etc.).

Each participant and parent in an interscholastic sport in the Pequannock Township School District will read the following athletic rules, sign and return this form to the head coach.

Use of Tobacco Products, Alcohol, Controlled Dangerous Substances, Weapons:

Use of the following substances is prohibited and will not be tolerated in school, after school, or weekends:

1. Tobacco products (smoking, chewing, dipping, vaping/electronic cigarettes)
2. Alcoholic beverages
3. Controlled substances that are prohibited by N.J. Statue (drugs, narcotics, steroids, etc.)

Disciplinary Action: Student-Athletes will be referred to the appropriate school personnel for discipline. All student athletes will be referred to the substance abuse counselor in cases that involve tobacco, alcohol, and/or controlled dangerous substances for appropriate counseling. Student-Athletes found to be in possession of a weapon and/or using a weapon will be terminated immediately.

Theft/Stealing: Theft will not be tolerated. Theft is considered any act of stealing when visiting other schools or if it is determined that property was stolen from our school or from members of a team. Vandalism is considered any injury to school, or athletic property. Student athletes who steal will be sent to appropriate school personnel for discipline. Furthermore, the first offense for

theft will result in suspension and restitution if applicable. A second offense for theft will result in exclusion from the team for the remainder of the season and forfeit the rights to receive any awards or school related scholarships in that sport. A third offense will result in exclusion from all sports for the remainder of the school year and forfeit the rights to receive any awards or school related scholarships in those sports.

Attendance: Attendance at practice is important. An athlete missing practice without notifying his/her coach or without a valid excuse (detention is not a valid excuse) will lose playing time as determined by the coach. School team practices and games must take priority over non-school team events. A player who is exempt from Physical Education or sports for medical reasons will not be permitted to participate in sport activities until **approved by the school nurse.** Students must be in attendance for a minimum of 4 hours to participate in games or practices.

Transportation: It is important for team members to travel to and from athletic contests on transportation provided by the school district. Should a student wish to ride to or from a contest with a parent, permission must be received from the coach and approved by Administration. Parents must complete the Pequannock Township School District Parent Pick-Up letter declining transportation services. A change should be made only in extenuating circumstances.

Disqualification: Any student or coach disqualified before, during, or after an interscholastic event for unsportsmanlike and flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled games/meets with the exception of football, which will carry a one (1) game disqualification at that level of competition and all other games/meets in the interim at any level in addition to any other penalties, which the NJSIAA or league/conference may assess. A disqualified player or coach may not be physically present at any contest in that sport during the period of disqualification. Any player or coach disqualified a second time will have the penalty doubled (i.e. in football – two games; in all other sports – four games). Disqualifications will count for one (1) calendar year from the date of the first offense. Third offense players will be suspended and must apply in writing to the NJSIAA through the office of the Principal for reinstatement for the subsequent school year. Disqualification in all sports will count towards accumulation of offenses. Should a player/coach be disqualified from the final game/meet of the season, said disqualification will carry over to the next year in the sport. In the case of the student/athlete, the same degree of penalty shall apply if said athlete retains eligibility in that sport. Seniors who are disqualified from their last game of their high school careers, member schools are required to take proper administrative action to discipline the offending student (NJSIAA Rules and Regulations).

Hazing: In recent years the hazing of younger athletes by older team members has become a problem throughout the athletic world. We, here at Pequannock Township High School, will not tolerate any hazing, whether it is physical, verbal, or sexual by our athletes. Termination will result immediately as well as further disciplinary action as dictated by Policy 5512.

Sportsmanship: Student-Athletes represent their team, school, and community and have an obligation to be true sportsman. As a member of a team, student-athletes will act accordingly and exercise self-control at all times. Whether attending an event as a member of a team or as a

spectator, a student-athlete will not heckle opponents or officials, avoids the use of profane and obnoxious language and behavior, and respects officials' decisions without gestures or comments. Student-athletes should set the example for others to follow, always remembering that it is a privilege to represent the school and community. A student-athlete found to be guilty of unsportsmanlike behavior will be disciplined according to the discipline set below.

Discipline: Discipline will rest with the Head Coach as well as Administration. Examples include (1) breaking squad/team or school rules, (2) disrespect and/or profanity, (3) Unsportsmanlike conduct, (4) Hazing, etc. Disciplinary action may include but is not limited to: verbal reprimand and/or warning, conference with coach/parent, suspension from contest(s), or dismissal from the squad/team. Discipline infractions may also include school disciplines such as central detentions, Saturday Detentions, and possible out of school suspensions. Student-Athletes who have lost privileges are ineligible to participate in athletics until the obligation is fulfilled.

During a period of school suspension, Student-Athletes may not participate in any activities nor attend any event representing Pequannock Township High School.

Uniform and Equipment Responsibilities: Participants are financially responsible for all issued equipment. Any uniforms and equipment distributed to student-athletes must be returned to the coach at the end of each season. If not returned, the athletes are responsible for the value of the equipment. This pertains to damaged, misplaced, or stolen uniforms/equipment. Failure to return all issued items will result in students not being allowed to participate in any sports programs until the obligation is met.

This sheet must be signed and returned to the Head Coach of the sport that you are trying out for.

Student Agreement: I have read the Pequannock Township High School Athletic Rules and agree to abide by them or accept the consequences.

Student Name _____ Student Signature _____

Parent's Sportsmanship Agreement: In an effort to promote good sportsmanship and team spirit, I agree to follow the rules of conduct as described above. I understand that any action on my part that is contrary to school district policy (such as verbal abuse towards athletes, coaches, or officials) will result in my removal from the premises and/or event as well as a possible ban to future events.

Parent Signature _____ Date: _____

STUDENT ATHLETICS

For schedules online please go to <https://www.pequannock.org/athletics> Click on the calendar tab. Some athletic events will be streamed to the PEQSPORTSNATION YouTube page.

All contests are subject to change with respect to weather, time conflicts, site, or other mutual agreements between the schools involved. The athletic director will make such changes with the consent of the principal.

Fall Season

Cheerleading
Boys Cross Country
Girls Cross Country
Field Hockey
Football
Boys Soccer
Girls Soccer
Girls Tennis
Girls Volleyball

Winter Season

Cheerleading
Boys Basketball
Girls Basketball
Swimming
Winter Track
Wrestling
Ice Hockey

Spring Season

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

CO-CURRICULAR CODE OF CONDUCT

Participating in co-curricular activities is a privilege and carries with it an individual responsibility to adhere to the following conditions:

1. Safeguard and properly care for all school equipment and supplies issued; participants are financially responsible for this equipment.
2. Academic commitments have the highest priority and participants must make every effort to maintain a good scholastic record and correct academic credits.
3. Adhere to all the eligibility and conduct standards as established by the Pequannock Township Board of Education.
4. Follow Code of Conduct as established in the individual activities.
5. Demonstrate proper conduct. Unacceptable conduct may be determined at the discretion of the advisor and/or administration. Continued willful violations of the Code of Conduct may result in suspension from the activity.
6. Hazing will not be tolerated, whether it is physical, verbal or sexual. Termination from the activity/club will result immediately as well as further disciplinary action as dictated by POLICY 5512.
7. During a period of school suspension, students may not participate in any activities nor attend any event representing Pequannock Township High School.
8. Students will not use, sell, possess, or distribute alcohol, drugs, tobacco or weapons. Any violation will result in serious consequences.

STUDENT ACTIVITIES

Acapella Group	Math League
Art Honor Society	Mock Trial
Band / Jazz Band	Musical
Biology League	National Honor Society
Chemistry League	Newspaper
Chess Club	One Act Play
Choir	Operation Smile
Environmental Club	Panther Pals
FBLA	Photography Club
French Club	Physics League
Gay Straight Alliance	Spanish Club
Grade 9, 10, 11, and 12	Student Council
Habitat for Humanity	Video Game Club
HOPE Peer Leader	Weight Room (Fall, Winter, Spring)
Indoor Percussion	Winter Guard
Instrumental Music	World Language Honor Society
Interact Club	Yearbook
J-TAC Club	

ACTIVITY POINTS

Co-curricular activities will be categorized for reporting purposes into five distinct areas:

1. Community service (community or school based)
2. Leadership (school organizations)
3. Academic Competitions (with students earning academic letters)
4. Club Memberships
5. Competitive Activities (athletics, band, and choir)

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PEQUANNOCK TOWNSHIP SCHOOL DISTRICT
STUDENT AND COMMUNITY RESOURCES

In case of an EMERGENCY, please dial 9-1-1

- 2nd Floor Youth Helpline.....888-222-2228
www.2ndfloor.org
- 988 Suicide and Life Crisis Hotline.....Call or Text 988
No matter where you live in the US you can easily access 24/7 emotional support. You can visit
988lifeline.org/chat to talk with a counselor.
- Good Grief908-522-1999
Provides FREE support to children, teens, and young adults after the death of a mom, dad,
brother or sister. www.good-grief.org
- Gay, Lesbian, Bi-Sexual, & Transgender (GLBT) National Hotline.....888-843-4564
<http://www.glbthotline.org/>
- JBWS (Partner Abuse).....973-267-4763
www.jbws.org
- National Dating Abuse Helpline.....866-331-9474
www.loveisrespect.org
- National Eating Disorder Association (NEDA) Hotline.....800-931-2237
www.nationaleatingdisorders.org
- National 24-Hour Runaway Hotline.....1-800-RUNAWAY(786-2929)
www.1800runaway.org
Text: 66008
- New Jersey 211 Helpline.....2-1-1
Get help with basic needs, family matters, emergency preparedness, and hard times. www.NJ211.org
- National Suicide Prevention Line.....800-273-TALK(8255)
www.suicidepreventionlifeline.org
- PERFORMCARE/Children’s Mobile Response.....877-652-7624
24/7 support for children and families with emotional and behavioral health care challenges.
<https://www.performcarenj.org/index.aspx>
- SAMHSA National Helpline.....800-662-HELP(4357)
24 hour free and confidential treatment referral and information about mental and/or
substance abuse disorders, prevention, and recovery. www.samhsa.gov/find-help/national-helpline
- For additional assistance or questions regarding the above resources or any other questions, please feel free to
contact the Pequannock Township High School Student Assistance Counselors:
Mrs. Jennie Jacobs - School Counselor.....973-616-6000 x2017

For more information and resources regarding the PTHS SAC services, please visit the “Students and Parents” tab
on the Pequannock Township High School website.