

# **Pitman Junior/Senior High School**

**2024-2025**

## **STUDENT HANDBOOK**

225 Linden Avenue

Pitman, NJ 08071

856-589-2121

Principals: Dr. Cherie Lombardo, Sr. High School

Ms. Kristen Stewart, Jr. High School

### **SECTION I - SCHOOL SCHEDULE AND FACILITIES**

#### **ORGANIZATION**

The Board of Education, with the Superintendent of Schools as its chief administrator, is responsible for the education of all students in the school system. Pitman Junior/Senior High School, under the administration of the Principals, in cooperation with the Guidance staff and teachers, is responsible for the education of all students in grades 7-12.

#### **CORE BELIEFS**

- Each individual is unique, has value as a human being and has the ability to learn.
- Learning and applying knowledge and skills empowers people to realize their full potential.
- Everyone benefits when we learn from and support one another.
- Acceptance of diversity builds a community of mutual respect.
- Each is responsible for his/her actions.
- A safe and nurturing environment is essential to school and community.
- Individuals, families, schools and the community share responsibility for living and teaching democratic ideals, local and global citizenship and ethical standards of behavior.

#### **CODE OF ETHICS**

Sharing a belief in the inherent value of each person and family, and desiring to promote moral behavior in our schools and community, we will...

RESPECT ourselves, others, authority, and our surroundings;

BE RESPONSIBLE for ourselves and act responsibly toward others;

BE ACCOUNTABLE for our choices, decisions, and actions;

BE HONEST with one another and work to build trust;

While we treat one another with COMPASSION, KINDNESS, and UNDERSTANDING

#### **CODE OF CONDUCT**

##### **RESPECT**

*For ourselves and others*

As a member of the school community, I will try my best to make a positive contribution. Therefore, to show respect for others, and myself I will:

- dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect myself or others
- avoid the use of any illegal or harmful substance that is in violation of school policy
- present myself in a positive manner, understanding that other people will form impressions of my

character and values by observing how I behave and speak

- not purposefully hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his or her beliefs, choices and/or behaviors

#### *For authority*

To show respect in attitude and language to those in the positions of authority, I will:

- choose appropriate words
- act and speak in a positive manner
- avoid insubordinate behavior
- question in a respectful manner

#### *For surroundings*

I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

- properly dispose of trash/waste, recycle when appropriate, and
- avoid any action which unduly contributes to pollution
- not damage, deface, destroy or vandalize any community, school, or individual property
- not take things that belong to others

### **RESPONSIBILITY**

As a reliable person in the school community I will accept responsibility:

- for myself in what I do, say, and in the choices I make
- to treat others as I would like to be treated
- to adhere to the Codes of the Pitman Public Schools and to maintain
- a safe healthy learning environment

### **HONESTY**

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- do my own work, understanding that copying and cheating are forms of plagiarism
- work cooperatively with others, and not take their ideas or work and present it as my own
- act in a trustworthy manner, neither lying nor intentionally misleading another

### **NOTE TO PARENTS-Military Recruitment**

Under the New Jersey Administrative Guide, we are required to provide lists of student's names and addresses to interested educational, occupational, or military recruiters. The individuals and institutions use information to contact students regarding their programs.

If you wish to have your son or daughters' name omitted from the list, you must inform us of your wishes in writing. If you have any questions about this matter, please contact the Director of Pupil Personnel Services.

### **VISITORS TO PITMAN Junior/Senior HIGH SCHOOL**

1. Visitors are required to request permission, from the building principal, to visit their child's classroom.
2. Reason for the visit must be submitted to the school principal a minimum of 24 hours in advance.
3. The building principal will notify and consult with the teacher of the visitor request.
4. The building principal has the authority to evaluate all requests to visit a classroom.
5. Classroom visits shall be limited to (1) period or (1) lesson.
6. The building principal reserves the right to limit the number of visits during the school year.
7. A visitor approved to visit their child's classroom will register with the main office to sign in.

8. A visitor may not bring any additional children/siblings to a classroom.
9. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils or distract the teacher.
10. The teacher shall have the right to terminate any classroom visitation that he/she deems to be disruptive to the educational process.

## ANNOUNCEMENTS

Daily opening exercises will consist of the Pledge of Allegiance. Students must be respectful during the opening exercises.

## SCHOOL PROPERTY

State Law (18A:37-2) notes that any pupil who willfully causes, or attempts to cause damage to school property shall be liable to disciplinary action up to and including suspension. Monetary assessments will be made by the Principal. School property is defined as any property owned by the Board of Education (including all technology devices); all rules and regulations of the Board and school apply to all Board property.

## LOCKERS

Each student at PJSHS is assigned a locker in which belongings can be stored. The student is responsible for the lockers' neatness and condition. A \$20.00 obligation fee will be charged yearly for any graffiti or damage found in the locker. A \$5.00 obligation fee will be charged for any missing or intentionally damaged locks. Graduation could be affected by an unpaid obligation due to damage to a locker. Food is not permitted to be in lockers overnight. Students should report defective lockers to the office. The administration intends to inspect and/or search lockers as often as may be necessary to maintain order and to protect the safety and wellbeing of the school community. It is intended that all closed containers kept in lockers will be opened and their contents examined. It is strongly recommended that valuable items not be brought to school and left in lockers.

**Pitman Junior/Senior High School or the Pitman B.O.E. will not be responsible for any items lost or taken from Gym or hallway lockers when a locker is left unlocked.**

## GYM LOCKERS

Gym locks must be on lockers during gym class. All locks are to be removed at the end of each gym period. **PJSHS is not responsible for items which are not locked during your physical education class.**

## FIRE DRILLS & SCHOOL SECURITY DRILLS

Pursuant to the NJ School Drill Law (N.J.S. 18A:41-1), Pitman Junior/Senior High School is required to have at least one fire drill and one school security drill each month within school hours, including any summer months during which the school is open for instructional programs. The goal of these drills is to ensure that students and staff can evacuate the building quickly and properly in case of an emergency. PROMPTNESS and SILENCE during these drills ARE MANDATORY.

There is an evacuation route posted by the door of each room detailing the exit route to be taken by all occupants of that room. If an alarm sounds while students are passing in the halls between classes, students and staff should go to the nearest exit and follow the rules of PROMPTNESS and SILENCE. Students should not return to the building after a fire drill until they are authorized to do so by a building administrator or teacher.

School security drills may encompass a variety of non-threatening situations and/or security breaches. An announcement will be made to begin and end all drills. For each drill, all students and faculty must enter the nearest classroom, with the door remaining locked throughout the duration of the drill. During these security drills, searches may be conducted and may or may not involve the aid of detection dogs, accompanied by local law enforcement.

## AUTOMOBILES AND PARKING

The student parking lot is located on Linden Avenue, opposite the main entrance to the high school. Parking is on a first come, first serve basis for all registered drivers regardless of grade level. No student is guaranteed a spot in the student parking lot..

**Students are not permitted to loiter in the parking lot before, during, or after school hours.**

**Students are permitted in the parking lot only when arriving to or departing from school.**

### PITMAN PUBLIC SCHOOLS AGREEMENT FOR USE OF COMPUTING FACILITIES

As a user of Pitman School District's computing facilities, I agree to the following rules and provisions:

1. I agree to use Pitman School District's computing facilities for the purpose for which it was intended, that is, in support of education and consistent with the purposes of the Pitman School District.
2. I understand that priority use of the computing facilities will be for work directly related to the school curricula.
3. I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access.
4. I will not give my password, when issued, to anyone and will take steps to prevent others from learning my password.
5. I will not attempt to access, acquire, or modify in any way information that belongs to another person.
6. I will not attempt to access, circumvent or modify system security or restricted portions of the network or operating system.
7. I will not copy unauthorized software onto local drives or onto the network drive.
8. I agree to abide by any patent, copyright or license restrictions that relate to the use of the computing facilities, programs or documentation.
9. I agree to not use the Pitman School District computing facility to violate the terms of any software licensing agreement.
10. I agree to not use Pitman School District computing facilities to violate any applicable local, state or federal laws.
11. I agree not to access any site on the Internet that is marked "over 18 only", even if I am over the age of 18.
12. I agree not to view or download any material that is obscene, vulgar, sexually explicit or otherwise inappropriate.
13. I agree not to use the computing facility to disseminate defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or illegal material.
14. I understand that the network administrators as well as school district employees have the right to monitor all accounts at any time.
15. I agree not to damage or vandalize any computer equipment and I agree not to introduce any virus into the system.
16. I agree that as a network user I must notify the staff member in charge of any security problem on the district system that I might identify.
17. I agree not to enter any on-line chat rooms.

Consequences for misuse/abuse of the computing facilities will depend on the severity of the situation. Sanctions will range from a warning to suspension.

Any and all damage to a school-issued device is the fiscal responsibility of the student and must be paid prior to the end of the current academic year.

## LUNCH PROCEDURES/SENIOR LUNCH

Students in grades 7 through 11 are required to eat lunch in the cafeteria. A pass must be obtained prior to a student's lunch period in order to work in another classroom. Seniors will be the only students permitted to leave the building for lunch. Therefore, the following procedures have been implemented:

- Seniors who wish to leave the building for lunch must exit and return by way of the front lobby only.
- Students may not re-enter the building until the end of their lunch period.
- Any non-senior leaving the building for lunch (without prior permission) will be disciplined. This may include the loss of lunch privileges as a senior.
- Seniors returning late to school from lunch will lose their privilege to leave the building during lunch.
- Seniors who transport underclassmen during lunch will lose their privilege to leave the building during lunch and be subject to disciplinary action.

**Seniors who remain in the building for lunch must obey all lunchroom procedures and remain in the cafeteria for the entire period unless excused with a proper pass to a proper destination.**

**Upon returning from lunch all seniors must remain outside until the dismissal bell has sounded.**

## MEDICAL FACILITIES

PJSHS has a nurse available for students and staff from 7:45a.m. - 2:55p.m. daily. Official school passes are required to see the school nurse. All accidents on school property must be reported to the Nurse (589-2121 x:1550) promptly. The nurse is authorized to process medical requests, store prescriptions, assist students in maintaining good health habits, and recommend that students be sent home due to illness. Students must produce a doctor's note if they are sent home by the Pitman Junior/Senior High School Nurse (in order to receive an unexcused absence for the day). The nurse is also responsible for the placement of students who will be absent for a prolonged period of time due to illness on homebound instruction. All parents are to update all medical information and submit it online through PowerSchool. Please see "Absence Notes" regarding dismissal from school by the high school nurse.

## ACCIDENTS ON GROUNDS

Any student who is involved in any type of accident or sustains any type of injury must report it to the nurse's office immediately so that the **proper paperwork can be processed and forwarded to the parent.**

## ACCIDENT INSURANCE

The Pitman Board of Education provides excess accident insurance coverage for all students while in school or participating in any approved school activity, including all athletic teams. Excess insurance covers most expenses not covered by the parent's primary accident insurance (Blue Cross, Blue Shield, etc.) **All claims must first be submitted to the parents' insurance plan before the school insurance can be used.**

## ADMINISTRATION OF MEDICATION

In keeping with the recommendation of the American Medical Association and the State Department of Education, it shall be the policy of the Pitman Board of Education to discourage the administration of medication at school. Realizing that under certain circumstances it will be necessary for pupils to take or be administered medications while at school, the following regulations shall be followed:

1. School personnel shall not provide pupils with aspirin or any medication whatsoever.
2. Pupils are not permitted to bring aspirin, vitamins, or any other non-prescribed medications to school except in extenuating circumstances and as authorized by the school nurse.

3. If students must take medication in school, parents are required to contact the school nurse or main office to inform the school personnel if medication is required during school hours.
4. The following regulations on medication administered in school are directed specifically to exceptional cases when failure to take prescribed medications would jeopardize a pupil's health. Medication shall be administered only on the written order of physician and parent.
  - A. Written order from physician shall include:  
Diagnosis, dosage, time to be given, length of time, and purpose and need for medication to be given during school.
  - B. The parent's written request shall give permission to administer medication as prescribed by the physician and shall release school from all liability.

### HOMEBOUND INSTRUCTION

Students who, because of illness, are going to be absent from school for 10 or more consecutive school days must have their parents contact the school nurse to initiate homebound instruction. A physician's written request that includes a diagnosis and expected length of absence is required to initiate homebound instruction. Students medically on homebound instruction will not be permitted to participate in **ANY** school activities (e.g. athletics, club activities, field trips, prom, senior class trip, graduation, etc.).

### MEDICAL EXCUSES FOR PHYSICAL EDUCATION

**Medical excuse** - A medical request from a doctor to be excused from Physical Education class will be processed by the nurse. The note will be kept on file and the PE teacher will be notified. If the request is for an extended period of time, the nurse will assign the student to another area during PE class with make-up work which is determined by the student's teacher.

**Make ups** - Students will be afforded the opportunity to make up any assessment missed due to absences. Any test(s) not made up will result in a zero. Those students that are unprepared (not dressed properly for physical education class), but are present in class, will not be permitted to make up the assignment or the test for that day.

\*If a student does not participate in physical education class, on a given day, they are not permitted to participate in any athletic event that same day.

## **SECTION II - ACADEMIC POLICY/GUIDANCE**

### GUIDANCE MISSION STATEMENT

The Guidance Department is committed to developing and implementing counseling and guidance programs to ensure the highest quality of services for students at Pitman Junior/Senior High School. The focus of the Guidance Department is to help students acquire information in furthering their education and to help students develop those personal and social skills which are necessary to become successful, responsible, and civic-minded members of our society.

Guidance Counselors are available from 7:45am-2:55pm daily. If a parent should have any questions and/or concerns regarding his/her child, he/she is encouraged to contact the Guidance Office at 589-2121 x:1510. Parental conferences may be arranged by calling the Guidance Office for an appointment or log onto the guidance website to email staff.

### THE PJSBS GRADING SYSTEM

93 - 100	Excellent
85 - 92	Above Average
75 - 84	Average
70 - 74	Below Average
0 - 69	Failure

## GUIDELINES FOR SCHEDULE CHANGES

Great effort is spent attempting to accommodate student requests for all courses selected. It is understood that on occasion it may be in the student's best interest to make a schedule change. A student will not be permitted to change classes solely for the purpose of changing teachers within the same course. All schedule changes must be made by Friday of the first full week of school in the new academic year. Under certain circumstances the administration reserves the right to withdraw a student from a class. Parental contact will precede any such change. **Students dropping a course for any reason after Friday of the first full week of school should refer to the course description booklet found on the PJSHS Guidance website for additional information.**

## SEMESTER EXAMINATIONS

Pitman Junior/Senior High School's grading process includes grades for semester examinations. Each semester examination counts toward the student's grade for the semester. The examinations will be given in Mathematics, Social Studies, English, Science, Foreign Language. The other courses are also encouraged to require semester exams/assessments. Each exam counts 10% toward the semester grade. The exams will be given at the end of the second and fourth marking periods. Final exams will be waived for seniors who are earning a 93 or higher average (with no report card grade in that course less than an 85). The second semester grade will be determined by averaging 3rd and 4th marking period grades.

In order to pass a course for the school year, a student must:

- a. Accumulate a minimum of 280 points for four marking periods (70) average. When applicable the final average of 70 will include semester examinations.
- b. For the first marking period a grade of 50 is the lowest a student may earn.
- c. There is no limit for second, third and fourth marking periods.

## ADVANCED PLACEMENT EXAMS

Final exams will be waived for students enrolled in Advanced Placement courses under the following conditions: student's course grade (through the 4th marking period) in the Advanced Placement course is 85 or better and the student did complete the Advanced Placement Exam (offered by College Board) in that course.

## MIDTERM AND FINAL EXAM MAKE UPS

Midterm and Final exams must be taken during the regularly scheduled exam periods. Make-up exams will be arranged with the teacher and the Guidance Department, with administrative approval. In the event of cancellation due to snow, the schedule will remain as is with days being pushed back for each occurrence. (ex.: If snow cancellation occurs on Tuesday, the Tuesday schedule for exams will be used on Wednesday) If an exam is missed for any reason, a doctor's note is mandatory to make up an exam.

## INCOMPLETE GRADES

If a student should receive an incomplete grade at the end of the first, second or third marking periods, he/she will have (10) school days from the end of the marking period to make up any tests, projects or assignments. If a student should be absent from school due to an extended illness or unusual circumstances, that student may be given additional time to submit his/her assignments beyond the ten (10) school days from the end of the marking period at administration's recommendation.

## PROCEDURE FOR MAKING UP MISSED SCHOOL WORK

1. Students are responsible to contact teachers for any make-up work on the day the student returns to class after the absence/s.
2. Students who are returning from a short absence (less than five school days) will be afforded a minimum of (1) day for every one (1) day absent to complete make-up work. Additional time may

- be afforded at the discretion of the teacher.
3. Students who are deemed late, truant or cutting class will not be afforded the opportunity to make up missed work, quizzes or tests and will receive a zero for those assignments. Students arriving at school late, without an approved absence, will receive a zero on all missed assignments.
  4. Any assignments announced prior to a student's short absence do not require any extension of time.
  5. The Guidance secretary will assist in gathering work through teaching staff for a prolonged illness.
  6. Parents must contact the nurse if a situation requiring an extended absence develops. This will allow for either homebound instruction or assignments to be sent home/placed on Google Classroom.
  7. Any assignment, exam, or work not made up in accordance with the above rules will result in a zero.
  8. A student attending a Board of Education approved field trip is excused from class with no loss of points and/or no effect on the student's grade. However, the student must make up any tests or assigned work for that date (one day extension for all class trips).

### ACCESS TO STUDENT RECORDS

Parents and other authorized persons and agencies may have access to pupil records, in accordance with NJ State Administrative Code 6:32. Application for such access should be made through the guidance department, and should comply with the procedures established by the Pitman Board of Education in their Policy No. 8330. Copies of the code and policy referred to are available on the district website: [www.pitman.k12.nj.us](http://www.pitman.k12.nj.us)

### WORKING PAPERS

The NJ Department of Labor mandates working papers for anyone seeking employment that is under the age of 18. Working papers are available on the State's webpage .

### VOTER REGISTRATION

It is an obligation for all citizens of the Republic to register and vote, and the high school urges all students to avail themselves of this right.

Eighteen-year-old students may register at any time with the principal who has the necessary forms and will be happy to assist.

### ON-LINE ACCESS TO POWER SCHOOL & STUDENT RECORDS

Parents will have the ability to access their child's academic record through the internet.

- **Grades are updated weekly from the date assignments are scheduled to be turned in for grading. There may be a few exceptions due to certain circumstances.**

**\*Parents may contact the guidance office with any concerns or issues accessing PowerSchool. The contact information is: [hsguidance@pitman.k12.nj.us](mailto:hsguidance@pitman.k12.nj.us).**

### STATEMENT OF ACADEMIC CONDUCT

A Pitman Junior/Senior High School student is expected to observe the highest standards of honesty and integrity in meeting the requirements of his/her educational program. Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz or examination, will result in a grade of zero for the work in question. Depending upon the gravity and nature of the offense, **violations** of honorable academic conduct may also result in exclusion from honorary societies and awards whose requirements include evidence of honesty and good character.

The following examples of violations are not meant to be all-inclusive. Rather they are meant to provide guidance principles to use in determining what is acceptable academic conduct.

1. Obtaining help from or giving help to another student during an examination.
2. Obtaining or giving, without authorization, information concerning an examination that is to be



administered.

3. Using books, notes, or any other unauthorized sources of information during an examination.
4. Altering any answers on any test or assignment after it has been submitted for grading.
5. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
6. Failing to document an idea or quotation derived from a source.
7. Any falsification in footnotes or bibliography.

**In the above situations it is the classroom teacher who is responsible for the discipline that is charged to the student. Parents must be called immediately and the penalty recorded in the teacher grade book.**

## **SECTION III - GRADUATION REQUIREMENTS**

The Board of Education, upon the recommendation of the high school Principal, can approve early graduation. Students approved under this policy must meet the same graduation requirements as stated. Students who are approved for early graduation will not be eligible to be ranked officially with the class in which they plan to graduate. Interested students should see their counselor and file the request in the spring of their sophomore year. The graduation requirements are established by the Pitman Board of Education in conjunction with the State of New Jersey.

### **A. CREDIT HOURS**

A minimum of one hundred and twenty (120) credits are needed for graduation.

All students must meet state and local graduation requirements unless exempted in an Individualized Education Program. The Individualized Education Program must specifically address state and local requirements. In these cases, fulfillment of the Individual Education Program requirements would qualify the handicapped student for a state-endorsed high school diploma.

1. A failure in Health must be made up in summer school or rescheduled the following year. No student will be rescheduled for Health during the school year in which it was failed.
2. A student who wishes to pursue early graduation must file a written request with the guidance department in the spring of his/her sophomore year. Any student approved for early graduation will not be eligible to be ranked with the class in which he/she graduates (See your counselor for more information.)

### **B. ATTENDANCE**

Pursuant to N.J.S.A Title 18A:38-25, 36-14 and N.J.A.C. 16-7.6(a)4 the following is the Board Policy on attendance:

1. The Board has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefits of a thorough and efficient education. Perfect attendance is a goal for which every student should strive.
2. Attendance need not always be within school facilities. A student will be considered to be in attendance if that student is present in any location where school is in session by authority of the Board, including school-sponsored field trips and other authorized activities.
3. Recording pupil absences is the primary responsibility of the school. If a student is in danger of non-compliance with the attendance requirements, a telephone call or letter will be made/sent to parents or guardians alerting them to the fact.
4. Student Absence – Any student who does not attend (6) six periods in any day will be considered absent for that day. Excused absence notes may supersede in these cases when presented to the main office at that time.

Excused Absences - Absences for the following reason are excused and will not be counted against the allowable limits per the listed value:

Medical/Doctor's/Dentist appointments w/ notes

Suspension

Death in immediate family

Court appearance

Driving Test

Official College/Post-Secondary Visits - Full day - 3 Junior Year & 3 Senior Year

\* Religious Holidays - As recognized by the NJ Department of Education, by law constitute the only "Excused Absences" - Full Day

5. Allowable Absences - Absences not within the category of Excused Absences may at times be unavoidable for reasons such as illness or a request by parents for their son or daughter's absence under arrangements approved by the principal, such as important appointments, which cannot be scheduled during non-school hours. These will be considered Allowable Absences and may not exceed sixteen (16) days in a given school year.
6. Truancy - Absences for truancy will be referred to the assistant principal for action and will be applied towards the allowed limit explained in 5. For cumulative unexcused absences of 10 or more, after reasonable attempts have been made to notify parents, a mandatory referral will be made to the courts pursuant to N. J. S. A 18A:38-27.
7. When Allowable Absences are Exceeded - Any student whose Allowable Absences exceeds sixteen (16) will be placed in a Non-Credit Status. They may attend classes and receive grades, but their attendance will not count toward credit or graduation. Parents will be notified by letter if their son or daughter is placed in Non-Credit Status.
8. Attendance Appeals Committee - The Board of Education and school administration realize that unforeseen factors relating to the operation of the attendance policy may create hardships. To insure fairness and allow for procedural due process, the following attendance appeal process has been established:
  - a. The student must submit a written appeal to the high school principal within five (5) days of receiving notice of non-credit status.
  - b. The high school principal will review the appeal and respond in writing explaining the determination no later than seven (7) working days.
  - c. The student may submit a written request to the high school principal for appeal consideration by the high school attendance review committee. The committee shall consist of the principal, assistant principal, guidance counselor, and teacher(s).
  - d. The attendance review committee will meet informally to determine the outcome of the appeal. The student will be notified of the committee's decision within seven (7) working days of the meeting.
  - e. The pupil may appeal an adverse decision to the superintendent.

\*All credit completion for seniors anticipating a June graduation will be held prior to graduation. Exams take priority over available credit completion time.

\*All credit completion for underclassmen will be held in June following the last day of school for students.

### NOTIFICATION OF ACCUMULATED ABSENCES

Parents and students will receive written notification as to the number of unexcused absences accumulated by the student as follows:

- a. Warning letter – A warning letter will be sent home for students who approach attendance

problems.

b. Notification of "Non-Credit" status letter on the 17th absence.

Every effort will be made to notify parents in accordance with the schedule shown above. Failure to do so, due to extenuating circumstances, does not prohibit the school from enforcing this policy. Furthermore, implementation of the policy does not preclude further legal action for non-compliance with the compulsory attendance laws of the State of New Jersey.

### ABSENCE AND LATE ARRIVAL NOTES

All students will submit excused notes for an absence or late arrival to the main office within 10 days upon their return from an absence or the occurrence of the late arrival. **Students must produce a doctor's note if they are sent home by the Pitman Junior/Senior High School Nurse in order for it to be considered an excused absence.** The dismissal will not be considered a medically excused absence if a doctor note is not received within 10 days of dismissal. All notes are kept on file and may be used as documentation in a withholding of credit appeal hearing.

### EARLY DISMISSAL NOTES

Early dismissal notes must be presented at the main office, or emailed **before homeroom**. No student will be allowed to leave the high school prior to dismissal unless an early dismissal note is presented to the office before homeroom the day of the requested dismissal or a parent comes to the high school to sign a student out.

Only a parent/guardian may sign out a student from Pitman Junior/Senior High School unless previously documented in writing and presented to the main office on the day of the dismissal. All requests to leave school early must be written. No phone calls will be accepted for early dismissals.

Early dismissals are considered an unexcused absence (students are to be present for six periods to be recognized as a full day) unless a doctor's note is produced within 10 days of dismissal.

## SECTION IV - DISCIPLINARY PROCEDURES

**Introductory Statement:** The major objective of discipline at Pitman Junior/Senior High School is to prevent behavior that interferes with learning or risks the physical safety of all concerned, while fostering student self-discipline. The disciplinary procedures outlined in this handbook will not preclude the administration from filing criminal complaints where they are obligated by law or where it is deemed necessary to achieve the goal of a safe and welcoming school.

The minimal rules to be followed at the high school are to be found in this manual. Read them carefully, and question staff or administration about those that appear unclear to you. All students will be presumed to be well aware of pertinent rules after the first week of school. The rules will be enforced firmly and fairly.

Students are not permitted to loiter on any high school property before, during, or after school. Disciplinary action will be taken for any infraction of this rule.

Students, staff members, other employees and visitors to the school have a right to feel that their possessions are safe while they are at school or under school jurisdiction. Anyone who steals property belonging to someone else will be liable for disciplinary actions up to and including suspension or a recommendation for alternate placement.

### SUSPENSION

Internal or external suspension may be imposed for (examples only):

1. Harassment, Intimidation, or Bullying
2. Fighting/any form of assault

3. Defiance of school personnel
4. Other offenses at the discretion of school administration
5. Vandalism to school property
6. Vulgar or profane language used on school grounds or at a school sponsored event directed or non-directed at a specific person or people.

Any student externally suspended from Pitman Junior/Senior High School will have his/her parents contacted indicating the reason for the suspension. The student must then immediately leave school property. Suspension will be a minimum of one school day. No student will be readmitted to school without parental contact, which may be arranged through the assistant principal's office. Students who are suspended are not permitted on the school grounds at any time they are under suspension.

New Jersey State Law requires immediate suspension for any student committing assault and battery upon school personnel. The Administration also has the right to request alternative placement for the student.

**These types of infractions could result in criminal charges filed with local police and be subject to the actions of the courts.**

### WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion.

### TRUANCY

Truancy is defined as any child who shall be absent from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school. Truancy mandates a parental contact and disciplinary action.

Students are reminded that participation in such events as cut days is simply an act of truancy and will be met with disciplinary action, whether a note from a parent is submitted or not. Lateness that circumvents any school policy will be construed as truant. Seniors who are truant or leave early for lunch will have their lunch privilege revoked.

### SMOKING

The Pitman Board of Education supports the efforts of the medical profession and the Department of Health, Education and Welfare to discourage smoking because of proven health hazards. For this reason, smoking is not permitted in any school building or any school property before, during or after school or while on a school field trip. This also applies to the use or possession of e-cigarettes, vape pens, or other electronic smoking devices. Violation of this rule shall result in suspension and/or additional disciplinary actions.

### UNAUTHORIZED CLASS ABSENCE (Cut class)

A cut class is defined as an unauthorized absence from class, homeroom, study hall, or any assigned area. No student will be allowed to leave school without permission from the principal or assistant principal. During an unauthorized absence missed work will result in a grade of zero for that work. Disciplinary action will result from an unauthorized absence.

Leaving school grounds without permission is a serious offense and will lead to serious disciplinary action.

Cutting class(es) and remaining in the building: **(3)** Administrative Detentions/removed from activities until detentions are completed.

Cutting class(es) and leaving the building: **(5)** Administrative Detentions/removed from activities until detentions are completed.

These offenses may be cumulative and carry additional disciplinary action. School grounds and property includes all district property which includes the streets surrounding the high school which are Linden Ave., Edgemoor Ave. and Waverly Avenue.

Participation in an organized class cut day will carry additional penalties. This may include removal from all school events and activities (e.g. prom, athletics, graduation exercises, etc.).

### HALL CONDUCT

There is a two-minute passing time between class periods. Students who avail themselves of this time to go to their locker are still responsible to enter their next class before the late bell. Failure to do so will result in an unexcused tardy.

The same standards of behavior expected in the classroom are also expected in the hallways. This applies to after school hours as well as during school. Students are required to utilize their school-issued agenda book as a hall pass when requesting to leave an assigned area.

Some interior rooms at PJSHS have two doors, one leading to the hallway for normal entrance and exit and one leading to another room. The second door is to be used only as an emergency exit, never as a "shortcut" from one room to another.

Senior students who have early work release or senior study hall must exit the building immediately following their last scheduled class.

### LATENESS

Lateness to school is defined as not being in the front door when the 8:00am bell sounds.

Students must be in school by the end of period 1 and attend the remainder of their school day through dismissal in order to participate in athletic or extra-curricular practices/activities/events. (Friday for a Saturday event).

\* Official note(s) must be presented to the main office upon arrival in order to excuse a lateness.

**Classroom teachers will handle lateness to individual classes, including homeroom.** The teacher shall impose disciplinary actions. Parental conferences will be imposed due to excessive lateness.

### DETENTION

Detention may be held Monday through Thursday from 2:45pm-3:30pm as determined by administration. Failure to report to an administrative assigned detention mandates additional disciplinary action including possible suspension and a parent conference. Any student who cuts detention will not be able to participate in any school function on that day or that evening.

Detention Guidelines

1. All students must be in detention on time. If a student is not in detention on time, he/she will not be admitted and will be counted as cutting detention.
2. No passes will be issued from detention.
3. All students are to bring work or reading material to complete during detention- sleeping will not be allowed.
4. There will be no eating, drinking, or use of personal electronic devices in detention (when assigned lunch detention, students will be permitted to eat their lunch).
5. No student is to leave detention before 3:30pm-no credit will be given if a student leaves early.
6. A student removed from detention due to inappropriate conduct will not receive credit for serving a detention. Additional disciplinary actions may also be imposed.

### ELECTRONIC DEVICES IN SCHOOLS

Students are permitted to use personal electronic devices (phone calls, photographing, and video recording are NOT permitted). Classroom use is at the discretion of the teacher. Failure to comply with the classroom teacher will result in confiscation of the device. UNDER NO CIRCUMSTANCES ARE THESE DEVICES PERMITTED DURING TESTING OF ANY KIND.

First offense – confiscation of electronic device, returned at the conclusion of the day.

Second offense – confiscation of electronic device, returned to parent.

Third offense – confiscation of electronic device with disciplinary action

\* Students are permitted to use electronic devices for curricular purposes upon teacher request.

## FOOD AND BEVERAGES IN SCHOOL

At no time will students be permitted to have food in the classrooms, study halls, media center or Nurse's office. All items necessary for lunch should be kept in their lockers until the student's assigned lunch period.

## DRESS

The Administration and teaching staff maintain that grooming and dress habits are important to a student's academic success and wellbeing. However, since it is also recognized that the regulation of student dress is essentially a parental responsibility, the following code represents a minimum standard both in the classroom and in the hallway (per BOE approval, Policy & Regulation #5511)

- Clothing should be sufficient to conceal midribs and private areas at all times. Fabric covering all such areas must not be see-through or sheer.
- All tops must have two (2) straps attached to the garment, one going over each shoulder.
- Tops must not pass the length of shorts/skirts when worn.
- Hats, hoods and other head coverings are not permitted to be worn when inside of the building
- Spiked accessories and chains falling below the knee are not permitted.
- Clothing, accessories, or jewelry which suggest or depict any of the following content are never to be worn:
  - bias symbols
  - hateful or discriminatory language/imagery
  - obscene, profane, vulgar or lewd language/imagery
  - sexual or pornographic material
  - drugs, alcohol, or violence.

Appropriateness of student attire is subject to the discretion of school administration. Students cannot wear anything that would be considered disruptive to classroom routine or school procedure.

School administration is authorized to establish a dress code in order to meet minimal safety standards. Students are never to go barefoot on campus and must wear suitable shoes, goggles, lab aprons, etc., as required for a specific course.

Physical education classes require specific attire for participation as per class policy. All students are expected to adhere to this policy regarding required footwear and clothing for class.

Note: When going on a school-sponsored trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the administration due to the nature of the outing. Likewise, the administration is authorized to modify the dress code in order to sponsor school-spirit day activities related to special attire.

## SCHOOL TRIP ELIGIBILITY REQUIREMENTS/STUDENT BEHAVIOR

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. It should also be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Any student who is to take part on a field trip must have a parent permission form signed and submitted by the due date. While on the field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulations will be subject to disciplinary action. Field trip

participation will be contingent upon final approval by administration. Appeals may be made to the principal who will render a decision within 48 hours. In the event that a field trip is a required part of the course, an alternate assignment will be made with no penalty assessed for the student's non-attendance on the trip.

## DRUG AND ALCOHOL POLICY

(Shown on the next page are portions of Board of Education Policy #5530 Substance Abuse. The entire policy is available for inspection at the Board Office.)

### SUBSTANCE ABUSE

The Board of Education recognizes that in addition to introducing and maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous systems including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:170-25.9.

"Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

### POSSIBLE DRUG AND ALCOHOL RELATED SITUATIONS

Whenever it appears to any teaching staff member, school nurse or other educational personnel that the pupil may be under the influence of alcohol or other drugs, they shall report the matter as soon as possible to the principal or his/her designee. In the absence of the principal, his or her designee shall be notified.

In instances where the school nurse or school physician and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

The pupil shall be removed to a protective environment for observation and care by the school nurse or school physician until his or her parent(s) or guardian(s) can be contacted. The principal shall request the assistance of the school nurse or school physician in assessing the physical state of the pupil. This shall not be considered to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis, and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil.

The pupil's parent(s) or guardian(s) and the chief school administrator or his designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.

The principal and his or her designee shall arrange for an immediate examination of the pupil. The examination may be performed by a physician selected by the parent or guardian or by the school physician. If the chosen physician is not immediately available, the examination shall be conducted by the school physician, or, if the school physician is not available, the pupil shall be accompanied by their guardian to the emergency room of the nearest hospital for examination. The pupil shall be examined within two hours for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs.

If at the request of a parent or guardian, the medical examination is conducted by a physician other than the school physician; such examination shall not be at the expense of the Board of Education.

Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.

A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal, and the chief school administrator within 24 hours, the pupil shall be allowed to return to

school (to continue with instruction in the ISS room), until results are received.

If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcohol or other drugs, the pupil shall be returned to the care of the parents or guardian as soon as possible. Attendance at the school shall not resume until a written report has been submitted to the parents or guardian of the pupil, the principal and the chief school administrator, from a physician who examined the pupil, to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

In accordance with N.J.A.C. 6:29-9.5(a)8, refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or neglect (N.J.S.A. 9:6-1 et seq.) laws.

While the pupil is home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her school performance.

In addition, if there is a positive diagnosis, the pupil shall be interviewed by the appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or the teaching staff member may also consult with such experts in the field of alcohol or other drug use as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Education.

As required by law, the Board of Education shall provide for the evaluation of and treatment of pupils whose use of alcohol or other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment contained at N.J.A.C. 6:29-9.2. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organization.

While a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum and related services will be provided.

Pupils who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services by the guidance counselor, or Child Study Team personnel. Pupils possessing for distribution, or administering alcohol or other drugs (at any time on school grounds), as defined in this policy to others in school, at school sponsored activities, or out of school, shall be immediately referred to the principal. The principal shall immediately notify the police and the parents and suspend the pupil and follow established procedures. This principal will arrange for home instruction and will make the appropriate recommendations for the Board of Education concerning the expulsion of the pupil.

## PROCEDURES

- A. In the event of a first occurrence of a violation involving the ingestion, possession, injection, inhalation or use of drugs, controlled dangerous substances, or alcohol, the following penalties and procedures shall be employed:
  1. The parent or guardian shall be notified and the student shall be immediately suspended from school for a period of five (5) school days.
  2. School authorities shall inform the parent of treatment agencies and other sources of help and support, which are available to the student's family.
  3. The school administrative staff shall inform the local police of the incident and the school



administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to the enforcement of the law, when warranted.

- B. In the event of a second occurrence of a violation involving ingestion, injection, inhalation or use of drugs, controlled dangerous substances, or alcohol, the following penalties and procedures shall be utilized in addition to the procedures #2, 3, 4 and 5 in Section A.

The student shall be immediately suspended from school for a period not to exceed ten (10) school days, following which a hearing shall be scheduled before the Board of Education to determine the final disposition of penalty, which may or may not include the placement in an alternative school setting or any lesser penalty. The student will not be permitted to return to the school building until the scheduled BOE hearing has taken place. Arrangements for homebound instruction will be made in accordance with district policy until that time.

- C. Whenever it shall appear to the school administrator that a student is or has been in possession of drugs, controlled dangerous substances, or alcohol in violation of the school policy, said authorities shall employ the same penalties and procedures as enumerated above in situations involving ingestion, injection, inhalation, or use of said drugs, controlled dangerous substances or alcohol, in Section A or B.

While the pupil is at home because of the medical examination or after his or her return to school, the school requires additional evaluations for the purpose of determining the extent of the pupil's drug use and its effect on his or her school performance.

- D. Whenever it shall appear to the school administration that a student has participated in a policy violation involving transfer or distribution of drugs, or controlled dangerous substances, the following procedures shall be utilized:

1. The parent or guardian shall be immediately notified and informed of treatment agencies and other sources of help and support, which are available to the student and the family.
2. The student shall be immediately suspended from school for a period not to exceed ten (10) school days, following which a hearing shall be scheduled before the Board of Education to determine the final disposition of penalty, which may or may not include alternate educational placement or any lesser penalty.
3. The school administrator staff shall inform the local police of the incident and the school administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to enforcement of the law.
4. If the student fails to be tested within the required time limit the result will be a positive drug test and the student will be assigned the appropriate discipline as noted.

- E. Due process provisions must be afforded students and/or their parents/guardians in the administration of all procedures and sanctions of this policy. A second violation of occurrence shall be considered applicable at any time during a student's total multi-year attendance in the Pitman School District.

\* If a student does not comply with testing, he/she will be documented as a positive result.

## HARASSMENT, INTIMIDATION AND BULLYING

**\* Policy #5512 details all processes for the following areas within Section IV. Disciplinary Procedures.**

### **Definition:**

**“Harassment, intimidation or bullying” means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:**

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental,

physical or sensory disability: or

- By any other distinguishing characteristic: and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property: or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

## SEXUAL HARASSMENT

### Definition:

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of any nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to a staff member or another student when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment or education, or when:
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or when:
- C. Such conduct has the purpose or effect substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

### II. PROCEDURES

- A. Any person who alleges harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal or district affirmative action officer within five school days of the alleged incident. Filing a grievance or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### III. SANCTIONS

- A. A substantiated charge against a staff member of the district shall subject the staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student of the district shall subject the student to disciplinary action, including counseling, suspension or expulsion.

### IV. NOTIFICATIONS

Notice of this policy will be circulated to all schools and departments of the Pitman Public Schools on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

## POLICE PROCEDURES

It may be necessary for law enforcement agents to enter the building and, on occasion, interview students. This will be done with full **knowledge and presence** of an administrator, and in his or her office. Every effort will be made to contact parents or guardians prior to the questioning. Students will

receive their legal protection as mandated by court decision.

## EIGHTEEN-YEAR-OLD STUDENTS

When the age of Majority Law became effective on January 1, 1973, young people of New Jersey between the ages of 18 and 21 assumed all the basic civil and contractual rights and obligations previously applicable only to those 21 years of age or older.

In general, students who attain the age of majority will be expected to continue following all existing school rules and policies as defined by the Board of Education. Of course, as a student 18 years of age or older, you must still obey all school rules and regulations. The law changes your status only in that you, rather than your parents are responsible for your actions.

It is our philosophy that our obligations to parents and students do not end when a child becomes 18 years of age. Therefore, school practice supersedes and we will continue, as we have in the past, to keep parents informed in all areas of significant importance to the continued education, well-being, and growth of the student.

## STUDENT GRIEVANCE

The Board of Education has adopted a procedure for use by students and/or their parents in a personal school-related situation, which cannot be resolved by either their guidance staff or the administrators within the high school. A copy of the complete procedure is on file in the Board of Education policy book, which is available from the principal. All actions in regard to student grievances will be handled within the framework of Title 18A, N.J. School Laws.

## AFFIRMATIVE ACTION POLICY

Pitman is an equal opportunity employer. In addition, Pitman supports educational programs according to the New Jersey Constitution, guaranteeing each child in the public school equal educational opportunities regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Affirmative Action Officer for the Pitman School District can be reached at 589-2145 for any inquiries or questions.

# **SECTION V- SCHOOL ACTIVITIES & Special Events**

Pitman Junior/Senior High School offers a wide variety of co-curricular activities and events designed to meet the interests and develop the skills of all PJSHS students. Every co-curricular activity sponsored by the Board, has a faculty advisor.

## CO-CURRICULAR ACTIVITY and Event ELIGIBILITY

Eligibility for participation in co-curricular activities and events is contingent upon the student's attendance, academic, and discipline record during the year. Students in non-credit status (17 or more unexcused absences) are ineligible to attend in any co-curricular activity or special event. Students with poor discipline (5 referrals, and/or 3 instances of ISS, and/or 2 instances of OSS) will not be permitted to attend any co-curricular activity or special event at Pitman Junior/Senior High School for the remainder of the semester; this includes immediate removal from athletic teams and associated activities.

\*Students who are disciplined for a drug/alcohol policy violation become immediately ineligible for all co-curricular activities and special events for the remainder of the school year. Students must complete substance abuse counseling as required by the district as well as produce a negative drug/alcohol test prior to partaking in any co-curricular activities and/or special events in the following school year.

## ACTIVITY/Event PARTICIPATION

In order for a student to participate in any school activity he/she must abide by the following rules:

1. Students must be in school by the end of period 1 and attend the remainder of their school day

- through dismissal in order to participate in an extra-curricular activity or event, including school dances. (Friday for a Saturday event).
2. The only exception to this rule would be a student who had a school excused absence/lateness, other than suspension. An approved excuse note must be presented to the main office upon arrival for lateness. (See #4 under Attendance/Lateness sections (p. 12) for the list of acceptable excuses with documentation.)
  3. Assigned after school administrative detentions must be served from 2:50pm-3:30pm with no exceptions.
  4. Any student with two failures the previous marking period will immediately be deemed ineligible and will be removed from all sports, clubs, and/or activities for the remainder of the marking period.
  5. A student with outstanding financial obligations will be ineligible for dances, non-class related trips and other monetary events outside of school responsibilities until the obligation is fulfilled.

### PROM

Prom Ticket Purchase-. Students must be in compliance with both the **CO-CURRICULAR ACTIVITY AND EVENT ELIGIBILITY** policy and **ACTIVITY/EVENT PARTICIPATION** rules stated above in order to purchase tickets for and/or attend the prom. No one over the age of 20 will be permitted to attend the Pitman High School Prom.

Students attending the prom must be in attendance the entire school day on the day of the prom. Early dismissals will not be permitted.

Prom proposals are not permitted to take place during the school day. Supplies and materials purchased by the school district may not be used in the creation of any prom proposals. Violation of this rule will result in disciplinary actions, which may include removal from prom attendance.

\*Students may not be over the 16-day limit for absences, owe an obligation or exceed the discipline code limit (discipline referrals, OSS & ISS occurrences) in order to purchase a ticket or attend.

### SENIOR TRIP

Participation in the senior trip is contingent upon the student's behavior during their senior year. Students must remain in compliance with both the **CO-CURRICULAR ACTIVITY AND EVENT ELIGIBILITY** policy and **ACTIVITY/EVENT PARTICIPATION** rules stated above throughout their senior year in order to be permitted to attend the senior trip. A signed contract will be required of all students attending the senior trip.

### ELIGIBILITY FOR GRADUATION EXERCISES

Graduation exercises are a privilege not a right. The Board of Education and Administration reserve the right to conduct the ceremony as they see fit. Students who do not meet requirements or display poor character are subject to non-participation in the graduation exercises. All attendance requirements also apply to graduation eligibility.

Students are reminded that any misconduct that is unbecoming (e.g. pranks, damage to school property, inappropriate behavior in school, etc.) will result in removal from graduation exercises.

### ATHLETES

The athletic program, under the administration of the Athletic Director, offers students a wide variety of competitive, interscholastic sports. PHS is a member of the Tri-County Conference, and abides by the rules and regulations of the NJSIAA and Title IX Eligibility.

All candidates will receive a parental permission form, emergency card, and school physical form. The school physical form is to be used when the candidate chooses to use a physician other than the school doctor. The completed permission and emergency forms are to be returned to the Athletic Director's office. Students will not be eligible to participate in a sport until all equipment obligations from the previous sport have been cleared with the coach of the previous sport. Students must meet the academic eligibility requirements as set forth by the Board of Education.

## ATHLETIC AND CO-CURRICULAR PARTICIPATION ACADEMIC STANDARDS

Participation includes all athletics (players, managers, and statisticians) and all co-curricular clubs and activities.

To be eligible for athletic or co-curricular participation during the first semester of a school year, a pupil must have passed 30 credits required by the State of New Jersey during the preceding academic year. Any student who fails two or more subjects in marking periods one (1) through three (3) will be ineligible to participate for the following marking period within the current school year. Reinstatement may occur when grades are reevaluated at the end of the following marking period. To be eligible for participation during the second semester, a pupil must have passed 15 credits as required by the State of New Jersey for graduation at the close of the preceding semester. This reflects the eligibility requirements of N.J.S.I.A.A. to which we adhere and support.

A student who has commenced participation in an athletic program will remain eligible for the remainder of that sports season per N.J.S.I.A.A. eligibility requirements.

Students who are medically excused from physical education are not eligible to participate in interscholastic athletics, unless specifically approved by the principal. If a student does not participate in physical education class on a given day, he/she is not eligible to participate in any athletic practice/event/game on that given day.

Students must comply with all rules and regulations of Pitman Junior/Senior High School, the Tri-County Conference and NJSIAA. Coaches will review these rules with their athletes. Athletes are expected to exercise good judgment and sportsmanship at all times.

Student-athletes are expected to travel with the team to and from away contests. The only exception would be by prearrangement made with the parents, coach, and Athletic Director. Parents must submit a note to the Athletic Director requesting that their child be released from the requirement that they utilize the school's travel arrangements.

### PITMAN Junior/Senior HIGH SCHOOL CO-CURRICULAR CONTRACT

Participation in Co-curricular activities at Pitman Junior/Senior High School is based upon a student's ability to contribute to his/her overall educational experience in a positive and productive manner. This ongoing tradition is achieved through constructive interaction with others, development of skills, and the aspiration to contribute to an organization on a variety of scholastic levels.

**All procedures stated below are in effect for students during any season/activity period in which they participate.**

I. **DISCIPLINE /SUSPENSION** (Internal or External): Procedures related to a suspension during any season/activity.

#### **First offense**

- School discipline procedure as stated by the Pitman Junior/Senior High School.
- Unable to participate in any school activity for the duration of the suspension (including last day of suspension).

#### **Second offense**

- School discipline procedure as stated by the Pitman Junior/Senior High School.
- Removal from activity for remainder of the season/activity (one marking period for extracurricular activities).

II. **ALCOHOL, TOBACCO and/or CONTROLLED DANGEROUS SUBSTANCE:** Procedures related to rules and/or policies pertaining to the use or possession of tobacco, alcohol and/or other controlled dangerous substances.

#### **First offense**

- School discipline procedure as stated by the Pitman Junior/Senior High School. (Pending Medical Screening)

## Second offense

- School discipline procedure as stated by the Pitman Junior/Senior High School. (Pending BOE Hearing)
- Removal from activity for remainder of the season/activity (one marking period for extracurricular activities).

III. **ACADEMIC REQUIREMENTS:** Any student who fails two (2) or more subjects, in marking periods 1 through 3 will become ineligible to participate for the following marking period within the current school year. Reinstatement may occur when grades are reevaluated at the end of the following marking period.

- Students who withdraw from a class with a failing grade are regarded in the same manner as stated above.
- Students with an Incomplete may not participate until all work has been finished (maximum 10 days for completion).

IV. **ATTENDANCE (Loss of credit):** Failure to maintain the Pitman Junior/Senior High School attendance standards (17 or more absences) will result in removal from activity.

V. **LATENESS:** Students must arrive at school by the end of period 1 and remain until dismissal in order to be marked as 'present' for the day. Students who report beyond period 1 will not be permitted to participate in any athletic or extracurricular club/activity event that day. Exceptions to this rule are as follows, each requiring official documentation upon arrival:

- A. Legal Appointment
- B. Medical Appointment
- C. Religious Observance

VI. **INAPPROPRIATE CONDUCT:** Activities that are deemed inappropriate/illegal (printed materials, internet websites, photos, language, etc.) will result in removal from activity.

- School discipline procedure as stated by Pitman Junior/Senior High School

## SUSPENSION FROM SCHOOL

When a student has been given a suspension (ISS, OSS), he/she may not participate or attend a practice or competition on that given day.

## ELIGIBILITY OF ATHLETES

To participate in interscholastic athletes, the student athlete must maintain his status as an amateur. An amateur-athlete is one who participates in athletics solely for the physical, mental, social, and educational benefits derived from such participation. The amateur athlete treats all athletic activities in which he/she participates as an avocational endeavor. One who takes pay, has taken pay, or has accepted the promise of pay, in any form, for participation in athletics or has directly or indirectly used his/her athletic skill for pay in any form shall not be considered an amateur and will not be eligible for High School Interscholastic Athletics in the State of New Jersey.

The following are the basic interpretations of the principles involved in the amateur code, which may lead to the loss of an athlete's eligibility:

1. Participation in any athletic activity under an assumed name or being guilty of any act of fraud, subterfuge, or other deceptive practice relative to this principle.
2. Acceptance of pay or material remuneration for display of athletic ability.
3. Endorsement of a contract to play professional athletics (whether for a money consideration or not) in the past or present; participation on any professional team in any sport in the past or present; receipt, directly or indirectly, of a salary or any other form of financial assistance from a profit-making sports organization or any of his/her expenses for reporting to or visiting a professional team.
4. Participation on a professional team. A student athlete may participate as an individual, or as a

- member of a team against professional athletes, or as a member of a team on which there are some professionals who are currently under contract with a professional team and are not receiving payment for their participation; (but he/she may not participate on a professional team.)
5. Employment as an athletic coach. A student-athlete may work as a counselor in a summer camp, lifeguard, swimming pool attendant, and swimming instructor for children or groups of children without affecting his eligibility under the terms of this principle; he/she may work in a tennis or golf shop provided he/she does not give instruction for compensation, and he/she may obtain employment with a recreation department, his/her duties to include some officiating and coaching responsibilities; however, he/she may not be employed as an athletic coach.
  6. If a student-athlete's appearance on radio or television is related in any way to his/her athletic ability or prestige, the athlete may not under any circumstances receive remuneration for his/her appearance. Under such circumstances, however, an athlete may appear on a sponsored radio or television program provided he/she does not endorse or impliedly endorse any commercial product.
  7. Individual interscholastic awards and similar mementos to student/athletes should be limited to those approved by the local Board of Education, in keeping with traditional high school requirements which are basically symbolic in nature, e.g. letters, sweaters, jackets, pins, trophies, other similar type awards, and rings or watches that are properly inscribed. No other award of any monetary value may be granted to any athletes without prior approval of the N.J.S.I.A.A. and the Board of Education.
  8. No awards shall be given to an athlete by anyone other than his/her Board of Education, unless prior approval of the N.J.S.I.A.A. and the Board of Education is obtained.

The eligibility list is made up with the names of all students who are participating in an interscholastic sport during a sports season.

#### ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR ATHLETICS

1. All students participating in athletics are required to have a comprehensive physical examination. Please note that no student will be allowed to participate in interscholastic athletics until verification of a comprehensive physical is on file in the athletic trainer's office.
2. Each participating student must sign and return the athletic/co-curricular contract to his/her coach or advisor prior to participating in athletics or co-curricular clubs. The contract must be completed for participation in each co-curricular club and the start of each athletic season.
3. To be eligible for athletic competition during the first semester (September 1st to January 31st) of the 10th grade or higher, or the second year attendance in a secondary school or beyond, a pupil must have passed 30 credits required during the immediately preceding academic year.
4. Any student who fails two (2) or more subjects in marking period one (1) through three (3) will be ineligible to participate for the following marking period within the current school year. Reinstatement may occur when grades are re-evaluated at the end of the following marking period. To be eligible for athletic competition and all extra-curricular activities which begin during the second semester (February 1st to June 30th) during the ninth grade or higher, a pupil must have passed 15 credits at the close of the preceding semester (January 31st).
5. Students must be in school before the end of 1st period and attend a full school day in order to participate in any athletic or co-curricular activity. Exceptions to this rule are as follows:
  - A. Legal Appointment
  - B. Medical Appointment
  - C. Religious Observance(Students who participate in a Saturday athletic activity must be in school Friday.)
6. Early dismissal will be valid only for legal, medical, or religious purposes. If the early dismissal procedure is not followed, the student will be ineligible to participate.

## ATHLETIC AWARDS

The varsity letter is designed to honor those PHS athletes who have contributed, on the varsity level, to the success of that team. Every year after receiving the letter, however, the student shall be awarded a service bar, providing he/she meets the requirements.

### LETTER ELIGIBILITY CONSIDERATIONS

Football	An average of 2/3 of the quarters per season. A senior may be eligible by participating for three years. Specialists have no time requirements.
Soccer	Fifty percent of varsity quarters scheduled.
Tennis	Fifty percent of varsity matches.
Track	One point per dual meet x's (times) number of dual meets or score in a championship meet, or be the number one Varsity competitor for Pitman in 50% of the dual meets or a Senior with 3 years of participation in Track or Field Participation and points in a championship meet.
Cross Country	A placement in the top five of the team and scores in ½ of the regular season meets. A placement in the top five in the South Jersey Championship. Member of a winning team - South Jersey Championship A placement in the top ten NJ Championship. Participation for three years (Seniors only)
Cheerleading	Letters are awarded to students who participate all season and remain in good standing.
Golf	Participation in at least fifty percent of all matches.
Wrestling	Participation in ½ varsity matches or placement in top three in the district tournament.
Basketball	Participation in fifty percent of quarters scheduled.
Field Hockey	Participation in ½ of the periods.
Softball	Fifty percent of innings in a season.
Baseball	Fifty percent of innings in a season.
Swimming	Score eight (8) points in conference, sectionals, and state meet or place in a county meet or meet higher prominence.
Winter Track	Participation in 75% of the meet for which you are eligible.

Seniors who have participated in three consecutive years of any one sport and have not earned the required amount of playing time are eligible for a varsity award.

Players who have been removed from a team because of the breaking of training rules or who have quit shall not be eligible for any award.

Students who have demonstrated outstanding potential by participating in a sport, or former lettermen who are unable to participate because of illness or injury (incurred in that sport) are eligible for a varsity award upon the recommendation of the coach.

The Director of Athletics and the principal may award players qualifying for a varsity award under any of the above conditions a varsity letter upon recommendation of the coach and approval.

### MANAGER'S AWARD

Any manager who participates at all practice sessions, contest, along with a recommendation from the head coach, will receive the appropriate certificate, letter and/or post-season awards.

### THE STUDENT COUNCIL

The Student Council exists to represent and aid Pitman Junior/Senior High School students. Officers



are elected in a general election. The PJSHS administration will verify the results.

Note: Students are not permitted to hold identical officer positions in Student Council, Class Council and National Honor Society during the same academic year.

## MODERN MUSIC MASTERS HONOR SOCIETY (Tri-M)

### Requirements for Acceptance into Tri-M

Students are eligible for membership after completing one year of a high school (grades 9-12) performance-based music class.

Students must have taken two classes or currently enrolled in their second class offered by the Pitman Junior/Senior High School Music Department.

Students must be enrolled in a school sponsored co-curricular ensemble.

Students must maintain a grade of a 93 in all music classes.

Students must demonstrate upstanding character as evaluated by the music teachers and be recognized as a leader within the music department. Leaders will be defined as those that display mastery of their instrument or voice part and display the ability to assist others when necessary.

Students must demonstrate exemplary attendance and a positive outlook at all rehearsals.

### Eligibility Requirements for Continued Membership

Students must be enrolled in a high school performance-based music class each year they are a member.

Students must maintain an average of 93 or above in all high school music classes as long as they are a member.

Students must continue involvement in at least one co-curricular music ensemble.

Students must have used their talents to serve others in the community. Each marking period they will be required to submit a log of service hours to the chapter vice-president. Each member will be required to complete a minimum of two (2) hours per marking period.

If a student chooses to neglect these responsibilities, a written warning letter will be sent home explaining what needs to be done to correct the situation during the following marking period. Should the situation not be corrected, the member will be removed from Tri-M. Any student asked to leave Tri-M will be ineligible for future membership.

## NATIONAL ART HONOR SOCIETY (NAHS)

The **National Art Honor Society** (NAHS) is designed specifically for high school students in grades 11-12. In 1978, the National Art Education Association began the National Art Honor Society program to inspire and recognize students who have shown an outstanding ability and interest in art. The NAHS strives to aid members in attaining the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school and community. Individual requirements for admission:

1. A minimum of a 93 average in all visual art course work.
3. Art department approval.
4. Pay the membership fee.
5. Must maintain an 80% meeting attendance record.
6. Two community service projects per semester-student's choice.

Any member who fails to meet their membership responsibilities may be restricted from participation in the NAHS program at any time during the school year.

\*Students must be enrolled in a visual and/or performing arts class in EVERY grade (9-12) in order to be considered and retained for the recognition.

## NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921, with the hope to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens. These ideals of scholarship, character, service and leadership remain as relevant today as they were in 1921.

Based upon the National Honor Society standards, Pitman Junior/Senior High School has created procedures, requirements and regulations, outlined in this letter, to guide students through the student activity information form process as well as explain the precise selection system that is in place in order to become a member of the PJSHS National Honor Society.

### STUDENT ACTIVITY INFORMATION FORM PROCESS: (NHS)

1. Students must have a 90 average or higher (there will be NO rounding up in this evaluation) as of the last day of school from the preceding year (grade 10 or 11).
2. All student activity information form packets will be distributed by the National Honor Society Advisor.
3. Students must complete the student activity information packet, by the deadline stated on the form, (NO late student activity information forms will be accepted, NO exceptions).
4. All student activity information form packets must be returned personally to the National Honor Society Advisor or an Administrator (do not leave in the staff mailbox).

### SELECTION PROCESS: (NHS)

- The Advisor of the National Honor Society will organize all completed forms for PJSHS staff to review.
- All student information will be evaluated, by PJSHS staff, and rated in the areas of service, leadership and character (scholarship is previously established).
  - a. **Service** should indicate a consistent involvement within one or more organizations/activities. The potential candidate should display a minimum of three hours a month, for his/her previous two years of high school education (indicating a minimum of 50 hours for eligibility).  
**Examples of service:** Key Club involvement, SADD, Religious Affiliations, Boy/Girl Scouts, Hospital, Civic Organizations, other work within the community, etc.
  - b. **Leadership** qualities consist of officer positions, athletic captains, peer mentoring, classroom leadership, leadership of community activities (chairperson of committees), etc.
  - c. **Character** a person who demonstrates the following: respect, responsibility, trustworthiness, fairness, caring, citizenship & sportsmanship.
    - i. Areas of strong consideration: consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability).
    - ii. Cooperates by complying with school regulations concerning property, programs and office, halls, etc.
    - iii. Manifests truthfulness in acknowledging obedience to rules, avoids cheating and showing unwillingness to profit by the mistakes of others.
- All student activity information forms and ratings are compiled by the NHS Advisor, and then evaluated by a selected Faculty Council (five anonymous teaching staff members).
- The majority vote of the faculty council shall decide those individuals selected for induction.
- All students (who completed a student activity information form) will be notified, by letter, of their acceptance or denial into the National Honor Society.

\*The above procedures, as stated for the student activity information form and selection process, are based upon Section II, Articles I-XVII of the National Honor Society official handbook.

Examples in each required area: (NHS)

**Scholarship:** Students must maintain a 90 average in order to be eligible and remain a member of the PJSJS Chapter of the National Honor Society.

**Leadership:** A person who is resourceful in proposing new problems and applying solutions, demonstrates initiative, exercises positive influence on peers, upholds school ideals, exemplifies positive attitude, inspires positive behavior, successfully holds school offices or positions of responsibility, etc.

**Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.

**Service:** Generally considered to be those actions undertaken by the student, which are done, on a regular basis, with or on behalf of others without any direct financial or material compensation to the individual performing the service. In evaluating service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

Pitman Junior/Senior High School believes the National Honor Society makes a positive difference in the lives of individuals and in the spirit of the community and school. If you have any questions regarding the student activity information form or selection process outlined, please contact the National Honor Society Advisor to further clarify the procedure. Good luck to all those that qualify for this honor, membership into the Pitman Junior/Senior High School National Honor Society.

**\*Note:** Students are not permitted to hold two of the SAME officer positions in the following organizations: Student Council, Class Officer, Key Club, Tri M, National Honor Society and National Art Honor Society during the same academic year.