



**2025-2026**

**STUDENT HANDBOOK**

## **WELCOME**

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On behalf of the staff members at Pascack Valley High School, it is my pleasure to welcome you to the 2025-2026 school year. This handbook contains important and useful information for both you and your parents.

We hope that you will progress through your year of studies and activities with a spirit of enthusiasm and accomplishment that is a major part of the character and spirit of Pascack Valley High School. We intend to provide you with the best possible learning experiences and opportunities. We hope that you will reach your potential and become an outstanding person. You are the reason for our profession, and we are here to work with you.

Our best wishes for a successful and rewarding year.

Mr. John Puccio, Principal

### **HISTORY**

In 1955, Pascack Valley High School opened with an enrollment of 650 students from the towns of Hillsdale, Montvale, River Vale, and Woodcliff Lake.

During the next several years enrollment increased and so did the faculty and building capacity. Additional classrooms were added and the program of studies was expanded. Increased enrollments in 1963 resulted in double sessions. In September of 1964 Pascack Hills High School opened up to students living in Montvale, Woodcliff Lake, and a portion of Hillsdale. Pascack Valley had the balance of Hillsdale students and all of the River Vale students.

By 1970, the enrollment was again up to capacity and building construction was necessary to house approximately 1,800 students. This expansion provided additional classrooms, expanded department areas, another gymnasium and a new cafeteria and library. The projected enrollment for 2025-2026 is approximately 934 students.

The school colors for Pascack Valley are green and white.

### **Pascack Valley High School Contact Information**

Main: 201-358-7060

Attendance Office: 201-358-7060 x 24000

Health Office: 201-358-7060 x 24021

Principal's Office: 201-358-7060 x 24003

Asst. Principal's Office: 201-358-7060 x 24001

Athletics: 201-358-7060 x 24035

Guidance: 201-358-7060 x 24009

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**PASCACK VALLEY HIGH SCHOOL**

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**Statement of Philosophy**

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Pascack Valley High School is a comprehensive, four-year secondary school entrusted with providing instruction that addresses the present and future needs as well as the diverse interests of pupils of varying abilities. It is the goal of the school to provide a thorough and efficient education for all, regardless of socioeconomic status, race, creed, or sex. Further, it is the goal of the school to function culturally, politically, economically and socially in a pluralistic, democratic society.

This goal can be approached most successfully in a school that fosters a spirit of equality, that promotes a sense of self-esteem through growth, that encourages learning beyond the school, that contributes to the understanding of a wide range of experience and that prepares students for the future.

Realizing that teaching involves a sharing of values, we support the dual proposition that teachers serve as models for their students to emulate and that, at the same time, they engender an atmosphere of free inquiry and independent thought. The universal need to know is best met in a school that pursues its goals through both the individual and collective efforts of its students, faculty, administrators, and members of the community, and that subscribes to the belief that education is a reciprocal process that allows the student to become the teacher.

We strive for a school in which people live in an atmosphere of mutual respect, appreciate that there are differences among people and recognize these differences as a means of enriching life.

Ultimately, we support the individual's search for the attainment of self-realization as part of a comprehensive educational community, which embodies the highest ideals of an orderly yet changing society.

**Notice of Nondiscrimination**

The Pascack Valley Regional High School District provides an equal education for all its students, regardless of race, color, creed, national origin, sex, social and economic status, or disability. All students are provided with equal access to educational programs, school facilities, staff services, supplementary programs, and school sponsored activities, curricular and extra-curricular, in support of the requirements Title IX of the Education Amendments of 1972 and N.J.A.C. 6:41-1 et seq., Section 504 of the 1973 Rehabilitation Act, and the 1990 Americans with Disabilities Act.

**Inquiries and/or complaints may be directed to:**  
**Ms. Doreen Babis , District Affirmative Action Officer/ADA Coordinator**  
**(201) 358-7060 ext. 22033**

or  
**Dr. Sean Struncis, District 504 Officer**  
**Pascack Valley/Hills High Schools**  
**200 Piermont Ave., Hillsdale, NJ 07642**  
**(201) 358-7060 ext. 24009**

## **HIB (Harassment, Intimidation, and Bullying) Contact Information**

**Dr. Sean Struncis, District Anti-Bullying Coordinator**  
**(201) 358-7060 ext. 24009**

**Margaret Montenare, School Anti-Bullying Specialist**  
**(201) 358-7060 ext. 24016**

District policies and implementation plans can be obtained online or at the district office, located at 28 W. Grand Ave., Montvale, NJ.

### **MISSION STATEMENT**

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The mission of the Pascack Valley Regional High School District (PVRHSD) is to ensure that our students acquire the attitudes, knowledge, and skills necessary to become contributing citizens of a more demanding, ever-changing global society.

To achieve our mission, the board and staff will work collaboratively to:

- Provide a comprehensive and academically challenging educational program that integrates the disciplines, reflects the needs of the students, and stresses problem-solving, information management, written, oral and computational skills, and technological application in and out of the classroom;
- Promote good citizenship through a better understanding of the needs of our diverse society by affording opportunities to participate in public service and by fostering respect for themselves and others;
- Establish partnerships with home, community members, businesses, and other agencies to provide the best possible education for our students.

The PVRHSD is committed to being educationally and financially efficient and effective in all of its operations. The PVRHSD has highest expectations for all students and will provide challenges to enable all students to reach their maximum capabilities.

### **PASCACK VALLEY HIGH SCHOOL VISION**

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To create a culture of **innovation**, **inquiry**, and **individuality** that promotes **achievement** and **choice** by cultivating the skills needed to **compete** and collaborate as **ethical** and **responsible** citizens.

### **BOARD REPRESENTATIVES - STUDENTS**

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The Board of Education will authorize two non-voting representatives to the board from the high school student body who shall be invited to attend all public meetings. At the discretion of the board president, the designated representative(s) may speak to agenda items, provide information about high school activities, and suggest items to be placed on the board agenda. The purpose of student representation will be to enhance the relationship between the board and the student body. It will strengthen communications between those parties and improve student morale at both high schools



## CHARACTER | COMMITMENT | COMMUNITY

### **Character:**

At Pascack Valley High School, embodying character entails demonstrating kindness and respect for oneself and others. It involves honesty, integrity, and courage. It means taking accountability and welcoming each opportunity as a path toward personal growth.

### **Commitment:**

Being committed is to participate in the Pascack Valley Community to the best of our ability, to set and pursue our own goals, and to persevere in the face of obstacles. Committed school community members will dedicate themselves to improvement.

### **Community:**

We are an inclusive community that accepts differences and embraces diversity.

We treat each other with compassion and offer encouragement and support for all members of our community to thrive.

We combine our skills, share our experiences, and work together to strengthen our school spirit so we are in a position to be of service to others and make a positive impact on our wider community.

# **DIRECTORY**

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## **Board of Education**

Gini Varghese, President - Hillsdale

Elizabeth Neve-Calderone - Woodcliff Lake

Gia C. Guzman - Hillsdale

Stephanie Huang - Woodcliff Lake

Katie Keller - River Vale

Kristin Martin - Hillsdale

James Stankus - River Vale

Debra Stephans - Montvale

Michael Weaver - Montvale

PV Student Representatives - Madeline Wu (11th) & Max Buchanan (10th)

Cindy Kirk - School Business Administrator/ Board Secretary

## **District Administration**

Dirk Phillips - Acting Superintendent of Schools

Mark Russo - Director of Curriculum and Instruction

Doreen Babis - Director of Human Resources and Pupil Service

Jonathan Hesney - Director of Special Services

Tracy Leigh - Director of Technology

## **PVHS Administration**

John Puccio - Principal

Tom Gallione - Assistant Principal

Alison Petaccia - Assistant Principal

## **District Supervisors of Instruction**

Tara Flannery - Supervisor of Special Services

Megan Graziano - Science/Technology Education/Business Education

Valerie Mattessich - English/Art/Media Center

Alyssa Merritt - Regional Instruction and Curriculum Coordinator

Joseph Orlak - Social Studies/Business

Jessica Nuzzi- Mathematics

Chiara Kupiec- World Languages/Family & Consumer Sciences/Music

Dr. Sean Struncis - District Supervisor of School Counseling

William VanKersen - Athletic Director/ Health/Physical Education

**EXECUTIVE STUDENT COUNCIL**

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Ella Gokhale.....	President
Emilia Rettew.....	Vice President
Nicholas Hernandez.....	Secretary
Charlie Wasserman.....	Treasurer
Lauren Buoye.....	Public Relations
Margo Perlman.....	Senior Liaison
Madeline Wu.....	BOE/Junior Liaison
Max Buchanan.....	BOE/ Sophomore Liaison Freshman Liaison
Riley Hirsch.....	Spirit/ Athletic Liaison
Ethan Rettew.....	Spirit/ Athletic Liaison
Drew Kirkby.....	Appointed Rep
Ryan Lomanto.....	Appointed Rep

**CLASS COUNCIL**

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Senior Class Officers (2026)

President- Johanna Chang  
Vice President- Kristina Wegner  
Treasurer- Abigail Metz  
Secretary- Joley Ross

Representatives

Ryan Diaz  
Leah Fox  
Alexa Ganz  
Rosie Kim

Senior Appointed Representatives

Mia Boretti, Brian Gynegrowski, Ming-Yang Qin, Brady Viola

Junior Class Officers (2027)

President- Ruth Pothen  
Vice President- Olivia Alexander  
Treasurer- Jillian Herzog  
Secretary- Drew Ellner

Representatives

Chloe Choi  
Caitlyn Dalton  
Simone Gambino  
Emily Park  
Tyler Riecken

Junior Appointed Representatives  
Eva Fischbein, Gianna Mauriello, Avery Stein

Sophomore Class Officers (2028)

President- Amelia Salamone  
Vice President- Connor Rettew  
Treasurer- Ashley Witkowski  
Secretary- Keia O’Cathian

Representatives

Brooke Barber  
Emily Fucci  
Emily Goldsmith  
Berin Hazinedar  
Aidan Philbrick

Sophomore Appointed Representatives

Abby Czop, Mia Tuli, Sydney Wiliams

Freshman Class Officers (2029)

TBD

Representatives

TBD

Freshman Appointed Representatives

TBD

## PROCEDURES

### ACADEMIC INTEGRITY

The goal of the school is to provide an educational environment in which students learn to work in an atmosphere where honesty, trust, fairness, respect, and responsibility are valued. Students who engage in cheating and plagiarism are using someone else's work and efforts, claiming them as their own, for their own benefit. The classroom teacher is the arbiter as to whether or not a violation has occurred.

### Student Freedoms and Responsibilities

- **Freedom to Innovate:** You have the freedom to leverage Gemini to enhance your learning experience, subject to teacher approval and guidelines in their class outlines and specific assignments.
- **Originality Matters:** Your work should reflect your own ideas and insights. While Gemini can be a valuable tool, avoid over-reliance on it.
- **Seek Permission:** Gemini may only be used on an assignment with specific prior permission and guidelines established by the teacher. If it is not specifically enumerated, Gemini AI shall not be used.
- **Responsible Use:** Adhere to ethical guidelines, respecting data privacy and intellectual property rights.
  - When students use AI tools with teacher permission, they should document, cite, and acknowledge their use appropriately. The media specialists are a great resource for this and will provide in-service for students on request.
  - Assignments involving AI-generated content should include citations that clearly indicate the specific AI tool used and provide the necessary source information. Gemini can generate a link that brings user back to their prompt that should be enumerated on the works cited section.
  - Proper documentation and acknowledgement demonstrates academic integrity, respect for intellectual property, and a commitment to transparent communication.
- **Critical Thinking:** Exercise sound judgment when interpreting AI-generated content, acknowledging its potential limitations.
- **Transparent Documentation:** When using Gemini, cite it appropriately, demonstrating academic integrity.

**Remember:** The use of any Generative AI tool other than Gemini for academic purposes is strictly prohibited. Misuse of AI tools, including misrepresentation of AI work

**Cheating** is defined broadly as unauthorized assistance to or from another student, electronic device/program, or a source that has not been granted permission by the teacher for the purpose of improving grades on a quiz, test, essay, term paper, homework, or assessment. All involved students, whether giving or receiving information, are equally eligible to be held responsible.

Examples of cheating include, but are not limited to:

- Copying from another student's work or allowing another student to copy your work
- Using unauthorized material such as textbook, notes, cell phone during an assessment.
- Collaborating with another person during an assessment by giving or receiving information without permission
- Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (e.g. texting, social media)
- Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration
- Using an unauthorized AI tool (e.g., ChatGPT) without teacher permission on an assignment

**Plagiarism** occurs when individuals attempt to present as their own that has come from another source. Plagiarism takes place whether such theft is accidental or deliberate.

Examples of plagiarism include, but are not limited to:

- Reproducing another person's work, whether published or unpublished, including materials from websites
- Presenting an assignment as one's own that has been partially or wholly prepared by another person, business, or AI tool.

A student who is identified as cheating or plagiarizing by giving or receiving answers on a quiz or test or copying someone else's work on essay, term paper, homework or other assignments will be disciplined according to Pascack Valley High School's disciplinary Code of Conduct.

### **ACTIVITY CANCELLATION**

When school is closed as a result of weather conditions or early dismissal for any reason, school-sponsored activities or community use of facilities may be canceled or postponed. Please call 201-358-7060 or check the website for up-to-date information. In order to receive a message regarding closures, it is important to make sure the school has current phone numbers and e-mail addresses.

### **ADULT STUDENTS**

Students who are 18 years of age or older will be treated as adults in accordance with the Age of Majority Law (Chapter 81, P.L. 1972). Adult students, however, must obey all school rules and regulations and are accountable for their conduct in school. Parents must sign all notes, specialized forms and releases, regardless of a student's adult status. Calls will be made to confirm every student's release.

### **ANNOUNCEMENTS**

All school messages and information are read during the second period of the day after the Pledge of Allegiance. Announcement requests may be submitted on the form available on the school website. Submit requests by 3:00 p.m. one day prior to requested publication date.

## **AI: Understanding Generative AI in Academics**

The Pascack Valley Regional High School District recognizes the potential of Generative Artificial Intelligence (AI) to enhance learning. As students, you are encouraged to explore and utilize AI responsibly, fostering your creativity and critical thinking skills. The district officially endorses **Gemini** as the sole Generative AI tool for academic use in the district.

## **ATHLETIC/CO-CURRICULAR ACTIVITIES**

### **Attendance for participation**

A student who is absent from school may not participate in any events after school on that day. A student who arrives late to school after 10:02 am will not have been in attendance for at least four hours of instructional time (including one-hour morning session and one-hour afternoon session) and will not be permitted to participate in or practice for school activities. A student must be in attendance by 9 am on 12:00 pm dismissal days in order to participate in school events.

### **Eligibility for sports**

Any bona fide student who has not reached the age of 19 and who has attained satisfactory scholastic progress is eligible for interscholastic sports. If a student is not passing a minimum of 30 credit hour courses at the end of each semester, he/she will be ineligible for participation in athletics and/or extracurricular activities the following semester. A student must pass a minimum of 120 credits to meet graduation requirements. Additional information may be obtained from the Athletic Director.

In keeping with Board Policy #6145, only students in good academic and disciplinary standing may participate in sports or in other extracurricular activities. Good disciplinary standing means a pupil must conform to all student rules and regulations required by district policy and regulation. Pupils who desire to participate in an extracurricular activity must exemplify the qualities of good school citizenship. Pupils are not eligible to participate in extracurricular activities while serving a detention or suspension. Board policy expressly forbids any act of “hazing” defined as “the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm.” Any student who violates this policy will be removed from the sports team, extracurricular activity or group in which this hazing incident occurred.

## **ATTENDANCE REGULATIONS**

The Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the state. The Board can only fulfill its responsibility to students when they are present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/guardian and student accept responsibility for the student’s attendance at school as scheduled.

The Board of Education excused absences from school only for reasons specified in law and/or policy.

Students are expected to be in attendance on all days that school is in session. The Board of Education permits absences from school for those reasons listed below:

1. Medical with a doctor’s note (to be submitted within 3 days upon return from absence)\*

2. Death in the Family
3. Religious holidays
4. Court appearances – documentation required
5. Administratively approved absences
6. Suspension, in-school detention
7. College visits- three for Juniors and Seniors per school year
8. Take Our Children to Work Day

***\*Medical excuses with a doctor's note are added to the student's total unexcused absence count that may not exceed the limits allowed in Policy 5113.***

School-sanctioned activities resulting in an absence from school must be approved by the principal or his/her designee and require advanced notification of each classroom teacher. Approved school-sanctioned activities will not be counted as absences. However, student responsibility for class assignments shall follow the guidelines established for excused absences.

Students are responsible for making up work and/or exams, as required by the teacher, for all absences, both excused and unexcused. Make-up work for excused absences will be given full credit.

### **MAKE UP WORK**

To make up any work assigned during an absence, two school days are allowed for every one day of absence. Following an absence of six or more consecutive school days, the student and teacher must meet within a period of three days to develop and agree upon a make-up plan. If a student is absent only on the day of a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school. If a student is absent the day before a previously announced test or quiz, and no new work was covered on that day, he/she is responsible for taking the test or quiz on the day he/she returns to school.

Absence from school without parental knowledge and consent (truancy) is considered an illegal absence. While students are responsible for making up the work missed, no credit will be given. Truancy will result in disciplinary consequences. Three cuts in a class will cause the student to be removed from the class.

In order to receive credit for courses, a student's total absence may not exceed 18 days for a full year course, less than 10 days for a semester course. Absences in excess of the above limits shall result in retention review.

A student who is removed from a class because of excessive absences for reasons other than cutting the class has the option of continuing in the class (with no credit or grade) in order to be eligible to make up the course in summer school. However, if the student does not remain in the class and chooses to take a study hall instead, he/she cannot make up the course in summer school.

### **Parent/Guardian Role in Attendance:**

Parent/Guardian should notify Attendance Officer, Ms. Janet Murray, when a student is going to be absent, leaving early, or arriving late to school. Please notify the office by 8:30 a.m.

You can reach Ms. Murray using one of the following methods:

- Email: [JMurray@pascack.org](mailto:JMurray@pascack.org)
- Phone: 201-358-7060 x 24000
- Genesis: Send a note through the genesis portal

Please note: Students under a doctor's care are encouraged to provide a doctor's note within three days of returning to school.

Parents are urged to avoid scheduling dental or medical appointments during school hours. If a student must leave early, they must pick up an early dismissal pass in the main office, and a parent or guardian must come into the school to sign the student out. **Only a parent or guardian, or previously identified emergency contacts, may pick up a student before the school dismissal.** Classes will not be disrupted for an early dismissal without prior notification.

Any student arriving late to school must check in at the attendance window upon arrival. Students arriving after 10:02 am will be marked present for the classes they attend, but will be marked absent full day on the main calendar.

Family vacations should be planned to coincide with the school calendar. Time lost during the school year, due to vacations, will jeopardize the student's education and impact upon the attendance requirements, and may affect class participation grades. All course requirements must be met. It is a student's responsibility to confer with his/her teachers about instruction/work lost due to missed class time.

### **TARDINESS**

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. **Students are expected to be in their first period class of the day at 8:00 am.** Students arriving after 8:00 am are required to check in, and are marked tardy to their class and school for the day. **Five incidents of tardiness shall equal one late absence.** A student who is 20 minutes or more late to class without a verified excuse = 1 cut

### CALCULATING ABSENCES, TARDINESS, CUTS

<b>Late to School (0-19) minutes after late bell rings:</b>	
5 lates	= 1 late absence
10 lates	= 2 late absences
15 lates	= 3 late absences
18 lates	= 6 late absence and potential *Loss of Credit

<b>Full Cut: Student who deliberately cuts a class:</b>	
1 Cut	= 1 absence
2 Cuts	= 2 absences
3 Cuts	= 3 absences and *Loss of Credit

<b>Absences:</b>	
Full Year Course	Over 18 Absences = Loss of Credit
Semester Course	Over 10 Absences = Loss of Credit

**\*Please see Code of Conduct below for consequences due to lateness to school and class cuts\***

Recognizing that emergency situations do occur, the Board of Education stipulates that a continuous review process and an appeal procedure are essential components of the administrative procedures. The administration shall develop detailed regulations to implement this policy in the schools and present them to the Board for approval so that they may be clearly understood to represent the official policy of the district.

Parents/guardians and students shall be informed of these minimum attendance requirements at the beginning of the school year.

See the complete Policy 5200 on our website at [www.pascack.org](http://www.pascack.org).

**BUS TRANSPORTATION**

A student must live more than 2 1/2 miles from school to be eligible for free transportation. Should a student lose his/her pass, a duplicate must be obtained through the Board of Education transportation office. For all bus information, please call 201-358-7004, extension 21013. Buses arrive at approximately 7:35 a.m. and depart at approximately 3:00 p.m. Disruptive students on a bus may be returned to school and may forfeit their right to ride the bus.

**CAMPUS DISTURBANCES**

Any disturbance by pupils that interferes with the normal course of school activities shall be deemed a campus disturbance. All such disturbances shall be met with disciplinary action commensurate with the gravity of the disorder. It shall be the responsibility of all staff members to report to the principal any incident that could eventually lead to a campus disturbance. The Superintendent or designee shall develop a plan of action adaptable to each building to protect the safety of pupils and staff members and to prevent destruction of public property in the event of a campus disorder.

**CODE OF CONDUCT/ STUDENT DISCIPLINE**

**District Policy 5600**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school

grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students

with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student’s family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district’s Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for

determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extracurricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: May 7, 2012  
Revised April 13, 2015, April 1, 2019

## COLLEGE VISITS

Junior (11) and senior (12) students receive 3 college visits a school year. The student must provide the college visit form, and provide proof of campus visit, to the attendance officer in the main office. The absence is considered unexcused until this documentation is received.

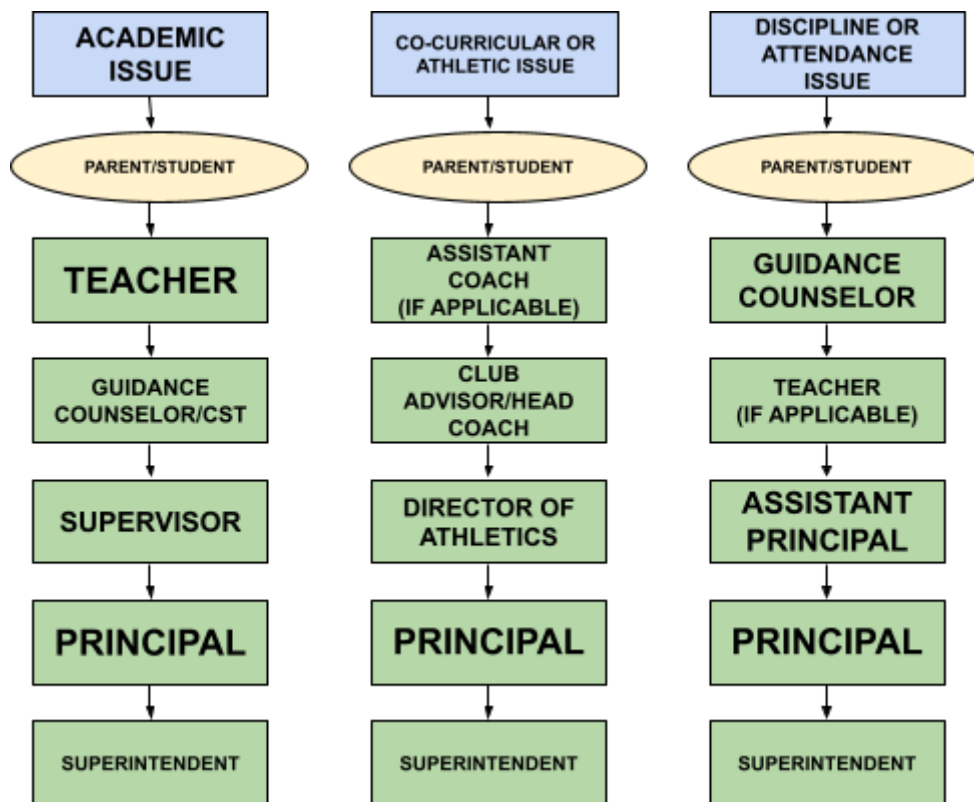
## COMMUNICATION/CHAIN OF CONCERN

The teachers, counselors, supervisors, and administrators are always ready to assist students and parents with any problems or questions.

1. **Conferences with Teachers:** The student should first talk to the teacher concerned. Parents can arrange for a teacher conference by calling or emailing the teacher.
2. **Conference with Supervisors of Instruction:** If a problem remains unsolved after a teacher conference, a meeting can be arranged with the department supervisor.
3. **Conference with the Principal:** This should take place only after talking with the teacher and department supervisor.
4. **Conference with Superintendent:** Unresolved problems should be brought to the superintendent and finally to the Board of Education.

### Chain of Concern

*Communication is Key  
Student Success is the Goal*



## DETENTION

When a professional staff member assigns a student detention, the student is advised to serve the detention promptly as scheduled. Failure to attend detention may lead to additional detentions, suspension, and potential loss of school privileges and extracurricular activities at the discretion of the administration. Students are not allowed to use electronic devices such as cell phones and airpods during administrative or tardy to school detentions. Students must be on time to their detention and bring school work. Students who have a job after school are reminded that, by law, **school obligations have priority over employment obligations.**

Administrative detention sessions: 7:15 a.m. - 7:55 a.m. or during an assigned lunch time.

Tardy to School detention sessions: 3:00 p.m. - 3:45 p.m.

Tardy To School Quantity	Consequence
5 tardy to schools	1 tardy to school detention
10 tardy to schools	2 tardy to school detentions
15 tardy to schools	3 tardy to school detentions
20+ tardy to schools	1 In school detention

Failure to attend a tardy to school detention will result in an additional two detentions the following week.

## DELAYED OPENING AND SCHOOL CLOSINGS

This option to delay the opening of school will be used when such an opening is an appropriate alternative to closing school for the day. When opening is delayed, school will begin at **10:00 am**. Parents will be notified of snow days, emergency early closings, and other breaking news by telephone and email alerts after setting up an account. Please check the website for additional information regarding delayed openings and potential school closings.

Parents should also use their own judgment, based upon the age of the student, the neighborhood conditions and other safety factors, in determining whether the student may safely leave for school in adverse weather, or if he/she should remain in school if foul weather hits once the schools are open. **Only a parent or guardian, or previously identified emergency contacts, may pick up a student before the school dismissal.**

## DISCIPLINE OF STUDENTS/SUSPENSIONS

"N.J.S.A. 18:27-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or of habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to the punishment and to suspension or expulsion from the school."

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

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person having authority over him/her;
3. Conduct of such character as to constitute a continuing danger to the physical and well being of pupils;
4. Physical assault upon another pupil or any teacher or any other school employee;
5. Taking or attempting to take personal property or money from another pupil, or from his presence, by means of force or fear;
6. Willfully causing or attempting to cause substantial damage to school property.

In case of suspension, notification will be given to parents and staff. It will then be channeled through administration to the Board of Education. An administrative, parental/student conference may be scheduled which may involve the teacher, the student's guidance counselor and special services. Input from the student and staff will be received.

Any student who has been suspended from school:

1. Must report to the General Office upon return to school to receive a clearance to attend class.
2. May not attend or participate in any school activities (athletic/co-curricular) during the period of suspension.
3. May not be on school property during the period of out-of-school suspension.

### **DRESS CODE FOR STUDENTS**

All students are expected to dress neatly in clothes of good taste. Clothing must be clean, modest and not create health or safety hazards. At no time should clothing depict drugs, alcohol, tobacco, lewdness. Any symbols used to promote hatred, violence, discrimination, or gang affiliation are prohibited. Footwear must be worn at all times. Students with bare or stocking feet are not permitted in school or on campus. If a student is inappropriately dressed, the parent/guardian will be contacted to bring a change of clothing to the school. Teachers may establish a no-hat rule in their classrooms; this rule must be obeyed. The Administration reserves to themselves wide latitude and discretion in determining what is considered inappropriate dress and/or grooming

### **EXTRA HELP**

Students who desire extra help should make arrangements with the teacher. Teachers will generally work with students who desire "outside-of-class" help on an individual basis. The time available for such help is before school, during school, after school or utilizing the Pascaek Period depending upon the teacher and student's schedule. Questions regarding extra help days may be directed to the Supervisor of Instruction.

### **FIRE AND SECURITY DRILLS**

The school, under the direction of the State, must conduct a periodic program of security & fire drills. Route signs are posted in all rooms. Students should become thoroughly familiarized with all escape routes and shelter zones. When any fire alarm sounds, students are expected to follow instructions,

proceed to the exits in complete silence and as directed by their teachers. Students are expected to remain silent as they return to their classroom when the “All Clear” is sounded.

## **GRADES**

Grading procedures will be explained to students during the first week of school or the first week of the course. Grades will be available on-line in Genesis throughout the school year showing an up-to-date letter grade representing the evaluation of student performance in each subject area.

The final grade for the course will represent the composite of the student’s performance for the entire school year.

The following scale of grades is used in the high school to indicate the quality of the work of each student.

- A Excellent
- B Good
- C Fair
- D Poor
- F Failing
- I Incomplete-Due to extenuating circumstances, the student has been given an approved extension of time.
- WP Withdrew Passing
- WF Withdrew Failing

### **Grading Criteria**

The grading criteria are as follows, Quality Points in Parenthesis:

Excellent: A+ 98-100 (4.33)	A 93-97(4.0)	A- 90-92 (3.67)
Masters all course proficiencies.		
Good: B+ 87-89 (3.33)	B 83-86 (3.0)	B- 80-82 (2.67)
Masters a major portion of course proficiencies.		
Fair: C+ 77-79 (2.33)	C 73-76 (2.0)	C- 70-72 (1.67)
Masters the minimum course proficiencies.		
Poor: D+ 67-69 (1.33)	D 63-66 (1.0)	D- 60-62 (.67)
Completes the minimum proficiencies.		
Failing: F 59 and Below (0)		
Indicates work inferior to accepted standards for passing.		

The following criteria will be considered in determining grades: the student’s completion of work on time, participation in class, completion of homework, ability to work independently, and efforts to evaluate and improve his/her work. Incomplete work: Incomplete work is recorded as an I. Work must be completed within two weeks or an “F” will be recorded for the grading period.

### **Grade Point Average**

Grade point average is computed for students by a process that includes **all** subjects for which credit is given and **all** grades including failures. Differential weighting, by an additional point, is used for Honors and Advanced Placement courses.

Valedictorian/Salutatorian will be declared after the mid-year point of the senior year.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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
2. By any other distinguishing characteristics; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

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

A complete copy of Policy 5512.01 is available on our website at [www.pascack.org](http://www.pascack.org).

### **HEALTH INFORMATION**

The clinic is on the first floor next to the Guidance Suite. A registered nurse is on duty to assist pupils who are ill, have met with an accident, or have health issues or personal problems. If the nurse is unavailable, students are to come to the General Office.

#### **Illness in School**

**Any student, who is ill, must report directly to the nurse. Do not go to the girls'/boys' room** (It will be considered as cutting). There is a rest room in the clinic. Students are **not** to call a parent, relative or friend to request permission to leave school. If a student is to be sent home, the nurse will contact the parent or guardian who will arrange for the necessary transportation. **A student may not transport another student.** Failure to follow this procedure will be considered a disciplinary infraction. **Students who are ill may not drive themselves home.**

**Each parent must provide updated emergency information each year.** Data forms are sent to parents annually and to new enrollees, at registration. A student **will not be released** to anyone other than parent/guardian unless the name of the person has been listed on the student's emergency form.

#### **Physical Examinations**

The Pascack Valley Regional Board of Education Policy 5310 states that:

"For the protection of health and safety, a medical examination will be required each year for all students in these categories:

- a. All 9th grade students who are enrolling in the school for the first time.
- b. All transfer students no matter what time of year they enroll.
- c. All students who intend to participate in an interscholastic sport. In the event of injury or disease, no student may return to active participation in interscholastic sports without first being cleared by the school medical examiner." (The school will recognize releases from your family doctor.)

The Medical Examination form is to be completed and returned to the school **two weeks prior to the start of the school year for freshmen or in early-August according to the schedule outlined by the school nurse for student athletes. Transfer students will provide forms at time of transfer.**

**No student will be permitted to participate in physical education or athletic activities or be permitted to report to practice or to play in interscholastic sports until the form has been returned and cleared by the school nurse in accordance with the deadlines mentioned in sections a, b and c.**

For instance, if an incoming ninth grade student anticipated participation in the sport of football, then the one form will serve both purposes, a and c.

### **Medication**

The board recognizes the administering of medication to pupils in our schools to be one of the critical issues related to school health services. The administration of medication by school personnel; therefore, is discouraged since it is not normally a function of education. However, at times, circumstances dictate that some children with chronic illnesses and specific disabilities often require medication during the regular school day. Under such circumstances, only the school nurse or the pupil's parent/guardian shall administer such medication as described in the pupil's health record. The school health services office will not provide medicine.

### **Administering Medication**

When a pupil must supply medication or self-administer or administration by the school nurse during school hours and on school property:

1. The parent/guardian shall provide a written request for the administration of the prescribed medication at school;
2. Written orders shall be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects; Please utilize our policy forms found on the nurse webpage;
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician;
4. The school should provide a secured, locked space for the safe storage of medication. Prescription drugs should be kept locked at all times;
5. The certified school nurse or parent/guardian is the only person permitted to administer medication in the schools;
6. Inhaled medication (such as asthma medication) may be kept by the student and be used as directed (i.e., as needed, before or after exercise (gym) or on a frequent time schedule) provided a written order from the physician (including all elements of Item 2 above) and parent permission is on file with the school nurse. Epipen and insulin may also be self-carried by the student with written order from the physician and parent permission on file with the school nurse.

7. The pupil should take the medication only under the supervision of the school nurse except as noted in Item 6 above or in the case of allergic reaction when immediate self-medication is indicated.
8. The records or documentation for administering medication to pupils shall be maintained by the school nurse.
9. No medication shall be provided by the school health services.

### **Scoliosis**

A scoliosis examination shall be available to every pupil (every other year) in accordance with standards jointly established and published by the New Jersey Department of Health. Properly trained school personnel shall administer the examination.

**Immunizations** Immunizations must be kept up-to-date according to the New Jersey law. Check with your physician and school nurse for requirements. Non-compliance with New Jersey State mandates will result in student removal from school until written verification is presented to the school nurse.

### **INSURANCE FOR STUDENTS**

A student accident insurance program is available to all students for a nominal fee. Insurance forms may be obtained only during the September enrollment period from the General Office. All questions relating to accident reports, claims, etc., are to be addressed to the nurse. Financial questions are to be directed to the insurance company.

### **INTERVENTION AND REFERRAL SERVICES**

The **Intervention & Referral Services Team (I&RS)** uses a collaborative problem-solving model to provide early identification and intervention for students who exhibit at-risk behaviors, which may affect their academic, social and/or emotional functioning. The team is composed of selected teachers, administrators, guidance counselors, the school nurse, a child study team member, and the substance awareness coordinator. All team members have received special training in order to be part of the I&RS Team.

Referral to the I&RS Team may be made by staff members, parents or students. If you have any questions about this program or wish to make a referral, you may contact an I&RS Team member through the Guidance Office.

### **LATE WORK SUBMISSION**

When a student is present in class but does not submit their assignment on time, the work is considered late. The teacher may enter a "Missing" or zero in Genesis which notifies the student of the current grade for that assignment. Teachers will post their late submission policy in Canvas which should outline the timeframe that late work is accepted and the grade penalty for a late submission. The classroom policies may vary between courses but teachers are not encouraged to accept late work beyond the current unit of study. Students are expected to communicate with their teacher regarding overdue assignments and notify them when the assignment is submitted.

## **LAPTOP USE AND CARE**

Laptops must remain in their cases and should be closed when not in use during class. Plastic protective covers must stay on the laptops at all times. Stickers or decorations are not permitted on the laptops, and school identification stickers may not be removed.

Any damage incurred through lack of proper care and use, intentional damage, or any behavior that results in damage will be the financial responsibility of the student. Failure to pay for damages will result in the withholding of diploma, cap and gown, report card, schedule, and transcript.

Laptops should never be left unattended. Any damage that occurs when left unattended will be the responsibility of the student. Students may not use personal laptops in school.

## **LEADERSHIP**

Students holding leadership roles (such as, but not limited to, class office, club officer, athletic captain, peer leader/mentor, leading role in a drama performance), have a particular responsibility to maintain appropriate standards of behavior, academics, and attendance. Any failure to meet these standards may result in removal from the leadership role for the remainder of the school year, at the discretion of the Principal.

## **LOCKERS AND LOCKER ROOM RULES**

**“School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.**

**A pupil’s person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and nature of the infraction.”**

**Students are urged not to bring valuables to school.** The school **does not** accept responsibility for items left in lockers. Before the last day of school in June, all lockers are to be emptied by the students. Students having locker combination problems or broken lockers are to go to the General Office to fill out a locker-repair order form. The student will report to the general office on the next school day to indicate whether the locker has been repaired satisfactorily or a new locker assignment is needed. The student will sign and date the locker repair work order form to indicate that the locker is in good working condition or that a new locker has been assigned.

**Gym lockers must be used during gym classes. All personal belongings brought to the gym are to be placed in the locked gym locker. Each student should purchase a lock for use in P.E. locker rooms. The lock should be removed at the end of each gym class.**

Students are allowed in the locker rooms only for the purpose of participation in a physical education class or an athletic practice/game. During the school day, locker room bathrooms may be used by

students only during their physical education classes. If a student is found in the locker room at an inappropriate time, they may be subject to disciplinary consequences. **Any use of camera/video (including cell phone) is not permitted in the locker rooms.**

### **LOST AND FOUND**

Items found are to be turned into the Security desk, or the lost and found box outside the guidance office, and claimed after school.

### **LUNCH AREAS**

While in any designated lunch area, please be courteous to your fellow students and cafeteria staff. Be responsible for cleaning your own trash; do not sit or put your feet on the tables. Five to seven minutes prior to the end of the lunch period, place all trash in the containers provided. Keeping the cafeteria tables clean will provide a desirable atmosphere for all students to enjoy. Do not bring glass containers on campus or into the school. Card playing and gambling are prohibited.

### **LUNCH/FOOD AND BEVERAGE DELIVERY**

Students may not order lunch to be delivered from outside vendors. Food and drink from local restaurants via services such as DoorDash, GrubHub, Uber Eats, etc. is not permitted in the interest of maximizing safety. Family members may drop off student lunch outside the building in the drop-off bin located next to the front entrance. Any food or drink delivered via a delivery service will be confiscated.

### **MEDIA CENTER**

The Media Center is open from 7:30 a.m. to 3:30 p.m. A student may go to the Media Center from a class with a pass from the classroom teacher.

The Media Center is for quiet research, study, and reading. The library staff is responsible for supervision of this area. The administration expects students to conduct themselves as they would in any class or place of quiet, serious study.

Students are responsible for all library materials borrowed during the year. Lost or damaged books must be paid for before the close of school in June. Diplomas, caps and gowns, schedules, transcripts, and report cards will be withheld until fines are paid.

### **MESSAGES/STUDENT ITEMS**

Personal messages **will not** be relayed to students by the General Office except for an emergency. Personal items, including food, cannot be dropped off inside the building, please utilize the drop-off bins located at the front entrance of the building.

### **NARCOTICS, DRUGS, AND ALCOHOL**

The Board recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The board's concern is also to protect students who do not abuse drugs/alcohol as well as to provide help for those who do. The Board of Education pledges not only to meet, but also

to exceed, State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention and prevention of drug and alcohol abuse.

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending a school-related function on or off campus, and coming to and going from school and/or sponsored function. Students are further prohibited from smoking cigarettes or using tobacco products in any form in compliance with the school discipline code. This includes vapor producing devices.

In accordance with NJSA 18:A:40.1, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds.

An appropriate drug/alcohol curriculum shall be provided in elementary and secondary schools in accordance with N.J.A.C. The Pascack Valley Regional High School District Board of Education in conjunction with local health agencies may also provide education programs for parents/guardians.

For the purpose of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey.
2. All alcoholic beverages.
3. All anabolic steroids.
4. Any (and all) prescription drugs/over-the-counter drugs not prescribed to the student; exception, those for which permission for use in school has been granted pursuant to Board policy. The school nurse must administer this medication.

For further information, please see the complete Policy 5530 on our website at [www.pascack.org](http://www.pascack.org)

**The student’s offenses are cumulative from year to year while in attendance in the PVRHS district.**

## **NATIONAL HONOR SOCIETY**

### **Criteria for Selection**

Membership in the Pascack Valley/Hills High School Chapter of the National Honor Society is to be based upon scholarship, service, leadership, and character. Membership is an honor bestowed upon a select group of students by the school faculty through the Faculty Council. More specifically, the criteria for selection are as follows:

1. NEW CRITERION: Beginning with September 2025 incoming freshmen (Class of 2028), the minimum grade point average for NHS eligibility will be 3.95. Currently, the minimum grade point average for NHS eligibility will be 3.85 for the classes of 2025, 2026 & 2027. Any student with a Grade Point Average (GPA) of 3.85 or better will be considered for membership. This GPA

will be based on final marks for ninth, tenth and mid-year eleventh grades and approved high school level summer school programs.

2. Only students enrolled at Pascoack Valley/Hills High School for a period equivalent to one semester are eligible for membership.
3. All faculty members (full and part-time staff) will be surveyed for National Honor Society nominations. These nominations are to be based on a judgment of character and leadership and are to be made only by faculty members who know students from the classroom, support or administrative services and/or co-curricular activities.
4. Incidents of a disciplinary nature will be considered by the Faculty Council if they are documented events of which both the student and the parent were notified at the time they occurred.
5. Consideration will be given only to those students who **actively** participate in school and community activities. **Successful candidates for membership must have completed 30 hours of volunteer services.** All club sponsors will be surveyed for activity ratings of students. Courses for which students earn credit will not be considered as fulfilling the activity requirement.
6. The National Honor Society Faculty Council will make the final selection in the spring of junior year based on the criteria listed above.

### **Service**

Community Service refers to service that a student performs for the benefit of his or her local, national, or international community. Candidates must have a minimum of 30 hours of documented community service. School and class related activities, including fundraising, do not count as community service. Volunteer work for a company, unpaid internships and family obligations do not count as community service. Many of our high school clubs and teams offer opportunities that benefit the greater community such as Interact, Camp Raspberry, Robotics, etc. Churches, temples and civic organizations offer service opportunities. Volunteer work with the disabled, poor or needy persons qualify as community service.

### **Four Pillars of the National Honor Society**

Scholarship, Leadership, Service and Character are the four pillars of the National Honor Society. Students who have the qualifying GPA and who also have completed the minimum of 30 hours of volunteer services, as outlined above, must also exhibit traits of strong leadership and character. The following definitions of Leadership and Character are according to the 2025 National Honor Society Handbook.

#### **A student who exercises leadership, according to the NHS 2025 Handbook:**

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities

A person of **character** demonstrates the following six qualities: Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship. Incidents of cheating or plagiarism will result in non-selection to the NHS.

**The student of character, according to the NHS 2025 Handbook:**

- Cooperates by complying with all school policies and regulations and codes of student conduct
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules ,and displays personal responsibility

Additionally, a student with strong character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing willingness to profit by the mistakes of others
- Actively helps rid the school of bad influences on our environment

**Notification**

All students under consideration will be notified in writing of the Faculty Council's selection decision. Students who are not admitted to the National Honor Society will be informed, in writing, of the reason(s).

**Appeal Process**

- a. Students not selected for membership are not legally entitled to any kind of a formal hearing or other kind of due process. A student and/or parents may appeal the decision of the Faculty Council. The request for consideration must be made in writing to the Chapter advisor within 5 school days after notification.
- b. A meeting of the Faculty Council may be convened to allow for a clarification of the council's membership decision and to ensure that all students receive full and fair consideration as outlined in the criteria and procedures of the Pascack Valley/Hills Chapter of the National Honor Society. The council will deliberate privately and render a decision in writing.
- c. If the Faculty Council upholds the original decision, subsequent appeals will only be heard in the following order:
  - 1) Principal
  - 2) Superintendent
  - 3) Board of Education.

**Dismissal from the National Honor Society**

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of a flagrant violation of school rules or civic laws, a member does not necessarily have to be warned. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. If the student does not make the improvement in the specified time, that student is liable for dismissal.

In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district. Any member who has been dismissed is never again eligible for membership in the National Honor Society.

## **PERSONAL PROPERTY**

### **Mopeds/Electric Bikes**

Students must see an Assistant Principal for regulations concerning the moped/electric bike on campus.

### **Cell Phones**

Cell phones must be turned off during class time. Teachers may instruct students to place their phones in a designated hanging cell phone holder. Refusal to comply with a teacher's request or unauthorized use of cell phones may result in disciplinary action. Students needing to make an emergency phone call may use the phone in the General Office. If necessary, misused cell phones will be confiscated and returned only to a parent.

### **Electronic Entertainment Devices**

Electronic entertainment devices are not permitted in halls or classrooms **except in the cafeteria**. Items in violation will be confiscated and turned into the General Office. All entertainment is to be school-appropriate. Devices will be confiscated if misused, and will be returned only to a parent.

### **Skateboards**

Skateboards are not permitted or to be used on campus.

## **PHYSICAL EDUCATION EXCUSES**

Students may obtain gym excuses upon presentation of a parental (3 days or less) or doctor's note (more than 3 days.) The school nurse will issue these excuses upon receipt.

**A student may not participate in any extra-curricular sport/activity while a gym excuse is in effect.**

## **POSTERS/NOTICES**

1. The principal or assistant principal **must** authorize posting of notices/posters.
2. Oversized posters will not be permitted to occupy an entire bulletin board.
3. Notices may be posted on school bulletin boards Do not post on the painted walls.
4. All notices and posters must be removed the day following the activity by the person(s) who posted the message.
5. Distribution may not be made to students without authorization by the principal.

## **PROM**

**Junior Prom:** All students are required to be in attendance the entire day in order to attend the junior prom.

**Senior Prom:** Only SENIORS with parent permission may leave school at 1:00 p.m. on the day of the prom.

**Students who owe detentions will not be allowed to leave early for the prom or attend the prom.**

## **SAFETY**

Piermont Avenue is a busy street, especially before and after school. Please cross only in the crosswalks and exercise caution, especially in construction areas.

## **SENIOR PRIVILEGES/PARKING**

SENIORS must present valid credentials (license, registration and insurance). The following factors are taken into consideration when applying for senior parking:

1. Academics
2. Attendance
3. Behavior
4. Fines

A parking sticker must be placed on each registered vehicle (on automobiles, permanently mounted on the **left side window**, and on the front fender of a motorcycle or moped/electric bikes). Cars parked in restricted parking zones on campus (non-student areas) or those without proper identification may receive a summons from the Hillsdale Police Department and are subject to loss of senior privileges which may include yearbook signing, prom, white water rafting etc. Students must operate vehicles safely and slowly at all times. Excessive speeding or dangerous driving will result in suspension of parking privileges. Any vehicle parked on campus is subject to an administrative search upon reasonable suspicion.

**First violation:** verbal/written warning or warning sticker.

**Second violation:** Temporary loss of parking privileges at the discretion of Administration and possible ticketing by Hillsdale Police per town regulations.

**Third Violation:** Permanent loss of on-campus parking and senior privileges for the remainder of the school year.

**Only seniors** with student privileges may leave campus during the lunch period and Pascack Period. Seniors in violation of school rules or campus parking/driving regulations are subject to temporary suspension or permanent loss of parking privileges. Seniors with privileges may not leave campus during release from study. Seniors who drive underclass students off campus during lunch will be subject to permanent loss of parking privileges. Applications, regulations and eligibility requirements are available in your Genesis account. All parking permits are processed by the Assistant Principal according to the schedule posted in the general office.

**Underclassmen are not permitted to drive to Bergen County Technical Schools; doing so will result in the forfeiture of senior privileges.**

### **SEXUAL HARASSMENT**

The Board of Education explicitly forbids any conduct or expression that may be construed as sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestion, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effects of intimidation or tends to make the educational environment intimidating, hostile, or offensive, that conduct will be considered to be sexual harassment. Internet and/or electronic harassment is included in this definition.

Students are encouraged to report any incident of sexual harassment directly to the administration.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall immediately report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be reported immediately to the Division of Youth and Family Services for investigation.

Any employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 5751. Board approved 31 January 1994. This policy is available on our website, [www.pascack.org](http://www.pascack.org)

### **SMOKING**

Every student has the right to be educated in a clean and safe environment. Smoking in any public building in New Jersey is illegal. Therefore, by State law and Board Policy, smoking and the use of tobacco products is prohibited on school district property including building, grounds, and school vehicles. Further, students are also prohibited from the use and/or possession of tobacco products at any school-sponsored event. This includes vapor producing devices. Students who violate this policy shall be subject to disciplinary procedures. See the Disciplinary Code in this planner and Policy 5530 on our website, [www.pascack.org](http://www.pascack.org)

### **SNOWBALL THROWING**

Snowball throwing is not permitted at any time before, during, or after school. Any individual violating this safety procedure is subject to suspension.

### **SPECIAL EDUCATION**

Interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services.

If, after interventions in the general education classroom, the student continues to experience difficulty, school personnel may refer the student for special education evaluation. Referrals for determination of eligibility for special education services may be initiated by:

- School personnel (including general education teachers,
- Special education teachers, counselors, administrators, etc.);
- Student's parent(s) or legal guardian(s);
- Any other person involved in the education or care of the student.

A direct referral to the child study team may be made when it can be documented that the nature of the student's educational problem(s) is such that evaluation to determine eligibility for special education is warranted without delay.

Please consult the district's website for more information on referral and identification.

A student may receive request counseling through the Child Study Team or Guidance Department. Classified students will have an assigned Case Manager who will monitor the student's progress.

### **STEROIDS**

Student athletes participating in state tournaments will be subject to random steroid testing. Information about steroid testing is available on our website at [www.pascack.org](http://www.pascack.org)

### **STUDENT RIGHTS**

Students in the public school setting have the right to express their views and opinions. However, they do not have the right to conduct themselves in a manner that interferes with the educational process, educational environment or the rights of students/staff.

The United States Supreme Court held in **Tinker vs. Des Moines Independent Community School District** that while students had the right to express their viewpoint, student rights under the first amendment are not absolute. The majority stated: "Conduct by the student, in class or out of it, which for any reason--whether it stems from time, place or type of behavior--materially disrupts class work or involves substantial disorder or invasion of the rights of others is of course, not immunized by the Constitution guarantee of freedom of speech" (393 U.S. 503, 1969).

While we respect the rights of our students to express their points of view, students are expected to use the appropriate means provided through their school government organizations such as Student Council and Class Officers.

### **TECHNOLOGY, ACCEPTABLE USE POLICY**

A complete copy of Policy (2361) is available on the web at [www.pascack.org](http://www.pascack.org). Students must agree to abide by this policy before they will be issued a laptop computer.

### **TEXTBOOKS**

The Board of Education will furnish free to all students, textbooks, including paperbacks, used as basic or supplementary texts/materials. The student must cover all books. Students are responsible for all textbooks and other materials issued to them during the school year. They will be held accountable for all books at the end of the course. Fines will be imposed for damage; replacement costs for loss of textbooks.

## **THEFT**

Report any theft to the Administration using the form available in the General Office. Students are encouraged not to bring valuables to school, to lock their hall lockers and to use a locker and a lock in the gym locker room. The school is not responsible for lost or stolen items. Laptops, cases, and chargers should never be left unattended.

## **TUITION STUDENTS**

Students who move to another school district on or after February 1, of the school year, may, at the discretion of the Board of Education, be permitted to finish the school year at Pascack Valley High School. However, such students may not continue at the high school the following year unless application for admission as a tuition-paying student has been approved by the Board of Education. A student must apply in writing to the Board of Education, through the principal's office, for permission to remain in the high school after his/her family moves. This must be done well in advance of the projected move.

**VISITORS** : **Visitors will not be permitted at any time during the school year.** Preschool and elementary school children are not permitted in the building as visitors. If a high school student has the responsibility of caring for a young child, the student may not bring the child to school.

## **GUIDANCE/SCHOOL COUNSELING INFORMATION**

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### **Individual Counseling**

Your school counselor is available in the School Counseling Office, room 155. The special services staff (social worker, psychologist, and learning disabilities specialist), is also available in the special services offices, room 160.

### **Planning Your Program of Studies**

Students are expected, with the help of the counselor, to develop a program of studies in line with their abilities, interests and plans.

### **Course Requirements for Graduation**

In order to be graduated from the Pascack Valley Regional High School District, a student must earn a total of 120 credits including course credits in each of the following areas:

- 4 years of English
- 4 years of Physical Education and Health Education
- 3 years of Mathematics
- 3 years of lab Science, including Biology; a choice among chemistry, physics or environmental science; and a third inquiry-based lab or technical science
- One half-year of Financial Literacy
- 1 year of World History
- 2 years of United States History
- 2 years of a World Language
- 1 year of Visual/Performing Arts
- 1 year of career education and consumer, family and life skills, or vocational education

The State of New Jersey requires 150 minutes of Physical Education / Health & Safety per week as per N.J.S.A. 18A:35-5, 7 and 8. In addition to these course and credit requirements each student must:

- Pass the state required NJGPA test;
- Be scheduled for a minimum of thirty (30) credits for each year of enrollment and earn a minimum of one hundred twenty (120) credits for graduation;
- Earn twenty-five (25) credits in the final year of school;
- Enroll in and complete a prescribed remediation program when such remediation is required to fulfill minimum standards established by the State of New Jersey or by the Pascack Valley Regional High School District.

**Students who do not complete all graduation requirements will not be permitted to participate in graduation ceremonies.**

Any modification in the requirements contained in this policy must be approved by the Superintendent of Schools, with the exception of programs as defined in N.J.A.C. 6:8 or in N.J.A.C. 6:28-4.8 (Special Education, Diplomas and Graduation).

### **Schedule & Course Change Policy**

The course schedule distributed to each student at the beginning of the semester expresses the results of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, school counselors and other personnel provided guidance to students and their parents so that individual choices were informed by an awareness of available options and the longer range impact of course elections. The results of this process were then used to build the master schedule, balance class sections, and equalize teaching loads. In sum, the scheduling process is designed to achieve the following goals:

1. to encourage students to undertake a challenging and balanced program of study that widens their career life options;
2. to help students make and abide by informed decisions that serve their educational interests;
3. to enable the school to make full use of available human resources.

Students sometimes seek schedule changes after the semester begins. To minimize the issues that result from inappropriate student-initiated change requests, the following procedures will be implemented:

1. During the first five days of the new semester, the School Counseling Department will attempt to quickly resolve requests that reflect the following:
  - a. A scheduling **error** resulting in an incomplete or inaccurate program (example: wrong course);
  - b. Changes warranted by summer school makeup;
  - c. Course addition(s) that do not require course drops and/or multiple course changes;
  - d. Previous failure with the assigned teacher;
  - e. Level changes initiated by the Supervisor of Instruction.

**Only requests that reflect these circumstances will be processed during the first five days of the new semester.**

2. **After the first five days of the new semester and through the end of the second week** of the new semester, the School Counseling Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why

the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change. **Changes that would not be considered:**

- **Teacher preference;**
- **An interest in joining friends in a particular class;**
- **Or any combination of the above.**

3. Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule changes (with the exception of course withdrawals as discussed below) will be processed after the second week of the semester.
4. Any change in a student's program must have parent's permission if the student is under 18 years of age.
5. If a student wishes to **drop** a course, he/she has until the end of the day on October 16th for a full year course, and the end of the day on September 18th for a semester one course and February 12th for a semester two course. If these deadlines are met, no mention of the withdrawal will appear on the student's permanent record.
6. Any and all **level changes** require the recommendation of the counselor and the approval of the department supervisor. **No level changes will be made after October 16th.** Extraordinary circumstances will be reviewed by the department supervisor and the principal on a case-by-case basis.
7. If a student withdraws from a course after October 16th, he/she will receive a W/P or W/F. The W/P or W/F is automatically maintained on the report card until the end of the school year. At this time, it will be entered on the permanent report card and high school transcript as a W/P or W/F with no credit indicated.
8. Students have until January 16th to process a withdrawal from any course. **After that date, no course withdrawals for any reason will be allowed.** (For semester courses, students have the equivalent amount of time after the first 8 weeks of the course to make their decision on whether or not to withdraw.)

When a student **changes from one course into another**, he/she will be given a full year's credit for the new course upon satisfactory completion of course requirements. At the discretion of the teacher, grades for the previous course may be taken into account for the final grade. If a teacher is unable to arrive at a final grade, the administration will determine it.

### **Summer School**

Most students complete their high school graduation requirements within four years. However, that time frame becomes jeopardized if students fail required courses, which are usually also sequential in nature. **Therefore, students who fail a required course must make up the course in summer school immediately, if they intend to graduate on time.**

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year. Students will not be permitted to take the next level of a consecutive requirement until the previous course is passed. Parents: Please do not make summer vacation plans or allow your child to commit to a summer job if he or she is in danger of failing a required course. Your child's academic responsibilities and requirements should take first priority, and every effort should be made to work toward a year-end passing grade in every course.

## **Transcripts**

There are two types of transcripts:

- a. OFFICIAL transcripts are sent to a college, university, a state or federal agency, etc. In no case will an Official Transcript be sent or given directly to the student or parent.
- b. UNOFFICIAL transcripts are for a student's personal or general use, does not bear the official seal of the high school; they may be sent or given directly to a student or parent.

The first eight transcripts are free of charge for students. Subsequent transcripts will cost \$3.00 per transcript. Post-graduates are charged \$3.00 per transcript.

## **Student Records**

The Pascack Valley Regional High School District shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, and allowing accessibility to pupil records.

The superintendent shall formulate administrative procedures to guarantee the safety and security of pupil records, and to provide authorized persons and organizations access to these records at a convenient time and place within the limits stipulated by law. It shall be the responsibility of the superintendent to keep abreast of all changes in state and federal regulations.

In addition to those records designated as mandated by the state, the board of education *requires* that the following records be kept for each pupil in addition to (or as expansions of) the mandated records:

- a. Test data sheet and other authenticated standardized evaluations.  
(All standardized test scores will become part of a student's permanent record with the exception of **sophomore** PSAT/NMSQT test results unless a three-year graduate.)
- b. Registration forms.
- c. Subject and selection sheets and record of change of courses.
- d. Drop/add form - original or copy.
- e. Correspondence pertaining to pupils (original or copy) between district schools and each pupil, his/her parents/guardians and such other correspondence shall promote the educational welfare of the pupil.
- f. Referral forms to special services.
- g. Final failure notice and/or guidance contact records.
- h. Grade change form.
- i. Discipline referral form (from teacher to administration) and copies of suspension notices.
- j. Elementary school records containing only mandated data.

It shall be the policy of the board of education to review the list of permitted records annually at the organizational meeting.

## **Access to Student Records**

Parents/guardians shall be notified at least annually of their rights in regard to pupil records and have access to copies of the applicable state and federal laws and local policies available upon request. Such notification shall be in the language of the parent/guardian. Should the parental rights of one or the other natural or adoptive parent be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied to the person whose rights have been terminated.

A non-adult pupil may assert rights of access only through his/her parent/guardian. However, guidance or child study team personnel, at their discretion, may disclose pupil records to non-adult pupils; or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.

The parent/guardian shall either have access or be specifically informed about only that portion of another pupil's record that contains information about his/her own child.

### **Procedure for Submitting College Applications:**

1. The Common Application or access on-line at the individual college's website.
2. The required transcript release forms with appropriate signatures must be filed in the School Counseling Office before any applications will be processed.
3. Read all directions given to you by the college or school to which you are applying. It is your responsibility to submit requests for transcripts to the School Counseling Office **at least 15 school days prior to the deadline date** established by the college or school.
4. If recommendations are required from the faculty or others, it is the student's responsibility to arrange for the college to receive them.
5. It is the student's responsibility to have official test scores sent to the colleges directly from College Board and/or ACT. There are two ways to send your official test scores: a) Enter the college code numbers on the test registration form or on the correction form. b) Mail an Additional Score Report Request Form to ETS in Princeton.
6. It is the responsibility of the student to report to the colleges any program changes made subsequent to filing a college application.
7. Students are requested to report outcomes to their counselors as quickly as possible.
8. Students are to notify their counselors of any scholarships that are offered and if they are accepted and the specific amount.

### **Working Papers**

A student under 18 years of age must hold an Employment Certificate (Working Papers) in order to work. Students may secure the necessary form at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov)

### **Child Abuse**

The staff is obligated to report to the Division of Child Protection and Permanency any case involving possible child abuse.

### **Yearbook Policy**

The name that appears in the Pascack Valley yearbook will be the one submitted and/or approved by the student and their parent/guardian through the school's photography vendor. It's important to double-check that the name is spelled correctly and appears exactly how the student wants it printed. Changes can't be made after the final deadline. Additionally, the yearbook will not include any ads or content related to drugs, alcohol, weapons, inappropriate language or imagery, or anything that disrespects individuals or groups, or encourages breaking school rules or the law.
















## Pascack Valley High School Code of Conduct




















The code extends to all areas of the school and its activities on and off campus.

Infraction	Consequences		
	Level One	Level Two	Level Three
<b>Cutting One Class</b>	*Two administrative detentions *Zero for class at teacher's discretion *Parent contact by teacher	*One day in-school detentions *Zero for class at teacher's discretion 	*Out of school suspension *Loss of credit *Zero for class at teacher's discretion 
<b>Cutting Multiple Classes</b>	*Two administrative detentions per class missed *Zero for class at teacher's discretion 	*Two days in-school detention *Zero for all classes at teacher's discretion *Potential referral to I&RS 	*Two days out of school suspension *Zero for all classes at teacher's discretion *Loss of credit in any class with three cuts 
<b>Missing Detention Assigned by Teacher</b>	*Administrative detention *Parent contact by teacher	*Two Administrative detentions 	*Five detentions or in-school detention (administrator discretion) 
<b>Missing Administrative Detention</b>	*Extended administrative detentions *Potential removal from all extra-curricular activities until detentions are fulfilled. 	*One day in-school detention *Removal from all extra-curricular activities until detentions are fulfilled. 	*Two days in-school detention *Removal from all extra-curricular activities until detentions are fulfilled. 
<b>Tuancy</b>	*One day in-school detention *Zero in each class *Warning of loss of credit for classes with three cuts  	*Two days out-of-school suspension *Zero in each class *Warning of loss of credit for classes with three cuts  	*Three days out-of-school suspension *Loss of credit for classes with three cuts *Zeros in all classes  
<b>Reckless Driving</b>	*One day in-school-detention *Potential loss of on campus driving privileges  	*Loss of on-campus driving privileges *One to two days out of school suspension  	*Up to three days out of school suspension *Permanent loss of on campus driving privileges  
<b>Parking Violation</b>	*Verbal/written warning or warning sticker.	*Temporary loss of parking at the discretion of Administration and possible ticketing by Hillsdale Police per town regulations. 	*Permanent loss of on-campus parking and senior privileges for the remainder of the school year 

<b>Car on Campus (Underclassmen)</b>	*One month restriction of senior privileges and senior parking *Possible ticket by HPD	*60 day restriction of senior privileges and senior parking *Possible ticket by HPD	*Revocation of senior privileges and senior parking *Possible ticket by HPD
<b>Leaving School without Permission</b>	*Three to five administrative detentions *One month loss of privileges, if appropriate, or possible delayed privileges senior year	*One day in-school detention *60 day loss of privileges	*Two days out-of-school suspension *Loss of senior privileges As appropriate, referral to Child Study Team or I&RS
<b>Disruptive Classroom Behavior</b>	*Detention(s) assigned by teacher *Teacher to contact parent	*Range of discipline from administrative detentions to out of school suspension. *Warning of class removal *Possible referral to I&RS	*Detentions to suspensions *Possible removal from class
<b>Disrespectful Behavior</b>	*One detention given by teacher *Parent contact by teacher	*Two to three administrative detentions	*One to three in-school detentions
<b>Inappropriate bus behavior</b>	*Two administrative detentions *Short-term loss of bus privileges	*One day in-school-detention *Short-term loss of bus privileges	*Up to three days in-school suspension *Potential loss of bus privileges
<b>Inappropriate Behavior Directed toward a Staff Member</b>	*Three days out-of-school suspension *When appropriate, conference with staff member and student	*Five days out-of-school suspension *When appropriate, conference with staff member and student *Possible referral to I&RS	*Up to 10 days out of school suspension. *Possible removal from class
<b>Insubordinate Behavior</b>	*Range of discipline from administrative detentions to suspension *Parent contact by the teacher	*Range of discipline from administrative detentions to suspensions	*Range of discipline from administrative detentions to suspensions
<b>Harassment, Intimidation &amp; Bullying</b>	* <a href="#">BOE policy #5512</a>	* <a href="#">BOE policy #5512</a>	* <a href="#">BOE policy #5512</a>
<b>Unwarranted physical contact</b>	*One to three days out-of-school suspension *Possible peer mediation *Re-entry meeting *Possible peer mediation	*Three to five days out-of-school suspension *Possible peer mediation *Re-entry meeting *Possible peer mediation	*Superintendent hearing *Five to ten days out-of-school suspension *Re-entry meeting

<b>Fighting</b>	<ul style="list-style-type: none"> <li>*One to three days out-of-school suspension</li> <li>*Possible peer mediation</li> <li>*Re-entry meeting</li> </ul> 	<ul style="list-style-type: none"> <li>*Three to five days out-of-school suspension</li> <li>*Possible peer mediation</li> <li>*Re-entry meeting</li> </ul> 	<ul style="list-style-type: none"> <li>*Superintendent hearing</li> <li>*Five to ten days out-of-school suspension</li> <li>*Re-entry meeting</li> </ul> 
<b>Threatening or endangering the safety of others</b>	<ul style="list-style-type: none"> <li>*Superintendent notification</li> <li>*Out-of-school suspension</li> <li>*Psychiatric evaluation</li> <li>*Parental contact and conference</li> </ul>  	<ul style="list-style-type: none"> <li>*Referral to Superintendent</li> <li>*Same as first disciplinary action</li> </ul>  	<ul style="list-style-type: none"> <li>*Referral to Superintendent</li> <li>*Same as first disciplinary action</li> </ul>  
<b>Possession/Use of Tobacco products on school grounds</b>	<ul style="list-style-type: none"> <li>*A minimum of one-day in-school detention.</li> <li>*Senior privileges will be suspended for up to one week.</li> <li>*Students will be encouraged to participate in a smoking cessation program.</li> <li>*Tobacco products will be confiscated.</li> <li>*<a href="#">BOE Policy 5530</a></li> </ul>  	<ul style="list-style-type: none"> <li>*Up to three days suspension.</li> <li>*Senior privileges will be suspended for up to one month.</li> <li>*Re-entry meeting</li> <li>*Tobacco products will be confiscated</li> <li>*<a href="#">BOE Policy 5530</a></li> </ul>  	<ul style="list-style-type: none"> <li>*Up to 5 days suspension.</li> <li>*Senior privileges will be suspended for up to three months.</li> <li>*Re-entry meeting.</li> <li>*Tobacco products will be confiscated.</li> <li>*<a href="#">BOE Policy 5530</a></li> </ul>  
<b>Vaping, E-Cigarettes &amp; other Vaping producing products</b>	<ul style="list-style-type: none"> <li>*Automatic drug screening</li> <li>*If positive, see District Drug Policy and Code of Conduct for Drug Use</li> <li>*If negative, see District Tobacco Policy and Code of Conduct for Tobacco Use</li> </ul> 		
<b>Use of Alcohol, drugs, etc...</b>	<ul style="list-style-type: none"> <li>*Out of school suspension for a minimum of three days</li> <li>*Followed by two days In School Detention</li> <li>*Re-entry meeting</li> <li>*Referral to appropriate agency</li> <li>*Possible referral to I&amp;RS</li> <li>*Senior privileges may be suspended for up to 2 months and all school extra-curricular activities may be suspended for a period of no less than two weeks.</li> </ul> 	<ul style="list-style-type: none"> <li>*Out of school suspension for a minimum of five days</li> <li>*Followed by two days In School Detention</li> <li>*Re-entry meeting</li> <li>*Referral to an appropriate agency</li> <li>*Referral to I&amp;RS</li> <li>*Suspension of all senior privileges for a min. of 90 days</li> <li>*No participation in extracurricular activities for not less than 90 days – to be reinstated at the discretion of administration and SAC</li> <li>*May be referred to the school board for expulsion hearings as a danger to him/herself and others</li> </ul> 	<ul style="list-style-type: none"> <li>*All subsequent offenses will be handled in a progressive manner</li> <li>*Discipline will include any or all of the above mentioned procedures including suspension</li> <li>*Possible alternative school placement</li> <li>*And/or expulsion for the remainder of the year</li> <li>*Student's offenses are cumulative from year to year while in attendance in the Pascack Valley Regional High School District</li> </ul> 

<b>Distribution/Possession of Alcohol/Drugs. etc...</b>	<ul style="list-style-type: none"> <li>*Minimum ten-day suspension.</li> <li>*Referral to the superintendent and BOE for possible expulsion.</li> <li>*Referral to juvenile authorities for prosecution under provisions of P.L. 1987C 101.</li> <li>*Referral for chemical dependency evaluation outlined in the "Suspicion of Use" section in this policy.</li> </ul> 	<ul style="list-style-type: none"> <li>*Minimum ten-day suspension.</li> <li>*Referral to the superintendent and BOE for possible expulsion.</li> <li>*Referral to juvenile authorities for prosecution under provisions of P.L. 1987C 101.</li> <li>*Referral for chemical dependency evaluation outlined in the "Suspicion of Use" section in this policy.</li> </ul> 	<ul style="list-style-type: none"> <li>*Minimum ten-day suspension.</li> <li>*Referral to the superintendent and BOE for possible expulsion.</li> <li>*Referral to juvenile authorities for prosecution under provisions of P.L. 1987C 101.</li> <li>*Referral for chemical dependency evaluation outlined in the "Suspicion of Use" section in this policy.</li> </ul> 
<b>Vandalism</b>	<ul style="list-style-type: none"> <li>*Restitution for damage</li> <li>*Administrative detention/suspension</li> </ul> 	<ul style="list-style-type: none"> <li>*Restitution for damage</li> <li>*Administrative detention/suspension</li> </ul> 	<ul style="list-style-type: none"> <li>*Referral to superintendent</li> </ul> 
<b>Weapons</b>	<ul style="list-style-type: none"> <li>*Notify Superintendent</li> <li>*Out-of-school suspension</li> <li>*Recommend expulsion to Superintendent.</li> </ul> 	<ul style="list-style-type: none"> <li>*Notify Superintendent</li> <li>*Out-of-school suspension</li> <li>*Recommend expulsion to Superintendent.</li> </ul> 	<ul style="list-style-type: none"> <li>*Notify Superintendent</li> <li>*Out-of-school suspension</li> <li>*Recommend expulsion to Superintendent.</li> </ul> 
<b>Theft, Possession of stolen property</b>	<ul style="list-style-type: none"> <li>*Restitution</li> <li>*Administrative suspension</li> </ul> 	<ul style="list-style-type: none"> <li>*Restitution</li> <li>*Administrative suspension</li> </ul> 	<ul style="list-style-type: none"> <li>*Restitution</li> <li>*Administrative suspension</li> </ul> 
<b>Cheating / Plagiarism / Unauthorized AI use</b>	<ul style="list-style-type: none"> <li>*Notification of parents by phone or in writing by the observing staff member.</li> <li>*The student will receive a "0" for the activity without the possibility of making up the work.</li> <li>*The student's guidance counselor and department supervisor will be notified by the observing staff member.</li> <li>*A written report prepared by the staff observer of the incident will be placed in the student's file by the guidance counselor.</li> <li>*Notification to the National Honor Society or other Honor Societies</li> </ul> 	<ul style="list-style-type: none"> <li>*Same sanctions as identified in first offense plus</li> <li>*The administration will take disciplinary action against the student.</li> <li>*Loss of title/office in any co-curricular or leadership role</li> <li>*Notification to the National Honor Society or other Honor Societies</li> </ul> 	<ul style="list-style-type: none"> <li>*Same sanctions as identified in first and second offense plus</li> <li>*Parents must come to the school for a conference.</li> <li>*Loss of title/office in any co-curricular or leadership role</li> <li>*Notification to the National Honor Society or other Honor Societies</li> <li>*Potential failure for the year</li> </ul> 

<b>Forgery/altering document/ providing false ID ( i.e.: permission forms, letters, signatures, passes)</b>	*Two administrative detentions 	*Up to five administrative detentions 	*One day in-school-detention 
<b>Violation of Acceptable Use Policy</b>	*Depending on the severity of the offense, disciplinary actions may range from detention to suspension to permanent revocation of all network rights. 	*Same sanctions as identified in the first offense 	*Same sanctions as identified in the first offense 
<b>Inappropriate use of and/or a visible cell phone or electronic device during an <u>unauthorized</u> time</b>	*Cell Phone confiscated by teacher, returned to the student at the end of the day. *Parent contact by teacher	*Cell Phone confiscated by teacher and brought to administration. *Up to three administrative detentions 	*Cell Phone confiscated by teacher and brought to administration. It will only be returned to the parent/guardian. *Up to five administrative detentions 
<b>Misuse of electronic device (videotaping, photography or recording individuals without permission)</b>	*Two administrative detentions *Referral to SAC 	*Five administrative detentions *Mandated meeting with SAC 	*Up to two days in-school-detention *Mandated meeting with SAC 
<b>Inappropriate / unsportsmanlike behavior at a school event</b>	*Up to two days suspension *Up to two weeks suspension from school events 	*Up to three days suspension *Up to four weeks suspension from school events 	*Up to five days suspension *Loss of privileges at the discretion of administration 
<b>Violation of building rules or policies not specified</b>	TBD by Administration	TBD by Administration	TBD by Administration
<b>Tardy to school (5th late)</b>	1 afternoon detention	<p>Punctuality is a necessary life skill that may directly affect your child's success in school.</p> <p>In an effort to reduce the growing number of students arriving to school late, we have revised our consequences as indicated in the columns to the left.</p> <p>Please make every effort to arrive at school on time.</p> <p>Please be advised, notes from parents do not excuse students from receiving consequences for lateness.</p>	
<b>Tardy to school (10th late)</b>	2 afternoon detentions 		
<b>Tardy to school (15th late)</b>	3 afternoon detentions 		
<b>Tardy to school (20th late)</b>	In-School Detention (ISD) 		
 Parent contact by Administration			
 Possible law enforcement contact			
Administrative Detentions: morning 7:25 am - 7:55 am, afternoon 2:55 pm - 3:25 pm and during lunch			

Students who are suspended from school will not be allowed to participate in after school activities and/or privileges that include, but not limited to: athletic games and practices (fan or participant), extra-curricular activities and meetings, dances/proms, field trips, graduation ceremony, etc...Any student found to have violated this rule will receive additional consequences.

Any out-of-school suspension requires a re-entry meeting with the student, parent/guardian and administrator on the day the student returns to school.

The above consequences will be administered based on the circumstances and severity of the infraction. Consequences appear as level 1-3 with the understanding that depending on the severity, the first offense may be consequenced at Level 3.

The Administration reserves the right to administer alternate consequences as necessary.

*“We believe that mutual respect and order are essential to ensure a positive, safe school environment. Each member of the school community must take responsibility for consistently modeling the principles of good citizenship.”*

<b>Bell Schedule</b>						
	<b>Monday All</b>		<b>Tuesday R1</b>	<b>Wednesday R4</b>	<b>Thursday R3</b>	<b>Friday R2</b>
<b>7:45-7:55</b>	Arrival	7:45-7:55	Arrival	Arrival	Arrival	Arrival
<b>8:00 – 8:41 41 minutes</b>	Period 1	8:00 – 8:56 56 minutes	Period 1	Period 4	Period 3	Period 2
<b>8:45 – 9:28 43 minutes</b>	Period 2	9:00 – 9:58 58 minutes	Period 2	Period 1	Period 4	Period 3
<b>9:32 – 10:13 41 minutes</b>	Period 3	10:02 – 10:58 56 minutes	Period 3	Period 2	Period 1	Period 4
<b>10:17 – 10:58 41 minutes</b>	Period 4	11:02 – 11:53 51 minutes	Lunch	Lunch	Lunch	Lunch
<b>11:02 – 11:53 51 minutes</b>	Lunch	11:57 – 12:53 56 minutes	Period 5	Period 8	Period 7	Period 6
<b>11:57 – 12:38 41 minutes</b>	Period 5	12:57 – 1:53 56 minutes	Period 6	Period 5	Period 8	Period 7
<b>12:42 – 1:23 41 minutes</b>	Period 6	1:57 – 2:53 56 minutes	Period 7	Period 6	Period 5	Period 8
<b>1:27 – 2:08 41 minutes</b>	Period 7					
<b>2:12 – 2:53 41 minutes</b>	Period 8					

<b>Half Day</b>		<b>Delayed Arrival (PD)</b>			<b>Delayed Arrival (SNOW)</b>			<b>Delayed Arrival (SNOW)</b>	
	<b>Monday</b>		<b>Monday</b>			<b>Monday</b>			<b>Tues-Fri</b>
7:45-7:55	Arrival	9:45-9:55	Arrival		9:45-9:55	Arrival		9:45-9:55	Arrival
8:00 – 8:27 27 minutes	Period 1	10:00 – 10:27 27 minutes	Period 1		10:00 – 10:27 27 minutes	Period 1		10:00 – 10:37 37 minutes	Period 1
8:31 – 9:00 29 minutes	Period 2	10:31 – 11:00 29 minutes	Period 2		10:31 – 11:00 29 minutes	Period 2		10:41 – 11:18 37 minutes	Period 2
9:04 – 9:30 26 minutes	Period 3	11:04 – 11:31 27 minutes	Period 3		11:04-11:31 27 minutes	Period 3		11:22 – 11:59 37 minutes	Period 3
9:34 – 10:00 26 minutes	Period 4	11:35 – 12:02 27 minutes	Period 4		11:35 – 12:02 27 minutes	Period 4		12:03 – 12:50 47 minutes	Lunch
10:04 – 10:30 26 minutes	Period 5	12:06 – 12:53 47 minutes	Lunch		12:06 – 12:53 47 minutes	Lunch		12:54 – 1:31 37 minutes	Period 6
10:34 – 11:00 26 minutes	Period 6	12:57 – 1:23 26 minutes	Period 5		12:57 – 1:23 30 minutes	Period 5		1:35 – 2:12 37 minutes	Period 7
11:04 – 11:30 26 minutes	Period 7	1:27 – 1:53 26 minutes	Period 6		1:27 – 1:53 26 minutes	Period 6		2:16 – 2:53 37 minutes	Period 8