

Park Ridge High School
2026-2027

STUDENT HANDBOOK

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The information in this book was the best available at press time. Watch for additional information and changes.

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DISTRICT MISSION STATEMENT

The Park Ridge School District will nurture all students to become lifelong learners and independent, productive members of a global society.

HIGH SCHOOL MISSION STATEMENT

Park Ridge High School, a small, close-knit, supportive learning community, provides dynamic and evolving educational opportunities that challenge every student to become an independent thinker and a life-long learner.

DISTRICT GOALS

1. To provide comprehensive and integrated curricula designed to prepare students for lifelong learning, to develop the academic and personal talents of each student and to enable them to become independent productive members in a global society.
2. To provide educational learning opportunities for staff and the community.
3. To foster an understanding and acceptance of the cultural and social diversity of all people.
4. To provide facilities that support district enrollment, programs and policies.

BELIEFS

WE, AT PARK RIDGE HIGH SCHOOL, BELIEVE THAT:

1. Education is a shared responsibility of educators, parents, students and the community.
2. High expectations challenge individuals to strive to achieve their maximum social, emotional and academic potential.
3. All students have the capacity to learn and the education process must address the inherent differences of the learners.
4. School should be a safe environment where students can securely pursue academic and personal excellence.
5. An innovative, comprehensive and challenging curriculum prepares students for further education and/or productive employment opportunities.
6. Comprehensive co-curricular activities enrich the educational experience.
7. Moral and ethical conduct is fundamental and expected.
8. Education establishes a foundation for lifelong learning.
9. We have the responsibility to create and foster an environment that respects the diverse cultural and ethnic heritage of all individuals.
10. A quality education nurtures academic, artistic, physical and technological expression for every student.
11. Every child has inherent self-worth.

ADMINISTRATION

Telephone Extensions

Superintendent of Schools ..... Dr. Bernardo – ext. 1100
Business Administrator/Board Secretary ..... Mr. Wright – ext. 1200
Director of Student Programs & Student Services ..... Ms. Connolly – ext. 1300
Director of Curriculum, Instruction & Technology ..... Mrs. Samantha Rodriguez-Torrento – ext. 5409
Principal ..... Mr. Lederman – ext. 5110
Assistant Principal ..... Mr. Tashian – ext. 5130
Director of Athletics ..... Mr. Brown – ext. 5610
Supervisor of English/Media Specialist ..... Mrs. Papadopoulos – ext. 5700
Supervisor of Math/Business ..... Mr. Kopelman – ext. 5204
Supervisor of Science/Visual and Performing Arts/Computers ..... Dr. Casatelli – ext. 5800
Supervisor of P.E./Health ..... Mr. Brown – ext. 5610
Supervisor of Special Services ..... Ms. Worgul – ext. 1303
Supervisor of World Languages/Social Studies/Media Production ..... Mrs. Epstein – ext. 5900

SUPPORT STAFF

Guidance Counselor.....Mrs. Heller – ext. 5501
Guidance Counselor.....Mrs. Huffman – ext. 5502
Guidance Counselor.....Mrs. Saykin – ext. 5503
School Psychologist.....Barbara Slipiec – ext. 1310
LDTC.....Ms. Worgul – ext. 1303
LDTC.....Mr. DeLucca – ext. 1304
Social Worker.....Mrs. Harrington – ext. 1302
Media Specialist.....Mrs. Haake – ext. 5200
School Nurse.....Mrs. Russell – ext. 5005
Student Assistance Counselor.....Mrs. McCrea – ext. 5504
Secretary to Principal.....Mrs. Rotella – ext. 5110
Secretary to Assistant Principal.....Mrs. Waldorf – ext. 5130
Secretary for Attendance.....Ms. DeSimone – ext. 5001
Secretary to Guidance.....Mrs. Weldon – ext. 5500
Secretary to Special Services.....Mrs. Colanari – ext. 1301
Secretary for Main Office.....Mrs. Marohn – ext. 5000

EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and boards of education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior may be a problem in schools. It is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions, which contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, the students, parents, teachers, administrators, and the Board of Education of Park Ridge, expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as a member of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.



ATTENDANCE POLICY

The importance of regular student attendance cannot be overstated. In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the parent. Regular attendance and participation in classes are a vital and integral part of the learning process. Prompt and regular attendance instills positive personal habits and self-discipline that carry with them valuable lifetime benefits. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully.

A student is expected to be in attendance over 90 percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. Students who accrue 18 or more unexcused absences in a full-year course and/or 9 or more unexcused absences in a semester course will receive no credit for the course because of excessive absences.

A. **Definitions**

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
   a. A pupil will be considered to have attended school if he/she has been present at least four hours of instruction during the school day.
   b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. "Excused absence": according to NJAC 6A: 32-8.3(i), the only types of absences from school that can be considered exempt or excused are those for the following reasons:
   a. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
   b. College visitations – up to three in each of a student's Junior and Senior years,

      The high school attendance office should be made aware of a student's intention to miss school for a scheduled college tour by written notice. Immediately following the absence, the student must provide the attendance office with notification, in writing, from a college official confirming the campus visit.
   c. The pupil's suspension from school.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
   a. Leaves school without permission when school is still in session,
   b. Leaves class because of illness and does not report to the office or school nurse as directed, or
   c. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.

B. **Notice to School of a Pupil's Absence**

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 8:30 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the elementary secretary or secondary guidance counselor, who will assist in the arrangement of make-up work.

C. **Readmission to School After an Absence**

1. A pupil returning from an absence of any length must present to the attendance secretary a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for no communicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. **Instruction**

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of more than three school days in duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, pupils will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

E. **Denial of Course Credit**

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
2. A secondary pupil will be dropped from the course and denied course credit when he/she has been absent from nine (semester)/eighteen (full year) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.

F. **School District Response to Unexcused Absences During the School Year**

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
   a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
   b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
   c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
   d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
   e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
   a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
   b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
   c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
   d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
      (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
      (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to a community-based social and health provider agency or other community resource;

(5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and

(6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;

b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;

d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with F.1. above for each pupil with up to four cumulative unexcused absences.

a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.

(1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. through F.4. above, as appropriate.

G. **Discipline**

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.

2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.

3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

4. In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.

5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.

H. **Recording Attendance**

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.

2. Teachers or the secretary must classify and record each absence as excused, unexcused, or truancy.

3. The attendance information shall be submitted, no later than 8:45 a.m. for period one and 3:00 p.m. for periods two through eleven in the secondary schools, to the office or attendance secretary, who will verify pupil absences.

4. A report card will record the number of times the pupil was absent and tardy in each marking period.
5. A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

I. **Appeal – High School**

1. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
   a. The pupil shall file a written appeal to the guidance counselor within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
   b. The Principal or designee will respond in writing no later than seven working days after receiving the pupil's appeal.
   c. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
   d. On the pupil's request, the Principal or designee shall convene an Attendance Review Committee consisting of a guidance counselor, classroom teacher, SAC, and administrator. The Attendance Review Committee shall meet informally to hear the pupil's reasons for reenrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.
   e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.
   f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

J. **Attendance Improvement Plan**

1. The Superintendent will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

SIGNING IN PROCEDURES

If a student arrives after the bell signifying the beginning of Homeroom (7:50 a.m.), he/she must sign-in at the attendance office in the main building. After signing-in, the student has four minutes to arrive at his/her first class of the day.

Seniors who have no first period class must sign-in each day at the attendance office prior to the conclusion of period 1 (8:40 a.m.).

ABSENCE FOR PART OF THE DAY

Students absent for part of their schedule **must**, on their entrance or return to school, **report to the attendance desk** before resuming their regular schedule. It is the pupil's responsibility to produce a written note bearing the signature of a parent or guardian stating the reason for the absence. Failure to do so will warrant a follow-up to the absence.

In order for a Park Ridge High School student to participate in an extra-curricular (athletic) and co-curricular (plays, after-school clubs) events or social activity such as the prom, he/she must be in attendance a minimum of four hours on the day of the event or last school day prior to the event. This is in accordance with the New Jersey Administrative Code.

As per New Jersey Administrative Code 6:3-9.3(b),

"A school day shall consist of not less than four hours of actual school work [instruction time], except that in an approved kindergarten …"

and 6:3-9.3(k),

"The mere presence of a pupil at roll call shall not be regarded as sufficient attendance for compliance with these rules. In a school, which is in session during both the forenoon and the afternoon, a pupil shall be present at least one hour during both the forenoon and afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a pupil shall be present at least two hours in the session in order to be recorded as present for the full day."

Park Ridge High School has defined the minimum time that a student in grades 7-12 must be in school on a regular day schedule to be from 7:50 a.m. to 12:44 p.m. This will ensure four hours of instructional time. Any student that leaves the building prior to 12:44 p.m. will not receive credit for daily attendance and therefore will not be permitted to participate in the fore-mentioned activities.

Furthermore, a student in grades 7-12 that reports to school after 9:55 a.m. will not meet the four-hour instructional requirement and will not be permitted to participate in the fore-mentioned activities.

The administration clarifies that seniors with privileges must report to their assigned Study Period for attendance record purposes in order to meet the four-hour requirement.

A student may not participate in a school-sponsored activity:

1. while serving a period of out-of-school-suspension,
2. if absent from school on an unexcused basis,
3. if absent for either the entire day or part of the day due to illness,
4. if medically excused from physical education (may not participate in athletic events),
5. if sent home ill by the nurse.

It is understood that at any given time that mitigating circumstances may contribute towards the violation of this regulation. If such a circumstance exists, then the student has the right to appeal to administration and present his/her case with supporting documentation. Examples include: funeral service, doctor's appointment that **cannot** be accommodated after school.

CUTS

A cut is any absence from school/class where the teacher, attendance secretary, nurse or administration does not know the student's whereabouts. If a student is six or more minutes late to class without a pass, it is considered a cut.

IMPLEMENTATION/NOTIFICATION

1. All absences, (except recognized religious observances) from school whether considered cumulative or non-cumulative, will be recorded on official records and the report card.
2. Procedures to be followed for Non-Cumulative Absences: Teachers, guidance counselors, and other personnel will assist students in making up work missed due to non-cumulative absence, but the student is expected to seek assistance. In the case of prolonged absence due to illness, arrangements should be made through the guidance counselor and assistant principal for bedside tutoring.
3. Procedure to be followed for Cumulative Absences: It is the student's responsibility to contact teachers and other personnel to arrange to make-up work missed due to absence.

Parents are able to check their child's attendance in "real time" with PowerSchool, our student management system. In PowerSchool parents must pay close attention to the legend. This will inform parents of their child's absences based on color.

- Black indicates absence total is less than 10.
- Green indicates absence total is greater than or equal to 10 and less than 15.
- Purple indicates absence total is greater than or equal to 15 and less than 18.
- Red indicates absence total is greater than or equal to 18.

Please remember the thresholds for loss of credit in a yearlong and semester course are different.

- Full Year Course = 17 allowable absences; On the 18th absence, students can be denied credit for the course regardless of grade earned.
- Semester Course = 8 allowable absences; On the 9th absence, students can be denied credit for the course.

Parents and guardians will be notified in writing from the Principal's office when credit has been denied.

STUDENT RESPONSIBILITIES PRIOR TO EXCUSED ABSENCE

A student must see the teacher of any class that he/she will miss because of an excused absence, e.g. field trip, college visitation, at least one day prior to the event to get class assignments, homework, test schedules, etc.

The day following the event the student is expected to report to class to fulfill class requirements, e.g. homework, tests. Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

TRANSFER STUDENTS

Students who transfer into the building during the school year will have their semester and full year unexcused absences pro-rated.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpreting of test scores, occupational information, career information, study skills, and help with home, school and/or social concerns. These services occur via small group or individual meetings. In addition, a student may seek out a counselor to discuss concerns or questions.

To confer with a guidance counselor, a student should contact the secretary in the guidance office prior to homeroom or during his/her lunch or study hall period to arrange an appointment. This procedure will ensure that the student is able to see the counselor without delay. In an emergency, a student should first secure permission from the teacher before visiting the guidance counselor. Failure to follow this procedure will constitute a class cut. All students should bring their student ID with them to guidance to comply with sign-in procedures.

COUNSELOR ASSIGNMENTS:

Dawn Huffman	**A-L** (Grades 9-12)
Alison Heller	**M-Z** (Grades 9-12)
Tara Saykin	**A-Z** (Grades **7-8)**

SCHEDULE CHANGES

Requests for schedule changes will be attended to as soon as possible. A note from home must accompany any request for a schedule change. Partial credit will not be granted for a dropped course.

A student may drop a class prior to September 18, 2026, or the first five days of a semester course, providing the minimum number of courses (seven per school year) is retained.

WITHDRAWAL FROM A COURSE

Withdrawal from a course will be considered if the student is scheduled for 37½ credits, and wants to withdraw from a semester class, or 40 credits, and wants to withdraw from a full-year course. A student who intends to drop a course must first speak to his/her guidance counselor. If it is agreed upon by the counselor, parent, and teacher the student will then be permitted to drop the course.

If a course is dropped before the end of the first semester for a full-year course and the end of the first three weeks for a semester course, a withdrawn passing or withdrawn failing will not appear on the student's permanent record or transcript. After this time period, the withdrawal grade will appear on the student's permanent record. A student who withdraws from a course before the course is completed will not be allowed to take the course as a make-up course in summer school.

ADDING A COURSE

A class may be added up to two weeks after the course has started; it is the student's responsibility to make up the work missed. A transfer student may enter a course at the time of his/her registration.

STUDENT RECORDS

Student records are maintained for the benefit of the student and are viewed only by professionals at Park Ridge High School having a direct concern for the students. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent, guardian, or an eighteen-year-old student. No information will be sent to colleges or employers without written authorization to do so.

Parents and/or adult students have the right to view the records being compiled and need only to request an appointment with the student's counselor.

STUDENT CHANGE OF ADDRESS

A student who changes an address or telephone number during the school year or the summer should report this change to his/her guidance counselor. Proof of residence is required.

STUDENT DIRECTORIES

N.J.A.C. 6:3-2.2(g)6 requires that the high school make a senior student directory (name, grade, and address) available, upon request, to educational, occupational, and military recruiters.

WITHDRAWAL FROM SCHOOL

A student desiring to withdraw from school must advise the guidance counselor who will arrange a conference with the student's parent or guardian if the student is not an adult. Written permission for the student to withdraw must be submitted by the parent, guardian, or an adult student before the day of withdrawal.

All books, equipment, and other school property must be returned before a student can be officially withdrawn. Financial obligations must be met for school property abused or lost. A student must have reached the age of sixteen to withdraw.

WORKING PAPERS

Some students have found it possible to combine a part-time job with schoolwork. Others consider schoolwork a full-time job. When entering high school, a student will find that outside activities will make greater demands on his/her time. A decision to take a job is a personal one demanding careful consideration. Students are urged to seek the help of a guidance counselor in reaching this decision. Information about job opportunities is also available in the guidance office.

If a student is under eighteen years of age, he/she is required by law to obtain working papers; a student's age determines the type of job he/she may hold under the Child Labor Laws. New working papers are required for every job held until the age of eighteen. It would be wise to inquire at the guidance office to find out the kind of jobs for which one may apply. After applying for a job, log onto https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml and follow instructions on the website to complete your working papers.

HOMEWORK

STUDENT RESPONSIBILITIES

Homework is a continuation of the learning process developed in the classroom and carried on by the student independently with cooperation and encouragement from home. It is, however, each student's responsibility to develop good work and study habits. The student, in preparing an assignment, should:

- Make sure that he/she understands the assignment - its purpose, when it is due, and how it should be done.
- Ask for further explanation if the original directions are not understood.
- Develop a personal system for remembering and/or recording assignments.
- Initiate the request for help when needed - take advantage of resources available in the school.
- Budget time to complete assignments. Long-term assignments should be planned so they do not have to be done all at once.
- Become familiar with the homework practices of the department and the expectations of the teacher.

MAKE-UP WORK

In the event a student must be absent from school, all work missed is still required. The student must arrange to make up missed assignments as soon as he/she returns to school. A student shall be granted two days for every one day absent before being required to complete class work, homework assignments, or take tests/quizzes. The exception to this is a planned absence such as a family vacation, non-school sponsored activity, etc…In this case, the student must be proactive and pick up work prior to the planned activity, which must be completed and submitted upon return.

Long-range assignments due during an absence must be submitted the day the student returns in order to receive full credit.

GRADUATION REQUIREMENTS

Graduation from high school requires the student to earn 140 credits. State and local policy dictates that a portion of the total credits must be earned in prescribed courses. It may be possible for a student to fail a course and catch up the following year or years by taking a full schedule of courses; however, summer school is strongly recommended especially if the student is to be prepared for the state test.

Graduation requirements include:

4 years of English (Language Arts)	20 credits
1 year of World Cultures	5 credits
2 years of American History	10 credits
3 years of Mathematics	15 credits
3 years of Science	18 credits
2 years of World Language	10 credits
1 year Visual and Performing Arts	5 credits
1 year of Career Education and Consumer Life Skills or Vocational/Technical Education	5 credits
4 years of Physical Education/Health	15 credits
1 semester of Financial Literacy	2.5 credits

Career exploration and technical literacy are integrated into the curriculum.

Please note:

Administrative approval is necessary in order for a student to take English 9, English 10, or English 11 during the same academic year; and U.S. History I and U.S. History II during the same academic year.

The remaining credits should be chosen to give a student a well-rounded program that will help him/her to become a better person and a better citizen, prepared for further education or immediate employment. The parents or guardians and a counselor will assist the student in planning a program of studies that will enable the student to reach his/her education or occupational goal beyond high school.

A student may wish to pursue a project in depth and may choose an Option 2 Program in addition to his/her regular schedule. Students may earn graduation credits through an Option 2 Program. If interested, please see your guidance counselor for more information.

GRADING SYSTEM

Park Ridge Middle School/High School operates on a scaled grading system. If a student's performance is below 55, then the teacher or counselor will be contacting you for a conference.

All course evaluations will be referenced to the following scale:

Excellent	92 and above
Good	83 to 91
Average	74 to 82
Poor but passing	65 to 73
Failure	55 to 64

In an effort to make the report card experience more meaningful between the school and home, teachers often add comments for every student that reflect performance, attitude and effort.

Students should check with each teacher periodically during the school year to determine their performance standing in the course. Students should not wait until the end of a marking period, semester, or year to remedy a grade problem.

CLASS MEMBERSHIP AND PROMOTION

To become a freshman, a student must have successfully completed the eighth grade.

- To become a sophomore, a student must have successfully completed the equivalent of seven full year courses (35 credits).
- To become a junior, a student must have successfully completed the equivalent of fourteen full year courses (70 credits).
- To become a senior, a student must have 105 credits and must carry a program of study, which, if passed, will meet diploma requirements (140 credits).

MID-YEAR AND FINAL ASSESSMENTS

Students in the seventh to twelfth grade take a mid-year and final assessment in all core courses. These assessments will measure the degree to which students achieve course standards and will account for 1/10th of the mark, respectively, for the year for students in all grades. The assessments are scheduled in the school calendar. Students who request to be excused from school at the end of the year before assessments must receive the approval of the principal. The number of school days missed by the student must not exceed the total number of cumulative absences provided in the attendance policy, and the student must be willing to take make-up tests during the summer prior to the opening of school in September.

No assessment will be given prior to the assessment period. A make-up day will be scheduled at the end of the assessment cycle for students who had a verified illness, death in the family, court appearance, or other absence confirmed by the guidance counselor.

SENIOR ASSESSMENT EXEMPTION

Seniors who achieve a 92 or above in each of the four marking periods of a course and their midyear assessment will be exempt from the final assessment. All students take the mid-year assessment.

2026-2027 MARKING PERIOD SCHEDULE

First Marking Period
- End of first quarter - November 4, 2026
- Report cards online - on or about November 17, 2026

Second Marking Period
- End of second quarter - January 25, 2027
- Midterms Exams - January 22 & 25, 2027
- Report cards online - on or about February 8, 2027

Third Marking Period
- End of third quarter - April 9, 2027
- Report cards online - on or about April 26, 2027

Fourth Marking Period
- End of fourth quarter - June 23, 2027
- Final Exams - June 18 & 21, 2027
- Report cards online - on or about June 25, 2027



CO-CURRICULAR PROGRAM

PURPOSE

The school co-curricular program should be an important part in the total development of each individual student.

Students are encouraged to participate in athletics, clubs, class activities, and other special events sponsored and approved by the school.

ELIGIBILITY

For students who wish to participate on an interscholastic sport team or be a member of any school-sponsored extracurricular activity during the fall and winter portion of the 2026-2027 school year, he/she must have passed no less than 30 credits of class work at the conclusion of the 2025-2026 school year. For students to be eligible for the spring portion of the 2025-2026 school year, a student must pass no less than 15 credits of class work at the conclusion of the first semester (January 25, 2027).

ACTIVITIES AND ORGANIZATIONS

Each student is urged to participate in one or more extracurricular activities, to be a "doer" and not just a "watcher". Students should join activities that tap their interest and that allow them to become full participants. There are athletic, music, drama, and subject-orientated clubs; student council, publications, and interest groups.

Students must make a firm commitment once they join a club or activity and schedule their time wisely. Classroom work must come first since that is the primary purpose of attending school. Once a student joins an activity, he/she owes it his/her best effort, not only to benefit the club, but also the student.

PARTICIPATING IN ACTIVITIES AND ORGANIZATIONS

Students involved in activities or sports must remain in the activity's designated area. Wandering the building is not permitted.

In order for a Park Ridge High School student to participate in an extra-curricular (athletic) and co-curricular (plays, after-school clubs) event or social activity such as the prom, he/she must be in attendance a minimum of four hours on the day of the event or last school day prior to the event. This is in accordance with the New Jersey Administrative Code.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

Refer to page 5 starting at "Attendance Policy."

PHYSICAL EDUCATION

MEDICAL EXCUSES

If a student is ill and unable to attend classes, including physical education/health, the student must report to the nurse's office to determine if the student is too ill to be in school. If the nurse determines the student needs to be sent home, parents will be contacted.

A student who is unable to participate in physical education activities, as determined by the school nurse, must secure a single day pass from the nurse at least a period prior to the physical education class and report to study hall during physical education. Only a signed pass from the nurse will be accepted.

Students are advised that under New Jersey School Law, the nurse may only excuse students for a period of up to two days unless that student presents a note from a physician.

Students who submit a doctor's note indicating he/she cannot participate in physical education classes for a set period of time because of illness or injury will be issued a medical excuse. The student will be assigned to a study hall for the duration of the medical excuse. This study hall will not qualify for the senior privilege program. Students who are medically excused will not be required to make up missed class time. However, they will be expected to make up any missed tests or assignments unless physically unable to do so. Students who are medically excused for more than five (5) days must complete a written assignment and submit it to his/her teacher for a grade. It is the responsibility of the student to contact the teacher to develop the assignment and sign a contract.

ATHLETIC EXEMPTION

Varsity and junior varsity athletes may qualify for one physical education class exemption each week during the season the student is participating in a sport. A student must apply for the exemption by completing an Exemption Request form and submitting it to the attendance office.

The student, if exempt, will be assigned to a study hall for one day a week for the sport season. This study hall will not qualify for the senior privilege program. Upon completion of the sport season, the exemption will terminate, and the student must report to the gym. Students must apply each season for the exemption.

GYM LOCKERS

Gym lockers are available for students in the respective girls' and boys' locker rooms. A combination lock is required in order to get a locker. It is not recommended that students utilize keyed locks since the tendency to lose keys is rampant. Students are responsible for securing their personal belongings in their assigned locker and must lock it.

GYM SECURITY

Students are not to be in either of the gyms nor are they to be in locker rooms during or after school unless they are involved in an authorized activity where a teacher or coach will be present to supervise the activity. Any student found in the gym or the locker rooms that is not being supervised by a teacher or coach will be subject to school penalties.

STUDENT DISCIPLINE

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules which include parent-teacher conference, detention, Saturday detention, in- school suspension, out-of-school suspension, or expulsion.

STANDARDS OF BEHAVIOR

Students are required to conduct themselves in a manner in keeping with accepted levels of maturity, which include proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the laws as apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effect upon the individual, it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students.

The Park Ridge Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably. Disruptive behavior, behavior that disturbs others or keeps others from learning, will not be tolerated.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when the actions are taken while they are part of a group.

DISCIPLINARY ACTIONS

Disciplinary problems range from minor infractions of the rules to major violations of policy and/or law. The following responses to disciplinary situations are not intended to constitute a complete listing of all offenses and the resulting disciplinary actions, but rather, are intended to serve as a general guide to students and parents.

Incidents involving racial, ethnic, or sexual harassment will necessitate an administrative/student conference, followed by administrative/parent notification and/or conference.

REMOVAL FROM CLASS

For students who are disrupting the learning in class, they will be removed and sent to the Assistant Principal's Office. This removal will be used as a way to work with students who for some reason (classroom misbehavior, peer problems, etc.) cannot cope with the daily academic routines in class.

Examples of how this procedure may be effectively used include: cooling-off period for a student as a result of teacher/student discussion, when additional time is needed to investigate a problem: an area where a teacher and student may discuss a resolution to a classroom problem, etc.

The goals in implementing such a program hopefully will be to teach a student how to behave responsibly, to appreciate the value of self-discipline, to work cooperatively with others, to have a positive attitude toward learning, to be a good citizen, to be courteous and caring, and to follow basic school regulations. It is hoped that when a student returns to class after this type of experience, he/she will be better able to participate more effectively in class.

DETENTION

Detention is to be assigned to students who violate basic rules and policies as set forth by the school. It is intended as a punitive measure in the hope that it will deter students from breaking school rules in the future.

Classroom teachers must assign detention to students who violate specific discipline policies. Detention will be served in either in the administrative detention setting or in the teacher's classroom from 2:55 p.m. until no later than 3:25 p.m. If a student fails to report for detention, his/her name will be submitted to the assistant principal.

A student who is assigned to either a teacher or administration detention must be notified at least one day prior to serving detention. Administrative assigned detention will meet most weeks Monday through Thursday after school from 2:50 p.m. until 3:20p.m.

Requests to change detention dates will be denied. Detentions only may be changed if emergency conditions arise and the assistant principal is contacted by the parent of the student involved via a note or telephone. This accommodation will be made once a semester.

Before school detention may be assigned to students who continue to cut classes, arrive continually late to school and/or classes, etc., even after regular detentions have been imposed. Students will be assigned to before school detention by the assistant principal.

Before school detentions will start at 7:00 a.m. and conclude at 7:40 a.m. During this time, students will be expected to bring and complete work assignments. A student who fails to report to detention on the day indicated and who does not have a legitimate reason for missing the detention (i.e., absence from school); will be assigned double detention by the assistant principal. If the student fails to complete the make-up detention, he/she will move to the next level of progressive discipline for the area of the offense.

SATURDAY DETENTION

Saturday detention is held from 8:00 a.m. to 11:00 a.m. Students must report to the detention site with textbooks and school assignments so that they are actively engaged in productive work for the entire session. Students may not eat, drink, talk, or listen to electronic devices, etc. during the detention. A brief break will be scheduled at the middle of the detention and students will be able to go to the lavatory and drinking fountain at this time. No visitors or early dismissals will be allowed. Students not complying with the rules will face an in-school suspension.

Students who are tardy will not be admitted and will be referred to the administration for possible reassignment or suspension. Students who are disruptive and/or uncooperative during Saturday detention will be referred to the administration for possible reassignment or suspension.

Saturday detention will not be held during vacation periods or on legal holidays which occur on a Saturday. Transportation to and from home on Saturday will be the responsibility of the student and/or parents. Failure to attend Saturday detention will result in an in-school suspension and parent conference for re-admission to school. However, if a family emergency (e.g., funeral, accident) prevented the student from attending, a parent/guardian should contact the assistant principal Monday morning. In case of snow or ice, Saturday morning detention will be canceled.

IN-SCHOOL SUSPENSION

The purpose of in-school suspension is to serve as a deterrent to future violations or infractions of school regulations. It provides a continuation of class work so that students do not fall behind with tests, quizzes or projects. No make-up time will be necessary upon returning to class.

Parents will be notified by telephone when their child has been assigned to in-school suspension and a copy of the Disciplinary Referral will be mailed. Students will be assigned to in-school suspension no later than 48 hours after the offense is committed.

Students will remain in the designated suspension room for the entire school day. Appropriate behavior is expected at all times. Students are expected to complete the work assigned by their teachers. Failure to do the work will result in a "0" for the assignments. Students will have a 24-minute lunch period in the in-school suspension room and should bring their lunch. In-school suspension will run from 7:50 a.m. to 3:00 p.m.

OUT-OF-SCHOOL SUSPENSION

Continuous and willful refusal to accomplish school tasks even though able to do so; disorderly, vicious, illegal or immoral conduct and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use of weapons or fireworks, fighting, smoking or violation of any local, state or federal law.

The length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. The student will be required to make up all work and tests missed during the suspension period. It is the student's responsibility to make arrangements with individual teachers to do so. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.

A student receiving out-of-school suspension will be retained in school that day unless a parent is called to take the student home. An out-of-school suspension can be from one to ten days depending upon the infraction and previous discipline record. During the term of suspension, a student may not loiter or appear on school property or attend any school-sponsored activity at or away from school.

EXPULSION

Expulsion from the district is the most severe sanction that can be imposed upon a pupil. The administration may recommend the expulsion of students who: are repeat offenders of the substance abuse policy, violate the weapons policy, cause or attempt to cause substantial damage to school property, etc.

TARDY POLICY

Prompt attendance to all classes is a vital part of the learning process. Frequent tardiness to classes perpetuates a bad habit that inhibits the learning process. Tardiness stalls the learning process for those students who take punctuality seriously and arrive to class on time.

Tardiness means being late up to five minutes. If a student is six or more minutes late to class without a pass, it is considered a cut. Tardies are cumulative throughout the year.

The following tardy policy will be implemented for semester and full-year courses, applies to each period separately, and will be administered as follows:

	CLASS
First to Second	Teacher discusses with student (preference at the end of class)
Third	Teacher assigns teacher detention
Fourth	Teacher contacts parent and assigns a teacher detention
Fifth	One after school administrative detention
Sixth	Two after school detentions, (loss of junior/senior privileges for 60 days)
Seventh	One morning detention
Eighth	Two morning detentions
Ninth	Saturday detention (loss of junior/senior privileges for the year)

	SCHOOL
Third	One PM Detention
Fourth	One PM Detention
Fifth	One PM Detention
Sixth	Two after school detentions, (loss of junior/senior privileges for 60 days)
Seventh	One morning detention
Eighth	Two morning detentions
Ninth	Saturday detention (loss of junior/senior privileges for the year)

PROGRESSIVE DISCIPLINE

The Code of Conduct is in effect. Some of the critical entries in the Code of Conduct include:

- Regular class attendance
- Being on time to class and to school
- Showing respect in language and decorum
- Refraining from gambling or card playing
- Being free of weapons and chemicals, including alcohol and nicotine

The disciplinary action(s) that are prescribed on the next pages address student requested discipline procedures, i.e., more specificity; implemented consistently; provide time for behavior to change; restrict out-of-school suspension to serious offenses, and if possible relate discipline to the behavior.

Both students and teachers support the resolution of problems at the earliest stages including a discussion between the teachers and student and/or parent/student/teacher conferences. But recognizing that some behaviors may warrant different actions, the following procedures will be followed:

Cutting Class:

First	Two afternoon detentions (loss of junior/senior privileges for 60 days)
Second	Two morning detentions (loss of junior/senior privileges for the year and loss of senior parking), counselor contacts parents
Third	Saturday detention
Fourth	In-school suspension and case conference (student/parent/ counselor/administrator)
Fifth	Possible loss of credit in the class cut. Regardless of which courses are cut the first four times, on the fifth cut the student may lose credit in that course.

Disruptive/Uncooperative Behavior:

First	Teacher warning/discussion
Second	Teacher contacts parent and may assign detention
Third	Two morning detentions or Saturday detention depending on the offense, parent notified
Fourth	In-school suspension, case conference

Dress Code Violation:

First	Rectify violation and contact parent
Second	Rectify violation, contact parent and two PM detentions
Third	Rectify violation, contact parent and two AM detentions
Fourth	Rectify violation, contact parent and one Saturday detention

Each offense after the fourth will result in one day of In-School-Suspension.

False Alarms and Other Serious Offenses:

Out-of-school suspension, notification of parents, notification of police. In addition the law requires the suspension or postponement of the student's right to operate a motor vehicle for six months. A penalty of not less than $1000.00 or the actual costs incurred in responding to the false alarm will also apply.

Fighting/Physical Contact:

Level I Offense	One day out-of-school suspension for pushing level incident, parent conference. Two days out-of-school suspension for a fight, parent conference (loss of senior/ junior privileges for the year)
Level II Offense	Two days out-of-school suspension for a pushing level incident, parent conference. Three days out-of-school suspension for a fight, parent conference (loss of senior/ junior privileges for the year and loss of senior parking)
Level III Offense	Three days out-of-school suspension for a pushing level incident, parent conference.Four days out-of-school suspension for a fight, parent conference. Police notification (loss of senior/junior privileges for the year)

Food/Drink (including open containers) in the Hallway and Classrooms:

First	Warning and confiscation of food/drink
Second	One afternoon detention, confiscation of food/drink
Third	Two morning detentions, confiscation of food/drink

Forging Documents:

One in-school suspension and parent conference.

Gambling/Extortion/Harassment/Threatening Behavior:

One to three days out-of-school suspension, parent conference, police notification

Gum Chewing

Gum chewing is not permitted at Park Ridge High School. Each violation of this rule will result in a teacher administered detention.

Insubordination/Disrespect:

First	One Saturday detention and parent notification
Second	One day in-school suspension and parent conference. This level can be used for first level if the degree of the offense warrants
Third	Two in-school suspensions and parent conference

Lighting a Match or Lighter:

First	Two morning detentions
Second	Three morning detentions and parent conference
Third	Saturday detention and parent conference

Loitering:

First	Warning
Second	Afternoon detention

Off School Grounds:

First	One after school detention
Second	Two after school detentions, loss of junior/senior privileges for 60 days
Third	Saturday detention, loss of junior/senior privileges for the year

Possession/Use of Chemicals:

First Offense	Five days out-of-school suspension, (loss of junior/senior privileges for the year and loss of senior parking)
Second Offense	Up to ten days out-of-school suspension

Setting Off Smoke or Stink Bombs:

First Offense	One day out-of-school Suspension, parent conference
Second Offense	Determined by administration

Smoking or Use of Tobacco Products (including electronic cigarettes):

First	One day in-school suspension (loss of senior/junior privileges for 60 days)
Second	Two days in-school suspension (loss of senior/junior privileges for the year)
Third	One day out-of-school suspension

Vaping, E-Cigarettes and Other Vapor Producing Devices:

Students found using or in possession of any vaping, e-cigarette or other vapor-producing device will be subject to automatic drug screening. If the screening is positive, please refer to consequences under Posession / Use of Chemicals. If negative, please see consequences listed under Smoking or Use of Tobacco Products.

Theft:

First Offense	One day out-of school suspension, notification of parents, notification of police.
Second Offense	To be determined by the administration

Truancy:

First	One Saturday detention (loss of senior/junior privileges for 60 days)
Second	Two in-school suspensions and case conference (loss of senior/junior privileges for the year)
Third	Three in-school suspensions and case conference

Unauthorized Parking on School Grounds:

Parking is by permit only, and it is limited to seniors.

First	Warning if of minor level,
Second	Parking ticket and/or towing of car
Third	Lose parking privilege

Use of Obscene/Profane Language or Obscene Gestures:

Depending upon the severity

First	Two after school detentions
Second	Saturday detention, notification of parents
Third	One day in-school suspension and case conference

Use of Profanity Toward a Teacher:

The minimum punishment will be a one day out-of-school suspension and a parent conference

Vandalism:

First	Assign two to ten hours of community service in the School with the custodial staff if a minor level incident. Payment for all damage and/or time required to correct the damage. Notification of parents/guardian and filing of vandalism report
Second	Increase time - same as above counselor calls parents
Third	One day in-school suspension, administration contacts parents
Fourth	One to three days out-of- school suspension, case conference. This discipline will apply to a major incident plus the payment for damages

Weapons:

Immediate suspension and automatic one-year expulsion.

For all of the above mentioned disciplinary infractions there are consequences for failing to report to the assigned detention. In addition, each time a student fails to report for the discipline a parental contact will be made. When necessary a parent meeting will be scheduled.

If a student misses:

a PM detention – one AM detention is assigned

an AM detention – two AM detentions are assigned

an AM detention – Saturday detention is assigned

a Saturday detention – In School Suspension is assigned and juniors and seniors will lose their privileges for 60 school days. Grades seven to ten will have a parent conference.

Please remember that the progressive discipline list is not all-inclusive. For behaviors that are not addressed the administration will determine the discipline.

SUBSTANCE ABUSE

USE OF ILLEGAL SUBSTANCES

The following information is taken from Administrative Procedure 5530. It summarizes procedures which will go into effect when a student is suspected of or is confirmed of substance use during the school day or during school sponsored activities before or after school hours.

1. A meeting will take place between the student and school officials.
2. The principal or designee will notify the student's parents/guardians of the incident and shall provide a description of the situation and symptoms.

3. The student must be examined immediately by a physician selected by the parent/guardian or by the school physician or by a doctor of an approved medical facility. **Failure to obtain a physical examination by a physician or approved medical facility will result in "assumed positive".**
4. A written report of the medical examination utilizing the school district's Substance Abuse Medical Examination form shall be forwarded to the principal or his/her designee within 24 hours of the examination.
5. If the form cannot be returned within twenty-four hours because test results are not available, the student will be permitted to return to school until such times as a positive diagnosis of a substance is received.
6. If there is a positive diagnosis from the examination which indicates that a student was/is under the influence of a substance, the student may not resume his/her schooling until a written report from the physician confirms that substance abuse no longer interferes with the student's physical and mental ability to perform in school. The school will also invoke suspension penalties.
7. Before the student's return to school, the principal, substance awareness counselor and other appropriate school personnel will confer with the student and his/her parents/guardians. The school may require additional evaluations for the purpose of determining the extent of the student's substance use and the effect of it on his/her performance at school. The substance abuse counselor will be provided with the results.
8. The substance abuse counselor will evaluate the situation, report findings to the principal and make recommendations, which may include the need for treatment, medical attention, family counseling, etc. Other options such as educational facilities within the community, evaluation and assessment centers, treatment centers for adolescents, support groups such as AA, NA, Alanon and Alateen will be discussed.
9. If it is determined that chemical dependency or abuse exists, enrollment in and completion of a treatment program must be accomplished prior to the student's return to school.
10. For possession and use of drugs/alcohol a suspension of up to 10 days will be assessed.

SALE, PURCHASE, TRANSFER OR POSSESSION OF ILLEGAL SUBSTANCES

In the event a student is involved in the sale, purchase, transfer or possession of illegal substances on school property or at a school function, the principal or designee shall notify the student's parents/guardians, require that the parents/guardians arrange for a medical examination (refer to above), and notify the superintendent of schools, as well as, the appropriate law enforcement officers. For sale/purchase/ transfer of drugs/alcohol, a minimum of 10 days suspension out-of-school, referral to the Board of Education for a possible expulsion hearing, and referral to juvenile authorities for prosecution under provisions of P.L. 1987 C.101 (Comprehensive Drug Reform Act of 1986) will occur.

SMOKING

The use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and smoking habits developed by students may have lifelong deleterious consequences.

Smoking, the burning or igniting of a lighted cigar, cigarette, pipe, electronic cigarettes or any other matter or substance that contains tobacco or nicotine and the use of smokeless tobacco and snuff, is prohibited at all times anywhere in school district building or on school grounds, at events sponsored by the school away from the school, and on any transportation vehicle supplied by the school.

WEAPONS

The Board of Education strictly prohibits the possession, conveyance, use, exchange, or storage of any weapon or look-alikes in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. This ban applies to students, employees, and visitors.

The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchak sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, sling-shots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy.

Law enforcement officials may carry weapons on school property. The principal may issue exceptions for items such as cutting instruments used in art or tech ed, or weapons or look-alikes used for the instructional programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

All discoveries of any prohibited weapons in the above mentioned areas will be reported to local law enforcement officials and to the New Jersey Department of Education.

Possessing, displaying, using, or storing a weapon on school grounds is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and a one-calendar-year expulsion from school.

Any student, employee, or visitor who has reasonable grounds to suspect that a violation of this weapons policy has occurred is required to report such suspicion immediately to the principal.

Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline.

VANDALISM

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. A pupil of the school district will be held liable for the damage. Where the damage to district property is more than minimal the Board will hold liable for the amount of the damage the parent or legal guardian having legal custody and control of the minor responsible for the damage.

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least 13 and under 18 years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, or religion is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

GENERAL INFORMATION

ACCIDENTS

All accidents in school must be reported immediately to the nurse's office.

AFFIRMATIVE ACTION

Consistent with federal and state requirements on non-discrimination, the Park Ridge Board of Education affirms its responsibility to continue to provide all students with equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, in violation of POLICY # 2260 "AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES", may file a written complaint with the Affirmative Action Officer - Mr. Troy Lederman, Park Ridge Jr./Sr. High School.

The Affirmative Action Officer shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Affirmative Action Officer's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Board of Education shall permit the complainant to address the Board in public or private session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

The District's Equity Plan, Board Policies, Grievance Procedures and Annual Reports are available in the office of the Affirmative Action Officer.

Grievance Filing Forms are available in the school principal's office.

ANNOUNCEMENTS

Announcements are made during homeroom each morning. Announcements pertaining to club or organizations must be signed by the faculty advisor. All announcements should be turned in to the main office no later than 12 noon on the day before an announcement is to be made.

Occasionally, emergency announcements may be made over the P.A. system at the end of period 16/17. They will be made on a very limited basis and must be approved by the high school administration.

ASSEMBLY ETIQUETTE

Some students expect assembly programs to be strictly entertaining. However, the artistic and educational value of other types of entertainment should be understood. Good music, plays, or the message of an outstanding speaker may be equally rewarding.

Assembly programs are planned to reinforce the curriculum, reflect the activities of the school, promote school spirit, and recognize significant events. The purpose of assemblies is to provide a planned program that broadens a student's knowledge, interests, and experience in order to promote the consideration of new ideas and the abilities and interests of others.

During assembly programs, only the best behavior is acceptable from the student body. Programs will vary in quality, but this should not be an excuse for discourteous behavior. Park Ridge High School assemblies should exemplify high quality student behavior.

The following procedures must be observed:

- Students must come to prompt attention when the program chairperson indicates that the program is ready to begin.
- When students appreciate a program, they are expected to respond by applause. Whistling, shouting, stamping of feet, and rhythmic applause is considered inappropriate behavior.
- Students are required to maintain a courteous and respectful attention at all times.
- Students who are unable to comply with these simple rules will be removed from the area and sent to the assistant principal's office.

ASSISTANCE

Periodically during a student's school career, he/she will encounter a situation in which the student would profit from guidance and/or assistance. The situation might be related to academic performance, relationships (peer to peer, parent to child, teacher to student), peer pressure, self-concept, etc. No matter what the content, the student should seek out someone who will listen and help the student brainstorm possible resolutions.

A student should not hesitate to identify someone in or out of school that they feel will help them work through the problem. At the moment a student may feel overwhelmed by the situation, but he/she should understand that talking out the situation may relieve some of the pressure of trying to face it alone.

There are many people in the school who would be willing to help the student and/or who would help the student identify a person on staff who would have the background and/or skills to assist the student. Students and/or parents are encouraged to reach out to a teacher, counselor, administrator, coach, secretary, etc.

CAFETERIA/LUNCH

The cafeteria is open during lunch periods.

Hot entrees are served daily along with a selection of sandwiches, salads, and snacks.

To help keep the lunch program a success, the student should remember to follow these procedures:

- Deposit all recyclable materials in designated containers in the cafeteria.
- Leave the table and floor around the lunch table in a clean condition.
- Maintain appropriate behavior.
- Failure to adhere to these procedures may result in detention and/or a restricted lunch program.

Grades seven through eleven must remain in the cafeteria for the full lunch period. Twelfth graders may eat off campus.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or does other damage to school property or equipment will be required to pay for the damage incurred.

CELL PHONES/ELECTRONIC DEVICES

New Jersey has recently created legislation concerning use of internet-enabled devices and it requires each Board of Education to adopt a bell to bell policy prohibiting student use of internet-enabled devices during the school day. Details regarding this policy will be shared prior to the start of the 2026-2027 school year. As of July 1, 2026, Park Ridge's current cell phone policy is as follows:

Cellular Phones & Personal Electronic Devices. * The administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, please be reminded that parents should continue to call the school for any emergency and should not attempt to reach students by cell phone during the day. Students must abide by the following guidelines:

1. Cell phone use is permitted before and after school, as well as during the school day in common areas of the building. They include hallways and cafeteria (Grades 9-12 only).
2. **Cell phone use is not permitted in classrooms and/or during instructional time.** Students may not leave class to use their phone.
3. Personal phone calls (voice) and/or use of FaceTime are not permitted at any point in time during the school day. Any student found to be in violation of this policy is subject to the following consequences.
    - First Offense – Confiscation and return at the end of the school day.
    - Second Offense – The cell phone will be confiscated and only returned to a parent/guardian. The parent/guardian can come to the High School Office to retrieve the phone between the hours of 7:00 A.M. – 7:50 A.M. OR 2:45 P.M. – 3:30 P.M.
    - Third Offense – Parent must pick up the device, two p.m. detentions.
    - Fourth Offense and beyond – The cell phone will be confiscated, turned into the High School Office, and may not be returned.

The administration reserves the right to look through any cell phone that has been confiscated.

In addition to the policy above, no cell phones will be allowed (seen or heard) in the school's locker rooms or bathrooms. This is for the protection and privacy of all students. Cell phones confiscated in these areas may not be returned.

NOTE: Park Ridge High School is not responsible for the loss, theft, or damage of any electronic device. **VIDEOTAPING, TAKING PHOTOGRAPHS OR RECORDING ANY PERSON IN THE SCHOOL WITHOUT THE PERMISSION OF STAFF AND/OR ADMINISTRATION IS PROHIBITED.** Inappropriate use of electronic devices that invade the privacy of staff / students will result in discipline to be determined by administration**.**

CHEMICAL NOTIFICATION

The district recognizes that it has the responsibility to give parents a separate notice 48 hours prior to the commencement of any construction or other activities involving the use of any hazardous substances. If hazardous substances were stored at the school at any time throughout the year, the Hazardous Substance Fact Sheet(s) on the particular substance will be made available.

CHILD STUDY TEAM SERVICES

The Child Study Team consists of the school psychologist, the learning consultant, and school social worker. The Child Study team is available for consultation and assistance to students, teachers, and parents. However, a significant aspect of the Child Study Team functioning is the evaluation and classification of students with educational disabilities. The team also helps design individual educational programs for such students.

COMPUTER RESOURCE USE

The Board provides access to computer network/computers for educational purposes only and retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason.

Any individual engaging in the following actions when using computer network/computers shall be subject to discipline or legal action:

A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

The entire acceptable use policy for laptop use can be found in the Parent/Student Technology Handbook at http://www.parkridgeschools.org

Consent Requirement

No pupil will be allowed to use the computer network and the Internet unless they shall have filed with the Computer Instructor a consent form signed by the pupil and his/her parent(s) or guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in regulation No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

DANCES

Dances (excluding Prom) will be restricted to Park Ridge High School students except when an advisor arranges a dance with another school. All school rules will be in effect, and a student may be denied admission or asked to leave the dance for not adhering to school regulations. If a student leaves the building for whatever reason prior to the end of the dance and fails to seek the permission of the supervisor or teacher/chaperone, he/she will not be allowed to return.

All students must enter the dance by 7:30 p.m. Students arriving after 7:30 p.m. will not be permitted to enter the dance unless students have administrative approval prior to the dance.

DEFICIENCY REPORTS

Student deficiency reports may be sent any time during the marking period to parents of students who are encountering academic or social problems. These reports do not necessarily mean that a student is failing, but that a deficiency is noted which needs correction.

If a student encounters academic problems (i.e. failing grades) during the latter half of the marking period, after the interim reports have been mailed, a deficiency report will be sent home no later than one week prior to the end of the marking period. If a student fails during the last week of a marking period, a telephone contact will be made. Communications between home and school are encouraged any time there is concern regarding a student's performance.

Parental acknowledgment of these reports by a note, phone call, or visit to the guidance office would be appreciated.

DELAYED OPENING

A delayed opening will be used whenever possible as an alternative to closing school for the day. School will start 90 minutes later than the regular starting time (9:20 a.m.).

EARLY ARRIVAL PROCEDURES

Students will be allowed into the building twenty minutes prior to the start of their period one class. Thus, students may enter the building at 7:30 a.m.

Students entering the high school prior to 7:30 a.m. need to be under the supervision of a staff member. A student may arrange to meet a teacher for extra help or attend an early morning meeting.

EARLY DISMISSAL

When a student needs to leave school prior to the regular dismissal, a note from the parent/guardian must be presented to the attendance office prior to period one. The reason for the dismissal, time of the dismissal, method of transportation, and parent/guardian telephone number should be included in the note. At the time of early dismissal the student should report to the attendance office and sign out. Pupils in 7th and 8th grades must remain in the office until the parent/guardian enters the building to meet him/her.

When an emergency arises and no note has been submitted, the parent/guardian should report to the attendance secretary to request that the student be dismissed early.

In order for a Park Ridge High School student to participate in an extra-curricular (athletic) and co-curricular (plays, after-school clubs) event or social activity such as the prom, he/she must be in attendance a minimum of four hours on the day of the event or last school day prior to the event. This is in accordance with the New Jersey Administrative Code.

Please refer to page 5, starting under “Attendance Policy.”

EXTRA HELP

Extra help is available to students. Some teachers offer assistance before school and some provide extra help after school or by special arrangement. A student should contact the teacher of the course/courses to make arrangements for extra help.

FIELD TRIPS

Field trips are encouraged as an extension of the regular program of study, and as such, all school rules and regulations apply.

If a trip is two or more days in duration, a student must have a 72 average or better in each course to participate. Individual cases may be subject to administrative review.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The primary function of a fire drill is to enable everyone in school to respond promptly and calmly to a potentially serious building emergency. By continually practicing proper exiting procedures, we shall hopefully be able to ensure the maximum safety of everyone (staff and students alike) should an unexpected fire emergency occur in the future.

It is essential that when the fire alarm sounds, everyone obeys instructions promptly and evacuates the building according to prescribed routes (posted in each room) as quickly and efficiently as possible.

All students will be expected to vacate the building during a fire drill. Student violations of fire drill regulations will be referred to the high school administration for disciplinary action. Everyone’s cooperation during a drill is essential.

FOOD DELIVERIES

For the safety and security of all students and staff members, food and/or beverage delivery services will not be permitted on school grounds or to enter the school building during school hours. This includes but is not limited to all local food establishments, DoorDash, Grubhub, Uber Eats, etc. Any delivery drivers attempting to enter the building will be turned away.

GRIEVANCE FILING FORM

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, in violation of Board Policy #2260, may complete and submit to the Affirmative Action Officer the Grievance Filing Form.

The Affirmative Action Officer will review the complaint and mail within ten working days a written response to the complainant, who then has a legal right to submit a written appeal to the Board of Education. Due process rights and rights to confidentiality shall be respected throughout this process.

This procedure is also in effect for any alleged instances of sexual harassment, defined as any conduct or expression that includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature. If a student brings such a complaint, the parents of the affected student will be notified by the Affirmative Action Officer or the principal as soon as possible.

HALL LOCKERS

Lockers are the property of the Park Ridge Board of Education and are subject to search. School officials may conduct random inspections of school lockers and a student's locker could be searched at any time without notice.

Each student will be assigned a hall locker for his/her personal use, storage of books, jackets, etc., during the school year. Because of security reasons, students are not to share lockers. It is the student's responsibility to supply a sturdy lock for a locker.

To ensure safety of property students should keep their lockers locked, divulge their combinations to no one and use only their assigned lockers. Any problems with a locker should be reported to the main office.

It is not advisable to keep money, purses or valuables in lockers. Only the amount of money needed during the school day should be brought to school and it should be kept in the student's possession.

Park Ridge High School is not responsible for lost or stolen items.

Students are welcome to go to lockers before school, before and after lunch periods, and after school. The use of a locker is a privilege which is not to be abused and which will be revoked should abuse of the locker occur. Each student is responsible for the security and cleanliness of the locker.

To properly maintain lockers, students will be asked to clean out their lockers intermittently during the school year. Periodic locker inspections may be made during the year to encourage this practice. All lockers must be cleaned out thoroughly by students prior to the last day of school. Anything left in hall lockers thereafter will be discarded immediately by school officials.

HALL PASSES

If it is necessary for students to pass through the halls while classes are in session, they must have their student planner in their possession signed by their teacher.

This pass is contained within the academic planner on a particular date with a signature from a staff member. The student must then sign out on the classroom log. Students going to the bathroom must go to the one nearest the classroom. Upon returning to the class the student must sign back in on the log. Students are reminded that carrying or consuming food or drink in the hallway is not permitted.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

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

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying.

1. The developmental and maturity levels of the parties involved:
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns or behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations.

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. Submission of an Incident Report Form to the Principal or his/her designee is required. Oral reports will be documented; however district employees are required to submit an Incident Report Form. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

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

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means 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. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing.

A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) to remedy the past hazing behavior.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

HEALTH SERVICES

Students becoming ill during the school day should report to the nurse. If there is a necessity for a student to go home, the nurse will inform the parent, and the student will be released from school. If the procedure is not followed, and the student leaves, he/she will be considered as cutting classes for all periods missed.

Health services provided include:

Physical Examination: Requested yearly for all students.

Annual Screenings: Pursuant to NJ Chapter 16-Subchapter 2, 6A:16-22

1. Height, weight, blood pressure for all students through grade 12.
2. Audiometric screening on students in grades 8 and 10.
3. Vision screening for all students in grades 8 and 10.
4. Scoliosis screening for all students in grades 8, 10, and 12.

If a parent/guardian objects to a screening, he/she must notify the nurse in writing prior to the screening. Students examined and screened by their private physician just prior to the start of the school year, will not be screened providing the nurse has documentation of the examination.

HONOR ROLL - COMMENDATION LIST - RENAISSANCE

The Principal's Honor Roll is composed of students having a grade point average of 95 or above in all courses with no individual course failures.

The Honor Roll is composed of students having a grade point average between 88 to 94, with no individual course failures.

Renaissance Academic Awards Banquet

A student receives an invitation to the academic awards banquet if the following criteria are met:

- 93 or better in three out of four marking periods. Marking periods include the fourth marking period of the preceding year and the first three marking periods of the current school year.
- Carries a full schedule (seven periods) during the school year.

Students who qualify for recognition are invited to an evening banquet held at the end of the school year. Family and friends are invited to attend the program which is sponsored by Renaissance.

The award is granted for achieving a 93 average or better in three out of four marking periods. Marking periods include the fourth marking period of the preceding year and the first three marking periods of the current school year.

first year - certificate

second year - pin

third year - key chain

fourth year - plaque

I.D. CARDS

I.D. cards are to be carried at all times. A student must show the card if requested by a staff member.

INCOMPLETE GRADES

Any student who receives an incomplete grade shall have 10 school days from the closing date of the marking period as indicated on the school calendar.

Students having unique needs and who consequently may require an extension of time will be granted extensions only by the administration. The request will be initiated by the guidance counselor and will be reviewed by the administration. The requests will be determined on a case-by-case basis when the student's guidance counselor requests it from the principal.

INTERIM REPORTS

Interim Reports will no longer be mailed home. Parents are encouraged to log in to PowerSchool on a regular basis to monitor their child's progress. Usernames and passwords will remain the same for all 8th through 12th graders. Incoming 7th grade parents will receive their PowerSchool usernames and passwords from the technology office through the mail. Any questions regarding PowerSchool usernames and passwords should be directed to the technology office, 201-573-6000 ext. 1501.

INTERNET WEB SITE

The board of education of each school district that establishes an Internet web site, shall not disclose on that web site any personally identifiable information about a student without receiving prior written consent from the student's parent or guardian on a form developed by the Department of Education. The written consent form shall contain a statement concerning the potential dangers of personally identifiable information about individual students on the Internet. "Personally identifiable information" means student names, student photos, student addresses, student e-mail addresses, student phone numbers, and locations and times of class trips.

LOST AND FOUND

The lost and found is located in the main entrance vestibule. If a student misplaces any article, he/she should check there. Students who find lost articles are asked to take them to the Main Office so they may be put in the lost and found and claimed by the owner.

MEDIA CENTER

The Media Center is open from 7:30 a.m. to 2:55 p.m. on Monday and Friday and 7:30 a.m. to 3:00 p.m. on Tuesday through Thursday for research and reading, and students are encouraged to utilize the facility prior to homeroom and during study halls. The media specialist is always available to offer assistance to students and staff. Students are expected to behave responsibly and to be respectful of the atmosphere in the media center.

Students have access to several databases from the media center website (prmediacenter.com) which can also be accessed at home. Use the following log on information:

Gale:	prhs	
ABC-CLIO:	Username: parkridgehs	Password: prhs
Britannica:	Username: prhs	Password: prhs
EBSCO:	Username: parkridge	Password: prhs2627!
Facts on File:	Username: prhs	Password: prhs
Teen Health and Wellness	Username: parkridge	Password: prhs

Please note that usernames and passwords are case sensitive

Study hall students who report to the media center must be on time and prepared to begin working promptly. Once signed in, students must remain in the media center for the entire period.

PROCEDURES FOR SIGNING MATERIALS OUT OF THE MEDIA CENTER

Students wishing to sign out materials must have a valid Park Ridge Public Library card or student ID and must present the card every time they take out a book. All books and magazines that leave the media center must be checked out at the desk. Most books are loaned for four weeks and must be returned by the date stamped.

MEDICATION

No medication, prescription drug or prescribed over-the-counter medicine or nutritional supplement including, but not limited to, aspirin and cough drops, will be administered to pupils in school except by the school physician, a certified or non-certified school nurse, a substitute nurse employed by the district or the pupil's parent/guardian. Medication must be delivered to the school nurse in its original labeled container by the pupil's parent/guardian and must be accompanied by the parent's written request for its administration and by the physician's written request and signed statement of the medication's name, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, it's possible side effects, and the time when its use will be discontinued.

Medication no longer required must be promptly removed by the parent/guardian. An exception is made for pupils with asthma or another potentially life-threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene, provided permission for such administration is on file in the office of the school nurse and complies with the conditions for granting permission contained in Regulation 5330.

All pupil medications shall be appropriately maintained and stored by the school nurse, except those medications to be self-administered by pupils. In those instances, the medication may be retained by the pupil with the prior knowledge of the school nurse.

MESSAGES

In order to maximize classroom instruction, students will not be called out of class for messages or deliveries. If your child forgets an item, he/she should check the main office for pick-up. Students will only be given messages in an emergency situation.

NATIONAL HONOR SOCIETY

The May E. Hallet Chapter of the Park Ridge High School National Honor Society establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. The criteria for selection form the foundation upon which the organization and its activities are built. Selection procedures follow the outline provided by the National Honor Society Handbook distributed by National Association of Secondary School Principals (NASSP).

Selection Process: Students meeting the academic standards will be asked to submit information describing service and leadership activities completed during their high school years. The standards of character will also be considered and reviewed for each applicant.

The NHS Faculty Council reviews all applicants who have met the academic standards outlined and materials submitted by the student based on these categories: scholarship, service, leadership, and character. The Faculty Council makes the final selection for admission to the National Honor Society.

Scholarship: Students will need to meet the following scholarship criteria for membership. These students are then eligible for consideration on the basis of service, leadership and character. The scholarship requirement is a GPA of 94. This criteria was established by the PRHS Faculty Council and principal in March 2009.

Service: This quality is defined through the voluntary contributions made by the student to the school and community by volunteering to assist others, taking on additional responsibilities in the school community, representing the school in chosen activities, mentoring students with academic needs and showing courtesy and respect to the school community. The student who serves can also participate in an outside activity or volunteer their services to aid others.

Candidates are required to complete 20 hours of community and school service to be considered for induction. Fifteen hours of school service for junior year candidates, is required to maintain membership. For those students inducted in his/her senior year, five hours of community service are required during the course of their senior year.

Leadership: A student who exercises leadership is resourceful, dependable, a good problem solver, and demonstrates initiative in promoting school activities. The student exercises positive influence on peers in upholding school ideals and exemplifies positive attitudes.

The student is a leader in their classroom, at work or in school or community activities; and successfully holds positions of responsibility.

Character: A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students of character should exemplify desirable qualities of behavior, uphold principals of morality and ethics, be reliable, punctual, friendly, and comply with school regulations. This student should show self-discipline and perseverance to studies.

Discipline and Dismissal Procedure for National Honor Society:

This procedure is in accordance with the dismissal procedures outlined in Article X of the NHS Constitution.

If a member falls below any of the standards by which they were selected (scholarship, service, leadership and character), the advisor(s) will inform the member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. In the case of a flagrant violation of school rules or the law, a warning is not required for dismissal, but a hearing will still be held. A student will be notified in writing that their standing is in jeopardy and will be given the opportunity to request a hearing which will be scheduled by the Faculty Council. The member may choose to appear and speak at the hearing or respond in writing. The member's parent may be present and may speak.

As outlined in the PRHS May E. Hallet chapter bylaws: Offenses that will be grounds for immediate consideration of dismissal include:

Major school infractions that result in out of school suspension such as those defined in the student handbook: "disorderly, vicious, illegal or immoral conduct and persistent violation of school regulations."

These violations include but are not limited to:

- Violations of cheating, stealing, destruction of property, truancy, possession of, using, selling or being under the influence of a drug or alcohol at school or during school related activities and DWI.
- The use of weapons, or fireworks, fighting, smoking (including e-cigarettes/vaping) or violation of any local, state or federal law.
- Expulsion from the district.

NUMERICAL AVERAGE COMPUTATIONS

Numerical Average Computations will take place at the end of grades 10 and 11, and at mid-year and end of year for students in grade 12. The computations will reflect the extra weight given to AP and Honors courses. Ten points will be added to the grade of level 3 courses and five points will be added to level 2 courses.

Courses have been designated at the following levels:

Tier 3	Advanced Placement/college level courses
Tier 2	Honors level courses
Tier 1	All other courses

All courses are included in this computation. This average and the class decile distribution will be issued to colleges during the application process. The designation of class valedictorian and salutatorian will be made based on the numerical average inclusive of the second (2) marking period and mid-year exam.

PARKING

Due to an obvious lack of available parking spaces at school, students will not be permitted to park their cars on school property during the school day (7:30 a.m. - 4:00 p.m.). School property includes all athletic fields, the driveway adjacent to Marc's, the upper parking lot, the lower parking lot beside the gyms, and the last two rows (spaces numbered) in the church lot off Wampum Road.

Student permits are required for parking and students will be permitted to park on a limited basis in the church parking lot (when available) in the first four rows heading down Wampum Road. Students' cars found parked on campus may be ticketed and/or towed at the owner's expense.

On occasional days when the Pascack Reformed Church requests using its parking lot for weekday activities, students will not be permitted to use the church lot. The administration will do its best to communicate this type of announcement to the school community to create as little parking inconvenience as possible. On these days, a limited number of parking spaces would be available in the Elks Lodge (off Wampum Road) and the tennis court lots (off Park Avenue). On these specific days, students may also park on local streets and in doing so, should follow all borough parking ordinances. To cut down on the number of cars driven to school on these days, students are encouraged to car-pool.

Students who drive to school will be expected to register their vehicles (the license number and vehicle description) in the assistant principal's office. Students and parents must also sign a "Student Parking Rule" form.

*Please note: Under ordinary circumstances, a search of a student vehicle by school officials will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating either the law or the rules of the school.

PARKING LOTS

Students should not congregate in the staff parking lots or sit on or near staff cars. Areas for lunch have been provided on the school grounds.

POSTERS

Signs, posters and banners must be approved by the club or team advisor and the assistant principal must authorize each one. Posters, signs, etc. should be hung on bulletin boards with no more than two for each panel. Nothing should be taped to painted walls or corridor doors.

All notices and posters must be removed the day following the activity by the person(s) who posted the message.

PUPIL RECORDS

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's education welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by the Board. No liability shall be attached to any member, officer, or employee of this board for the furnishing of pupil records in accordance with law and rules.

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for educationally disabled pupils; and all other records required by the State Board of Education.

Any school records with HIV identifying information will be maintained in accordance with the standards set forth in N.J.S.A. 26:5C.

Permitted records include observations and ratings by professional staff members acting within the scope of their professional duties, samples of pupil work, information obtained from professionally acceptable standard instruments of measurement, educationally relevant information provided by a parent or legal guardian or adult pupil concerning achievements and other school activities that the parent or legal guardian or pupil wishes to make part of the pupil's record, extra-curricular activities and achievements, rank in class, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

In all cases, information in pupil records must be educationally relevant, objective, and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's illegitimacy.

Access to pupil records will be available only to the pupil's parent or legal guardian, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his or her unemancipated child whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

A pupil's parent, guardian or legal custodian may petition the court to have a parent's access to the pupil's records limited. The Board shall notify the parent or legal guardian or adult pupil within five days of the date the order is obtained or evidence of the order is received that the request for access is denied. The parent or legal guardian or adult pupil may appeal the denial to the court that issued the order.

Copies of pupil records may be made by those permitted access to them at the fee established for the reproduction of public records in Policy No. 8310.

A request for access to the record or reproduction of any of its contents must be granted or denied within ten days but no later than twenty-four hours prior to any hearing or review to which the requested record is pertinent. No record shall be altered or destroyed between the time the written request is made and the record is reviewed.

Information in a pupil's record may be released by a teaching staff member to the pupil, minor or adult, and to other appropriate persons in an emergency and for the purpose of protecting the health and safety of the pupil or other persons.

A pupil's records will be sent to the New Jersey School District to which the pupil transfers within ten days of the new district's verification of the transfer in accordance with State Board rules. All information in the pupil's record related to disciplinary action taken against the pupil by the district will also be sent to the receiving district without the consent of the parent or adult pupil pursuant to N.J.S.A. 18A:36-19a and N.J.S.A. 18A:36-25.1. The records of a pupil who transfers to a private school or to a school outside New Jersey will be sent to the new school only on the written permission of the parent or legal guardian or adult pupil.

A parent, legal guardian, or adult pupil may challenge the pupil's record and may request the addition of material or comments or the deletion of material from the record. The parent or legal guardian or adult pupil may request a stay of disclosure pending final determination of any such challenge. An appeal must be made in writing to the Superintendent, who shall attempt to resolve the issue within ten days. The issue may be further appealed, within ten days of the Superintendent's determination, to the Commissioner of Education or the Board of Education. Any appeal made to the Board will be determined within twenty days and after the opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil's record.

A parent or legal guardian or adult pupil may place a statement in the record, which will be maintained with the contested portion of the record and will be disclosed whenever the contested portion is disclosed.

When a pupil is no longer enrolled in this district, those records mandated by rules of the State Board of Education will be preserved in perpetuity. All other records will be destroyed except that the student profile form, with attachments, of a pupil evaluated by Special Review Assessment will be retained for one year after the pupil's class graduates. The parent or legal guardian or adult pupil will be notified in writing that the mandated educational information is being released to public schools where the pupil is now enrolled or intends to enroll. In addition, the parent or legal guardian or adult pupil will be notified in writing that a copy of the entire pupil record will be provided upon request. No additions will be made to the pupil's records without the written consent of the parent or legal guardian or adult pupil.

SCHOOL CLOSING - INCLEMENT WEATHER

Park Ridge School District has contracted the services of Blackboard to notify parents and students about school closings, early dismissals or other emergencies. The emergency system is designed to call a home phone number, text a cell phone number, and send an email notification based on the information that parents / guardians provide to the district. Throughout the school year, parents / guardians are able to update any necessary contact information by contacting the Park Ridge School District's registrar at 201-573-6000 ext. 1501.

SCHOOL SECURITY DRILLS

1. During a drill follow the directions given by the teacher.
2. Take a seat on the floor away from the windows and the door. Remain seated until told to move.
3. If the drill is done when a student is in the bathroom, the student should remain in the bathroom until escorted to a classroom.
4. If the drill is done when a student is in the hallway, the student should enter the closest classroom where a class is meeting.

If a student hears something that concerns the school or an individual in the school, the student should report it immediately to a teacher, counselor or administrator.

SEARCHES OF STUDENT LOCKERS

In an effort to discourage students from bringing any item to school which may be considered harmful to any member of the school community, the U.S. Supreme Court has rendered the following statement from a 1985 court decision. If considered necessary, it will be implemented by school personnel: "Under ordinary circumstances, a search of a student (locker) by a teacher or by other school officials will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

SENIOR PRIVILEGES

Senior privileges are offered to students in the twelfth grade. The senior privilege may occur in the event a senior has a study hall. Extended lunches will occur if a student has a study hall adjacent to his/her lunch period. The senior privilege can only be used when there are no required programs and/or meetings scheduled during the study hall and/or lunch period. Seniors are asked to utilize this time to pursue positive, productive activities. Options which may be chosen include:

1. Going to the media center
2. Pursuing individual work in the music room with teacher approval and supervision
3. Working on an extracurricular activity under a teacher's supervision
4. Conferencing with faculty members who do not have a teaching assignment
5. Going to the guidance office

*6. Leaving school grounds

7. Remaining in the senior lounge
8. Pursuing an Option 2 program or internship

*Parental permission to allow a student to leave school grounds is required in order for this privilege to be granted. Students are not to use their cars during this time other than during extended lunch periods.

Permitting students the freedom to choose how to utilize their time during a study hall is a privilege that carries the weight of responsibility. Students who violate the guidelines that have been established and do not use this time in a productive manner will lose the privilege. **Students who qualify for these privileges must behave responsibly, maintain passing grades in all classes, not cut, or be late to their classes' more than (10) ten.** Once a student does not fulfill these requirements, the senior privilege will be revoked for sixty (60) days and he/she will be assigned to a study hall. If the student fails to uphold the responsibilities a second time, the senior privilege will be revoked for the rest of the school year.

Other instances of inappropriate use of senior privilege include:

- congregating on the driveway adjacent to the school
- driving cars other than during lunch periods
- wandering or loitering in the halls and disturbing classes
- failure to return to class on time following an unscheduled period
- other school infractions that indicate a student's inability to assume responsibility for his/her own actions.

Even though a senior has the opportunity to leave the building during the school day, he/she is still under the direction and supervision of the school. During these times, the student will be expected to behave responsibly so as to bring credit to him/her and the school.

If a permission form is not submitted, it is assumed that the senior involved does not wish to be considered for senior privileges, and the student will be assigned to an appropriate study hall.

Signed parental permission slips requesting the senior privilege must be turned to the principal's office by Friday, September 4, 2026.

SEXUAL HARASSMENT

Board policy explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil. Sexual harassment includes all unwelcome sexual advances or suggestions, 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 effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment.

Procedures:

1. Any student who alleges sexual harassment by any staff member or another student in the school may complain directly to the principal, assistant principal or the Affirmative Action Officer (Troy Lederman – Park Ridge Jr./Sr. High School). Grievance filing forms are available in the principal's office.
2. Any staff member notified by a student of a sexual harassment incident has the responsibility to bring the complaint to the attention of the building principal, assistant principal, or the Affirmative Action Officer within the day the report is made or as soon as practical.
3. The Superintendent will be notified immediately of any complaint and kept abreast of all investigations.
4. The due process rights and rights to confidentiality of all parties shall be respected during the investigation. Information shall only be imparted on a "need to know" basis.
5. The parents of the affected students shall be informed by the principal or the Affirmative Action Officer as soon as possible.
6. The procedures outlined under the entry on Affirmative Action will be followed by the Affirmative Action Officer.

Following the investigation, as warranted, corrective and/or disciplinary actions will be taken.

SOCIAL EVENTS

Social events are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events.

Regular school rules apply to the conduct of students at social events. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school day.

STUDENT DRESS

As a rule, students are expected to wear clothing which is reasonable and in good taste. Students must wear shoes or footwear in the building at all times.

Hats or other head gear and jackets are not to be worn in the school. They must be placed in the hall lockers after the student arrives in the building. After the first warning, hats or other head gear will be confiscated. Refusal to comply will be considered insubordination.

Students' shorts and skirts are expected to be of reasonable length. Under garments are not to be worn as outerwear.

Student attire determined to be obscene, vulgar, indecent, offensive to any race, religion, ethnicity, gender, sexual orientation, depicting illegal items or activity; including guns, alcohol, drugs, drug paraphernalia, etc., shall not be permitted.

In the event of special occasions (field trips, awards assemblies, graduation, for example) students will be expected to "dress up" for the occasions (the wearing of nice slacks, shirts, blouses, dresses, skirts, etc.) which will bring credit to and good feeling about students who attend the school.

Students not adhering to proper dress procedures will be directed to the assistant principal's office. Arrangements will be made in school or with the home to have the concern resolved on a reasonable and prompt basis.

STUDENT INTEGRITY

The highest standards of honesty must apply to a student's actions at Park Ridge High School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work is his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.

All instances of cheating are dealt with severely at Park Ridge High School. Wearing of earbuds during tests and quizzes will be considered an act of cheating. Any work (homework, test, examination, or paper), which was completed by dishonest means will result in a grade deduction and may receive a grade of "0". Additionally, parents will be notified by the teacher. The administration, department supervisor, and guidance counselor will also be informed. Beyond all of these steps is the fact that the student has been untrue to him/herself and has damaged one of his/her most precious possessions, his/her character.

STATEMENT ON ARTIFICIAL INTELLIGENCE (AI)

As we continue to navigate the evolving landscape of education in the 21st century, we are committed to providing our students with the best resources to prepare them for success in an ever-changing world. In this spirit, we recognize that Generative Artificial Intelligence (AI), Large Language Models (LLM), and prompt-engineering tools, while still relatively new and evolving daily, can be valuable tools in our educational environment.

Classroom Use of Generative AI:

AI, when integrated thoughtfully, ethically, and responsibly, offers numerous benefits that can enhance the educational experience for our students and support our dedicated educators. However, it is essential to clarify that the use of AI systems in our classrooms will be:

1. Contingent upon classroom teachers' explicit inclusion of the technology on a per-assignment basis.
2. Transparent, with clear explanations of their purpose and function to students and educators. These teacher decisions should be clearly communicated to students on their Schoology pages, syllabi, and on specific assignments.
3. Guided by our established district policies and aligned with our educational guidelines.

Students' personal data and information must be protected in accordance with applicable laws and regulations, and systems used in education must adhere to ethical principles and promote responsible AI practices. Student information should never be used in an advanced prompt tool.

Academic Integrity:

In all learning environments, students are expected to cite sources used in generating classroom assignments and adhere to school guidelines for cheating and plagiarism. Submitting AI-generated materials as original content is a form of plagiarism. (Refer to the PRHS student handbook page 36 for Student Integrity consequences).

Expectations for Teacher Discretion:

In all scenarios, the educator must provide the Artificial Intelligence Assignment Acknowledgement (AIAA) to clearly communicate the objectives, expectations, and criteria for learning.

If AI and prompt-engineering tools are not explicitly permitted, then…

1. Students are not allowed to use advanced artificial intelligence, LLM, or prompt-engineering tools on this assignment.
2. Each student is expected to complete each assignment without outside assistance, including automated tools.

If AI and prompt-engineering tools are permitted, then…

1. Students are allowed/assigned to use advanced automated tools (e.g., ChatGPT, Bard, Dall-E 2, etc.) on the assignment if expectations and acceptable means are clearly stated (brainstorming, collaboration, content, editing, etc.)
2. When using an AI tool for an assignment, students must include a citation in their assignment to acknowledge the use of the specific tool and its source.
    a. For example, if ChatGPT-3 is utilized, the student should include a citation in MLA format or APA format.
    b. Similar citation conventions or prompt logs should be followed for material generated using other AI tools.
3. Failure to provide appropriate citations, unless explicitly communicated by the teacher, will be subject to the District and school cheating/plagiarism policy outlined in student handbooks.

If a student would like to request a special accommodation for the use of AI or prompt-engineering, then…

1. Students must submit a written request to the teacher, clearly stating the purpose and intended use of the AI tool in relation to the assignment.
2. The teacher will evaluate each request and grant permission based on the nature of the assignment and the student's justification for using the AI tool.
3. If permission is granted, the student can proceed to use the AI tool as specified in the approved request.
4. If permission is denied, the student must complete the assignment without substantive assistance from others, including automated tools.

Note:

1. This guidance will be revised as the technology and our use of the prompt-engineering programs continue to evolve.
2. The teacher can modify the permissions and requirements related to AI tool usage on specific assignments or throughout the course.
3. Teachers using AI in classrooms are expected to model appropriate, effective, and ethical use of AI tools for students embedded into their lesson goals and specific tasks.
4. It is the student's responsibility to read and comply with the instructions provided by the instructor for each assignment. Students found in violation will be subject to penalties noted in the student handbook and district policy.
5. When in doubt, ask!

Please note: ChatGPT was consulted in the development of this statement.

STUDY HALLS

Study halls have been assigned to students when classes have not or could not be assigned. Depending upon room availability and size, study halls will be held in regular classrooms whenever possible.

Students have a library/study hall option. If a student elects to go to the library, he/she will be expected to bring work with him/her while making use of research material in the library. In the event that library material will not be used, he/she should report to the study hall.

The following basic rules will be followed during study halls:

1. Students will be expected to report to study hall on time.
2. It is essential that all students bring books or writing material with them to complete during study halls. Reading material may be brought and read by students during study halls. Doing and completing homework assignments is encouraged. Students intending to do research projects requiring the use of reference books may find the library more beneficial.
3. To gain permission to leave the study hall room, a student will have a pass already signed by a teacher, guidance counselor, etc. confirming a planned appointment. This pass will be shown to the study hall supervisor before leaving. The study hall teacher should be made aware of how long the student will be out of the study hall.

4. Corridor passes will be issued with discretion and on an infrequent basis after roll call has been taken. Student will be limited to five minutes on a corridor pass.
5. No food or drink will be permitted in study halls, as is customary in hallways and regular classrooms.
6. Students will not deface or damage school property during study halls.
7. Card playing and board games are not permitted during study halls.
8. Students will be expected to behave properly at all times during study halls.

SUBSTITUTE TEACHERS

The school is fortunate in having capable people to help whenever regular teachers are attending conferences or are ill. A substitute teacher is an important visitor whose impressions of the school will be carried into the community. Be certain that these are good impressions by being polite, helpful, and considerate.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

a new book	100% of cost price
a 1-yr.-old book	75% of cost price
a 2-yr.-old book	50% of cost price
a 3-yr.-old or older book	25% of cost price

VACATIONS

Since the school calendar is developed several months before the beginning of the school year, it is expected that parents will arrange their family vacations around the school holidays. If a parent must take a student out of school, they should notify the child's guidance counselor in writing at least 10 days prior to the absence.

Prior to the absence the student should arrange to receive school assignments for the period of the vacation. Assigned written work will be given to the respective teachers immediately upon the return of the student to school.

VALUABLES

Students are not to bring valuables, large sums of money, radios, cameras or the like to school. Students wearing glasses or watches should keep track of them at all times. Students, not the school, are responsible for the student's personal property. If it is necessary to bring more money than normally needed to pay for lunch, leave it in the main office for safe keeping. Do not leave money in hall or gym lockers.



BELL SCHEDULE

Grades 7 and 8	
Warning Bell:	7:45 am
Homeroom:	7:50-7:56
Period 1/2:	7:56-8:40
Period 3/4:	8:44-9:28
Period 5/6:	9:32-10:16
Period 7/8:	10:20-11:04
Period 9 Lunch:	11:08-11:32
Period10/11:	11:36-12:20
Period 12/13:	12:24-1:08
Period 14/15:	1:12-1:56
Period 16/17:	2:00-2:44

Grades 9th and 10th	
Warning Bell:	7:45 am
Homeroom:	7:50-7:56
Period 1/2:	7:56-8:40
Period 3/4:	8:44-9:28
Period 5/6:	9:32-10:16
Period7/8:	10:20-11:04
Period 9/10:	11:08-11:52
Period 11 Lunch:	11:56-12:20
Period 12/13:	12:24-1:08
Period 14/15:	1:12-1:56
Period 16/17:	2:00-2:44

Grades 11 and 12	
Warning Bell:	7:45 am
Homeroom:	7:50-7:56
Period 1/2:	7:56-8:40
Period 3/4:	8:44-9:28
Period 5/6:	9:32-10:16
Period 7/8:	10:20-11:04
Period 9/10:	11:08-11:52
Period11/12:	11:56-12:40
Period 13 Lunch:	12:44-1:08
Period 14/15:	1:12-1:56
Period 16/17:	2:00-2:44

Activity Schedule Grades 7 and 8	
Homeroom:	7:50-7:55 am
Period 1/2:	7:55-8:32
Period 3/4:	8:36-9:13
Period 5/6:	9:17-9:54
Period 7/8:	9:58-10:35
Period 9 Lunch:	10:39-11:03
Period 10/11:	11:07-11:44
Period 12/13:	11:48-12:25
Period 14/15:	12:29-1:06
Period 16/17:	1:10-1:47

Activity Schedule Grades 9 and 10	
Homeroom:	7:50-7:55 am
Period 1/2:	7:55-8:32
Period 3/4:	8:36-9:13
Period 5/6:	9:17-9:54
Period 7/8:	9:58-10:35
Period 9/10:	10:39-11:16
Period 11Lunch:	11:20-11:44
Period 12/13:	11:48-12:25
Period 14/15:	12:29-1:06
Period 16/17:	1:10-1:47

Activity Schedule Grades 11 and 12	
Homeroom:	7:50-7:55 am
Period 1/2:	7:55-8:32
Period 3/4:	8:36-9:13
Period 5/6:	9:17-9:54
Period 7/8:	9:58-10:35
Period 9/10:	10:39-11:16
Period 11/12:	11:20-11:57
Period 13 Lunch:	12:01-12:25
Period 14/15:	12:29-1:06
Period 16/17:	1:10-1:47

Delayed School Opening	
Warning Bell:	9:15 am
Homeroom:	9:20-9:25
Period 1/2:	9:25-9:58
Period 3/4:	10:02-10:35
Period 5/6:	10:39-11:12
Period 7/8:	11:16-11:49
Period 9 Lunch:	11:53-12:14
Period 9/10:	11:53-12:26

Delayed School Opening Continued	
Period 10/11:	12:18-12:51
Period 11 Lunch:	12:30-12:51
Period 11/12:	12:30-1:03
Period 12/13:	12:55-1:28
Period 13 Lunch:	1:07-1:28
Period 14/15:	1:32-2:05
Period 16/17:	2:09-2:44

Early Dismissal Grades 7-12	
Warning Bell:	7:45 am
Homeroom:	7:50-7:52
Period 1/2:	7:52-8:22
Period 3/4:	8:25-8:55
Period 5/6:	8:58-9:28
Period 7/8:	9:31-10:01
Period 9/10 or 10/11:	10:04-10:34
Period 11/12or12/13:	10:37-11:07
Period 14/15:	11:10-11:40
Period 16/17:	11:43-12:13

Study halls will meet in the regular rooms and there will be no lunches served in the cafeteria

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

NOTIFICATION OF RIGHTS: PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –

  Protected information surveys of students;
  1. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  2. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Park Ridge Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Park Ridge Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Park Ridge Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Park Ridge Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NJ CHILD FIND

Children with disabilities who are enrolled in the Park Ridge school district are entitled to appropriate educational services provided at no cost to the child or family. The disability might be in vision, hearing, behavior, physical, learning, health mental ability, autism, or any combination of these areas. If you know of a child in Park Ridge between the ages of three and twenty-one with a disability and in need of services, please call the Director of Special Programs and Student Services at (201) 573-6000 x1301.

Children with disabilities in the Park Ridge school district who are enrolled in a private school or a home schooling program are entitled to certain services, as well. If you are the parent of such a child, please call, as indicated above, for information about those rights.

Information for children with potential disabilities or those with disabilities from birth to three is also available through Project Child Find, (a service established by the N.J. Department of Education through I.D.E.A., Part B funds from the U.S. Department

The information in this book was the best available at press time.
Any additional changes and information can be found on the high school website.

www.parkridgeschools.org

FEELING STRESSED???

Just take a deep breath...



B **BE BRAVE!** It's the challenges in life that make us stronger and better.



R **RELAX** and stay calm. **REMEMBER** the work you have done to prepare you for this moment.



E **EXHALE.** Take a deep breath and count to three.



A **ASK** a question. **ASK** for help. Unsure of something? Just **ASK!**



T **TAKE** a **TIME-OUT.** Go for a walk, close your eyes, take a drink of water. Give yourself a moment to prepare for what you need to say or do.



H **HAVE** a **HEART** to **HEART.** If you're struggling, be sure to talk to someone you trust whether its a teacher, a parent, a friend, or a counselor. They can offer you the support you need.

CALENDAR YEARS

2026

January

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February

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March

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April

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July

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August

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September

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November

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2027

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April

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August

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2028

January

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April

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June

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August

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September

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October

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AUGUST

August 21, 1911 – Three men steal the "Mona Lisa" from the Louvre after hiding overnight in a closet. It's recovered two years later.

JULY 2026

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AUGUST 2026

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SEPTEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 17

umbrage n. – *resentment at a perceived slight or insult. He took umbrage at not landing the lead role.*

TUESDAY 18

WEDNESDAY 19

20 THURSDAY

21 FRIDAY

-cad-, -cas- *(to fall) – decadent, cadence, accident, cascade*

22 SATURDAY

23 SUNDAY

AUGUST

August 28, 1922 – Americans hear the first radio commercial, launching radio as a major source for news, weather, and advertising.

JULY 2026

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AUGUST 2026

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SEPTEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



24 MONDAY

quiescent adj. – *quiet; tranquil. The quiescent seaside setting helped her relax.*

25 TUESDAY

Mawlid al-Nabi begins at sundown

26 WEDNESDAY

THURSDAY 27

FRIDAY 28

-cap-, -cip- *(head) – decapitate, captain, capital*

SATURDAY 29

SUNDAY 30

SEPTEMBER

September 4, 1882 – Thomas Edison lights up 400 electric bulbs in lower Manhattan, the first large-scale use of electric street lighting.

AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 31

abeyance n. – *temporary suspension. Kara held her excitement in abeyance while waiting for the judge's score.*

TUESDAY 1

WEDNESDAY 2

First Day of School for Students

3 THURSDAY

4 FRIDAY

-agog *(leader) – demagogue, pedagogue, synagogue*

5 SATURDAY

6 SUNDAY

SEPTEMBER

September 11, 2001 – Terrorists crash planes into the World Trade Center and Pentagon, killing thousands in the deadliest attack on U.S. soil.

AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 7

Labor Day
Labor Day Weekend - School Closed

mollify v. – *soothe; soften in feeling. He tried to mollify the wailing infant with a walk around the block.*

TUESDAY 8

WEDNESDAY 9

10 THURSDAY

11 FRIDAY

Patriot Day
Rosh Hashanah begins at sundown

-demos- *(people) – democracy, demagogue, epidemic*

12 SATURDAY

13 SUNDAY

SEPTEMBER

September 14, 1975 – The Roman Catholic Church canonizes Elizabeth Ann Seton, making her the first American-born saint.

AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 14

ribald adj. – *crude; profane. His ribald stories offended the wedding guests.*

TUESDAY 15

WEDNESDAY 16

17 THURSDAY

18 FRIDAY

-cy *(state of being) – democracy, obstinacy, accuracy*

19 SATURDAY

20 SUNDAY

Yom Kippur begins at sundown

SEPTEMBER

September 23, 1806 – American explorers Meriwether Lewis and William Clark return to St. Louis after a two-year trek to the Pacific Ocean and back.

AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 21

School Closed - Religious Holiday

bifurcate v. – *divide into two. Once another employee is hired, the company will bifurcate the bookkeeper's duties.*

TUESDAY 22

First day of autumn

WEDNESDAY 23

24 THURSDAY

25 FRIDAY

-rid-, -ris- *(to laugh) – derision, risibility, ridiculous*

26 SATURDAY

27 SUNDAY

SEPTEMBER

October 2, 1967 – Thurgood Marshall becomes the first African American justice of the U.S. Supreme Court.

AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 28

mutable adj. – *changeable. A folding screen creates a mutable partition in a large room.*

TUESDAY 29

WEDNESDAY 30

1 THURSDAY

2 FRIDAY

-via- *(way) – deviation, viaduct, trivial*

3 SATURDAY

4 SUNDAY

OCTOBER

October 7, 1955 – The world-famous cellist Yo-Yo Ma is born in Paris.

SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



5 MONDAY

canard n. – *unfounded report; falsehood. Her ridiculous excuse was clearly a canard.*

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

-chron- *(time) – chronometer, chronological, synchronize, chronic*

10 SATURDAY

11 SUNDAY

OCTOBER

October 12, 1492 – Christopher Columbus lands at a Bahamian island, believing he has reached East Asia.

THIS WEEK

PRIORITY THIS WEEK:



MONDAY 12

Columbus Day
Indigenous Peoples Day
12:13 PM - Early Dismissal for Students

knell n. – *solemn sound of a bell. The funeral knell made the stormy day even grimmer.*

TUESDAY 13

WEDNESDAY 14

15 THURSDAY

16 FRIDAY

dia- *(across) – diagonal, diameter, diagram*

17 SATURDAY

18 SUNDAY

OCTOBER

October 24, 1945 – The United Nations officially comes into existence. Since 1948, United Nations Day has been celebrated every Oct. 24.

SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



19 MONDAY

halcyon adj. – *idyllic; calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.*

20 TUESDAY

21 WEDNESDAY

THURSDAY 22	FRIDAY 23	SATURDAY 24	SUNDAY 25
	-diurn- *(day) – diary, diurnal, journey*		

OCTOBER

October 27, 1968 – Physicist Lise Meitner, whose research with Otto Hahn and Fritz Strassmann led to the discovery of nuclear fission, dies.

SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 26

choleric adj. – *irritable; short-tempered. The children's exuberant play rankled their choleric neighbor.*

TUESDAY 27

WEDNESDAY 28

29 THURSDAY

30 FRIDAY

dis-, dif- *(not) – discord, differ, distrust*

31 SATURDAY

Halloween

1 SUNDAY

Standard time begins

NOVEMBER

November 4, 1922 – English archaeologist Howard Carter discovers the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.

OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

2 MONDAY

acumen n. – *keenness of intellect. She has considerable financial acumen.*

3 TUESDAY

Election Day
School Closed for Students

4 WEDNESDAY

End of First Marking Period

5 THURSDAY

School Closed - NJEA Convention

6 FRIDAY

School Closed - NJEA Convention

-doc-, -doct- *(to teach) – docile, document, doctor*

7 SATURDAY

8 SUNDAY

NOVEMBER

November 11, 1918 – World War I comes to an end.
Many countries recognize this day as Armistice Day; in the United States, it's known as Veterans Day.

OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

9 MONDAY

coterie n. – *often exclusive group of persons with a similar purpose. The coterie of authors liked to discuss their favorite books.*

10 TUESDAY

11 WEDNESDAY

Veterans Day

THURSDAY 12	FRIDAY 13	SATURDAY 14	SUNDAY 15
	-domin- *(to rule) – dominate, domain, dominant*		

sndbdsdp.pns | @sdpdsp

NOVEMBER

November 19, 1969 – Eighty thousand fans cheer as Brazilian soccer star Pelé scores his 1,000th professional goal in Rio de Janeiro.

OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 16

diluvial adj. – *pertaining to a flood. Saturday's rain brought yet another diluvial disaster to the region.*

TUESDAY 17

WEDNESDAY 18

19 THURSDAY

20 FRIDAY

-dynam- *(power, strength) – dynamic, dynamite, dynamo*

21 SATURDAY

22 SUNDAY

NOVEMBER

November 26, 1789 – George Washington issues the first Thanksgiving Proclamation, recommending a national day of public thanksgiving.

OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 23

ebullient adj. – *exhilarated; enthusiastic. The contestant was in an ebullient mood after winning the grand prize.*

TUESDAY 24

WEDNESDAY 25

12:13 PM - Early Dismissal for Students & Staff

26 THURSDAY

Thanksgiving
School Closed - Thanksgiving Recess

27 FRIDAY

School Closed - Thanksgiving Recess

-ess *(female) – goddess, lioness, actress, priestess*

28 SATURDAY

29 SUNDAY

DECEMBER

December 2, 1816 – The first savings bank in the United States, the Philadelphia Savings Fund Society, opens.

NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 30

feckless adj. – *ineffective; worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.*

TUESDAY 1

WEDNESDAY 2

3 THURSDAY

4 FRIDAY

Hanukkah begins at sundown

ego- *(I, self) – egoist, egotist, egocentric*

5 SATURDAY

6 SUNDAY

DECEMBER

December 7, 1941 – Two hundred Japanese aircraft attack the U.S. naval base at Pearl Harbor, Hawaii, pulling the United States into World War II.

NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 7

apathy n. – *lack of interest. Student apathy forced the club to dissolve.*

TUESDAY 8

WEDNESDAY 9

10 THURSDAY

11 FRIDAY

-counter- *(against) – counteract, counterspy, encounter*

12 SATURDAY

13 SUNDAY

DECEMBER

December 17, 1903 – Orville and Wilbur Wright make the first powered flight, flying their biplane for 12 seconds near Kitty Hawk, North Carolina.

NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 14

foible n. – *minor weakness. While the employee's resume is outstanding, his late arrival is a foible.*

TUESDAY 15

WEDNESDAY 16

17 THURSDAY

18 FRIDAY

-leg-, -lect- *(to read, to choose) – legible, eligible, election, select*

19 SATURDAY

20 SUNDAY

DECEMBER

December 22, 1989 – The Brandenburg Gate in Berlin reopens, signifying the reunification of East and West Germany.

NOVEMBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 21

First day of winter

laudatory adj. – *praiseworthy. The principal commended our laudatory work.*

TUESDAY 22

WEDNESDAY 23

12:13 PM - Early Dismissal for Students & Staff

24 THURSDAY

School Closed - Holiday Recess

25 FRIDAY

Christmas
School Closed - Holiday Recess

-luc- *(light) – elucidate, lucid, translucent*

26 SATURDAY

Kwanzaa begins
School Closed - Holiday Recess

27 SUNDAY

School Closed - Holiday Recess

DECEMBER

December 29, 1890 – Under the direction of Col. James W. Forsyth, U.S. troops massacre more than 200 Sioux in the Battle of Wounded Knee.

THIS WEEK

PRIORITY THIS WEEK:

MONDAY 28

School Closed - Holiday Recess

penury n. – *poverty. The decrepit buildings gave the area a mark of penury.*

TUESDAY 29

School Closed - Holiday Recess

WEDNESDAY 30

School Closed - Holiday Recess

31 THURSDAY

School Closed - Holiday Recess

1 FRIDAY

New Year's Day
School Closed - Holiday Recess

-erg- *(work) – energy, ergonomic, ergometer, metallurgy*

2 SATURDAY

School Closed - Holiday Recess

3 SUNDAY

School Closed - Holiday Recess

JANUARY

January 4, 1999 – The euro debuts as the chief financial unit of 11 European nations; the first time since Charlemagne's reign that Europe has a common currency.

DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:

4 MONDAY

School Reopens

demagogue n. – *leader who appeals to popular prejudices to gain power. The demagogue blamed immigrants for the lack of jobs.*

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

ante- *(before) – antecedent, antediluvian, antenuptial*

9 SATURDAY

10 SUNDAY

JANUARY

January 15, 1929 – Martin Luther King Jr., a Black civil rights leader, advocate of nonviolence, and Nobel Peace Prize recipient, is born.

DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:



11 MONDAY

kismet n. – *destiny; fate. Jane believes the way they met was kismet.*

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

-anthrop- *(man) – anthropology, misanthrope, philanthropy*

16 SATURDAY

17 SUNDAY

JANUARY

January 19, 1943 – Rock singer Janis Joplin is born. Known for "Piece of My Heart" and "Me and Bobby McGee," she dies at 27 from a drug overdose.

DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 18

Martin Luther King Jr. Day
School Closed

gustatory adj. – *relating to sense of taste. Sara's cooking was filled with gustatory delights.*

TUESDAY 19

WEDNESDAY 20

21 THURSDAY

22 FRIDAY

Midterm Exams
12:13 PM - Early Dismissal for Students

aqua- *(water) – aqueduct, aquatic, aquarium*

23 SATURDAY

24 SUNDAY

JANUARY

January 27, 1945 – Soviet troops liberate over 7,000 prisoners from Auschwitz, where more than 1.1 million people, mostly Jews, were killed.

DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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THIS WEEK

PRIORITY THIS WEEK:

25 MONDAY

End of Second Marking Period
Midterm Exams
12:13 PM - Early Dismissal for Students

retrogress v. – *move backward. The project's failure forced the team to retrogress.*

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

-astr- *(star) – astronomy, astrology, astronaut, astrophysics, astrolabe*

30 SATURDAY

31 SUNDAY

FEBRUARY

February 1, 1960 – Protesting racial segregation, four African Americans begin a sit-in at a segregated lunch counter in Greensboro, North Carolina.

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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THIS WEEK

PRIORITY THIS WEEK:

1 MONDAY

beatific adj. – *having a blissful appearance. The woman's beatific smile made her look years younger.*

2 TUESDAY

Groundhog Day

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

-aud-, -audit- *(hear) – audible, auditorium, audience*

6 SATURDAY

Lunar New Year

7 SUNDAY

Ramadan begins at sundown

FEBRUARY

February 8, 1973 – The U.S. Senate forms a committee to investigate the Watergate scandal, which eventually leads to President Nixon's resignation.

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 8

belfry n. – *bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.*

TUESDAY 9

WEDNESDAY 10

Ash Wednesday

11 THURSDAY

12 FRIDAY

Lincoln's Birthday

auto- *(self) – autocracy, automobile, autobiography*

13 SATURDAY

14 SUNDAY

Valentine's Day

FEBRUARY

February 15, 1965 – Canada officially adopts the red maple leaf flag, one of the world's most recognizable national emblems.

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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THIS WEEK

PRIORITY THIS WEEK:



15 MONDAY

Presidents' Day
School Closed - Winter Recess

irascible adj. – *easily angered. Her frequent outbursts show she's becoming more irascible with time.*

16 TUESDAY

School Closed - Winter Recess

17 WEDNESDAY

School Closed - Winter Recess

18 THURSDAY

School Closed - Winter Recess

19 FRIDAY

School Closed - Winter Recess

-belli- *(war) – bellicose, belligerent, rebellious*

20 SATURDAY

21 SUNDAY

FEBRUARY

February 24, 1786 – Wilhelm Grimm, the younger of the Brothers Grimm, is born in Hanau, Germany. Their folktales are later published as *Grimms' Fairy Tales.*

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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21	22	23	24	25	26	27
28	29	30	31			

THIS WEEK

PRIORITY THIS WEEK:



MONDAY 22

Washington's Birthday

hinterland n. – *a region removed from urban areas. The family moved out of the city to the hinterland.*

TUESDAY 23

WEDNESDAY 24

25 THURSDAY

26 FRIDAY

bene-, bon- *(well, good) – benefactor, benevolence, bonus*

27 SATURDAY

28 SUNDAY

MARCH

March 1, 1961 – President John F. Kennedy creates the Peace Corps by executive order. Congress formally authorizes it later that year.

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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THIS WEEK

PRIORITY THIS WEEK:



1 MONDAY

spurious adj. – *false; not genuine. They made spurious claims of personal injury.*

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

Laylat al-Qadr begins at sundown

5 FRIDAY

biblio- *(book) – bibliography, bibliophile, Bible*

6 SATURDAY

7 SUNDAY

MARCH

March 10, 1876 – Alexander Graham Bell makes the first telephone call – to his assistant, Thomas Watson – creating a milestone in communication history.

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 8

gourmand n. – *lover of fine food. Jeff became a real gourmand after years of peanut butter sandwiches.*

TUESDAY 9

Eid al-Fitr begins at sundown

WEDNESDAY 10

11 THURSDAY

12 FRIDAY

bi- *(two) – bicameral, biennial, bicycle*

13 SATURDAY

14 SUNDAY

Daylight saving time begins

MARCH

March 16, 1964 – The Beatles release "Can't Buy Me Love." Breaking numerous records, it's the group's third consecutive single at No. 1 on the Billboard charts.

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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THIS WEEK

PRIORITY THIS WEEK:

15 MONDAY

gregarious adj. – *sociable. She was a gregarious, outgoing person even in new settings.*

16 TUESDAY

17 WEDNESDAY

St. Patrick's Day

18 THURSDAY

19 FRIDAY

bio- *(life) – biology, biography, biochemist*

20 SATURDAY

First day of spring

21 SUNDAY

Palm Sunday

MARCH

March 22, 1972 – The U.S. Senate approves the Equal Rights Amendment to ban sex discrimination, but it later falls short of the required 38-state ratification.

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 22

adroit adj. – *clever; skillful. The dancer was adroit enough to succeed in both tap and ballet.*

TUESDAY 23

WEDNESDAY 24

25 THURSDAY

26 FRIDAY

-brev- *(short) – brevity, abbreviate, breviary*

Good Friday
School Closed - Religious Holiday

27 SATURDAY

28 SUNDAY

Easter

MARCH

March 30, 1867 – U.S. Secretary of State William Seward reaches an agreement to purchase Alaska from Russia for $7.2 million.

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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THIS WEEK

PRIORITY THIS WEEK:

29 MONDAY

School Closed for Students

fortuitous adj. – *happening by chance. The collapse of its competitors brought fortuitous gains to the company.*

30 TUESDAY

31 WEDNESDAY

1 THURSDAY

April Fools' Day

2 FRIDAY

-ac, -ic *(like, pertaining to) – cardiac, aquatic, dramatic, metallic*

3 SATURDAY

4 SUNDAY

APRIL

April 8, 1974 – Hank Aaron hits the 715th home run of his career, breaking Babe Ruth's 1935 record. Aaron finishes his career in 1976 with 755 home runs.

MARCH 2027

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APRIL 2027

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MAY 2027

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THIS WEEK

PRIORITY THIS WEEK:

5 MONDAY

largess n. – *generosity. My grandpa showed great largess when he gave me his restored hot rod.*

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

End of Third Marking Period

cata- *(down, break) – catastrophe, cataract, catapult*

10 SATURDAY

11 SUNDAY

APRIL

April 15, 1912 – The Titanic sinks after hitting an iceberg on its maiden voyage. Over 1,500 of the 2,200 passengers and crew lose their lives.

MARCH 2027

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APRIL 2027

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MAY 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 12

quell v. – *to thoroughly overwhelm and reduce to passivity. Police were called in to quell the restless crowd.*

TUESDAY 13

WEDNESDAY 14

15 THURSDAY

16 FRIDAY

cent- *(one hundred) – century, centennial, centigrade*

17 SATURDAY

18 SUNDAY

APRIL

April 23, 1564 – While not confirmed, William Shakespeare is said to have been born on this date. He dies on April 23 in 1616.

MARCH 2027

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APRIL 2027

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MAY 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 19

School Closed - Spring Recess

jocular adj. – *playful; given to joking. The students were jocular as they counted down the hours until spring break.*

TUESDAY 20

School Closed - Spring Recess

WEDNESDAY 21

Passover begins at sundown
School Closed - Spring Recess

22 THURSDAY

Earth Day
School Closed - Spring Recess

23 FRIDAY

School Closed - Spring Recess

-chronos- *(time) – chronology, anachronism, chronicle*

24 SATURDAY

25 SUNDAY

APRIL

April 27, 1994 – South Africa holds its first multiracial parliamentary election.

MARCH 2027

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APRIL 2027

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MAY 2027

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THIS WEEK

PRIORITY THIS WEEK:

26 MONDAY

encomium n. – *warmly enthusiastic praise. An encomium by the students ended the teacher's farewell dinner.*

27 TUESDAY

28 WEDNESDAY

THURSDAY 29

FRIDAY 30

circum- *(around) – circumnavigate, circumspect, circumscribe*

SATURDAY 1

SUNDAY 2

MAY

May 5, 1862 – An outnumbered People's Army of Mexico defeats an invading French army in the Battle of Puebla.

APRIL 2027

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MAY 2027

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JUNE 2027

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THIS WEEK

PRIORITY THIS WEEK:



3 MONDAY

irreverent adj. – *lacking respect. The television program takes an irreverent look at doctors.*

4 TUESDAY

5 WEDNESDAY

Cinco de Mayo

6 THURSDAY

7 FRIDAY

civi- *(citizen) – civilization, civilian, civil*

8 SATURDAY

9 SUNDAY

Mother's Day

MAY

May 10, 1869 – The transcontinental railroad is ceremoniously completed when workers drive a golden spike into the rail line at Promontory Summit, Utah.

APRIL 2027

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MAY 2027

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JUNE 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 10

lugubrious adj. – *melancholy; sorrowful. His lugubrious attitude showed he was upset.*

TUESDAY 11

WEDNESDAY 12

13 THURSDAY

14 FRIDAY

-clam- *(to cry out) – clamorous, declamation, acclamation*

15 SATURDAY

16 SUNDAY

Eid al-Adha begins at sundown

MAY

May 21, 1927 – Charles Lindbergh makes the first solo transatlantic flight. In 1932, Amelia Earhart becomes the first woman to complete the same journey.

APRIL 2027

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MAY 2027

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JUNE 2027

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THIS WEEK

PRIORITY THIS WEEK:

MONDAY 17

ameliorate v. – *improve. Foreign aid is badly needed to ameliorate the effects of the drought.*

TUESDAY 18

WEDNESDAY 19

20 THURSDAY

21 FRIDAY

-claud-, -claus- *(to close) – claustrophobia, enclose, conclude*

22 SATURDAY

23 SUNDAY

MAY

May 24, 1883 – The Brooklyn Bridge, connecting Brooklyn to Manhattan over the East River in New York City, opens.

APRIL 2027

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MAY 2027

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JUNE 2027

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THIS WEEK

PRIORITY THIS WEEK:

24 MONDAY

bovine adj. – *cowlike; dull. The travelers wore bovine expressions while waiting in the airport.*

25 TUESDAY

26 WEDNESDAY

THURSDAY 27

FRIDAY 28

com- *(with, together) – combine, commerce, communicate*

SATURDAY 29

SUNDAY 30

JUNE

June 4, 1917 – The first Pulitzer Prizes are awarded.

MAY 2027

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JUNE 2027

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JULY 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 31

Memorial Day
School Closed - Memorial Day

effusive adj. – *excessively enthusiastic; gushy. Their effusive welcome was flattering but uncomfortable.*

TUESDAY 1

WEDNESDAY 2

3 THURSDAY

4 FRIDAY

comp- *(to fill) – complete, complement, comply*

5 SATURDAY

Muharram begins at sundown

6 SUNDAY

JUNE

June 7, 1958 – The American musician formerly known as Prince is born in Minneapolis. His given name: Prince Rogers Nelson.

MAY 2027

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JUNE 2027

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JULY 2027

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THIS WEEK

PRIORITY THIS WEEK:



7 MONDAY

facetious adj. – *inappropriately flippant. He showed his disapproval with facetious remarks.*

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

-pel-, -puls- *(to drive) – repel, expel, propellant, compulsion, pulsate*

12 SATURDAY

13 SUNDAY

JUNE

June 14, 1942 – Anne Frank begins her diary while hiding from the Nazis during WWII. Her words later inspire millions as the book is published in over 55 languages.

MAY 2027

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JUNE 2027

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JULY 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 14

Flag Day

lachrymose adj. – *tearful. The friends of the deceased became lachrymose during the touching eulogy.*

TUESDAY 15

WEDNESDAY 16

17 THURSDAY

18 FRIDAY

-aster- *(star) – asterisk, asteroid, disaster*

Final Exams
12:13 PM - Early Dismissal for Students

19 SATURDAY

Juneteenth

20 SUNDAY

Father's Day

JUNE

June 24, 1901 – In his first major art exhibition, 19-year-old Pablo Picasso showcases 75 works.

MAY 2027

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JUNE 2027

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JULY 2027

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THIS WEEK

PRIORITY THIS WEEK:



MONDAY 21

First day of summer
Final Exams
12:13 PM - Early Dismissal for Students

flagging v. – *becoming weak; drooping. The team's spirit was flagging toward the end of the game.*

TUESDAY 22

Make-up Exams
12:13 PM - Early Dismissal for Students

WEDNESDAY 23

End of Fourth Marking Period
Last Day of School for Students & Staff
12:13 PM - 1/2 Day for Students
6:00 PM - High School Graduation

24 THURSDAY

25 FRIDAY

-put-, **-putat-** *(to trim, to calculate) – computation, amputate, putative*

26 SATURDAY

27 SUNDAY

JULY 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

REMINDERS ☑

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	*Independence Day* 4	
9	10	11	
16	17	18	
23	24	25	
30	31	1	

AUGUST 2027

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

REMINDERS ☑

FRIDAY	SATURDAY	SUNDAY	NOTES
30	31	1	
6	7	8	
13	14 *Mawlid al-Nabi begins at sundown*	15	
20	21	22	
27	28	29	

LANGUAGE ARTS *exploring French*



GREETINGS

Hello/Good morning/Good afternoon | Bonjour
Good evening | Bonsoir
Hi/Bye | Salut **Bye** | Ciao
Goodbye | Au revoir

How are you doing? | Comment allez-vous? (Informal: Comment vas-tu?)
I'm… | Je vais...
(very) well | (très) bien
(very) poorly | (très) mal
So-so. | Comme-ci, comme-ça.

How's it going? | Ça va?
It's okay. | Ça va.
It's going well. | Ça va bien.
It's going poorly. | Ça va mal.
Not bad. | Pas mal.
And you? | Et vous? (Informal: Et tu?)

INTRODUCTIONS

What's your name? | Comment vous appelez-vous? (Informal: Comment t'appelles-tu?)
My name is… | Je m'appelle...
Pleased to meet you. | Enchanté(e).
I'd like you to meet… | Je vous présente... (Informal: Je te présente...)
This is… | Voici...

PLEASANTRIES

Please | S'il vous plaît (Informal: S'il te plaît)
Thank you | Merci
You're welcome. | Je vous en prie. (Informal: Je t'en prie.)
No problem. | De rien.
Excuse me. | Excusez-moi. (Informal: Excuse-moi.)

RESPONSES

Yes | Oui
No | Non
I don't know. | Je ne sais pas.
Of course. | Bien sûr.
OK | D'accord.
Maybe | Peut-être

TITLES

Miss | Mademoiselle
Mrs./Ma'am | Madame
Mr./Sir | Monsieur

BASICS

Who | Qui
Where | Où
When | Quand
Why | Pourquoi
What | Quoi
How | Comment

And | Et
Also | Aussi
A lot | Beaucoup

PHRASES

Do you speak English? | Parlez-vous anglais?
How do you say…? | Comment dit-on...?
I need help. | J'ai besoin d'aide.
Help! | Au secours!
I am lost. | Je suis perdu.

NUMBERS

1 | un
2 | deux
3 | trois
4 | quatre
5 | cinq
6 | six
7 | sept
8 | huit
9 | neuf
10 | dix

DAYS OF THE WEEK

Monday | lundi
Tuesday | mardi
Wednesday | mercredi
Thursday | jeudi
Friday | vendredi
Saturday | samedi
Sunday | dimanche

MONTHS

January | janvier
February | février
March | mars
April | avril
May | mai
June | juin
July | juillet
August | août
September | septembre
October | octobre
November | novembre
December | décembre

LANGUAGE ARTS *exploring Spanish*



GREETINGS

Hello | Hola
Good morning | Buenos días
Good afternoon/evening | Buenas tardes
Good night | Buenas noches
Goodbye | Adiós/Chao
See you later | Hasta luego/Nos vemos

How are you? | ¿Cómo estás?
I'm… | Estoy...
(very) well | (muy) bien
(very) bad | (muy) mal

How's it going? | ¿Cómo vas?/¿Qué tal?
It's okay | Está bien
Not bad | No está mal
And you? | ¿Y usted/tú?

INTRODUCTIONS

What's your name? | ¿Cómo se llama usted?
My name is… | Me llamo...
Pleased to meet you | Encantado(a)
Likewise | Igualmente
I'd like you to meet… | Me gustaría que conozcas a...
This is… | Este(a) es...

PLEASANTRIES

Please | Por favor
Thank you | Gracias
You're welcome | De nada
No problem | No hay problema
Excuse me! | ¡Discúlpeme!
Sorry | Perdón

RESPONSES

Yes | Sí
No | No
I don't know | No sé
I don't remember | No me acuerdo
Of course | Por supuesto
OK | Bueno
Maybe | Quizás/De pronto
Absolutely | Claro

TITLES

Miss/Ms. | Señorita (Srta.)
Mrs./Ma'am | Señora (Sra.)
Mr./Sir | Señor (Sr.)

BASICS

Who | ¿Quién?
Where | ¿Dónde?
When | ¿Cuándo?
Why | ¿Por qué?
What | ¿Qué?
How | ¿Cómo?
Which | ¿Cuál?

And | Y
Also | También
A lot | Mucho

The | El, La, Los, Las

PHRASES

Do you speak English? | ¿Habla Inglés?
How do you say…? | ¿Cómo se dice...?
I need help | Necesito ayuda
I am lost | Estoy perdido(a)

NUMBERS

1 | uno
2 | dos
3 | tres
4 | cuatro
5 | cinco
6 | seis
7 | siete
8 | ocho
9 | nueve
10 | diez

DAYS OF THE WEEK

Monday | lunes
Tuesday | martes
Wednesday | miércoles
Thursday | jueves
Friday | viernes
Saturday | sábado
Sunday | domingo

MONTHS

January | enero
February | febrero
March | marzo
April | abril
May | mayo
June | junio
July | julio
August | agosto
September | septiembre
October | octubre
November | noviembre
December | diciembre

LANGUAGE ARTS *exploring German*



GREETINGS

Hello/Good morning/Good afternoon | Tag/Guten Morgen/Guten Tag
Good evening | Abend/Guten Abend
Hi | Hi/Hallo/
Goodbye | Tschüss.

How are you doing? | Wie geht es Ihnen? (Informal: Wie geht's dir?)
I'm… | Mir geht's...
(very) well | (sehr) gut
(very) bad | (sehr) schlecht
I'm ok. | Es geht.

How's it going? | Wie geht's?
It's okay. | Es geht.
It's going well. | Es geht gut.
It's going poorly. | Es nicht so gut.
Not bad. | Nicht schlecht.
And you? | Und du?

INTRODUCTIONS

What's your name? | Wie heißen Sie? (Informal: Wie heißt du?)
My name is… | Ich heiße...
Pleased to meet you. | Freut mich.
I'd like you to meet… | Ich möchte Ihnen...
This is… | Das ist...

PLEASANTRIES

Please | Bitte
Thank you | Danke
You're welcome. | Bitte.
No problem. | Kein Problem.
Excuse me. | Entschuldigen Sie.

RESPONSES

Yes | Ja
No | Nein
I don't know. | Ich weiß es nicht.
Of course. | Natürlich.
OK | Zustimmung
Maybe | Vielleicht

TITLES

Miss | Fräulein
Mrs./Ma'am | Frau/ gnädige Frau
Mr./Sir | Herr/ mein Herr

BASICS

Who | Wer
Where | Wo
When | Wann
Why | Warum
What | Was
How | Wie

And | Und
Also | Auch
A lot | Viel

PHRASES

Do you speak English? | Sprechen Sie Englisch?
How do you say…? | Wie sagen Sie...?
I need help. | Ich brauche Hilfe.
I am lost. | Ich bin verloren.

NUMBERS

1 | eins
2 | zwei
3 | drei
4 | vier
5 | fünf
6 | sechs
7 | sieben
8 | acht
9 | neun
10 | zehn

DAYS OF THE WEEK

Monday | Montag
Tuesday | Dienstag
Wednesday | Mittwoch
Thursday | Donnerstag
Friday | Freitag
Saturday | Samstag
Sunday | Sonntag

MONTHS

January | Januar
February | Februar
March | März
April | April
May | Mai
June | Juni
July | Juli
August | August
September | September
October | Oktober
November | November
December | Dezember



Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIIA comprises the noble gases.

PERIOD	GROUP 1 ** IA ***	2 IIA	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8	9 VIIIB	10	11 IB	12 IIB	13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	18 VIIIA
				Transition Metals														
1	1 H hydrogen 1.008																	2 He helium 4.003
2	3 Li lithium 6.941(2)	4 Be beryllium 9.012											5 B boron 10.81	6 C carbon 12.01	7 N nitrogen 14.01	8 O oxygen 16.00	9 F fluorine 19.00	10 Ne neon 20.18
3	11 Na sodium 22.99	12 Mg magnesium 24.31											13 Al aluminum 26.98	14 Si silicon 28.09	15 P phosphorus 30.97	16 S sulfur 32.07	17 Cl chlorine 35.45	18 Ar argon 39.95
4	19 K potassium 39.10	20 Ca calcium 40.08	21 Sc scandium 44.96	22 Ti titanium 47.87	23 V vanadium 50.94	24 Cr chromium 52.00	25 Mn manganese 54.94	26 Fe iron 55.85	27 Co cobalt 58.93	28 Ni nickel 58.69	29 Cu copper 63.55	30 Zn zinc 65.38(2)	31 Ga gallium 69.72	32 Ge germanium 72.63	33 As arsenic 74.92	34 Se selenium 78.97	35 Br bromine 79.90	36 Kr krypton 83.80
5	37 Rb rubidium 85.47	38 Sr strontium 87.62	39 Y yttrium 88.91	40 Zr zirconium 91.22	41 Nb niobium 92.91	42 Mo molybdenum 95.95	43 Tc technetium (97)	44 Ru ruthenium 101.1	45 Rh rhodium 102.9	46 Pd palladium 106.4	47 Ag silver 107.9	48 Cd cadmium 112.4	49 In indium 114.8	50 Sn tin 118.7	51 Sb antimony 121.8	52 Te tellurium 127.6	53 I iodine 126.9	54 Xe xenon 131.3
6	55 Cs cesium 132.9	56 Ba barium 137.3	57-71 Lanthanoids	72 Hf hafnium 178.5	73 Ta tantalum 180.9	74 W tungsten 183.8	75 Re rhenium 186.2	76 Os osmium 190.2	77 Ir iridium 192.2	78 Pt platinum 195.1	79 Au gold 197.0	80 Hg mercury 200.6	81 Tl thallium 204.4	82 Pb lead 207.2	83 Bi bismuth 209.0	84 Po polonium (209)	85 At astatine (210)	86 Rn radon (222)
7	87 Fr francium (223)	88 Ra radium (226)	89-103 Actinoids	104 Rf rutherfordium (267)	105 Db dubnium (268)	106 Sg seaborgium (269)	107 Bh bohrium (270)	108 Hs hassium (269)	109 Mt meitnerium (277)	110 Ds darmstadtium (281)	111 Rg roentgenium (282)	112 Cn copernicium (285)	113 Nh nihonium (286)	114 Fl flerovium (290)	115 Mc moscovium (290)	116 Lv livermorium (293)	117 Ts tennessine (294)	118 Og oganesson (294)

6	57 La lanthanum 138.90547	58 Ce cerium 140.116	59 Pr praseodymium 140.907	60 Nd neodymium 144.242	61 Pm promethium (145)	62 Sm samarium 150.36	63 Eu europium 151.964	64 Gd gadolinium 157.25	65 Tb terbium 158.92535	66 Dy dysprosium 162.500	67 Ho holmium 164.93033	68 Er erbium 167.259	69 Tm thulium 168.93422	70 Yb ytterbium 173.054	71 Lu lutetium 174.9668
7	89 Ac actinium (227)	90 Th thorium 232.0377	91 Pa protactinium 231.03588	92 U uranium 238.02891	93 Np neptunium (237)	94 Pu plutonium (244)	95 Am americium (243)	96 Cm curium (247)	97 Bk berkelium (247)	98 Cf californium (251)	99 Es einsteinium (252)	100 Fm fermium (257)	101 Md mendelevium (258)	102 No nobelium (259)	103 Lr lawrencium (262)

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century.
( ) indicates the mass number of the longest-lived isotope.

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

Updated 9.2022

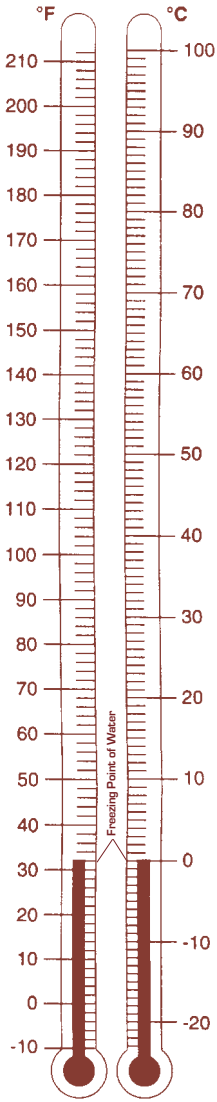
SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

To Convert	*Multiply By*	*To Find*
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

To Convert	*Multiply By*	*To Find*
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	0.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
metric tons	1.10	short tons
newtons	0.23	pound-force
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons

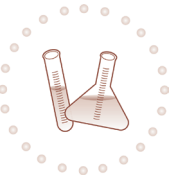


TEMPERATURE

Fahrenheit to Celsius:
subtract 32,
then multiply by 5
and divide by 9.

Celsius to Fahrenheit:
multiply by 9,
divide by 5,
then add 32.

SCIENCE *weights & measures & formulas*



WEIGHTS AND MEASURES

ENGLISH

Area

1 square foot (ft^2) --- *144 square inches (in^2)*
1 square yard (yd^2) --- *9 square feet*
1 acre --- *43,560 square feet*
1 square mile (mi^2) --- *640 acres*

Capacity

1 cup (c) --- *8 fluid ounces (fl oz)*
1 pint (pt) --- *2 cups*
1 quart (qt) --- *2 pints*
1 quart --- *4 cups*
1 gallon (gal) --- *4 quarts*

Length

1 foot (ft) --- *12 inches (in)*
1 yard (yd) --- *36 inches*
1 yard --- *3 feet*
1 mile (mi) --- *5,280 feet*
1 mile --- *1,760 yards*

Time

1 minute (min) --- *60 seconds (s)*
1 hour (h) --- *60 minutes*
1 day (d) --- *24 hours*
1 week (wk) --- *7 days*
1 year (yr) --- *12 months (mo)*
1 year --- *52 weeks*
1 year --- *365 days*
1 century (c) --- *100 years*

Weight

1 pound (lb) --- *16 ounces (oz)*
1 short ton (T) --- *2,000 pounds*

METRIC

Area

1 sq centimeter (cm^2) --- *100 sq millimeters (mm^2)*
1 sq meter (m^2) --- *10,000 sq centimeters*
1 hectare (ha) --- *10,000 sq meters*
1 sq kilometer (km^2) --- *1,000,000 sq meters*

Capacity

1 milliliter (ml) --- *.001 liter (L)*
1 centiliter (cl) --- *.01 liter*
1 deciliter (dl) --- *.1 liter*
1 dekaliter (dal) --- *10 liters*
1 hectoliter (hl) --- *100 liters*
1 kiloliter (kl) --- *1,000 liters*

Length

1 millimeter (mm) --- *.001 meter (m)*
1 centimeter (cm) --- *.01 meter*
1 decimeter (dm) --- *.1 meter*
1 dekameter (dam) --- *10 meters*
1 hectometer (hm) --- *100 meters*
1 kilometer (km) --- *1,000 meters*

Mass/Weight

1 milligram (mg) --- *.001 gram (g)*
1 centigram (cg) --- *.01 gram*
1 decigram (dg) --- *.1 gram*
1 dekagram (dag) --- *10 grams*
1 hectogram (hg) --- *100 grams*
1 kilogram (kg) --- *1,000 grams*
1 metric ton (t) --- *1,000 kilograms*

FORMULAS

Perimeter of a rectangle --- $P = 2(l+w)$
Perimeter of a square --- $P = 4s$
Perimeter of a regular polygon --- $P = ns$
(n = number of sides)
Area of a rectangle --- $A = lw$
Area of a square --- $A = s^2$
Area of a parallelogram --- $A = bh$
Area of a triangle --- $A = \frac{1}{2}bh$
Area of a trapezoid --- $A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle --- $A = \pi r^2$
Circumference of a circle --- $C = \pi d$, *or* $2\pi r$
Volume of a rectangular prism --- $V = lwh$
Volume of any prism --- $V = Bh$
Volume of a cylinder --- $V = \pi r^2 h$
Volume of a pyramid --- $V = \frac{1}{3}Bh$
Volume of a cone --- $V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder --- $SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem --- $a^2 + b^2 = c^2$
(sides of a right triangle)

Simple interest --- $I = prt$

Distance --- $d = rt$

FORMULA KEY

A = *area*
b = *base,* length of any side of a plane figure
B = *area of base*
d = *diameter*
h = *height,* perpendicular distance from the furthest point of the figure to the extended base
l = *length*
P = *perimeter*
r = *radius*
s = *side*
sa = *surface area*
V = *volume*
w = *width*

I = *interest,* p = *principal,* r = *rate,* t = *time*

d = *distance,* r = *rate,* t = *time*

MATHEMATICS *Roman numerals & place value*

ROMAN NUMERALS

IN THE ROMAN NUMBER SYSTEM, NUMERALS ARE REPRESENTED BY 7 CAPITAL LETTERS FROM OUR ALPHABET. THESE LETTERS ARE COMBINED IN DIFFERENT WAYS TO FORM NUMBERS. THE VALUES OF THE LETTERS ARE ADDED TOGETHER, UNLESS A LETTER WITH A LESSER VALUE COMES BEFORE ONE WITH A LARGER VALUE. IN THIS CASE, THE VALUE IS THE DIFFERENCE OF THE TWO LETTER VALUES.

FOLLOWING ARE THE 7 LETTERS AND THEIR VALUES:

- **I** → one
- **V** → five
- **X** → ten
- **L** → fifty
- **C** → one hundred
- **D** → five hundred
- **M** → one thousand

{1}=**I**
{2}=**II**
{3}=**III**
{4}=**IV**
{5}=**V**
{6}=**VI**
{7}=**VII**
{8}=**VIII**
{9}=**IX**
{10}=**X**
{11}=**XI**
{12}=**XII**
{13}=**XIII**
{14}=**XIV**
{15}=**XV**
{16}=**XVI**
{17}=**XVII**
{18}=**XVIII**
{19}=**XIX**
{20}=**XX**
{30}=**XXX**
{40}=**XL**
{50}=**L**
{60}=**LX**
{70}=**LXX**
{80}=**LXXX**
{90}=**XC**
{100}=**C**
{500}=**D**
{1000}=**M**

PLACE VALUE

Hundred Trillions	Ten Trillions	One Trillions	Hundred Billions	Ten Billions	One Billions	Hundred Millions	Ten Millions	One Millions	Hundred Thousands	Ten Thousands	One Thousands	Hundreds	Tens	Ones
1	5	4	3	9	9	7	1	5	4	6	2	1	0	0

Read this number as one hundred fifty-four trillion, three hundred ninety-nine billion, seven hundred fifteen million, four hundred sixty-two thousand, one hundred.
Write this number as 154,399,715,462,100.

Number	Zeros
Thousand	3
Million	6
Billion	9
Trillion	12
Quadrillion	15
Quintillion	18
Sextillion	21
Septillion	24
Octillion	27
Nonillion	30
Decillion	33
Googol	100

NUMBER PREFIXES

uni- ---------- *one*
bi- ---------- *two*
tri- ---------- *three*
quadri- ---------- *four*
quint- ---------- *five*
sex- ---------- *six*
sept- ---------- *seven*
oct- ---------- *eight*
non- ---------- *nine*
deci- ---------- *ten*

SQUARES & SQUARE ROOTS

N	N^2	$\sqrt{N}$
1	1	1.00
2	4	1.41
3	9	1.73
4	16	2.00
5	25	2.24
6	36	2.45
7	49	2.65
8	64	2.83
9	81	3.00
10	100	3.16
11	121	3.32
12	144	3.46
13	169	3.61
14	196	3.74
15	225	3.87
16	256	4.00
17	289	4.12
18	324	4.24
19	361	4.36
20	400	4.47
21	441	4.58
22	484	4.69
23	529	4.80
24	576	4.90
25	625	5.00
26	676	5.10
27	729	5.20
28	784	5.29
29	841	5.39
30	900	5.48
31	961	5.57
32	1,024	5.66
33	1,089	5.74
34	1,156	5.83
35	1,225	5.92
36	1,296	6.00
37	1,369	6.08
38	1,444	6.16
39	1,521	6.24
40	1,600	6.32
41	1,681	6.40
42	1,764	6.48
43	1,849	6.56
44	1,936	6.63
45	2,025	6.71
46	2,116	6.78
47	2,209	6.86
48	2,304	6.93
49	2,401	7.00
50	2,500	7.07

N	N^2	$\sqrt{N}$
51	2,601	7.14
52	2,704	7.21
53	2,809	7.28
54	2,916	7.35
55	3,025	7.42
56	3,136	7.48
57	3,249	7.55
58	3,364	7.62
59	3,481	7.68
60	3,600	7.75
61	3,721	7.81
62	3,844	7.87
63	3,969	7.94
64	4,096	8.00
65	4,225	8.06
66	4,356	8.12
67	4,489	8.19
68	4,624	8.25
69	4,761	8.31
70	4,900	8.37
71	5,041	8.43
72	5,184	8.49
73	5,329	8.54
74	5,476	8.60
75	5,625	8.66
76	5,776	8.72
77	5,929	8.77
78	6,084	8.83
79	6,241	8.89
80	6,400	8.94
81	6,561	9.00
82	6,724	9.06
83	6,889	9.11
84	7,056	9.17
85	7,225	9.22
86	7,396	9.27
87	7,569	9.33
88	7,744	9.38
89	7,921	9.43
90	8,100	9.49
91	8,281	9.54
92	8,464	9.59
93	8,649	9.64
94	8,836	9.70
95	9,025	9.75
96	9,216	9.80
97	9,409	9.85
98	9,604	9.90
99	9,801	9.95
100	10,000	10.00

N	N^2	$\sqrt{N}$
101	10,201	10.05
102	10,404	10.10
103	10,609	10.15
104	10,816	10.20
105	11,025	10.25
106	11,236	10.30
107	11,449	10.34
108	11,664	10.39
109	11,881	10.44
110	12,100	10.49
111	12,321	10.54
112	12,544	10.58
113	12,769	10.63
114	12,996	10.68
115	13,225	10.72
116	13,456	10.77
117	13,689	10.82
118	13,924	10.86
119	14,161	10.91
120	14,400	10.95
121	14,641	11.00
122	14,884	11.05
123	15,129	11.09
124	15,376	11.14
125	15,625	11.18
126	15,876	11.22
127	16,129	11.27
128	16,384	11.31
129	16,641	11.36
130	16,900	11.40
131	17,161	11.45
132	17,424	11.49
133	17,689	11.53
134	17,956	11.58
135	18,225	11.62
136	18,496	11.66
137	18,769	11.70
138	19,044	11.75
139	19,321	11.79
140	19,600	11.83
141	19,881	11.87
142	20,164	11.92
143	20,449	11.96
144	20,736	12.00
145	21,025	12.04
146	21,316	12.08
147	21,609	12.12
148	21,904	12.17
149	22,201	12.21
150	22,500	12.25

CIVICS *United States presidents*

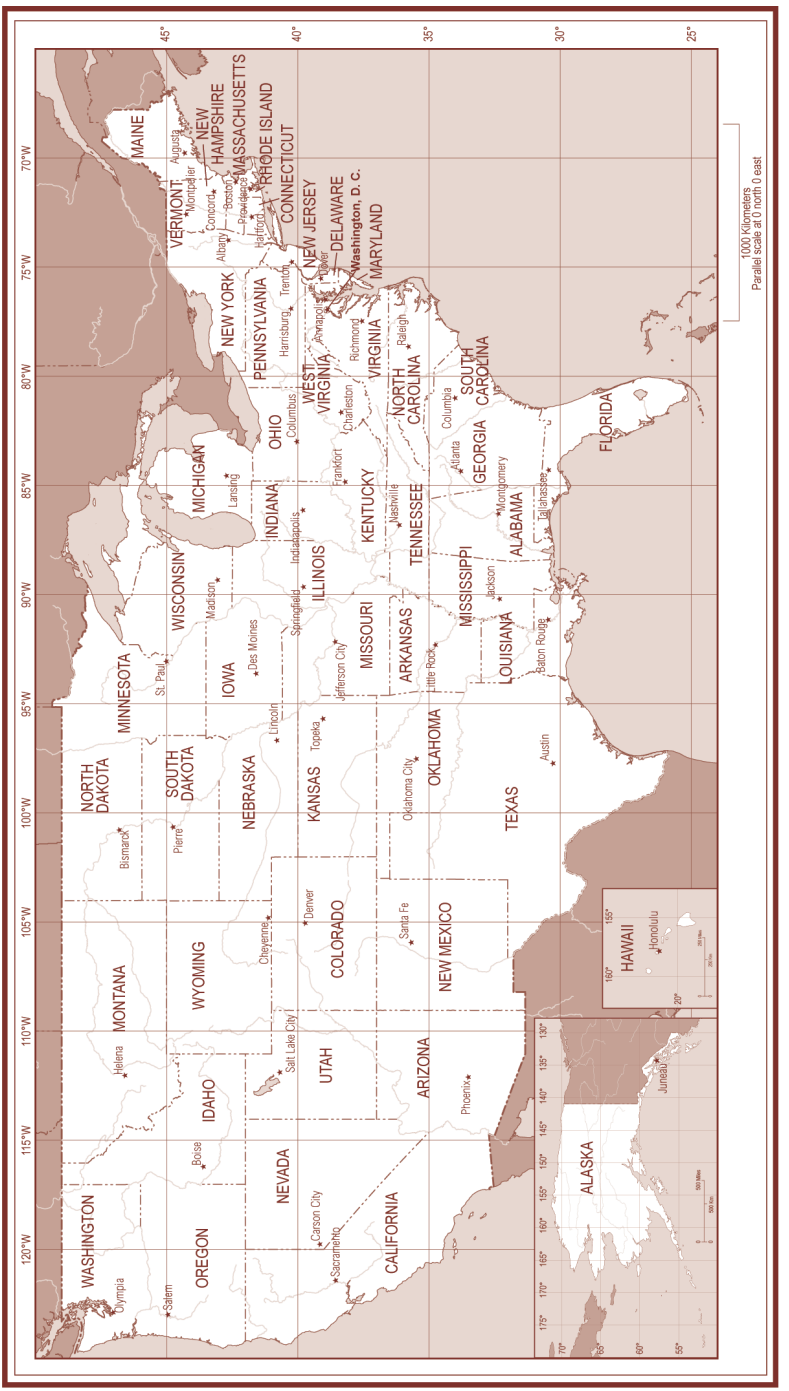
No.	President	Party	Native State	Dates of term(s)	Vice President
{1}	*George Washington*	Unaffiliated.	Virginia†	April 30, 1789-March 3, 1797	John Adams
{2}	*John Adams*	Fed.	Massachusetts†	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	*Thomas Jefferson*	Dem.-Rep.	Virginia†	March 4, 1801-March 3, 1805	Aaron Burr
	Thomas Jefferson			March 4, 1805-March 3, 1809	George Clinton
{4}	*James Madison*	Dem.-Rep.	Virginia†	March 4, 1809-March 3, 1813	George Clinton*
	James Madison			March 4, 1813-March 3, 1817	Elbridge Gerry*
{5}	*James Monroe*	Dem.-Rep.	Virginia†	March 4, 1817-March 3, 1825	Daniel D. Tomkins
{6}	*John Quincy Adams*	Dem.-Rep.	Massachusetts†	March 4, 1825-March 3, 1829	John C. Calhoun
{7}	*Andrew Jackson*	Dem.	Carolinas†	March 4, 1829-March 3, 1833	John C. Calhoun*
	Andrew Jackson			March 4, 1833-March 3, 1837	Martin Van Buren
{8}	*Martin Van Buren*	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson
{9}	*William Henry Harrison**	Whig	Virginia†	March 4, 1841-April 4, 1841	John Tyler
{10}	*John Tyler*	Whig	Virginia	April 6, 1841-March 3, 1845	
{11}	*James K. Polk*	Dem.	North Carolina	March 4, 1845-March 3, 1849	George M. Dallas
{12}	*Zachary Taylor**	Whig	Virginia	March 4, 1849-July 9, 1850	Millard Fillmore
{13}	*Millard Fillmore*	Whig	New York	July 10, 1850-March 3, 1853	
{14}	*Franklin Pierce*	Dem.	New Hampshire	March 4, 1853-March 3, 1857	William R. King*
{15}	*James Buchanan*	Dem.	Pennsylvania	March 4, 1857-March 3, 1861	John C. Breckinridge
{16}	*Abraham Lincoln*	Rep.	Kentucky	March 4, 1861-March 3, 1865	Hannibal Hamlin
	*Abraham Lincoln**			March 4, 1865-April 15, 1865	Andrew Johnson
{17}	*Andrew Johnson*	Dem.	North Carolina	April 15, 1865-March 3, 1869	
{18}	*Ulysses S. Grant*	Rep.	Ohio	March 4, 1869-March 3, 1873	Schuyler Colfax
	Ulysses S. Grant			March 4, 1873-March 3, 1877	Henry Wilson*
{19}	*Rutherford B. Hayes*	Rep.	Ohio	March 4, 1877-March 3, 1881	William A. Wheeler
{20}	*James A. Garfield**	Rep.	Ohio	March 4, 1881-Sept. 19, 1881	Chester A. Arthur
{21}	*Chester A. Arthur*	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	
{22}	*Grover Cleveland*	Dem.	New Jersey	March 4, 1885-March 3, 1889	Thomas A. Hendricks*
{23}	*Benjamin Harrison*	Rep.	Ohio	March 4, 1889-March 3, 1893	Levi P. Morton
{24}	*Grover Cleveland*	Dem.	New Jersey	March 4, 1893-March 3, 1897	Adlai E. Stevenson
{25}	*William McKinley*	Rep.	Ohio	March 4, 1897-March 3, 1901	Garret A. Hobart*
	*William McKinley**			March 4, 1901-Sept. 14, 1901	Theodore Roosevelt
{26}	*Theodore Roosevelt*	Rep.	New York	Sept. 14, 1901-March 3, 1905	
	Theodore Roosevelt			March 4, 1905-March 3, 1909	Charles W. Fairbanks
{27}	*William H. Taft*	Rep.	Ohio	March 4, 1909-March 3, 1913	James S. Sherman*
{28}	*Woodrow Wilson*	Dem.	Virginia	March 4, 1913-March 3, 1917	Thomas R. Marshall
	Woodrow Wilson			March 4, 1917-March 3, 1921	
{29}	*Warren G. Harding**	Rep.	Ohio	March 4, 1921-August 2, 1923	Calvin Coolidge
{30}	*Calvin Coolidge*	Rep.	Vermont	August 3, 1923-March 3, 1925	
	Calvin Coolidge			March 4, 1925-March 3, 1929	Charles G. Dawes
{31}	*Herbert C. Hoover*	Rep.	Iowa	March 4, 1929-March 3, 1933	Charles Curtis
{32}	*Franklin D. Roosevelt*	Dem.	New York	March 4, 1933-Jan. 20, 1937	John N. Garner
	Franklin D. Roosevelt			Jan. 20, 1937-Jan. 20, 1941	
	Franklin D. Roosevelt			Jan. 20, 1941-Jan. 20, 1945	Henry A. Wallace
	*Franklin D. Roosevelt**			Jan. 20, 1945-April 12, 1945	Harry S. Truman
{33}	*Harry S. Truman*	Dem.	Missouri	April 12, 1945-Jan. 20, 1949	
	Harry S. Truman			Jan. 20, 1949-Jan. 20, 1953	Alben W. Barkley
{34}	*Dwight D. Eisenhower*	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard M. Nixon
	Dwight D. Eisenhower			Jan. 20, 1957-Jan. 20, 1961	
{35}	*John F. Kennedy**	Dem.	Massachusetts	Jan. 20, 1961-Nov. 22, 1963	Lyndon B. Johnson
{36}	*Lyndon B. Johnson*	Dem.	Texas	Nov. 22, 1963-Jan. 20, 1965	
	Lyndon B. Johnson			Jan. 20, 1965-Jan. 20, 1969	Hubert H. Humphrey
{37}	*Richard M. Nixon*	Rep.	California	Jan. 20, 1969-Jan. 20, 1973	Spiro T. Agnew*
	*Richard M. Nixon**			Jan. 20, 1973-Aug. 9, 1974	Gerald R. Ford*
{38}	*Gerald R. Ford*	Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	Nelson Rockefeller
{39}	*James E. Carter, Jr.*	Dem.	Georgia	Jan. 20, 1977-Jan. 20, 1981	Walter Mondale
{40}	*Ronald Reagan*	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1985	George H. W. Bush
	Ronald Reagan			Jan. 20, 1985-Jan. 20, 1989	
{41}	*George H. W. Bush*	Rep.	Massachusetts	Jan. 20, 1989-Jan. 20, 1993	Dan Quayle
{42}	*William J. Clinton*	Dem.	Arkansas	Jan. 20 1993-Jan. 20, 1997	Albert Gore, Jr.
	William J. Clinton			Jan. 20, 1997-Jan. 20, 2001	
{43}	*George W. Bush*	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005	Richard B. Cheney
	George W. Bush			Jan. 20, 2005-Jan. 20, 2009	
{44}	*Barack H. Obama*	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	Joseph R. Biden, Jr.
	Barack H. Obama			Jan. 20, 2013-Jan. 20, 2017	
{45}	*Donald Trump*	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	Mike Pence
{46}	*Joseph R. Biden, Jr.*	Dem.	Delaware	Jan. 20, 2021-Jan. 20, 2025	Kamala Harris
{47}	*Donald Trump*	Rep.	New York	Jan. 20, 2025-	JD Vance

*(*did not finish term, †born as subjects of Great Britain before United States was established)*

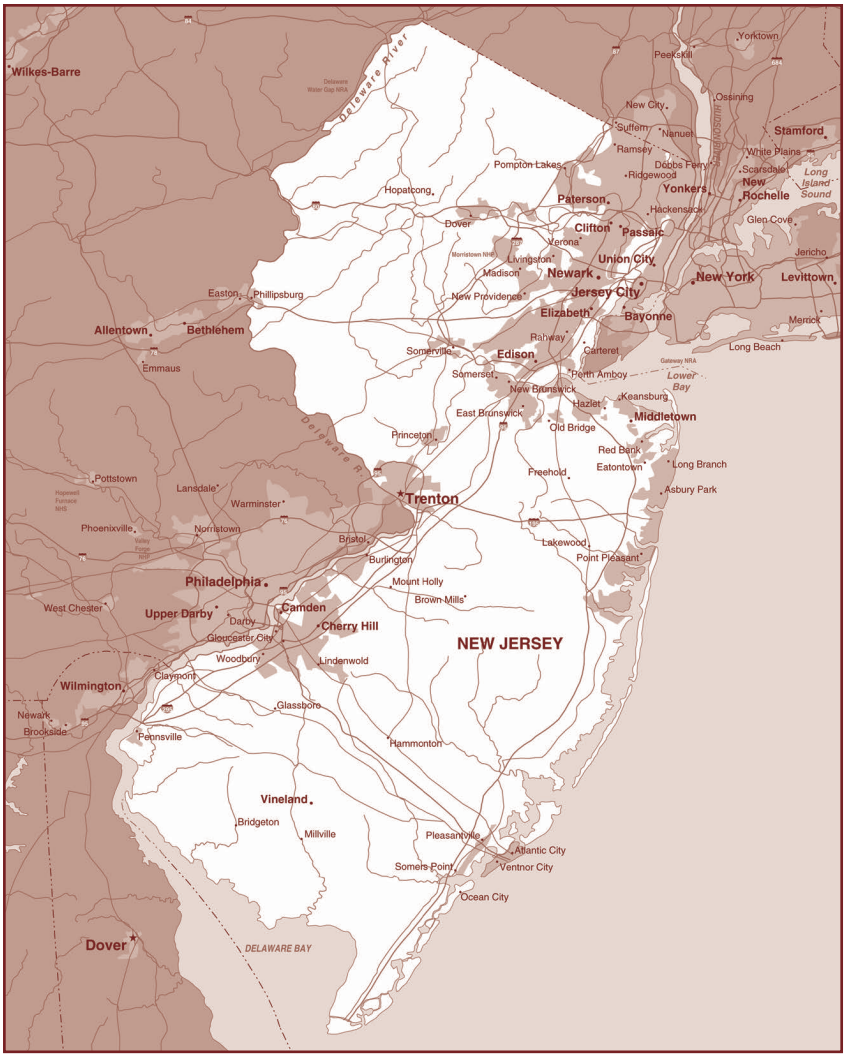
ORDER OF PRESIDENTIAL SUCCESSION

{1} The Vice President
{2} Speaker of the House
{3} President pro tempore of the Senate
{4} Secretary of State
{5} Secretary of the Treasury
{6} Secretary of Defense
{7} Attorney General
{8} Secretary of the Interior
{9} Secretary of Agriculture
{10} Secretary of Commerce
{11} Secretary of Labor
{12} Secretary of Health and Human Services
{13} Secretary of Housing and Urban Development
{14} Secretary of Transportation
{15} Secretary of Energy
{16} Secretary of Education
{17} Secretary of Veterans Affairs
{18} Secretary of Homeland Security

GEOGRAPHY *United States map with longitude & latitude*



GEOGRAPHY *New Jersey state map*



HEALTHY LIVING *hotlines & helpliness*

GENERAL CRISIS

7 Cups of Tea	Online listeners	7cups.com
Boys Town Hotline (24 hrs.)	800-448-3000	boystown.org
988 Suicide & Crisis Lifeline	988	988lifeline.org
I'm Alive (Online Crisis Network)	Online chat	imalive.org
National Center for Missing and Exploited Children (24 hrs.)	800-843-5678	missingkids.org
National Runaway Safeline (24 hrs.)	800-RUNAWAY	1800runaway.org
Teen Line	800-852-8336	teenlineonline.org
Youth America Hotline | Your Life Counts	877-968-8454	yourlifecounts.org

ALCOHOL/SUBSTANCE ABUSE

Al-Anon/Alateen (For Families and Friends of Problem Drinkers)	888-4AL-ANON	al-anon.alateen.org
Alcoholics Anonymous	212-870-3400	aa.org
Substance Abuse and Mental Health Services Administration	1-800-662-HELP (4357)	samhsa.gov/
Narcotics Anonymous	818-773-9999	na.org
National Institute on Alcohol Abuse and Alcoholism	niaaaweb-r@exchange.nih.gov	niaaa.nih.gov

ABUSE/HEALTH INFO

American Heart Association	800-AHA-USA-1	heart.org
CDC National HIV/AIDS Contact Center	800-CDC-INFO	cdc.gov/hiv
CDC National STD Contact Center	800-CDC-INFO	cdc.gov/std
National Cancer Institute	800-4-CANCER	cancer.gov
Childhelp National Child Abuse Hotline (24 hrs.)	800-4-A-CHILD	childhelp.org
National Organization for Rare Disorders	800-999-6673	rarediseases.org
Office on Women's Health	800-994-9662	womenshealth.gov
Poison Control Center (24 hrs.)	800-222-1222	aapcc.org
Rape, Abuse and Incest National Network (RAINN) (24 hrs.)	800-656-HOPE	rainn.org
Youth Violence Prevention	800-CDC-INFO	cdc.gov/violenceprevention

MENTAL HEALTH

Depression and Bipolar Support Alliance Helpline	800-826-3632	dbsalliance.org
Mental Health America	800-969-6642	mhanational.org/
National Alliance on Mental Illness Information Helpline	800-950-NAMI	nami.org
National Mental Health Consumers' Self-Help Clearinghouse	selfhelpclearinghouse@gmail.com	mhselfhelp.org
National Eating Disorders Association Helpline	800-931-2237	nationaleatingdisorders.org
SAFE Alternatives (Self Abuse Finally Ends)	800-DONT-CUT	selfinjury.com

SEXUAL ORIENTATION/GENDER IDENTITY

Lesbian, Gay, Bisexual and Transgender National Youth Talkline	800-246-7743	lgbthotline.org/youth-talkline/
LYRIC (Center for LGBTQQ Youth)	415-703-6150	lyric.org
The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.)	866-488-7386	thetrevorproject.org

ASKING FOR HELP IS A SIGN OF STRENGTH, NOT WEAKNESS.



wellness

STRESS

Life Spinning Out of Control?

Some days you're on top of it all and everything's in balance – homework, school activities, part-time job, friends, and time for yourself. Other days, you're not sure whether you or stress is in charge of your life.

Juggling It All

Most parents will be the first to admit that today's teens have significant stress. There are so many demands on your time, your brain, and your life. Keeping all those balls in the air and achieving all you're after take a toll.

Stop, Breathe

First, you've got to recognize when you're feeling on edge, overloaded, or stressed out. Then you've got to have some immediate coping strategies – a quick break, some deep breaths, a healthy snack, and a few minutes to compose yourself.

For the long haul, you need ways to regularly reduce your stress, to relax. It might be playing your guitar, going for a run, or reading a fun book. Whatever takes your mind off the little and big challenges and allows you to simply be.

Accept That Life Happens

Sometimes you can't avoid stress, like family problems, a loss, a move, a disappointment. These take energy to get through. That's where good rest, healthy foods, and learning to accept the things you can't change all help.

Avoid Stressful Situations

Sometimes you can separate from your stress. Stay away from gossip. Allow plenty of time when you need to be somewhere. Break big school projects into small daily tasks that will keep you on track for the deadline. Practice every day so your athletic, theatrical, musical, or other performance comes easier.

"A vigorous five-mile walk will do more for an unhappy but otherwise healthy adult than all the medicine and psychology in the world."
— Paul Dudley White



SOCIAL MEDIA SAFETY FOR TEENS

NetSmartz.org/TipSheets

THE FOLLOWING CHECKLIST CAN HELP YOU TAKE STEPS TO KEEP YOURSELF SAFER ONLINE.

- **CHECK YOUR COMMENTS AND IMAGES.**
  Have you posted anything inappropriate or illegal, like threats, nudity, alcohol, or drugs?

- **TALK TO YOUR FRIENDS ABOUT WHAT'S OK TO POST.**
  Agree that you won't post embarrassing or hurtful comments or images of each other. Be clear that you'll delete – or if needed, report – any posts that are inappropriate, illegal, or threatening or could get you in trouble.

- **REVIEW YOUR ACCOUNT SETTINGS.**
  Go through each option slowly. Always ask yourself – *what* is on my profile and *who* can see it?

- **KNOW YOUR FRIENDS, CONTACTS, AND FOLLOWERS.**
  These are the people who can see, share, and comment on what you post so you want to be sure you can trust them. Block and report anyone who makes harassing, threatening, or inappropriate comments.

- **KEEP AN EYE ON 3RD PARTY APPS.**
  Some of these apps will give companies access to your personal information. Always read the fine print before deciding to add one.

- **DON'T FORGET MOBILE.**
  When you use mobile devices like smartphones and tablets to post something or check in, you could also be sharing your location. Check your settings to make sure you're only sharing what you want to.

- **REPORT.**
  You have the right to be safe online. If anyone cyberbullies you, make a report to the website or app. If anyone shares or asks you to share sexual messages or images, make a report to **www.CyberTipline.com.**

A program of the NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN®

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NetSmartz® Workshop

For more resources visit NSTEENS.ORG

SUCCESS SKILLS *plan for success*

PLAN FOR SUCCESS	SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!



{1} Organization – Getting organized is the first step to success.

- *Remember that you are responsible* for knowing about and completing your assignments and special projects.
- *Use your datebook* to write down your homework, extracurricular activities, community activities, and home responsibilities.
- *Make sure you have all the materials you need* when you go to class and when you do your homework.

{2} Time Management – Managing time wisely will help ensure that you have the opportunity to do both the things you *need* to do and the things you *want* to do.

- *Plan a definite time* to do your homework.
- *Plan time for extracurricular and social activities,* as well as home responsibilities.
- *Commit yourself to your time plan,* but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} Set Priorities – If you have lots to do, it is important to set priorities.

- *Rank each task* in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, *start with the subject in which you need the most improvement.*
- *Check off* finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to *prioritize your optional activities* and eliminate some that are low on your priority list.

{4} Set Goals – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- *Be specific.* List specific goals for each academic subject. Also list goals for other school and home activities.
- *Set time limits.* Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- *Set realistic goals.* For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- *Draw up a step-by-step plan* of action for reaching each goal; then go for it!
- *Write your goals down,* and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- *Share your goals with others* – your parents, teachers, good friends, etc. They can give you encouragement.
- *Keep at it!* Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- *Reward yourself* when you reach a goal.

PREPARING FOR COLLEGE



The College Application Process

{1} The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.

{2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.

{3} Take the SAT or ACT in time to include scores on your college applications.

{4} Look at as many potential colleges as possible. Do not limit your options.

{5} Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.

{6} Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office or online at university and college websites.

{7} Fill out any potential scholarship forms and send them to the appropriate personnel.

{8} Allow at least two weeks for your counselor to process your applications.

{9} Many schools will respond to your application within four to six weeks.

Steps for Juniors

{1} Talk to your counselor about filling your junior-year class schedule with coursework in English, foreign language, social studies, science, and mathematics. It is recommended that students take as many mathematics courses as possible.

{2} Colleges are looking for well-rounded students in the arts, business, drama, and speech.

{3} Find out when potential universities are visiting your school or when your school is going on visits to potential colleges.

{4} It is best to visit campuses when classes are in session. (Not spring break, Christmas or any major holiday.)

{5} Take a course that prepares you for the SAT or ACT.

{6} At the beginning of your junior year, take the PSAT exam to practice for the SAT.

{7} Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflet your ability, retake the exam during your senior year.

{8} Start applying for any scholarships for which you are qualified.

{9} If you know your intended field of study in college, schedule your senior year with an emphasis in that area.

{10} Plan to visit as many colleges during the summer as possible.

Steps for Seniors

{1} Attend as many college fairs as possible in your local area.

{2} Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)

{3} When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors in your intended field of study.

{4} Talk to older friends and students about that particular college or university.

{5} Ensure that your SAT or ACT scores meet the requirments of the colleges and universities that interest you. If necessary, retake the entrance exams.

{6} Make a list of admission deadlines at the colleges you are interested in attending.

{7} Submit completed college applications to your guidance counselor, and be sure to include any application fees.

{8} File a financial aid form.

{9} Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.

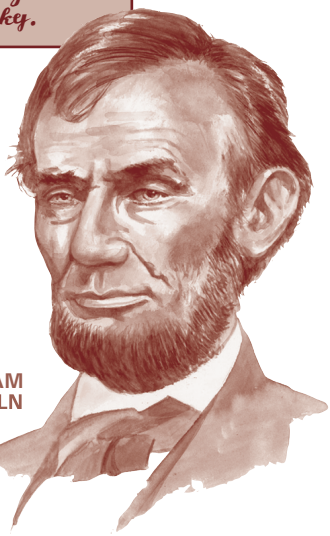
{10} Keep a file of any correspondence from potential colleges for future reference.

C H A R A C T E R

The qualities of a great man are "vision, integrity, courage, understanding, the power of articulation, and profundity of character."

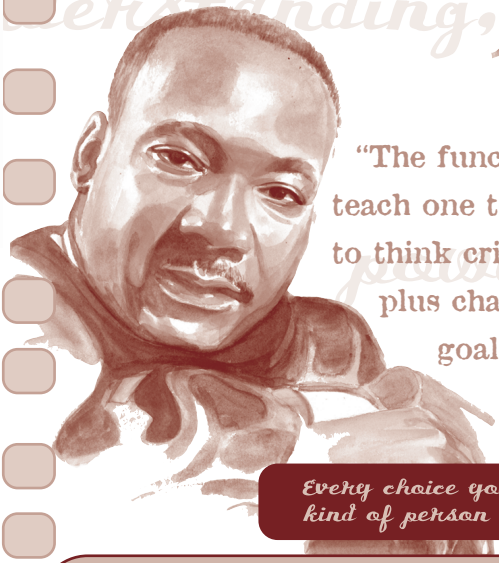
~ PRESIDENT DWIGHT D. EISENHOWER

Good character requires doing the right thing even when it's costly or risky.



"Character is like a tree and reputation like its shadow. The shadow is what we think of it; the tree is the real thing."

~ PRESIDENT ABRAHAM LINCOLN



"The function of education is to teach one to think intensively and to think critically ... intelligence plus character – that is the goal of a true education."

~ MARTIN LUTHER KING, JR.

Every choice you make helps define the kind of person you are choosing to be.

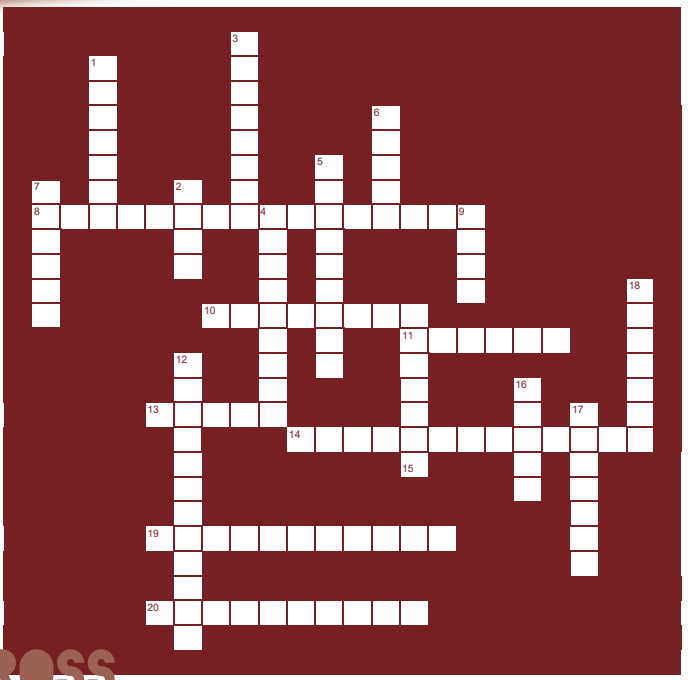
"We learned about honesty and integrity – that the truth matters ... that you don't take shortcuts or play by your own set of rules ... and success doesn't count unless you earn it fair and square."

~ MICHELLE OBAMA

CHARACTER *bullying: crossword puzzle*

STOP BULLYING

Use the Bullying vocab to complete the puzzle.



ACROSS

8. The spreading of rumors, gossip, or anonymous actions that are meant to hurt another person.
10. A feeling of resentment against someone because of that person's success or advantages.
11. The person a bully picks on.
13. An emotion we feel when bullied.
14. Using the internet to bully, in order to damage someone's reputation.
19. Verbal bullying that involves "put-downs," insults, racial slurs, and other unpleasant names.
20. Intentionally causing excessive pain or worrying.

DOWN

1. The feeling we get when we wish we had done something differently.
2. The emotion that holds bystanders away from helping a victim of bullying.
3. Bullies will sometimes make a _____ based on someone's appearance or dress.
4. A classmate or adult who witnesses bullying taking place.
5. Someone intentionally causing suffering and harm to others is _____.
6. The emotion we feel when we think we might be bullied again.
7. A person who has been bullied.
9. To continuously annoy another person in order to get a reaction.
12. Dishonestly influencing or controlling other people to get an advantage.
15. THe act of harming another who has no way to defend themselves, for pleasure. (This word goes up)
16. An individual who regularly intimidates others for personal gain.
17. Not speaking out; what allows bullying to continue.
18. Making fun of another person in an often clever but cruel way.

STEM Engineering Design Process

We use the four fields of STEM (science, math, engineering, and technology) to solve real-world problems, or challenges. STEM challenges have five distinct tasks: **ask**, **imagine**, **plan**, **create**, and **improve** – known as the **Engineering Design Process (EDP)**. It acts as a cycle. Once you build a solution, you will find ways to improve it, create a new plan, build a new model, and retest it until you find a solution that works.

Practice going through the EDP steps yourself! Get a deck of cards and a roll of tape. Find a way to build a house that stands up to strong winds.



ASK

Define the problem and constraints.

Practice: What is the problem? What might stop you from coming up with the best solution?



IMAGINE

Brainstorm – how can you solve this problem?

Practice: Write down all your possible ideas for how to use the cards and tape to build the house. Sketches are OK!



PLAN

Pick your best idea, & plan your solution.

Practice: Use a detailed drawing to show your plan.



CREATE

Build a model of your solution.

Practice: Build your card house!



IMPROVE

Find a way to make your plan even better.

Practice: Test it by either blowing air onto the card house or putting a fan up to it. How will you change it in the future to help it stand longer?

STEM Leaders in History



FLORENCE NIGHTINGALE (1820-1910) was a nurse who greatly improved health care conditions in the 19th century. During the Crimean War, she and her team made conditions more sanitary at a British base hospital, reducing the hospital's death rate by over 66 percent.



SHERYL SANDBERG (1969-) was the Chief Operating Officer (COO) of Facebook. She gave a TED Talk in 2010 titled, "Why we have too few women leaders," and she has written a book titled, "Lean In" about female leadership in business.



THOMAS DAVID PETITE (1956-) is an inventor. He and four others designed the technology for the wireless ad hoc network, also known as the Internet of Things wireless mesh. He also founded the nonprofit organization, the Native American Intellectual Property Enterprise Council, to help other Native American inventors.



MARIO MOLINA (1943-) won the Nobel Prize in chemistry in 1995 for discovering that the earth's ozone layer was being damaged by the use of Freon, a type of refrigerant used in air conditioners and other equipment. Holes in the ozone were threatening the environment, and his work led to alternative cooling methods.



YNES MEXIA (1879-1938) was a botanist who discovered two new plant genera and 500 new plant species. She greatly expanded the world's knowledge of plant life.

STEM Leaders in History (pg. 2)



MARIE CURIE (1867-1934) was the first woman to win the Nobel Prize and the first person to win two Nobel Prizes. She received the first award in 1911 for her discovery of polonium and radium.



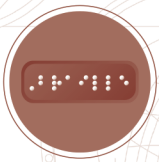
ORVILLE (1871-1948) and **WILBUR WRIGHT (1867-1912)** invented and built the first successful airplane in 1903. They observed how birds angled their wings to fly, and they copied this in the plane wings' design.



ROSALIND FRANKLIN (1920-1958) learned crystallography and X-ray diffraction at Cambridge University. She used this when analyzing DNA fibers, and one of her photographs provided necessary evidence for identifying DNA's structure.



JOHN DEERE (1804-1886), a blacksmith, decided that the wood and cast-iron plow farmers used wasn't suited for prairie soil, so he crafted a new steel design. He founded Deere & Company, where he developed other agriculture tools.



LOUIS BRAILLE (1809-1852) was a blind Frenchman who decided there had to be a better way to learn than just listening — he wanted to read. He invented Braille, the system of reading and writing for the blind that we know today.

HALL PASS

DATE	OUT◷	IN◷	TEACHER	DESTINATION	U/E

DATE	OUT◷	IN◷	TEACHER	DESTINATION	U/E

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused

HALL PASS

DATE	OUT◷	IN◷	TEACHER	DESTINATION	U/E

DATE	OUT◷	IN◷	TEACHER	DESTINATION	U/E

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused