

# Point Pleasant Borough High School

## **Student Handbook 2016-2017**

### TABLE OF CONTENTS

ABSENCE "MAKE-UP WORK", Pg. 4-5	FLAG SALUTE, Pg. 13
ACADEMIC ADVANCEMENT, Pg. 2	FOOD AND BEVERAGES, Pg. 14
ACADEMIC INTEGRITY POLICY, Pg. 5-6	GAMBLING, Pg. 14
ACCIDENTS, Pg. 6	GANG ACTIVITY, Pg. 14
ACTIVITIES AFTER SCHOOL HOURS, Pg. 6	GRADES, Pg. 14-15
AFFIRMATIVE ACTION, Pg. 7	GUESTS, Pg. 15
ASSAULT/THREATS, Pg. 7	GUIDANCE SERVICES, Pg. 15
ATTENDANCE POLICY, Pg. 3-4	HEALTH OFFICE (NURSE), Pg.15
ATHLETICS and ATHLETES, Pg. 7	HOMEBOUND INSTRUCTION, Pg. 16
BELL SCHEDULE, Pg. 2	HONOR ROLL, Pg. 16
BICYCLES and SKATEBOARDS, Pg. 7	LOCKERS, Pg. 16
BULLYING POLICY, Pg. 7-8	LOST PROPERTY, Pg. 16
CELL PHONES, Pg. 8-9	LUNCH PERIODS, Pg. 16-17
CHANGE OF ADDRESS OR TELEPHONE NUMBER, Pg.9	MARKING PERIODS, Pg. 17
CLUBS, Pg. 9	MEDIA CENTER (LIBRARY), Pg. 17
COMMENCEMENT ACTIVITIES and ATTIRE, Pg. 9-10	NATIONAL HONOR SOCIETY, Pg. 17
COMPUTER USE POLICY, Pg. 10	OPTION II, Pg. 17-20
CREDITS/GRADUATION REQUIREMENTS (STATE), Pg. 10	PASSES, Pg. 20
CUTS, Pg. 10	PHONE NUMBERS, Pg. 1
DANCES, Pg. 10	REPELLENTS AND SPRAYS, Pg.21
DELAYED OPENING SCHEDULE, Pg. 2	SCHOOL BUSES, Pg. 21
DISCIPLINE, Pg. 10-11	SCHOOL FUNCTIONS, Pg. 21
DRESS CODE, Pg. 11-12	SCHEDULES/SCHEDULE CHANGES, Pg. 21
DRIVING AND PARKING, Pg. 12	SEARCH AND SEIZURE, Pg. 21
EARLY DISMISSAL, Pg. 1 AND 12	SMOKING AND THE USE OF TOBACCO PRODUCTS, Pg. 22
EMERGENCY CLOSING, Pg. 12	SPORTSMANSHIP, Pg. 22
EXAMS, Pg. 12-13	STUDY HALLS, Pg. 22
EXTENDED ABSENCES BY PARENTS, Pg. 5	SUBSTANCE ABUSE POLICY, Pg. 23-26
FALSE ALARMS, Pg. 13	THEFT, Pg. 22
FIGHTING, Pg. 13	VIOLENCE AND VANDALISM, Pg. 26
FINES, Pg. 13	VOCATIONAL SCHOOL, Pg. 26
FIRE ARMS & WEAPONS, Pg. 13	WORKING PAPERS (See Guidance Services), Pg. 15
FIRE DRILLS, Pg. 13	
FIRE FIGHTERS/FIRST AIDERS, Pg. 13	

### **Quick Access Phone Numbers:**

**High School – 732-701-1900 add extension below:**

**Attendance Line to report absences/lates – ext. 2244**

**Attendance Officer – ext. 2200**

**Athletics – ext. 2227**

**CST Offices – ext. 2328**

**Guidance Services – ext. 2208 or 2209**

**Health Office/Nurse – ext. 2215**

**LDTC Office – ext. 2231**

**Main Office – ext. 2206 or 2251**

### **EARLY DISMISSAL**

#### **Board of Education Policy No. 5230**

**No student may be permitted to leave the school before the close of the school day unless the student is signed out in the main office by his/her parent/guardian or a person listed on the students' attendance card. Phone calls, faxes, and notes are unacceptable means of early dismissal.**

To avoid disruption of teaching time, parents are asked to schedule early dismissals at the beginning or end of a period. Please consult the below bell schedule. Students who are ill must report to the nurse prior to dismissal.

## BELL SCHEDULE

Period 1	7:10 - 7:55
Period 2	8:00 - 8:45
HOMEROOM	8:45 - 8:50
Period 3	8:54 - 9:39
Period 4	9:43 - 10:28
Period 5	10:32 - 11:17
Period 6	11:21 - 12:06
Period 7	12:10 - 12:55
Period 8	12:58 – 1:44
Period 9	1:48 – 2:33

## Delayed Opening – Bell Schedule

Period 1	9:25 – 9:55
Period 2	10:00 – 10:30
Homeroom	10:30 – 10:35
Periods 3 – 9	30 minutes each

A.M. vocational school will be cancelled. P.M. vocational school will be held. Students transported to out-of-district placement will have their school day cancelled.

## ACADEMIC ADVANCEMENT REQUIREMENTS

PPBHS is committed to providing students with opportunities to succeed academically at the highest level possible. Although not common, there are some extraordinary students who do not need a full year of a course to attain mastery of the content. These students may be capable of acquiring these skills and knowledge by attending summer classes, working with a tutor or studying independently. Students who choose this option will be provided an opportunity to “challenge” out of a course by demonstrating proficiency in the content. **To demonstrate proficiency, the student will need to take the final exam and all benchmark/quarterly assessments and receive a score of 70% or higher on all such assessments.** Students who do so will be able to move on to the next sequential course in the given subject matter.

For example, a student who just completed Algebra I may opt to challenge out of Geometry. The student will be provided available resources, such as study guides and a textbook, and will be required to take the Geometry I Final Exam as well as quarterly assessments. If the student scores 70% or higher on all of the assessments they will be enrolled in Algebra II. If a student intends to take *Honors* Algebra II then they must take the *Honors* Geometry Final Exam and quarterly assessments.

Students who wish to challenge out of a course are required to schedule a meeting with their guidance counselor to discuss their intentions. Guidance will then refer the student to the appropriate department supervisor. The supervisor will meet with the student and provide helpful resources such as a course syllabus, textbook, and study guide. The supervisor will give the “*Academic Advancement Form*” to the student that **MUST** be signed by the parent or guardian. This form will state the parameters for challenging a course and inform the parent that the student is responsible for returning any resources borrowed from the school (i.e. textbook).

It is the student’s responsibility to schedule an appointment with the department supervisor when they are ready to take their exams. It is recommended to contact the department supervisor no later than July 15<sup>th</sup> as **all exams must be completed by August 15<sup>th</sup>** to allow time for grading and scheduling.

## ATTENDANCE POLICY No. 5200

### **PARENTS MUST CALL 701-1900 EX. 2244 TO REPORT ALL ABSENCES.**

The calls are recorded and may be made 24 hours a day. **These calls are for absences only and not for sign-outs.** A student must be in regular attendance in each class to successfully complete the instructional program. Absences and/or lates to class have a direct impact on class participation.

The attendance policy is intended to promote students arriving to school on time and being present as much as possible. It is crucial that we maximize instructional time and provide our students with the best possible opportunity to succeed. Students who exceed 14 “absences” to a class or 20 “lates to class” will be placed in a loss of credit status.

The high school has established procedures to maintain appropriate levels of communication with students and parents. These interventions will take place at various benchmarks after absences and/or “lates to class” have been accrued and may include the following; conferences with students, emails to parents, phone calls to parents, “Honeywell instant alert” notifications, and parent conferences.

**While the high school is committed to notifying parents and students of attendance concerns, the responsibility for maintaining proper attendance lies with the parents and the student. Parents may access Genesis Parent Portal at any time to review their child’s attendance.**

*Listed below are important benchmarks of the attendance policy:*

✓ **Number of accumulated Absences before loss of credit = 14 (full-year course)**

*\*At 15 absences students will be notified of loss of credit and be scheduled to meet with the Appeals Committee.*

✓ **Number of accumulated Absences before loss of credit = 7 (half-year course)**

*\*At 8 absences students will be notified of loss of credit and be scheduled to meet with the Appeals Committee.*

✓ **Number of accumulated “Lates” to class before loss of credit = 20**

*\*Once a student reaches 21 lates they will be notified of the loss of credit status. \*There is no appeal process for a loss of credit based on lateness to class.*

**Doctor’s notes that are received within 48 hours will be reviewed by the administration. If the note justifies the need to miss school then those absences will be considered “excused” by the school and will not count towards the cumulative total of absences.**

### **I. Definitions:**

➤ Absence - A student will not be present for the day(s).

Parents must call the attendance number (2244) to verify every absence or the absence may be considered a truancy. *This call does not excuse the absence.*

➤ Truancy – Absence from all or a part of the school day without the knowledge of the parent.

➤ Cut - A student has been in school but does not attend a particular class(es) (unauthorized).

➤ Late to Class - Reporting for class after the beginning of the period, ten minutes or less. Every 4 lates, students will be assigned a detention. Discipline will be progressive, additional detentions, Saturday detention, loss of course credit upon the 20<sup>th</sup> late to class. **Lates to class more than ten minutes will be considered an absence or cut, at the discretion of the administration. There is no appeal process for credit loss due to lates.**

➤ Late to School - Entering school after the start of the school day. Missed classes prior to entering school will be recorded as absences (if more than 10 minutes) and/or late to class.

➤ Excused Absence – A student’s absence from school for a full day or a portion of a day for one or more of the following reasons **which is subject to administrative approval:**

- a. The student’s illness,
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances,
- e. The student’s suspension from school,
- f. The student’s required attendance in court,

- g. Interviews with an admissions officer of an institution of higher education (up to three instances) with verification (limited to juniors and seniors only),
- h. Examination for a driver's license,
- i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

## II. Denial of Curriculum Credit

A. Where class participation is a factor in the learning process; the teacher may consider a pupil's absences in determining a final grade (excluding religious absences or suspensions).

**B. A student will be denied curriculum credit when he/she has been absent from fifteen (15) or more of the class sessions, 7 in a semester course, and/or 20 lates, 14 in a semester course - WHATEVER THE REASON FOR THE ABSENCE, (excluding religious absences and suspensions).** Exceptions to this rule may be made for pupils whose absences are excused or who have demonstrated thorough completion of home instruction that they have mastered the proficiencies established for the curriculum of study.

C. If a student exceeds the number of absences allowed during a course he/she will be placed in a non-credit status. A student remaining in a class on a loss of credit status and who has completed work in a satisfactory way may receive credit and a grade after satisfactorily attending and completing an approved summer school program at the expense of the parent/guardian.

## III. Appeal

A. A truant student may be suspended or expelled for trancies in accordance with Policies Nos. 5610 and 5620.

B. A student who has been dropped from a curriculum and/or denied curriculum credit for excessive absences may appeal that action in accordance with the following procedures:

1. An appeal will be scheduled.
2. If the student/parent is not satisfied he/she may submit a written request to the principal.
3. The principal will notify the student/parent within 7 days of the decision.

C. The student may appeal an adverse decision of the principal to the Superintendent, Board of Education, and the Commissioner of Education, in that order.

D. At the high school level, disruption in the class or absences in excess of thirty (30) days may result in immediate removal from the class and a complete loss of summer school eligibility.

**E. If a student has three or more cuts/truancies, the teacher will be notified to withdraw credit. If cuts/ truancies continue, the student may be removed from the class with a loss of summer school eligibility.**

## IV. Lates to School

A. **Students are expected to be seated and ready to learn at 8:00 a.m.** Students arriving after 8:00 a.m. must check in with the attendance officer. **Every four lates will be assigned a detention. Discipline is progressive, additional detentions; Saturday detention; loss of course credit upon the 20<sup>th</sup> late.**

A. Students arriving after 8:50 a.m. must report to the main office.

B. **Parents are to call ext. 2244 to report their child arriving late to school. This call does not excuse the tardy.**

C. Students who are reported late to school may face disciplinary action in the form of central office/Saturday detention and or loss of credit.

## V. The following may constitute excused late to school at the discretion of the administration.

- A. Religious observance.
- B. Medical or dental appointments.
- C. Family emergency.
- D. Court appearance.

## ABSENCE – MAKE UP WORK

Students are required to make up the work they missed during an absence as directed below. **Students and parents are to check the Genesis Parent Portal on the school website for missed assignments.**

- a) Make-up work must be completed by the end of the second day of return to school.
- b) If absent two (2) or more consecutive days, one day for each day absent and one additional day to complete missing assignments, quizzes and tests will be allotted.
- c) All work missed because of absence must be completed within five (5) days of the end of the marking period.

Absences due to co-curricular activities, field trips, meetings, etc. are the student's responsibility. Students have prior knowledge of these absences and must request work before the absence and it must be completed the next day after the absence. **It is the teacher's prerogative to determine the amount of time that each student be given to make-up work missed for absences. It should be understood that family vacations, school trips and similar types of absences that are discretionary and/or pre-arranged might be given different consideration than absences caused by illness.**

## **EXTENDED ABSENCES BY PARENTS**

Parents/guardians must contact the main office (ext. 2201) when children are left in the custody of other persons with the names, addresses and home, work and cell telephone numbers of such persons.

## **ACADEMIC INTEGRITY POLICY**

Point Pleasant High School believes that academic honesty and integrity are essential to excellence in education. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Each student, parent and staff member has a responsibility to promote an academic culture that respects and fosters individual achievement.

**Rationale: Plagiarism or cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Point Pleasant High School.**

### ***Communication of Policy:***

- *Comprehensive written policy in the student handbook.*
- *Each English teacher will have a lesson dedicated to academic integrity in the beginning of the school year during which each student will be handed a hard copy of the Academic Integrity Policy.*
- *An Academic Integrity Day will be held in the beginning of the school year. On this day teachers will clearly articulate how plagiarism and cheating pertains to their specific class.*

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Academic dishonesty defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

### **Plagiarism includes, but is not limited to:**

- Taking someone else's assignment or portion of an assignment and submitting it as one's own;
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source;
- Presenting the work of tutors, parents, siblings or friends as one's own;
- Using a computer or other means to translate an assignment/homework from one language into another language and submitting it as an original translation.

### **Cheating includes but is not limited to:**

- Copying, faxing, emailing, or in any way duplicating assignments/homework that are turned in, wholly or in part, as original work;
- Exchanging and/or providing assignments/homework with other students, either handwritten or computer generated, whether it is believed they will be copied or not;
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor;
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.

No student needs to cheat or plagiarize. Point Pleasant High School provides numerous support services for students to help them achieve success honorably. Students, who advocate for themselves and seek appropriate help when they need it, will not need to cheat or plagiarize. Incidents of plagiarism and/or cheating will be judged in light of what has been taught and what the student is expected to know. If any student is found in violation of the Academic Integrity Policy, the following procedures and consequences will be followed:

**Teacher procedures:**

- Confiscate the materials and conference with the department supervisor.
- Call the parent/guardian to alert them of the situation.
- Complete a discipline referral for the grade level administrator to review.

**First Offense:**

- Grade of zero (0) will be recorded for the assignment.
- Discipline referral submitted to the grade level administrator.
- Meeting held to include grade level administrator, teacher, student and parent/guardian. Academic Integrity Policy to be reviewed and signed by student and parent/guardian, acknowledging their understanding of the policy.
- Follow-up meeting between the guidance counselor and student.
- Immediate removal from the National Honor Society.

**Second Offense:**

- Grade of zero (0) will be recorded for the assignment and loss of a letter grade for the current marking period. (In the case of a mid-term or final examination, the student will receive a zero (0) on the exam.)
- Discipline referral submitted to the grade level administrator.
- A meeting to review the Academic Integrity Policy will include the principal, grade level administrator, teacher, student and parent/guardian.
- Follow-up meeting between the guidance counselor and student.
- Student will be ineligible for National Honor Society consideration as well as any position of leadership with the school (i.e. captain of a team, president of a club, etc.)
- A student currently in such a leadership position will be removed immediately.

**Third Offense:**

- Grade of zero (0) will be recorded for the assignment and a grade of "F" for the current marking period. (In the case of a mid-term or final examination, the student will receive a zero (0) on the exam.)
- Removal from the class if such class is an Honors or Advanced Placement (AP) class.
- Discipline referral submitted to the grade level administrator.
- A meeting to review the Academic Integrity Policy will include principal, grade level administrator, teacher, student and parent/guardian.
- Follow-up meeting between guidance counselor and student.

## ACCIDENTS

Accidents that occur in school are to be reported to the teacher in charge. Every other accident in the building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse.

## ACTIVITIES AFTER SCHOOL HOURS

**Students must be in school four (4) hours in order to participate in any after school activities (PROM, BALL, athletics and/or extracurricular clubs or activities). *Students who are absent or suspended will not be permitted to participate in sports practice or games or other extra-curricular activities on that day.* **It is essential that all students leave the building at the close of the school day.** Exceptions are made for students involved in school sponsored extracurricular activities, those using the media center, or those receiving assistance from the teaching staff.**

Students attending school sponsored activities either after school hours or off-school premises are subject to the same rules and regulations of proper conduct that apply during regular school hours. **It shall be firmly understood that students who remain after school must be under the direct supervision of a staff member at all times. Students who fail to comply with the above will be subject to disciplinary action.**

## AFFIRMATIVE ACTION

It is the policy of the Board of Education of Point Pleasant Borough Schools to maintain a positive, wholesome educational environment for the children of the district. The goals of education are concerned with the transmission of values, ethics, attitudes, and traits associated with responsible citizenship. **Any form of harassment and bias will not be tolerated and should be reported to the school administration immediately.** Severe disciplinary action will be taken.

**Susan Ladd**  
**District Affirmative Action Officer**  
**2100 Panther Path**  
**Point Pleasant, NJ. 08742**  
**732-701-1900 Ex. 2418**

## ASSAULT/THREATS

The threat of physical or sexual abuse, the use of force, or the expression of intent to do harm may result in suspensions of up to **10 school days** for each participant.

- I. A violent act such as assault or battery by one or more students against another student may result in suspensions of up to ten (10) days for each participant. The police may be notified.
- II. In severe situations, the participants may face a Board of Education expulsion hearing.
- III. Any student who commits an assault upon a teacher, administrator, board member or other employee of a board of education acting in the performance of his/her duties shall be immediately suspended from school pending expulsion proceedings before the Board of Education. (N.J.S.A:37-2.1)

## ATHLETICS ext. 2227

Point Pleasant Borough High School is a member of the Shore Conference and competes in the following interscholastic sports:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Boys Basketball	Baseball
Boys Cross Country	Girls Basketball	Golf
Girls Cross Country	Boys Bowling	Girls Softball
Girls Field Hockey	Girls Bowling	Boys Tennis
Boys Soccer	Boys Winter Track	Boys Track
Girls Soccer	Girls Winter Track	Girls Track
Girls Tennis	Wrestling	Boys Lacrosse
Cheerleading	Cheerleading	Girls Lacrosse
Gymnastics	Swimming	
	Ice Hockey	

## ATHLETIC ELIGIBILITY (See Course Selection Guide for details)

The Board of Education adopts those eligibility standards set by the New Jersey State Interscholastic Athletic Association for Borough students. To be eligible for athletic competition during the fall and winter seasons, students must have passed 30 credits at the conclusion of the preceding school year. There is no credit requirement for incoming students from middle or elementary school (8<sup>th</sup> grade) during the first semester. To be eligible for athletic competition during the spring semester a student must be passing 15 credits at the conclusion of the first semester. This applies to all students including ninth graders.

## ATHLETES

Athletes represent Point Pleasant Borough High School. Athletes are held to a high standard of behavior on and off the playing field. Those who violate team or school rules will be subject to disciplinary action by the coach and/or administration. Athletes who take or attempt to take, personal property, school issued equipment or money from teammates or opposing teams will be subject to disciplinary action by the coach and/or administration. Police may be notified.

## BICYCLES and SKATEBOARDS

Bicycles are to be left in racks provided adjacent to the gymnasium. **THE SCHOOL IS NOT RESPONSIBLE FOR SECURITY OF BICYCLES.** All students must lock bicycles securely. Do not give the key or combination to others. Students are not permitted to ride skateboards on school property at any time as per PPB Ordinance # 1999-20.

## **PROHIBITING HARRASSMENT, INTIMIDATION AND BULLYING** **POLICY No. 5512.01**



### High School Anti-bullying Specialist – James Foley

Under New Jersey law, “harassment, intimidation or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or:
- b. by another other distinguishing characteristic; and that
- c. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- d. a reasonable person should know under the circumstances will have the effect of physically or emotional harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property, or
- e. has the effect of insulting or demeaning any pupil or group of pupils, or
- f. creates a hostile educational environment for the pupil by interfering with a pupil’s education by severely or pervasively causing physical or emotional harm to the pupil.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

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 short term or long term suspension or expulsion as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil’s history of problem behaviors and performance.

Suspected bullying should be reported to a member of the teaching or administrative staff. Preventive interventions may be conducted through the Human Relations Committee. For further information refer to Board of Education Policy 5131.9. **Students who feel they are a victim of bullying or have witnessed an act of bullying, are strongly advised to contact a staff member or administrator immediately to allow the school to act to reduce the chance of escalation.** The names of those reporting a bullying or harassment incident will remain confidential, as the law permits.

### CYBERBULLING (Policy 5512.02)

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district or pupil or school staff member is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber bullying to law enforcement authorities.

Cyber-bullying is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites that:

1. deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. has the effect of substantially disrupting the orderly operation of the school.

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

### CELL PHONES/iPods (Policy No. 5516)

Cell phones, iPods, pagers, or other electronic devices **are not permitted during instructional time, unless with the express permission of the teacher.** Electronic devices can be extremely disruptive to teaching and impede the learning not only of the owner but of the other students in the classroom. (N.J.S.A. 2C:33-19 and N.J.A.C. 6A:16-5.8).

**THIS ADMINISTRATION IS ADAMANT THAT THE EDUCATIONAL OPPORTUNITIES AVAILABLE TO OUR STUDENTS WILL NOT BE DISRUPTED BY CELL PHONES AND/OR IPODS. THEREFORE:**



- Students who violate this policy, upon the first infraction, will be sent to the office to turn over their device to an administrator. A central detention will be issued, parents notified and students will be allowed to retrieve the device after school.
- Upon the second infraction, the student will turn over the device to an administrator and will be issued two central detentions. Parents will be called to retrieve the device at the high school from the grade-level administrator.
- Upon the third infraction, the student will be issued a Saturday detention. Parents will be called to retrieve the device at the high school from the grade-level administrator.
- Upon the fourth and all subsequent infractions, the student will be suspended. An additional day of suspension will be added for each additional infraction. Parents will be called to retrieve the device at the high school from the grade-level administrator.
- **Electronic devices are not school sanctioned materials. Thefts will be directed to the police department.**

**PARENTS ARE ASKED NOT TO CALL THEIR CHILD’S CELL PHONE DURING SCHOOL HOURS. PARENTS MAY CALL THE MAIN OFFICE AT ANY TIME (EXT. 2206 OR 2251) IF THEY NEED TO CONTACT THEIR CHILD. CELL PHONE CALLS FROM A PARENT WILL NOT NEGATE THE ABOVE POLICY.**

## CHANGE OF ADDRESS AND PHONE NUMBER

Parents/guardians must immediately report any change of address or telephone number to the main office.

## CLUBS/ACTIVITIES

The Board of Education believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, which may be offered in and out of the classroom. In that light, all students are encouraged to join one or more activities offered by the school district.

Freshman Class	Sophomore Class	Junior Class	Senior Class
Art Club	Audio Visual	Band	Biology Club
Chess Club	Color Guard	Forensics (drama)	Future Business Leaders (FBLA)
Gardening Club	Guitar Club	Interact	Italian Club
Key Club	Leo Club	Literary Magazine	Math League
National Honor Society	Newspaper	Police Club	Quiz Bowl
Red Cross Club	STEM (science)	Spanish Club	Student Ambassadors
Student Council	Vocal Music	Yearbook	

### **Eligibility:**

Students must be in good academic and disciplinary standing.

### **Disciplinary Standing:**

Students will follow the district’s code of conduct.

Students shall not be eligible to participate while serving a detention or suspension.

### **Attendance**

Students must be in compliance with the attendance policy and in school for at least 4 hours to participate.

## COMMENCEMENT ACTIVITIES

**Only students who have met the academic requirements for graduation shall participate in commencement.** No student shall be permitted to participate in commencement if he/she has willfully disregarded the school's published rules and regulations. All school rules apply. Students not in compliance will be removed from the ceremony.

## COMMENCEMENT ATTIRE

Graduation is a formal occasion. Appropriate attire is required for participation. Those who do not comply with the rules will not be permitted to participate. (Legal Reference: N.J. Statutes Title 18A:11-7)

- No writing, tape, etc. will be permitted on graduation gowns or hats.

- Boys will be required to wear long pants.
- Jeans and sneakers will not be permitted.
- There is considerable walking. Students should wear stable shoes.

## **COMPUTER USE POLICY (Policy 2361)**

Students must use technology according to District Board Policy 2361. All computer users must return the completed technology agreement form before being granted computer and Internet access. The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. Violations of district /school rules may result in loss of computer privileges. See [www.pointpleasant.k12.nj.us](http://www.pointpleasant.k12.nj.us) for the complete policy.

## **CREDITS/GRADUATION REQUIREMENTS**

Refer to the Guidance Services *Course Selection Guide* for information on the Guidance Services web page.

### **CUTS- UNAUTHORIZED ABSENCE FROM CLASS**

A student's first cut from class(es) or school will result in detention. A second cut will result in Saturday detention or suspension from school. **Students will lose credit for a full year course(s) upon the third cut.** In a *semester* course(s), students will lose credit upon the second cut. The student will remain in the class to be eligible for summer school, unless behavior becomes disruptive or cutting continues. **ANY ASSIGNMENTS, INCLUDING TESTS AND QUIZZES, MISSED DUE TO CUTTING WILL RECEIVE A 20% GRADE REDUCTION.**

## **DANCES**

All attendees at school dances are subject to school rules that apply during the school day. Students will not be admitted to a dance one hour after start time. If students leave before the dance ends, re-admittance will be denied. **Guests are not permitted.** **PPBHS students must show their ID card to gain admittance.**

## **DISCIPLINE**

**The administration and faculty enforce rules which foster mutual respect for students and teachers alike. The goal is to further the development of self-discipline on the part of the students. Students are expected to take responsibility for their own behavior. The following disciplinary actions will be taken based on the infraction:**

### **I. Court Actions:**

Children under 16 years are required to attend school (N.J.S.A. 18A: 38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey Statutes.

### **II. Detention:**

Teachers may assign detention for infraction of school rules. This is served with the teacher at the teacher's discretion and with adequate notice to the student. Administrators may also assign detention. It is held daily from 2:40 to 3:25. In certain instances, Saturday detention may be assigned. Saturday detention is from 8:00 a.m. to 11:00 a.m. Failure to report to detention will result in further disciplinary action. Students who miss Saturday detention will receive a day of out-of-school suspension and will be re-scheduled for the next Saturday detention. Students are required to bring schoolwork to detention. Sleeping, eating, use of cell phones or inappropriate behavior will result in removal from detention and/or suspension from school. Students who arrive late will not be admitted and detention will be reassigned with additional consequences.

### **III. Community Service:**

Community service, if available, may be assigned in lieu of detention or suspension at the discretion of the administration. Community service hours must be completed within the established timeline. Failure to do so will result in suspension.

### **IV. Suspension and Expulsion:**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Students who indulge in disruptive behavior may be suspended or recommended to the Board of Education for expulsion. Disruptive behavior includes, but is not limited to:

- Continued and willful disobedience;
- Open defiance of authority of any teacher or person having authority;
- Actions that constitute a danger to the physical well-being of other students;
- Physical assault upon another student, a teacher, or any school employee;
- Taking, or attempting to take, personal property/ money from another student by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- Inciting others to take part in an unauthorized occupancy;
- Inciting other students to truancy;
- Truancy and class cutting; leaving school property without permission;
- Poor attendance and lateness;
- Use or possession of unsafe or illegal articles;
- Use of any tobacco product on school property;
- Use, possession or sale of a controlled dangerous substance, anabolic steroids or alcohol;
- Use of profanity or abusive language;
- Turning in a false alarm;
- Tampering with or damaging property of other students or staff members;
- Selling or buying lottery tickets or any other gambling

**Students under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Chief School Administrator. Any student under suspension who enters the school buildings or grounds without the permission of the Chief School Administrator may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.**

Students who are suspended are required to make-up all work missed during the suspension. It is the student's responsibility to solicit make-up work from teachers.

A student who is suspended on the day preceding a weekend or holiday and/or the subsequent day following a weekend or holiday shall not be permitted to participate in school-sponsored activities, including interscholastic sports, during that weekend. In certain situations students may be suspended from school pending a parent conference.

## **DRESS CODE**

Schools are for teaching and for learning. Clothing or lack of clothing, which interferes with the educational process, will not be permitted. Students who are dressed inappropriately will be sent to the office and may be required to change clothing or may be excluded from school. Any pupil who is in violation of the dress code will be asked to correct the violation immediately or will be excluded from attending school until his/her attire conforms to the school policy.

The following items may serve as a guide to *inappropriate school dress*:

- Hats or other head coverings, except in the case of religious observance, may not be worn in the building.
- Each student must dress in a manner that does not attract undue attention. Shorts and skirts must be an appropriate length and not cause distraction due to brevity.
- **Clothing must be appropriate for school** i.e. Not too tight, revealing, suggestive, or unsafe. Bare midriffs, strapless tops, halter tops, or articles that expose cleavage or stomach may not be worn. Singlet style or A-style tee shirts may not be worn.
- Objects that could be used as weapons, i.e. heavy chains, may not be part of student apparel.
- Apparel that promotes or endorses illegal substances, i.e., drugs, alcohol, and tobacco products, may not be worn. In addition, clothing with messages deemed offensive, profane, inappropriate, violent, or derogatory, is not permitted.
- Sunglasses may not be worn in class.

Classroom teachers have the major responsibility for interpreting and enforcing these standards for their individual classes. Teachers may refer students in violation of the dress code to the administration. Students are expected to cooperate courteously when teachers or administration enforce these standards. Appeals can be made to the principal. The Chief School Administrator will have the final word.

## DRIVING AND PARKING

Students are to practice safe driving at all times. **Students driving in a reckless or hazardous manner will be referred to the police and will be subject to disciplinary action.**

**Parking spaces may be revoked for attendance or disciplinary issues at the discretion of the administration. Seniors with a parking permit may be subject to random drug testing.**

**UNDERCLASSMEN AND SENIORS WITHOUT A PARKING PERMIT WHO PARK ON CAMPUS MAY BE TICKETED/TOWED BY THE POINT PLEASANT POLICE DEPARTMENT WITHOUT WARNING.**

## EARLY DISMISSAL

### Board of Education Policy No. 5230

**No student may be permitted to leave the school before the close of the school day unless the student is signed out in the main office by his/her parent/guardian or a person listed on the students' attendance card. **Phone calls/faxes are unacceptable means of early dismissal.****

To avoid disruption of teaching time, parents are asked to schedule early dismissals at the beginning or end of a period. See page 2 for the bell schedule. Students who are ill must report to the nurse prior to dismissal.

## EMERGENCY CLOSING

The following will announce school closing due to inclement weather:

WOBM	92.7 FM	1160AM	NJ12 TV
WADB	1310AM		
WJLK	94.3 FM		
NJ101.5	101.5 FM		

The school web site will post closings: [www.pointpleasant.k12.nj.us](http://www.pointpleasant.k12.nj.us)

**Parents are asked to register with Honeywell Instant Alert to receive school related information. Registration access is on the district website.**

## EXAMS – FINAL

Students **will not** be permitted to take an exam **before** exam week. Make up exams will be administered *after* exam week. Dates (subject to change) are June 14, 15 and 16, 2017. **Students are expected to be in school for final exams.**

Students who are absent from an exam will be given the opportunity for a make-up exam provided the following is followed:

- I. If the student is ill, a medical note will be required. If the absence is an emergency, the parent will be asked to speak with an administrator to explain the emergency; the administration will make a determination.
- II. Parents may also contact the school nurse (ext. 2215) for a determination concerning the student's health status. The student may be sent to the nurse.
- III. A doctor's note or other legitimate documentation approved by the administration will be required to *postpone* the final exam. Students who fail to take the final exam without a legitimate excuse may not be eligible to receive course credit.

***If condition I or II is met, the student must immediately contact the teacher to reschedule the exam.***

The following should also be noted:

- No additional time is provided if a student is late to an exam.
- If a student misses an exam without following this procedure the absence will be considered truancy. The student will receive a failing grade for the exam and risk losing course credit.
- Students who leave the exam without teacher permission will receive a failing grade for the exam.
- Students who are removed from an exam because of disruptive behavior will receive a failing grade

for the exam.

### **Final Exam Exemptions**

Exemptions from final exams are a privilege for students who have continued to work hard throughout the year.

- **First and foremost, ALL EXEMPTIONS will be at the discretion of the teacher. No exceptions.**
- **Each marking period must be at least an “A-.”**
- **There is no limit on the number of exemptions.**

### **FALSE ALARMS (N.J.S.A. 2C:33-3)**

Placing a false alarm or a false 911 call is a Disorderly Persons Offense with penalties of up to six months imprisonment and/or up to a \$1,000 fine.

### **FIGHTING**

Any student engaged in fighting may be suspended for up to 10 days. (See Discipline Policy for further details.)

### **FINES AND SCHOOL PROPERTY**

All books, materials and equipment, including athletic equipment, are to be returned in good condition. Failure to return these items or return them in good condition will result in fines and assessments. These fines and/or assessments must be satisfied before graduation or participation in graduation ceremonies will be withheld. Underclass grades and schedules will be withheld until all obligations are satisfied.

### **FIREARMS & WEAPONS (ZERO TOLERANCE FOR GUNS ACT)**

A pupil convicted of possession of a firearm or a crime while armed with a firearm or who is found to knowingly be in possession of a firearm on school property, on a school bus or at a school sponsored function, shall immediately be removed from the school's regular instruction program pending a hearing before the Board of Education. (N.J.S.18A:37.7.8)

Students are forbidden to bring any type of weapon to school. Students who violate this rule will be subject to disciplinary action, the police will be notified and the weapon turned over to the police. Legal action will result. Any object used for purposes other than that for which it was designed and used to inflict harm or injury, or the threat of harm or injury upon another person or persons, will be considered a weapon.

Weapons include (but are not limited to) firearms, knives, any ignited or explosive items (firecrackers or smoke bombs) and any objects of no reasonable use to the student at school which may be used to cause injury.

### **FIRE DRILLS**

State statutes require timed fire drills while students are in the building. Students are to report with their teacher to a designated location. All persons, without exception, must exit the building.

### **FIRE FIGHTERS/FIRST AIDERS**

Student members of local fire companies/local first aid squads wishing to fulfill their obligations during school hours must present notes from the fire chief/head of the first aid squad and their parents which specifically requires their attendance and which excuses these absences.

These students will not be required to sign out, but must notify the attendance secretary of their absence upon return from the obligation, and present documentation from the fire company/first aid squad.

### **FLAG SALUTE**

The Pledge of Allegiance will be broadcast each morning. Students will show respect during the flag salute.

### **FOOD AND BEVERAGES**

**Food and beverages are only permitted in the cafeteria.** Students who disregard this policy will be asked to dispose of such and, if non-compliant, may be subject to disciplinary action. Repeat offenders will be referred to the administration.

## **GAMBLING**

Gambling is not permitted on school property or while attending school-sponsored events or activities and will be subject to disciplinary action.

## **SUSPECTED GANG ACTIVITY (POLICY NO. 5615)**

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environments and are harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils anywhere on school grounds, at any school related or sponsored activity, on school busses, at a school bus stop, and any other place where pupils are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a gang as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parents/guardians of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further insure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parents/guardians of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil as identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

## **GRADES**

Grades are an appraisal of progress toward established goals and a measure of student achievement. They are not to be modified or altered by disciplinary action except for those students found to be cheating on assignments. Such students shall receive a failing grade for the assignment. All incomplete grades must be made up within five (5) days of the end of the marking period.

### **Grading Scale**

<b>A+ = 97-100</b>	<b>B+ = 87-89</b>	<b>C+ = 77-79</b>	<b>D = 65-69</b>
<b>A = 93-96</b>	<b>B = 83-86</b>	<b>C = 73-76</b>	<b>F = 64 and below</b>
<b>A- = 90-92</b>	<b>B- = 80-82</b>	<b>C- = 70-72</b>	

### **Failing Grade (F)**

If a student scores below a 55% in the first or second marking periods, a grade of 55 will be reported. This is done to reduce the “power of the zero” for a student who struggles early in the year, but then shows improvement. We believe we have the responsibility to help every student achieve his or her best result and this is an attempt to give a struggling student an incentive to be able to pass a course for the year even if they have experienced difficulty early on.

Teachers must contact the parents of any student who fails the second and third marking period and who may be in danger of failing for the year. The teacher is to confer with the subject area supervisor to determine if a parent conference is also necessary. In the case of a senior who requires a passing grade in the course to graduate, a parent conference is mandatory. Should a student fail the last two marking periods, he/she may fail the course for the year regardless of performance during the first two marking periods. The teacher shall consult with the supervisor on this decision. Students must take the final exam unless excused by policy and at the teacher’s discretion.

## **GUESTS**

Student visitors to school are not permitted to attend classes. All other visitors are to report to the main office, sign in, and request a visitor’s badge.

## GUIDANCE SERVICES ext. 2208 or 2209

Director – Edward McNeil

Student Assistance Counselor – James Foley

### COUNSELOR ASSIGNMENTS 2016 – 2017

Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Mr. Moore	A-F	A-F	A-E	A-E
Ms. Luicci	G-M	G-N	F-N	F-L
Mrs. Nydam	N-Z	O-Z	O-V	M-V
Mrs. Molyneaux	CST only	CST only	CST only	W-Z & CST

### SECRETARIES – MRS. BENEDETTI AND MRS. O’GORMAN

Guidance Services provides students, parents and teachers with a variety of services that will enable the student to participate fully in their education.

Each student is assigned a guidance counselor. Conferences will be held periodically to aid each student in attaining his/her academic and personal potential. Any student or parent may request an appointment with a counselor. Please call 732-701-1900 ext. 2208 or 2209 with any questions, to speak to a counselor or to make an appointment.

Specific counseling services are offered to help students make more effective adjustments to the high school environment. The Guidance Services staff provides assistance to parents and students in academic planning, orientation to the school, assessment on both an individual and group basis, identification of learning problems, career counseling and planning, personal and social counseling, post-secondary planning and placement, and financial aid and scholarship services.

Counselors prepare passes to guidance. **Students must have their teacher's permission to miss a class to visit guidance.**

**Working papers** are available in the guidance office. These papers contain sections for completion by the employer and by a doctor. When these completed forms and birth certificate are presented to guidance, working papers are issued.

### HEALTH OFFICE ext. 2215 Mrs. Barry, RN

The health office is open to students from 7:30 AM to 2:45 PM daily. Students requiring the nurse's attention must obtain a pass from a teacher. Students must sign in when they arrive at the nurse's office and sign out when they depart. **Failure to sign in or out will result in a cut, truancy, or absence recorded on the student's attendance record and may be subject to disciplinary action.**

No student is to bring any medication to school without the written permission of the physician. This includes over the counter medications, such as Tylenol, Midol, etc. All medications are to be kept in the health office. **If a student is found to be in possession of any medication he/she could face disciplinary charges.**

Students returning to school after being absent for an extended period and/or with a communicable disease must bring evidence of medical clearance to return to school in the form of a note signed by the attending physician.

### HOME OR OUT-OF-SCHOOL INSTRUCTION (N.J.A.C. 6A:16-10.1)

The Board of Education shall provide instructional services to an enrolled student whether a general education student or special education student up to age 21, at the student's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment which precludes participation in their usual educational setting, whether general education or special education.



1. To request home instruction due to a temporary or chronic health condition the parent shall submit a request to the school that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting from 10 consecutive school days or 15 cumulative school days or more during the school year.
2. The school district shall forward the written determination to the school physician who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the Student's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the district board of education.
3. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

## HONOR ROLL

High honor roll indicates at least an "A-" in all subjects. Honor roll indicates at least a "B-" in all subjects. Honor cards are available in Guidance Services at the end of every marking period. Honor cards confer free admission to most home athletic events for the time specified.

## LOCKERS

Students are assigned a locker for use during the school year. **Students must not share lockers or locker combinations. Valuable property or money is never to be left in a school locker. The care of the locker is the student's responsibility.** Fines may be assessed for damage to the locker.

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety. Lockers will be inspected as need requires and on a regular basis. The Board of Education and the school administration recognize that a locker may be used as a depository for substances or objects that are illegal or that constitute a threat to the health, safety or welfare of the occupants of the school building and as such, a student's locker may be inspected if a school official has reasonable grounds to suspect that a student has violated or is violating the laws of the State or the rules of the school and is depositing substances or objects that are illegal or that constitute a threat to the health, safety or welfare of the occupants of the school.

**The Board of Education declares that all lockers are public places and that inspections shall be made at any time, without any reason, cause or notice.** In the event that the student population exceeds the number of available lockers, some students may be required to share a locker.

## LOST PROPERTY

The school is not responsible for lost or stolen property. **THEFTS OF ELECTRONIC DEVICES WILL BE REFERRED TO THE LOCAL POLICE DEPARTMENT.** All students have an individual locker with a combination lock. **LOCK all items in a locker. Do not share locker combinations as this will leave items unsecured. Do not leave items unattended. Report lost items to the teacher or coach.** The *lost and found* is in the main office.

## LUNCH PERIODS/CAFETERIA USE

Students may use the cafeteria until 7:45 a.m. and during their regularly scheduled lunch period. After finishing lunch, students must place trays and trash in the proper receptacles. Disruptive or insubordinate behavior in the cafeteria will result in exclusion and/or disciplinary action. All food and beverages must remain in the cafeteria.

**Students are permitted to exit the school building during their regularly scheduled lunch periods only.** They are to act appropriately in the community and return to school in time for their next class. Students who act inappropriately while off campus for lunch will be subject to disciplinary action.

Students who return to school during their lunch period are to enter the school through the **cafeteria doors only.** They are to remain in the cafeteria until the passing bell rings. Students are not permitted in hallways from lunch periods without a signed pass from a teacher or administrator.

## MARKING PERIODS 2016-2017

(may be subject to change)

**First Marking Period**

Sept 7- Nov 9

**Second Marking Period**

Nov 14 -Jan 27

**Third Marking Period**

Jan 30 -March 31

**Fourth Marking Period**

April 3- June 13

## MEDIA CENTER

The media center is open for all students from 7:20 a.m. until 3:20 p.m. Students must adhere to the following:

- Secure a pass from Mrs. Manser to visit the library during study hall. *This must be done between classes or on lunch.*
- **Sign into the media center upon arrival and sign out if leaving before the period ends.**
- Use of the media center during lunch is permitted with the librarian's approval and a pass obtained prior to the visit. *Remember, the media center is an area of study. Rules concerning behavior and use of materials are to be followed.*

## NATIONAL HONOR SOCIETY

Students with a qualifying GPA have the opportunity to become members of the National Honor Society (NHS) in their junior year. Selections are made by the Faculty Council. Students not selected may reapply in their senior year, providing they still have a qualifying GPA. Applications are made available to students who meet the established academic criteria. In addition, students must demonstrate leadership, character, and service.

**Leadership-** The student successfully holds school offices or positions of responsibility. Positions outside the school can be considered but do not hold the same level of significance. The student contributes to the civic life of the school through responsibility, initiative, and dependability.

**Character-** The student complies with school rules. He/she demonstrates the highest standards of honesty, integrity and reliability. (See *Academic Integrity Policy*)

**Service-** The student is a member of school and community based organizations that require the volunteering of his/her time. Organizations within the school hold more significance than those outside of school.

Students must provide strong evidence of qualification in all categories to be considered for admission. The advisor to NHS is responsible for overseeing the selection process and supervising the activities of the organization. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership. The advisor can provide immediate feedback and direction in cases of non-selection. The principal is not a member of the Faculty Council. He/she may listen to the concerns of those not selected. In the unlikely event of a technical or procedural error **only**, the principal may reconvene the Faculty Council. Those wishing to challenge the principal's decision must appeal to the Superintendent of Schools.

## OPTION II FOR ALTERNATIVE PHYSICAL EDUCATION (OVERVIEW)

Please be advised that Option II provides students with the opportunity to meet New Jersey Core Curriculum Content Standards in a setting other than the traditional classroom. Participation in activities such as gymnastics, dance, competitive swimming and interscholastic athletics can be used as an alternative to a 45-minute daily physical education class if the student can demonstrate that he or she is learning the standards that would be guiding the instruction developed by the physical education teacher.

If approved for Option II Alternative Physical Education, the student will receive a copy of the New Jersey Core Curriculum Content Standards for Health and Physical Education. He/She should review Standard 2.1 Wellness, Standard 2.2 Integrated Skills, Standard 2.5 Motor Skill Development and Standard 2.6 Fitness. In order to grant credit under Option II, the Point Pleasant Borough School District requires the student to a) answer guided journal questions related to health and physical education based on their out-of-school activity or interscholastic sport b) create a portfolio, or c) design a project, where he/she documents the ways in which he/she is learning these standards. All students applying for an Option II Physical Education Program off campus (i.e. outside dance studios, travel soccer, all-star cheerleading) must complete a log of hours he/she participated in his/her activity and must have his/her coach/instructor verifying the participation hours. The Point Pleasant Borough High School Physical Education Teachers will provide the student with more information following approval of the request.

In addition, NJ State Statute 18A: 35-5, 7 and 8 requires 150 minutes of participation in physical education weekly. The PPBSD requires that the student must have the coach/instructor verify that the student was present for at least 150 minutes over a 3 day period each week.

Once approved, students are responsible for keeping track of hours and presenting documentation of their progress towards meeting the standards to their assigned Physical Education Teacher every two weeks. All forms must be turned in by the specified dates (see marking period calendar). A mid marking period check will be administered and an interim report will be given. The established protocol and specific forms are expected to be adhered to. Students are responsible for meeting the minimum of 150 minute per week requirement over at least a 3-day period, documenting physical activity on the **LOG FORM** as well as explaining the link to the Content Standards in their **ASSIGNMENT**. Students will receive a grade of “P” or “F” at the end of each quarter as well as mid-marking period progress. 100% compliance is required in order to receive a passing grade for the marking period. *Any late assignments during the marking period may result in failure for the marking period.*

In case of injury, sickness or the inability to participate in any physical activity, a doctor’s note will be required and must be presented to the High School’s nurse’s office in order for the student to be excused. Parental notes for illness will not be accepted to excuse students from their activity.

### **Student Responsibility**

Students are responsible for obtaining a signature every two weeks from their coach or advisor. This signature will verify the time requirement. The assigned Physical Education teacher will also sign the log to verify that your journal entries reflect completion of the New Jersey Core Curriculum Content Standards.

Parent/guardian and students have sole responsibility for student learning, academic progress, liability, and submitting the proper documentation on the dates required. LOGS and JOURNALS/PORTFOLIO/PROJECT are expected to be handed to your assigned Physical Education teacher. *Any documentation that has been forged, plagiarized, or cannot be verified by the coach or advisor will result in a “F” for the marking period.*

Copying journal entries is considered a violation of the **Academic Integrity Policy** and is therefore prohibited. Students will receive a warning for a first violation of the policy and will have to rewrite the journal entries. A call home to the student’s parents will be made by the Physical Education Teacher to inform the parent of the violation. If a second violation occurs, the Physical Education Teacher will arrange for a meeting with a building administrator, the student, and parents/guardians of the student. *A 2nd violation may result in failure for the marking period.*

Student grading will be similar to the process used when students have a medical excuse for part of the year.

- Students who take Option II for a full year will receive either a “P” or “F.” Students who participate in the Option II program for one or two marking periods will be graded as such:
  - \* One marking period of Option II and two marking periods of regular Physical Education class will result in a numerical grade (%) for the year
  - \* Two marking periods of Option II and one marking period of regular Physical Education class, in addition to the student’s health class will result in a numerical grade (%) for the year.
  - \* Three marking periods of Option II and one marking period of Health will result in an Option II grade for the year (“P” or “F”).

### **Steps to Approval**

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#### **Eligibility (with NO exceptions)**

- Option II opportunities only apply to the specified grade levels.
- Option II only occurs **after 9th grade**.
- Option II does **NOT** apply to students taking Health or Driver’s Education unless approval is granted from the High School Principal.
- Option II applicants must meet all published dates and deadlines.
- Option II opportunities must be pre-approved by the student’s Physical Education Teacher and by the Supervisor of Physical Education.
- Applications must have required signatures.

- All costs of the Option II Physical Education Program not normally covered by the Board of Education (i.e. “off campus” dance studios, travel soccer, all-star cheerleading) will be the sole responsibility of the parent/guardian.
- Students participating in interscholastic athletics on campus are eligible to participate in the Option II Physical Education Program during the following Marking Periods:
  - Fall Athletes- Marking Period 1
  - Winter Athletes- Marking Period 2 or 3 (student athlete may choose)
  - Spring Athletes- Marking Period 4

### **Application Process**

1. Option II Physical Education Program applications are available in the Athletic Office.
2. The parents/guardians and student will complete an application and submit it to his/her Physical Education Teacher for signature and approval.
3. Student will submit signed approval form to the Supervisor of Health and Physical Education, Mr. Chris Ferrone, by the specified date (see supplemental sheet). Each application is reviewed by a case-by-case basis and can take as much as three weeks for approval.
4. In order for an Option II Physical Education Program to be considered for approval it must meet the New Jersey Core Curriculum Content Standards.
5. In order for any “off campus” Option II Physical Education Program to be considered for approval, the coach/instructor **MUST** sign the Agreement between mentor/instructor and the Board of Education and provide a letter to the Supervisor of Health and Physical Education by the specified date. The letter must include the following information:
  - a. Weekly number of hours the student participates.
  - b. The rigor of the program
  - c. Instructor’s credentials (must be certified by the appropriate state/national agencies) and will provide copies of certification upon request.
  - d. Affirm he/she will verify student’s participation and attendance in the program by signing the Activity Log.
6. Any student who fails a marking period (within the school year) will **NOT** be eligible for Option II the rest of that school year.
7. Any student applying for the Option II Physical Education Program **MUST** continue to participate in his/her Physical Education class until he/she is approved by the Supervisor of Health and Physical Education.
8. Any student that applies for Option II for the entire school year, participating in one sport/activity, **MUST** choose a different option to display his/her knowledge of the New Jersey Health and Physical Education Core Curriculum Content Standards.
9. A student’s failure to adhere to the requirements of an Option II Physical Education Program due to a non-medical reason will result in the immediate placement back into the student’s Physical Education class.
10. A student who is injured and unable to participate in their approved Option II Physical Education Program **MUST** inform the Supervisor of Health and Physical Education immediately.
11. Failure to provide the student’s Physical Education Teacher any of the above completed information (verification of hours, student evidence of meeting or exceeding the NJCCCS) on the last day of the marking period will result in a grade of (F) for the marking period.

12. The Supervisor of Health and Physical Education, when considering the student’s application, may visit and assess the site of the Option II Physical Education Program.

**Deadlines**

(Dates may be adjusted due to district calendar adjustments)

<b>If your proposed coursework will take place in:</b>	<b>Your application is due on:</b>	<b>You will be notified by:</b>	<b>You must submit final proof of experience by:</b>
<b>MP 1</b>	<b>September 13th</b>	<b>ASAP</b>	<b>November 9th</b>
<b>MP 2</b>	<b>November 7th</b>	<b>November 18th</b>	<b>January 27th</b>
<b>MP 3</b>	<b>January 23th</b>	<b>February 3th</b>	<b>March 31st</b>
<b>MP 4</b>	<b>March 27th</b>	<b>April 7th</b>	<b>June 13th</b>

**Marking Period 1 Checks:**

**Current Work must be submitted to the student’s Physical Education Teacher by 2:45 pm on:**

**September 19<sup>th</sup> Monday // October 11<sup>th</sup> Tuesday // October 31<sup>st</sup> Monday // November 9<sup>th</sup> Friday**

**Marking Period 2 Checks**

**Current Work must be submitted to the student’s Physical Education Teacher by 2:45 pm on:**

**November 28<sup>th</sup> Monday // December 12<sup>th</sup> Monday // January 9<sup>th</sup> Monday // January 27<sup>th</sup> Thursday**

**Marking Period 3 Checks:**

**Current Work must be submitted to the student’s Physical Education Teacher by 2:45 pm on:**

**February 13<sup>th</sup> Monday // February 22<sup>nd</sup> Monday // March 13<sup>th</sup> Monday // March 31<sup>st</sup> Monday**

**Marking Period 4 Checks:**

**Current Work must be submitted to the student’s Physical Education Teacher by 2:45 pm on:**

**May 1<sup>st</sup> Monday // May 15<sup>th</sup> Monday // May 30<sup>th</sup> Tuesday // June 13<sup>th</sup> Tuesday**

**PASSES**

Students are not permitted in the halls or lavatories during class time without a pass from the teacher, which lists the student's name, time of departure and destination. Students must sign out in each classroom. Students found in hallways or lavatories without a pass may be subject to disciplinary action. Students must exhibit proper behavior in the hallways at all times and respect teachers on hall duty when questioned for a pass.

**REPELLENTS AND SPRAYS**

Any type of spray repellent, pepper spray, mace or similar item is not permitted in school. They will be confiscated and the student will be subject to disciplinary action. Law enforcement authorities may be notified.

**SCHOOL BUSES**

For safety reasons, inappropriate, unruly, distracting and unsafe behavior cannot be permitted on school buses. Prompt disciplinary action will result. Repeated infractions may result in permanent loss of bus privileges.

## SCHOOL FUNCTIONS - BEHAVIOR

All students attending school functions, activities and trips must file a completed permission slip with the appropriate teacher or advisor.

School rules and policies concerning student behavior will be strictly enforced. Inappropriate behavior, which violates policies and rules, will result in the student's removal from the activity. A parent or guardian will be contacted and be required to transport the student from the event or function. *Students appearing to be or under the influence of or possessing drugs or alcohol will be subject to the district drug policy.*

Graduation ceremonies, senior ball and junior prom, athletic events and banquets, academic ceremonies and similar events are student privileges. The privilege to attend these functions may be denied because of poor attendance, poor academic performance, unacceptable behavior in school or at school functions, violation of the district's alcohol/drug abuse policy, non-payment of fines, loss of school property or other significant violation of school rules and regulations.

## SCHEDULES

Student schedules will be distributed on the first day of school during homeroom. The procedure for changing **ERRORS** in a schedule (i.e. missing courses or incorrect courses) will be announced in homeroom on the first day.

## SCHEDULE CHANGES

The master schedule is built upon careful and deliberate on-time course selections made by students. During the course selection process, every effort should be made by students and parents to insure that the selected courses are appropriate for the students. Therefore there should be little need for change in a student's program. ***However, if a change is imperative, it is important to understand that a change may not be possible if it adversely affects appropriate class size. If a change is made, the student will be responsible to make up all previously assigned work and grades may follow if the student makes a level change.***

Please be aware of the schedule change deadlines below:

Changes to a higher level course must be made by **September 27, 2016** (within the first 15 days of school).

The deadline to change to a lower level course is **November 14, 2016** (the first day of the second marking period).

The deadline to add a new (non-level change) second semester course is **February 17, 2017** (15 days after the start of the third marking period – may change due to snow days).

If a course is dropped prior to the end of the first marking period, the course will be expunged (i.e. no record on the transcript). If the course is dropped after November 5, 2014, the transcript will indicate a W (withdrawn).

## SEARCH AND SEIZURE

School officials are obligated to maintain an orderly and efficient school. If there is reason to believe that a student has dangerous, illegal, or stolen items in his/her possession, that student may be searched. Lockers, desks, and personal items therein may be searched when there is reasonable suspicion that they contain articles that are dangerous, illegal, or stolen or that it contains evidence that the student code of conduct has been violated. Vehicles parked on school property are subject to routine patrol and potential search. The use of dogs trained in detecting the presence of drugs may be used to patrol the school facilities and grounds including but not limited to the locker and parking areas. Use of dogs may, but will not necessarily be, unannounced and random. If a trained canine alerts to a particular vehicle, locker or container, it shall create reasonable suspicion to search that vehicle, locker or container.

## SMOKING AND TOBACCO PRODUCTS

Smoking or the use of tobacco/nicotine products (i.e. electronic cigarettes and the like) by students is not permitted in school buildings, on school property, within 100 feet of school property, on school buses, school trips or at any school-sponsored activity. School property includes all buildings, fields, parking lots, or property owned or maintained by the Board of Education.

Students violating the policy will be subject to the following actions:

- On the first instance, students will be assigned a Saturday detention and will be referred to the Substance Abuse Counselor for an evaluation. The Counselor will contact parents/guardians. The policy will be reviewed.

- Upon the second instance of a violation of this policy, the student will be assigned a Saturday detention and will be issued a summons as per ordinance # 1999-19.
- All subsequent violations will result in a summons.
- Penalties for second and subsequent violations will result in a court ordered fine and/or community service.

### **SPORTSMANSHIP (POLICY NO. 5570)**

Students are encouraged to support our athletic teams, arts programs, and academic teams. We are proud of Point Pleasant Borough High School and appreciate the efforts of those who represent us. We encourage our fans and audiences to be positive, enthusiastic supporters of school sponsored events.

We insist that our fans demonstrate good sportsmanship as spectators at sporting events and other activities. **All cheering must be positive and directed at our team, not opponents or officials. Ridiculing opponents, derogatory chanting, and/or the use of inappropriate language or gestures will not be tolerated. Violators will be ejected and face a possible ban from future events.**

**Athletes who are ejected from interscholastic competition may face sanctions in addition to those imposed by NJSIAA. As well, when an athlete acts inappropriately while wearing the school uniform, he/she may be subject to school discipline, at the discretion of the administration that restricts participation in athletics.**

### **STUDY HALL PROCEDURE**

*Requests for study halls are limited to junior and senior students and are assigned for the sole purpose of academic work.* Requests are granted with administration approval. Students who do not use the study hall for academic purposes may be removed and assigned to an elective course at the discretion of the administration. Physical Education students assigned a study hall for medical reasons are expected to attend each day prepared with academic work and/or reading material.

Study halls are opportunities for students to prepare for classes and complete assignments. **Study halls maintain a QUIET, orderly atmosphere and are not “social hours.” Cell phones and other devices, and food and beverages are not permitted. Seating is assigned and attendance is taken daily. Excessive tardies to study hall, cuts, and inappropriate/insubordinate behavior are disciplinary infractions and the student will be referred to the vice principal.**

Students in study hall, as a rule, will not be permitted to leave to go to another location, except the Media Center. The Media Center has specific rules for obtaining passes *ahead of time* from study hall; Please see Media Center, page 17 for further information on obtaining passes. Make-up tests are to be given to the study hall teacher in advance and completed in the study hall classroom. Should a teacher wish to see a student during a study hall, the requesting academic teacher must fill out the **“REVERSE PASS”** shown below. Students will present this to the study hall teacher for approval.

<b>REVERSE PASS</b>		
<u>STUDENT NAME</u>	<u>DATE</u>	
<u>REQUESTING STAFF SIGNATURE</u>	<u>DESTINATION</u>	<u>PERIOD</u>
<u>SENDING STAFF SIGNATURE</u>	<u>SEND TIME</u>	

The Board of Education recognizes that pupil’s education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9. N.J.A.C. 6A:16-1.3; 6A:16-4.1

#### **A. Discipline**



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

**Disciplinary Action for First Offense:**

1. Local police notified and informed of the violation.
2. The pupil(s) will be taken to their family doctor, school doctor or emergency room of the nearest hospital for examination, to determine whether or not they are under the influence of alcohol and/or other drugs.
3. The pupil(s), once determined as being under the influence and/or in possession, will be suspended from school for ten days. This number may be reduced to five days at the discretion of the administration if community service is completed. Failure to complete community service will result in the original ten day suspension. Eligibility to return to school will be determined by Board policy.
4. The pupil(s), once returned to school will be evaluated by the school's Student Assistance Coordinator (SAC) to determine the nature and extent of their involvement with alcohol and/or other drugs.
5. Extra-curricular Activities (sports, plays, clubs, etc.) -- Any pupil who violates the school's Alcohol/Drug policy and participates in extra-curricular activities will be removed from the activity (team, play, club, etc.) for the remainder of the school year.
6. Special Activities (including but not limited to: Fall, Winter and Spring Sports Banquets, Band Trip, Junior Prom, Senior Ball, Academic Awards Banquet, Senior Trip, Senior Picnic, Graduation and Project Graduation) -- Pupils who violate the school's alcohol/drug policy will not be allowed to attend or participate in three consecutive special activities for which the pupil is eligible as per the school master calendar.

**Disciplinary Action for Second Offense During the Same School Year or for Failure to Comply with a Mandated Referral Program.**

1. For a second offense committed during the same school year, or for failure to comply with a mandated referral program pursuant to N.J.S.A. 18A:40A-12, the Board of Education shall conduct an expulsion hearing.
  - a. If it is determined that the pupil has violated the school's alcohol and drug policy for a second time during the school year, the Board shall impose sanctions which may include expulsion from the Point Pleasant School District with the right to re-apply for admission, provided the pupil complies with conditions imposed by the Board, including a treatment program recommended by the SAC or, with the consent of the pupil and parents, the expulsion hearing may be continued subject to certain conditions which shall include a long-term suspension and compliance with a treatment program recommended by the SAC, with the right of the Board to proceed with the hearing upon the pupil's failure to comply with all conditions imposed. Upon re-admission of the pupil or termination of the suspension based upon compliance with the conditions imposed by the Board, it is understood that any further violation of the alcohol/drug policy, or serious disciplinary infraction, will result in expulsion from the Point Pleasant School District without conditions or the opportunity for readmission.
  - b. Pupils who have violated the school's alcohol/drug policy and who shall have been referred to an appropriate program pursuant to N.J.S.A. 18A:40A-12 and shall fail to comply with the recommendations of the SAC shall be subject to the same disciplinary action as set forth above.
  - c. Pupils who transfer to another school district or who drop out of school rather than comply with the school's alcohol/drug policy will not be allowed to re-enter the Point Pleasant School District for any educational offerings within the district, including the Adult High School, Community School or regular High School.

**B. Reporting and Examination of Pupils Under the Influence of Anabolic Steroids**

1. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal/designee and the school nurse or the school physician or the SAC.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s)/legal guardian(s) and the Superintendent.
3. The Principal shall arrange for the immediate examination of the pupil by a physician selected by the parent(s)/legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the school physician or another physician identified by the Principal. An examination conducted, at parental request, by a physician other than the school physician or another physician as identified by the Principal shall not be at the district's expense.

4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. The Superintendent/designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected or have used or who may be using anabolic steroids. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of anabolic steroids or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s)/legal guardian(s), the Principal, and to the Superintendent.
7. If it is determined that the pupil has used anabolic steroids, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall interview the pupil and others, as necessary, for the purpose of determining the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment. To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse, as may be appropriate and necessary.
8. If the results of a referral for evaluation have positively determined that the pupil's use of anabolic steroids represents a danger to the pupil's health and well-being, the school staff member(s) identified in 7. above shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.

### **C. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids**

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal/designee and the school nurse, the school physician, or the SAC pursuant to N.J.S.A. 18A:40A-12.
2. The Principal/designee, in response to every report, shall immediately notify the pupil's parent(s)/legal guardian(s) and the Superintendent/ designee.
3. The Superintendent/designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
4. The Principal/designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician that is selected by the parent(s)/legal guardian(s). If the parent's/legal guardian's physician is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's/legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s)/legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental/legal guardian permission is not required for the school's physician or emergency room examination. The parent(s)/legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s)/legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s)/legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s)/legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

6. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.

7. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.

8. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.

9. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s)/legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.

10. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

11. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.

12. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.

#### **D. Presence of Substances on School Premises**

1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.

2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.

*While the services described above are confidential and voluntary, if it becomes evident that a student has a substance abuse problem, that student may be required to receive assistance through an outside treatment center.*

### **THEFT**

Unfortunately, thefts may occur during the school day. Students, not school personnel, are responsible for their own personal property.

- ✓ Students **SHOULD NOT BRING** valuable items (cameras, iPods, cell phones, etc.) or large sums of money to school.
- ✓ Students should not leave purses or wallets unattended **AT ANY TIME**, including in classrooms, locker room or cafeteria.
- ✓ **Each student is given their own locker- therefore students MUST NOT share lockers or locker combinations with other students.**

- ✓ **Do not leave ANY personal property unlocked in the gym locker rooms at any time! All students are assigned a P.E. locker with a lock.**
- ✓ Do not leave locker combinations set on the third number so that random turning will open it.
- ✓ Report thefts to appropriate grade level vice principal. **Thefts of electronic devices will be referred to the local police department.**
- ✓ Students who take school property or the personal belongings of school employees or fellow students will be subject to disciplinary action. Police may be notified.

## **VIOLENCE AND VANDALISM**

The student and/or students, once determined as committing an act of violence or vandalism, may be suspended from school for ten days or as such time it is determined that he/she is not a threat to self or others. This number may be reduced to half at the discretion of the administration if community service is completed. Failure to complete community service will result in the original suspension. An act of violence is a physically aggressive act toward another person. Vandalism is willful destruction or defacement of property. Any student who vandalizes school property will be responsible for all costs of repairs. If it is determined that the action may be considered an assault, charges may be filed against the individual(s).

## **VOCATIONAL TECHNICAL SCHOOL**

Students are required to use the transportation provided by the district to and from vocational schools. Students must maintain proper behavior and safety protocols at all times while on the school bus. Failure to do so could result in loss of transportation to and from vocational school for a period of time to be determined by the school administration as well as additional disciplinary action. **Use of private vehicles to drive or be driven to and from vocational schools is prohibited unless special permission is FIRST obtained from the vocational school and then approved by the high school principal.**