

***Pemberton Township High School  
Student Handbook  
2016-2017***

***Pemberton Learning Community:  
Pursuing Excellence, One Child at a Time***



Pemberton Township High School  
148 Arney's Mt. Road  
Pemberton, NJ 08068  
(609) 893-8141, Ext. 2000

## 2016-2017 CALENDAR

<b>September</b>	6	First Day of School for Students
<b>October</b>	5	Staff In-Service – No School for Students
	10	Columbus Day - School Closed
<b>November</b>	10-11	NJEA Convention - School Closed
	11	Veterans Day - School Closed
	16	Common Planning Day - Early Dismissal
	17, 18, 21, 22	Parent Conferences - Early Dismissal
	23	Early Dismissal
	24-25	Thanksgiving Vacation - School Closed
<b>December</b>	23	Early Dismissal
	24-31	Winter Break - School Closed
<b>January</b>	2	Winter Break - School Closed
	16	Martin Luther King, Jr. Day - School Closed
	27	Staff Inservice - No School for Students
<b>February</b>	17	Common Planning Day - Early Dismissal
	20	Presidents Day - School Closed
	21-24	Parent Conferences - Early Dismissal
<b>March</b>	8	Staff In-Service – 2 Hr. Delayed Opening for Students
<b>April</b>	13	Early Dismissal
	14-21	Spring Break – School Closed
<b>May</b>	29	Memorial Day - School Closed
<b>June</b>	12-14	Early Dismissal (Tentative)
	14	Tentative Last Day for Students
	15	Teacher closing Day – Staff Only



## 2016-2017 BELL SCHEDULES

<b>Regular Day</b>	<b>Early Dismissal</b>	<b>Delayed Opening</b>
7:10 BUSES OFFLOAD 7:19 WARNING BELL 7:20 LATE BELL-Must be in 1 <sup>st</sup> Block	7:10 BUSES OFFLOAD 7:19 WARNING BELL 7:20 LATE BELL-Must be in 1 <sup>st</sup> Block	9:10 BUSES OFFLOAD 9:19 WARNING BELL 9:20 LATE BELL-Must be in 1 <sup>st</sup> Block
7:20-7:30 MORNING BUZZ (no bell after The Buzz)	7:20-7:30 MORNING BUZZ (no bell after The Buzz)	9:20-9:30 MORNING BUZZ (no bell after The Buzz)
<b>BLOCK 1</b> 7:30-8:44 (74 minutes)	<b>BLOCK 1</b> 7:30-7:59 (29 minutes)	<b>BLOCK 1</b> 9:30-10:04 (34 minutes)
<b>BLOCK 2</b> 8:48-10:02 (74 minutes)	<b>BLOCK 2</b> 8:03-8:32 (29 minutes)	<b>BLOCK 2</b> 10:08-10:42 (34 minutes)
<b>BLOCK 3</b> 10:06-11:24 (78 minutes) <u>LUNCH 3A</u> 10:06-10:43 (37 minutes) <u>LUNCH 3B</u> 10:47-11:24 (37 minutes)	<b>BLOCK 3</b> 8:36-9:54 (78 minutes) <u>LUNCH 3A</u> 8:36-9:13 (37 minutes) <u>LUNCH 3B</u> 9:17-9:54 (37 minutes)	<b>BLOCK 3</b> 10:46-12:04 (78 minutes) <u>LUNCH 3A</u> 10:46-11:23 (37 minutes) <u>LUNCH 3B</u> 11:27-12:04 (37 minutes)
<b>BLOCK 4</b> 11:28-12:46 (78 minutes) <u>LUNCH 4A</u> 11:28-12:05 (37 minutes) <u>LUNCH 4B</u> 12:09-12:46 (37 minutes)	<b>BLOCK 4</b> 9:58-11:16 (78 minutes) <u>LUNCH 4A</u> 9:58-10:35 (37 minutes) <u>LUNCH 4B</u> 10:39-11:16 (37 minutes)	<b>BLOCK 4</b> 12:08-1:26 (78 minutes) <u>LUNCH 4A</u> 12:08-12:45 (37 minutes) <u>LUNCH 4B</u> 12:49-1:26 (37 minutes)
<b>BLOCK 5</b> 12:50-2:05 (74 minutes)	<b>BLOCK 5</b> 11:20-11:50 (30 minutes)	<b>BLOCK 5</b> 1:30-2:05 (35 minutes)

## TABLE OF CONTENTS

<b>IMPORTANT DATES</b>	2
<b>CONTACT INFORMATION</b>	3
<b>BELL SCHEDULE</b>	4
<b>I. INTRODUCTION</b>	8
Mission Statement	8
Complaint Procedure	9
Emergency Closing Information	10
Obligation Policies	11
<b>II. GUIDANCE</b>	12
Counseling Services	12
Advance Placement Courses	12
Child Custody Documentation	14
Class Rank	14
Credit Completions Policy	15
Grading Procedure	15
Graduation Requirements	16
Promotion Policy	17
Report Cards/Progress Reports	17
Schedule Policy	17
Special Education Services	19
Student Records	20
Suicide Awareness & Prevention	20
Summer School	20
Transfer Students	20
Withdrawal from School	21
Withdrawal Passing/Failing Grade	21
Scholarships and Awards	21
Honor Roll Awards	21
Eligibility for Earning Scholastic Letters	22
Honor Society	22
<b>III. ATTENDANCE</b>	24
Attendance Policy	24
Early Dismissal Policy	24
Excused Absences	24
Half Days and Late Arrivals	25
Work Missed During Absences	26
<b>IV. SCHOOL SAFETY &amp; SECURITY</b>	27
Child Abuse	27
Corporal Punishment	27
Identification Cards	27
Locker Security & Personal Loss	27

Lost and Found	27
Police in the School	28
Search and Seizure/Police Involvement	28
Student Parking	28

<b>V. DISCIPLINE</b>	<b>30</b>
What is the Student Code of Conduct?	30
Discipline for Students with Disabilities	30
Discipline Introduction	30
Expectations of Student Behavior	32
Approved Consequences for Student Misbehavior	33
Teacher Detentions	33
Rules for Administrative Study Session	33
Rules for In School Supervised Study Session	34
Saturday Detention	34
Out of School Suspension Policy	34
Suspension of Seniors	35
Expulsion from School	35
Demerit System	35
Loss of Privileges Program	35
Discipline Infractions and Offenses	36
Abusive Behavior and Language Toward Staff	36
Bus Misconduct	36
Cheating/Plagiarism	36
Class Cuts	37
Defiance	37
Disruptive Behavior	37
Dress Code and Social Standards	37
Electronic Devices (Smart Phone/Cell Phone/iPod/Tablet)	38
Gambling, Skateboards, Roller Blades, etc.	39
Inappropriate Behavior	39
Lateness to Class or School	39
Leaving Campus without Permission	40
Obscene Materials	40
Passes	40
Physical Education Classes and Expectations	41
Public Display of Affection	41
Staying After School	41
Throwing Food and Other Items	41
Tobacco Free School Zone	41
Truancy	42
Unlisted Offenses	42
Harassment/Intimidation/Bullying (HIB)	42
Student Conflicts	43
Sexual Harassment Policy	43
Substance Abuse Disciplinary Code	43

Drug/Alcohol/Controlled Dangerous Substance Possession	43
Anabolic Steroids	44
Policy on Alcohol/Drugs/Steroids-Use, Possession, Distribution, Paraphernalia	45
Violence and Vandalism Offenses	46
Assault/Fighting/Threats/Extortion	46
Assault or Injuries to Employees	46
Fighting	47
Gang Related Activity	47
Possession and/or Concealing of Weapons/Explosive Devices	47
Setting Off (Call In) of a False Alarm	48
Theft	48
Threats	48
Vandalism/Graffiti	48
Student Grievance Procedures	49
Student Rights and Responsibilities	50
Discrimination & Harassment Complaint Procedures	50
Definitions	51
Complaint Procedures	51
Reporting Complaints	53
Affirmative Action Officer	53
Applicable State Laws	54
18a: 37-2 Discipline and Behavior	54
18a: 37-3 Liability of Parents of Pupils for Damage to Property	54
18a: 11-9 Prohibition of Gang-Related Apparel	54
2c: 33-28 Solicitation, Recruitment to Join Criminal Street Gang	55
18a: 25-2 Discipline on School Bus	55
18a: 37-2 Assault or Injuries to School Employees	55
Drug Reform Act of 1986	55
<b>VI. NURSE/HEALTH OFFICE</b>	<b>56</b>
School Health Services & Regulations	56
Health Regulations in General	56
Enrollment Procedures & Immunizations	57
Medication Policies	57
Pediculosis	58
Health Screening Procedures	58
Local Health Resources	58
Health Insurance	58
<b>VII. ATHLETICS/EXTRA-CURRICULAR ACTIVITIES</b>	<b>60</b>
Sports Physical Paperwork	60
Nurse's Office Forms	61
Posters and Exhibits	61
Fundraising Sales	61
Prom Policies	61
Activities—Clubs, Groups and Sports	61
Eligibility Requirements	62
Transfers to Choice Schools	63
<b>VIII. INDEX</b>	<b>64</b>
<b>IX. 2016-2017 START AND END TIME SCHEDULES</b>	<b>70</b>

# GENERAL INFORMATION

**P**erseverance  
**E**motiona Growth  
**M**utual Respect  
**B**eneficial Behaviors  
**E**mpowerment  
**R**esponsibility  
**T**eamwork  
**O**ne Community  
**N**ever Stop Learning

## **MISSION STATEMENT:**

Pemberton Learning Community: Pursuing Excellence One Child at a Time

## **INTRODUCTION**

The Pemberton Township School District is dedicated to the development of each student's potential for learning in the most positive environment possible. In order to achieve this goal, our schools must be free from disruptions, which interfere with teaching and learning activities. Students, parents and the school staff must assume a responsible role in promoting behavior that encourages learning and the development of individual potential. Copies of the Student "Code of Conduct" are issued to the students each September.

The regulations included in the handbook are written for the students of Pemberton Township High School so that they and their parents will better understand the school and its policies. **Each student is responsible for knowing these regulations. They should be reviewed with his/her parents, as the student will be held accountable for the information in the Code of Conduct.** A productive learning environment is possible when students, staff, faculty, and administration are compliant with established procedures and collaborative in their efforts to improve upon these procedures.

Students, we are endeavoring to create a partnership with you and your parents to provide a quality educational experience at Pemberton Township High School that will equip you to make responsible choices regarding your future. Your cooperation is essential to the success of our school community.

Pemberton Township High School provides equal education opportunities for all students. The Affirmative Action Office can be contacted at (609) 893-8141, Ext. 1010.

### **Class Trip Policies**

If a student owes an obligation of any kind, they are prohibited from going on any trip. Students who have poor discipline records will be excluded from trips. This may be appealed to the assistant principal and the class advisors or sponsors of the trip, but all three must agree if an exception is to be made. This process must take place two weeks prior to the trip.

#### **The school reserves the right to search students and belongings for banned items.**

Students who are excessively tardy or demonstrate unacceptable behavior on a class trip may be excluded from their next class trip.

Students on the ineligible list or have exceeded the 15 day attendance policy will be excluded from the trip. Students who have demonstrated unreliable transportation processes may be excluded from additional trips or after school activities.

### **Complaint Procedure (Parent/Guardian)**

Education is a partnership between school and home. In the event a guardian has a concern about an incident involving their student and the school the following procedure should be followed in order:

1. Speak with the teacher to resolve the issue; ***if unresolved:***
2. Speak with the curriculum supervisor, assistant principal; ***if unresolved:***
3. Speak with the principal; ***if unresolved:***
4. If the issue involves a certified teacher, submit detailed information to the Director of Curriculum in writing or via email. If the issue involves any other staff member, submit written concern to the Human Resources Manager; ***if unresolved:***
5. Submit written concern to the Office of the Superintendent; ***if unresolved:***
6. Submit written concern to Business Administrator to be forwarded to the School Board

Guardians may call the County Superintendent's Office, the Police Department, or the Office of Institutional Abuse if applicable. Guardians will be sent a letter relating the action taken at each level and what avenues of recourse are available. Be aware, most personnel files are confidential. Guardians may file an Open Public Records Act request with the Business Administrator, and the district's solicitor will determine what information may be provided. Please note that the New Jersey Anti-Bullying law applies only to actions between students, not adults and students.

### **Computer Standards**

Students are responsible for good behavior on school computer networks, just as they are in a classroom, or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Violations may result in a loss of access, as well as other disciplinary or legal action. Students who do not have a signed computer contract on file may not use any building computer. Inappropriate usage of a computer(s) will be dealt with on an individual basis. Copies of Board policy and procedures on students' rights and responsibilities for the Internet will be available in the media center.

### **Dance Policy**

Pemberton Township High School students and one guest, with the approval of the administration may attend dances. Guests must be signed in by the high school student at the dance denoting guest's name, address, telephone number, and the school the guest attends. Any exception must be approved by the school administration. All students will be admitted by the use of the student multi-colored ID card and by registering on a roster at the door. Students must also register all guests at least 3 days in advance for pre-approval by administration. Students will be held responsible for the behavior of his or her guest.

Failure to comply constitutes disobedience and will result in forfeiture of rights to participate in after-school activities. Flagrant disobedience may result in a parent conference, suspension from school, or referral to the police. Students who have demonstrated unreliable transportation processes may be

excluded from additional trips or after school activities. Participation in after school activities will be denied if the student needs medication and orders are not on file with the school nurse.

### **Eighteen-Year Olds**

In New Jersey, 18 is the age of majority. Reaching the age of majority essentially means that a young person has the same rights as an adult citizen. For example, he or she may exercise the right to vote, marry without the consent of parents, enter into binding contracts, and consent to all types of medical care and procedures. Eighteen-year-old students at Pemberton Township High School are expected to conduct themselves responsibly and to follow all school rules accordingly.

### **Emergency Closing Information**

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, a Blackboard Connect telephone message will be sent out. In addition, radio station KTW 1060 will announce the district code number 651. School closing information is posted on the district website, Facebook and Twitter, as well as broadcast on the Pemberton Township Board of Education's Channel 19, serving Pemberton Township, Pemberton Borough, and Joint Base McGuire-Dix-Lakehurst. Parents should not call the school.

### **Food/Drink Policy**

Under no circumstances is food or drink to be consumed in the hallways, school buses, school grounds or the courtyard without administrative permission. Only students with appropriate identification will be permitted to take food out of a cafeteria. Any and all food and drink is to be consumed in the cafeteria. No glass bottles squeeze or spray containers are to be brought to school at any time.

**In an effort to minimize disruption to the instructional day , the following Lunch “Drop Off” Policy will be followed.**

In the event of an emergency, such as a student forgetting lunch or insufficient funds in a lunch account, lunches may be dropped off.

- Students are not permitted to order food for delivery to Pemberton Township High School. Food and beverages delivered from outside vendors will be denied.
- Parents are responsible for notifying students about the lunch drop off. Students will not be removed from class to receive any kind of food delivery.
- Students will only be allowed to pick up their lunch at the beginning of their lunch period-- NOT BEFOREHAND or AFTER. Lunch that is dropped off to students after their respective lunch period will not be available to be dropped off.
- Beverages such as coffee, latte, cappuccinos and other similar items are not allowed to be dropped off during the school day.

### **Fragrance Protocol**

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and collagen. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those sensitivities and allergies. Reasonable accommodations may be necessary. Please remember that they did not choose to have this sensitivity or allergic reaction, and your cooperation is greatly appreciated

### **Genesis Parent Module**

PTHS uses the Genesis Student Information System which allows parents access to student information through the Genesis Parent Module. Parents can obtain online access to the student's attendance, grades and assignments by downloading and completing the form on the PTHS website, available under the "PTHS Resources" tab.

### **Married And/Or Pregnant Students**

Students cannot be excluded from the regular school program on the basis of marriage, pregnancy, or parenthood. A pregnant student is required to obtain a doctor's certification that she is able to participate in the normal educational program. Those students who become married, pregnant, or parents or are contemplating these may wish to discuss their responsibilities with their guidance counselors.

### **Obligation Policies**

1. Students cannot run for any office with an outstanding class obligation from one year to the next.
2. Students cannot participate in activities: field trips with subject classes, unless mandatory; field trips with guidance counselors; field trips with clubs; end of the year class trips, sports or clubs.
3. Letters to parents of students with obligations will be sent home three times a year.
4. **Rather than allowing large debts to compound, all obligations will need to be settled each year with students in obligation status being excluded from athletics, clubs, social events and trips.**

# GUIDANCE

## GUIDANCE/COUNSELING SERVICES

The purpose of the guidance and counseling services is to aid students in identifying abilities, aptitudes, and interests; and through the counselor, to receive relevant information, advice and encouragement to achieve these goals whether they are of an academic, vocational or social nature. Guidance activities used to fulfill these objectives include individual and group counseling, testing, administration and interpretation, college and career counseling and new student orientation programs.

The Guidance/Counseling Office is open from 7:00 a.m. to 2:30 p.m. Monday through Friday. Parents are encouraged to keep in close contact with their child's counselor and to schedule appointments by calling 893-8141, extension 2051.

Students may make an appointment with their counselor by completing a request form with their name, and the reason for the appointment. Their counselor will usually schedule them for an appointment the next school day. Counselors are available to students throughout the day and practice an "open door" policy whenever possible. **Students may come to the Guidance/Counseling Office without an appointment; however, they must have a pass and check in with the secretary upon arrival.** Emergency situations will be handled on an individual basis.

### **Counselors Strongly Urge That Students Do the Following:**

- Listen to daily announcements
- Check the bulletin boards regularly
- Sign up early to participate in guidance activities
- Give required forms to the guidance secretary or counselor so they can complete them by the deadline dates.

### Counselors

Students are assigned a counselor on an alphabetical basis. Counselors will be assigned at the opening of the school year and students will be notified of their counselor assignment. A copy of any custody/guardianship papers will be provided to the guidance counselor.

### Advanced Placement and Enrichment Courses

Honors courses are offered in Mathematics, Computer Science, Science, History and English. Qualified students should have the recommendation of their teachers and may apply through their guidance counselor.

Most colleges are more impressed by a grade of "B" in an enrichment course or in a challenging course like Physics or Chemistry than by a grade of "A" in an easier elective course. Rank in class does not impress colleges if you have chosen non-challenging courses or if your SAT/ACT scores are low. Students are encouraged to take the SAT I and II at a time when he or she is best prepared, and when the subject is still fresh in the student's mind.

Qualified students who receive the recommendation of the appropriate subject area teachers or supervisor can be considered as candidates for the High School Honors Program.

Incoming freshmen must obtain a special application from the guidance counselor, provide all the information requested, and return the form to the same counselor.

Qualifications and procedures for gaining entrance to the Honors Program:

1. All students are eligible whether or not they are presently enrolled in the Honors Program.
2. Generally a student should have a record of A's in the subject area that he or she chooses.
3. A teacher in that subject area must recommend a student.
4. A student must have excelled in reading, vocabulary, written, and oral expression and/or in mathematical ability or scientific aptitude.
5. A student must have demonstrated strong study habits, diligence and the ability to complete assignments independently.
6. The student must have strong motivation to participate in the program. Strong will, desire, commitment, determination and ambition are key indicators.

**Important: All candidates must manifest an above average profile in all of the criteria listed above.**

7. Students who are presently enrolled in the Honors Program must meet the following criteria:
  - a. Maintain an A or B average in the selected course or courses.
  - b. If a student maintains a C average for the first two marking periods, a review by the principal, teacher and counselor will take place to determine continuance in the program the following year.
  - c. Students maintaining an average less than a C for the first two marking periods will not be permitted to continue in the enrichment program for that particular subject area for the following year.
8. Courses with low enrollments may not be offered in the traditional manner.

**NOTE:** We feel it is imperative for a student to balance academics with extracurricular activities. Students who also are involved in extracurricular activities may find the demands of three or four honors or AP courses are excessive when added to other afterschool and weekend involvements; e.g., band, cheerleading, sports, etc. Students should consult carefully with their parents, teachers, and guidance counselor on Honors/AP course selection.

## **INTERVENTION AND REFERRAL SERVICES (I&RS)**

Each school district's board of education is required (N.J.A.C. 6A:16-8) to establish and implement a coordinated system in each school building, in which general education students are served, for the planning and delivery of intervention and referral services (I&RS) that are designed to:

- Identify learning, behavior, and health difficulties of students.
- Collect thorough information on the identified learning, behavior, and health difficulties.
- Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources.
- Work with teachers to assist in achieving the desired outcomes.

Pemberton Township Schools uses the Masonic Model as a vehicle to conduct

I & RS. The Masonic Model is a strength-based intervention approach, which focuses on the whole child.

The Masonic Model is based on the belief that the social and emotional needs of our students must be met in order to have academic success.

## The Masonic Model Student Assistance Program

This model teaches educators to work as a team to assist students who are “at risk.” The objective is to provide early and effective interventions using resources readily available in the school community. This program is rooted in developing the social and emotional competence of the student.

Parents/guardians please reference the district website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us). Once there click on departments---counseling services---IRST---a full explanation of this process is detailed along with a link at the very bottom of the page to upload the I&RS/Masonic Model brochure that’s also available in all school buildings.

### **Child Custody Documentation Procedure**

Parent must present Official Court Orders to the building principal or at the time of registration.

### **Class Participation Make-Up for P.E. Class**

- Written work will be required for the first three classes missed per marking period for any reason: i.e., choir, band, field trips, and principal or guidance appointments, excused or unexcused absence.
- For every class missed after the first three of the marking period, students will have the opportunity to make these up with physical activity after school. Choosing not to attend these after school make-up sessions will result in a reduction of the student’s participation grade.
- All absences must be made up within two weeks following the date of absence.
- Students will sign up with their teacher.
- Sessions will be held once a week.
- Students will report to the B gymnasium dressed in their P.E. uniform by 2:20 p.m.
- Credit for the make-up session will be given on a pass/fail basis.
- If a student fails to complete the necessary work no credit will be given for that class missed.
- At the conclusion of the make-up session, students will be escorted to a supervised location where they will remain until dismissal on the 4:30 p.m. bus.
- 

### **Class Rank**

Class rank is calculated at the end of each semester. All students are included in the rank, which is cumulative from grades 9-12. To accurately determine the Valedictorian and Salutatorian for each graduating class, the Weighted Grade Point Average will be calculated after senior exams have been completed.

All subjects included in the calculation of the GPA with Level 1 and 2 courses are given a weighted value because of the “level of difficulty”.

### **Quality Points for Weighted Rank**

<b>Level 1</b>	<b>Level 2</b>	<b>Levels 3-5</b>
A = 6	A = 5	A = 4
B = 5	B = 4	B = 3
C = 4	C = 3	C = 2
D = 3	D = 2	D = 1
F = 0	F = 0	F = 0

Class rank is determined by ranking Grade Point Average from highest to lowest in the graduating class. New students transferring to Pemberton Township High School will be included in the class rank; however, courses that we do not offer as honors or advanced placement level will be weighted at the academic level – level 2 not level 1.

The following formula is used to determine the Grade Point Averages:

**Weighted Gross Quality Points x Attempted Credits ÷ Attempted Credits = GPA**

(SCHOOL YEAR GPAs are based on grades from a single school year. They are calculated by dividing the sum of the (Quality Points x Attempted Credits) by the sum of the attempted credits).

Listed below is an example of how quality points are accumulated:

**Weighted Rank**

Quality Level	Grade	=	Gross Quality Points	X	Credits	=	Weighted Points
1	A	=	6	X	5	=	30
2	A	=	5	X	5	=	25
3	A	=	4	X	5	=	20
4	A	=	4	X	5	=	20
5	A	=	4	X	5	=	20

**Non-Weighted GPA**

Sometimes scholarships, colleges, or organizations request a non-weighted GPA on their applications. The guidance department will supply the students with this information when requested. The non-weighted GPA does not take the “level of difficulty” of a course into consideration when calculating the GPA.

**Non-Weighted Quality Points ÷ Total Number of Attempted Credits = GPA**

**Credit Completion Policy**

The purpose of this program is to allow students the opportunity to graduate on schedule. The students will make up missed time from school during Saturday sessions **within the next marking period ONLY**. Students with time to make up in the final marking period will be kept informed of their makeup time by the assistant principal’s office. **No summer credit completion will be offered.**

**Policy:**

1. A student who misses more than 30 days is not eligible for the credit completion program. Students are responsible for obtaining assignments.
2. Students must attend the required number of sessions, as determined by his or her assistant principal. Discipline problems will not be tolerated. Students who display inappropriate behavior will be terminated from the program and no credit will be awarded.

**Eligibility:** The credit completion program is designed for students who passed the course but had credits withheld due to attendance.

**Grading Procedure**

The purpose for the existence of a grading system is threefold:

1. To report the students’ educational achievement and progress to them and their parents.
2. To report the students’ educational achievement and progress to prospective employers and schools the student may wish to attend after graduating from high school.
3. To assist the student and his/her counselor in planning the student’s future.

The following symbols are used to represent grades:

A = 92-100 (excellent)	W = Withdrew Passing
B = 83-91 (above average)	WF = Withdrew Failing
C = 74-82 (average)	I = Incomplete
D = 65-73 (Passing, below average)	P = Passing
F = 64 and below (failing)	M=Medical Excuse

**Semester Courses** -- 2 marking periods are worth a total of 90% of the final grade and two exams are worth 10% of the final grade.

MP 45% + Exam 5% + MP 45% + Exam 5% = 100% of grade

**Full Year Courses** – 4 marking periods are worth a total of 80% of the final grade and four exams are worth 20% of final grade.

MP1 20% + Exam 5% + MP2 20% + Exam 5% +  
MP3 20% + Exam 5% + MP4 20% + Exam 5% =100% of grade

The teacher will determine the final grade average for a course. Each letter grade has an assigned numeric value within the range of reference (subject to revision). A teacher's record book must denote how a grade was determined. The minimum failing grade in the 1<sup>st</sup> and 3<sup>rd</sup> marking periods is 50. In the final marking period a "0" may be awarded if earned.

Students are encouraged to discuss their progress with their teachers. Students have the right to know what grades are recorded by their name and the teacher's interpretation of those grades. Lengthy discussion of grades should be held outside of class time.

### **Graduation Policies**

All school rules are still in effect on graduation day.

- The graduation day dress code is as follows:
  - Girls – White or light color dress (suggest low heel)
  - Boys – Dark dress pants, dark dress shoes, black or dark socks, white or light color shirt with tie.
  - No shorts, jeans, sneakers
  - No writing or markings on cap.
- Students not eligible to graduate will not walk in graduation
- Students on Loss of Privilege status will not walk in graduation.
- Students on suspension or disciplinary home instruction will not walk in graduation.

### **Graduation Requirements:**

**A total of 135 credits are mandated by the Board of Education.**

- 4 courses Communications (English - 20 credits)
- 4 courses Physical Education/Health/Family Life/Safety (20 credits or 1 course for each year in NJ high school)
- 4 courses Mathematics – Algebra I, Algebra II, Geometry, Math elective (20 credits)
- 4 courses Science - Physical Science, Biology, Chemistry (integrated equivalents accepted) Science elective (20 credits)
- 2 courses U.S. History I and U.S. History II (10 credits)
- 1 course Visual or Performing Art (5 credits)
- 1 course Career Education & Consumer & Family Life Skills (5 credits)

1 course World Language (5 credits)  
1 course World History (5 credits)  
1 course Economics/Financial Literacy (2.5 credits)  
Technological Literacy – infused into all courses

### **Promotion Policy**

Promotional requirements are as follows:

30.0 credits sophomore status  
65.0 credits junior year status  
95.0 credits senior status

A minimum of 135 credits will be required for graduation.

### **Report Cards/Progress Reports**

Report card grades reflect test scores, class work, assignments, participation and attendance. All teachers will provide students and parents with a rubric of how their grades will be determined at the start of each school year.

Report cards are sent home at the completion of each marking period and interim progress reports will be sent home at the middle of each marking period. Parents are strongly urged to read the teacher comments and make appointments to see teachers and counselors.

### **Schedule Policy**

Pemberton Township High School offers a comprehensive program with course offerings to meet the needs and interests of all students. The Master Schedule is developed using course requests submitted in the spring and is finalized before the opening of school in September. Part of the general education a student receives is the development of decision making skills, being responsible for educational commitments, and learning to cope with problematic situations. Some subjects, such as vocational programs, by their nature require years of repetitive training to assure success for a student. Not liking a teacher, changing one's mind, or failing because of lack of effort are not considered valid educational reasons for changing a course. We believe that arbitrary schedule changing is ultimately not in the student's best interests as it prevents them from developing a sense of responsibility for their actions and decisions.

Changes from Themed Academies will not be entertained until the end of the school year. At the end of the school year, a formal written request to switch Themed Academies must be made to the appropriate assistant principal. The request must be accompanied with an essay explaining the reason for the request. Teachers from the requested academy and the sending academy will make the final decision with input from the guidance department and the appropriate area supervisor. Students may appeal to the principal.

Schedule change decisions will be governed by the following guidelines:

1. All student initiated requests for schedule changes prior to the opening of school must be received in the Guidance Office by August 31st. After that date, student schedule changes will be made only on the basis of correction of errors, improper placement, or educationally valid reasons.

2. **No schedule changes will be made after 5 days** for a semester course and after December 15 for a full year course.
3. Every effort will be made to change a schedule in cases where the student has previously failed the same course with the same teacher.
4. Some courses offer different levels of the same subject (e.g., honors & academic.). Careful initial consideration is given as to the placement of a student into the appropriate level. After the first 10 days of each semester a teacher or counselor may initiate a request for change of schedule on the basis of improper placement. Changes between levels will conform to the following:
  - a. Change to a higher level may be requested after the first 10 days of a course, provided that the student is achieving a grade of A or B.
  - b. Change to a lower level may not be requested until October 15, provided that the student is achieving a grade of D or F.
  - c. Collaboration with the teachers involved is required for a level change.
5. Students who change a course will receive a notation of Withdraw/Passing or Withdraw/Failing on their report cards and transcripts. This does not apply to level changes within a given subject; attendance and grade records will follow students into new level.
6. The following special provisions apply to vocational courses:
  - a. Students who enter a two-year vocational program will be expected to honor that commitment.
  - b. Students who are removed from a vocational course on the grounds of safety violations will not be permitted to change to a different vocational course.
7. Any exception to the above provisions must be approved by the appropriate subject supervisor and will require the following procedure:
  - a. There will be a conference between the student, parent, counselor, and teacher to discuss relevant issues.
  - b. A follow-up conference will then be held between the staff members involved to discuss the proposed change.
  - c. If there is agreement, all parties, including the subject supervisor will sign a Guidance Department form indicating that a schedule change is to be made.
8. All decisions regarding scheduling will conform to applicable state law regarding the results of mandated testing. If there is disagreement, the student and parent may request a follow-up meeting with the subject supervisor who will act as an arbitrator for the case.

## **SPECIAL EDUCATION SERVICES**

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children's education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child's special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

- Identification (decision to evaluate);
- Evaluation (nature and scope of assessment procedures);
- Classification (determination of whether your child is eligible for special education and related services);
- Development and review of your child's individualized education program (IEP);
- Educational placement of your child; and
- Reevaluation of your child.

More information regarding the special education referral process and meetings scheduled with the IEP team can be found in the Parental Rights in Special Education handbook (PRISE), located on the NJ Department of Education website.

A case manager from the Child Study Team or Speech Department is assigned to each student with an IEP. They work with the students, parents, and district staff to develop appropriate programs and services for students with special needs. Pemberton Township Schools offer a continuum of special education services to address the needs of each student requiring special education. To the maximum extent appropriate, children with disabilities are educated with children who are not disabled in the Least Restrictive Environment (LRE). Specialized classes, separate schooling, or other removal of children with disabilities from the general educational environment occurs only when the nature and severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services at (609) 893-8141 ext. 1012, or visit the website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us), click on 'Departments' then 'Special Services.'

### **Student Records**

- The parent(s)/guardian(s) of a minor student shall be permitted to inspect any student record concerning his/her child.
- An adult student shall be permitted to inspect, upon request, any student record concerning himself/herself.
- Minor students must have written permission from their parent(s)/guardian(s) prior to reviewing the file.
- Teacher(s), school guidance counselor(s), and other school personnel as authorized by their building principal may inspect student records.
- Organizations, agencies, or persons from outside the school, with the written consent of the parent(s)/guardian(s) or adult student may inspect records, except that these organizations, agencies, or persons shall not transfer student record information to a third party without the written consent of the parent(s)/guardian(s) or adult students.

### **Suicide Awareness & Prevention**

#### **Suicide or Sudden Death**

The Board of Education recognizes that the rate of self-destructive behavior is increasing among children and adolescents in this country. Pupils who experience depression are unable to benefit fully from the educational program of the school. Moreover, a pupil who attempts suicide poses a danger both to self and possibly to others.

Therefore, the Board of Education directs that all school personnel should be alert to the warning signs of childhood and adolescent suicide and the procedures to follow in the event of an actual attempt or completion. Such signs and behavior shall be taken seriously and reported to the school administration and student's guidance counselor who shall determine what further action is required. Other district employees may be used to intervene or assist with such situations. If emergency intervention is required, the pupil shall be taken to the appropriate medical facility. Parents should notify the school in the event of suicide ideations or attempts so we can partner to get the child proper interventions.

In incidents of such potential self-destructive behavior, the pupil's parents shall be notified immediately and their cooperation shall be sought for immediate intervention. If the parent is unwilling to cooperate, the school administration and/or Guidance Department shall contact appropriate agencies to request intervention on the pupil's behalf. In cases of child abuse or neglect, school personnel are required to contact the New Jersey Division of Child Protection & Permanency (DCP&P).

### **Summer School**

For students who need to make up courses due to failures SUMMER SCHOOL is strongly recommended. PTHS no longer offers traditional summer school for failed courses; however, your school counselor will provide students and parents with information on summer schools from other area districts as well as provide information for on-line courses through EDUCERE. Students and parents are responsible for payment.

### **Transfer Students**

A student who is transferring into Pemberton Township High School will be awarded credits earned at his or her previous school. Attendance record to date will be carried over to Pemberton Township High School (for example – six (6) absences from previous school and five (5) absences while attending Pemberton Township High School would equal a total of eleven (11) days absent). Students transferring with a “no credit status” from a previous school will remain on a “no credit status” at Pemberton Township High School.

### **Withdrawal From School**

A student who is withdrawing from school for any reason must do the following:

- Arrange for a parent conference with the appropriate counselor and obtain a Withdrawal from School Form. A meeting with the principal may also be required.
- Plan to spend an entire day returning all books and equipment to the appropriate teachers or offices that will initial the sign-out sheet.
- Return the official withdrawal form signed by parent/guardian and sign-out sheet signed by teachers to the guidance office.

### **Withdrawal Passing/Failing Grade**

The Withdrawal Grade procedures are outlined below:

#### **1. Semester Courses**

If a student withdraws before the first 10 days in the course no withdrawal grade is assigned and the course does not appear on the transcript. If a student withdraws after the 10 days, a withdrawal grade is assigned by the teacher (WP-Withdraw Passing or WF-Withdraw Failing) and this grade becomes part of the student's official transcript.

#### **2. Full Year Courses**

If a student withdraws on or before October 15th, no withdrawal grade is assigned and the course does not appear on the transcript. If a student withdraws after October 15, a withdrawal grade is assigned by the teacher (WP – Withdraw Passing or WF – Withdraw Failing) and this grade becomes part of the student's official transcript.

### **SCHOLARSHIPS AND AWARDS**

Each year colleges, service organizations, businesses, clubs, faculties, leagues and private citizens award thousands of dollars to our graduates through scholarships. These scholarships are awarded for many different reasons: academic achievement, athletic achievement, volunteer work, service to school and community, participation in clubs and activities, mature behavior, or a combination of these criteria. Applications for local scholarships are due by April 15<sup>th</sup>.

In every case, though, the student who starts building a good record in the ninth grade has the best chance of being a recipient of the scholarship four years later.

Set your goals for graduation. Remember that our Scholarship Selection Committee chooses from among those who have the best overall record for four years. Studies, sports, service, citizenship, leadership, and character are the best building stones. Start to develop your special talents and skills now so that you will be eligible to receive an award at graduation.

### **Honor Roll Awards**

The Board of Education has approved an Honor Roll awards system designed both as an incentive and as a reward for academic achievement. All students are eligible to earn school letters similar to those earned by athletes. For example, students can now earn an 8" varsity letter by attaining first honors for four marking periods, or second honors for eight marking periods, or third honors for twelve marking periods. The other awards and the requirements earning them are outlined below. A student may earn only one kind of 8", 6", or 4" patch in the course of four years.

### **Eligibility For Earning An 8” Scholastic Letter**

#### **Distinguished Honors – All A’s First Honors**

A student who earns Distinguished Honors for one full semester/two marking periods will earn an 8” letter and/or one gold metal insert bar for each additional equivalent. Underclassmen will receive the awards in the fall of the following year. Senior awards will be based on the three and one-half years and may be presented at Awards Night at the end of the Senior Year.

#### **Meritorious Honors – A’s and B’s Second Honors**

A student who earns Meritorious Honors for one full semester/two marking periods will earn an 8” letter and/or one silver metal insert bar for each additional equivalent.

#### **Honorable Mention – A’s, B’s, and One C – Third Honors**

A student who earns Honorable Mention for one full semester/two marking periods will earn an 8” letter and/or one lamp of knowledge pin for each additional equivalent.

### **Eligibility For Earning 6” Scholastic Letter**

This award is given to those who attain Meritorious Honors four times in a year or in more than a year. A small silver bar will indicate the number of years or every four making periods that the honors were attained. A student who dropped below second honors anytime in the year could not earn the 6” letter but he would be eligible for the Third Honors Patch.

### **Eligibility For Earning A 4” Circular Patch**

This is awarded to each student who is on Honorable Mention Honor Roll four marking periods within one year or after one year. A “Lamp of Knowledge” insert is awarded for every four marking periods that the student is on the Honor Roll.

### **Honor Society**

Our school is privileged to have a charter for a chapter of the National Honor Society. Our chapter is known as the Athena Chapter. Membership in the Honor Society is open to qualified sophomores, juniors, and seniors. Only students who have attended Pemberton Township High School for the equivalent of one semester may be considered for membership.

Scholarship, or a student’s un-weighted Grade Point Average (GPA), is the prerequisite for determining eligibility to the Honor Society. This prerequisite is an un-weighted GPA of 3.25. The Honor Society Faculty Council will then evaluate the candidate’s performance in the areas of leadership, service and character.

In order to be considered for candidacy a student must have been involved in a minimum of six units of continuous service activities, which required significant hours of service beyond classroom activities. Some examples include athletics, clubs, volunteer service, the school newspaper (after school) and Band. Short-term activities are not included as continuous activities, i.e., float building committee, student grievances, Green & White Night, etc. Activity advisors/ coaches/ moderators may be consulted to ascertain and confirm the quality and consistency of the student’s participation.

Participation in community activities may also qualify as noted above, i.e., Civil Air Patrol, Scouting, service on church committees and community volunteer organizations. These are credited as one unit each year. For junior candidates at least some of the service units must have been earned beyond the sophomore year. For senior candidates some of the service is ongoing throughout the years. It is not acceptable to accumulate service units during the first year or two and then become inactive. The Faculty Committee will evaluate each candidate’s service record on an individual basis.

In summary, a student may satisfy the minimum six units of continuous service activity by the following examples:

Activity	Grades	Units	Activity	Grades	Units
Football	9 <sup>th</sup>	(1 unit)	Field Hockey	11 & 12	(2 units)
School Newspaper	9 & 10	2 units	Hospital Candy Striper	1 year	1 unit
Soccer	10 <sup>th</sup>	1 unit	Band	2 years	2 units
Explorer Scouts	1 year	1 unit	Yearbook	1 year	1 unit
Student Volunteer	1 year	1 unit			
<b>Total</b>		<b>6 units</b>	<b>Total</b>		<b>6 units</b>

For the minimum of 6 service activity units a student receives a rating of 3.50. For those students whose Service Activity Units exceed the minimum of 6, additional rating credits will be granted.

7-12 Service Activity Units = 3.75  
 13 or more units = 4.00

Those candidates who are unsuccessful in obtaining the required minimum average are encouraged to meet with their Principal in order to ascertain the reasons and then hopefully these students will correct the problem and at least maintain their performance on the criteria of Scholarship, Leadership, Character and Service. A formal appeal process is allowed by NHS national and may be requested by the student. In those cases where members fall below the expected standards the Faculty Committee will convene and a hearing will be held which will involve the member, the parents and others who may be involved. As a result of the hearing the member may be placed on probation, suspended from membership or removed from the Society. Generally those selected for membership in the National Honor Society serve and perform in the school and community as outstanding representatives of Pemberton Township High School.

# Attendance

## ATTENDANCE POLICY

It is clearly recognized that the time spent interacting with a teacher in a classroom setting plays an important part in the total educational experience of a student; therefore attendance standards must be reflected in the grading system. It is in the context of this notion that the following Pemberton Township Public School System Attendance Policy exists.

In order for a student to receive course credit in a full year course, he/she must attend school for at least 166 full days. **Absences of more than 14 unexcused full days for yearlong courses or more than 7 unexcused full days for a semester course will result in the student receiving no credit (NC) for all those courses.**

In order for your child to succeed in school, attendance is not only necessary, but mandated, according to NJ Statute 18A:38-25 for students between the ages of 6-16.

As stated in the Board policy 5113, “an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student’s parent/guardian or for reasons other than those listed in this policy under Excused Absences, below.”

## Early Dismissal Policy

For the security of the children all parents/guardians must sign their students out at the security desk. Photo ID is required. **STUDENTS WILL ONLY BE RELEASED TO PEOPLE WHOSE NAMES ARE ON THE STUDENT INFORMATION FORMS.** Students may not re-enter school if they have signed out for extraneous reasons. If students present documentation to be reentered i.e., doctor’s note, court; etc., upon same day, they may return to school.

**A student must be present for at least one-half of a scheduled school day to participate or attend an extra-curricular activity that day.** Excused absences will allow for participation. Students who are 18 years of age may sign themselves out for cause, and with parent notification. We do not maintain an “open campus,” therefore returning to school without valid reasons for leaving will not be accepted and students will not be allowed to re-enter. Lunch is not a valid reason.

## Excused Absences

The Board considers the following as cause for excused absence:

- Disabling illness (requires a doctor’s note);
- Recovery from accident (requires a doctor’s note);
- Required court attendance (documentation shall be required);
- Family illness (serious illness of a family member residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- Death in the family (death of a family member of the student, including, but not limited to, parent/guardian, sibling, grandparent, aunt, uncle, etc.);
- Religious observance—In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education (found on the Department of Education website) or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence;

All absences for all other reasons shall be considered unexcused.

**Parents are encouraged to keep track of student attendance at all times, through the Genesis Parent Portal.**

Mitigating circumstances (absences felt to be beyond a student's control or of an unusual nature) can be appealed to a building hearing committee composed of the building principal (or his/her administrative designee), a counselor, and a teacher. This committee will be a standing committee appointed by the Principal to serve for the full school year. It is the responsibility of the student to maintain any documentation that might be presented to the attendance hearing committee.

The student must file (by written request) with the hearing committee within 7 school days after the date of notification letter of no credit (NC) status, if he/she wants specific absences reviewed.

The review panel may or may not waive appealed absences. If absences are waived, the student will be returned to credit status; however, the record will still show the absences on the attendance record.

If the student has had an absence waived and is put back on a "for credit" status, any future absences, which, when combined with those in the past that have not been waived, total more than 14 for a year long course or 7 for a semester course, the student will again be on no credit (NC) status.

Individual classes have the same attendance requirement, i.e., if a student does meet full day attendance requirements of the school, but does not meet those same requirements for an individual class, no credit will be earned for that class. For example, (a) a student who, on several occasions, has signed out of school and missed the same class in excess of 14 unexcused times (7 for semester class) will receive NC for that particular course regardless of earned grade; (b) likewise, classes missed intentionally by a student while he/she is in school will be treated the same way.

**Half Days and Late Arrivals (Tardy)**

Late arrivals (Tardy) will be recorded if a student reports up to 2 hours late from the opening of school. If a student reports after 2 hours late in the morning, a half day AM absence will be recorded. Early dismissals will be recorded if a student leaves school up to 2 hours before the close of school. If a student leaves more than 2 hours before the close of school, a half-day PM absence will be recorded. A student must be in school at least 2 hours to receive half-day credit for attendance on any given day.

Earned grades and attendance data will be recorded each marking period on the report card. Even though marking period grades are shown, if the attendance requirements are not met, then the total minimum course requirements have not been met and the final grade for the year (or semester in the case of a semester course) will be NC for "no credit". The transcript will also show only NC for this course. The grade point averages of students who do not meet the guidelines established in the District Attendance Policy Plan and receive no credit for a particular course or courses will be determined by 0 grade points for each NC transcript grade.

Attendance warning letters will be sent to the student, the home, and the counselor after the 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> unexcused absences. On the 15<sup>th</sup> absence, a letter of NO credit will be sent.

Students who are absent must make up all assignments, tests and other teacher assigned requirements, as soon after returning to school as the number of consecutive days they were absent. For example (1) if a student is absent for three days and a test was given during that period, the student must make up that test within three days after returning to school. (2) If a student is absent the day a term paper is due, that

paper must be turned in to the teacher by the end of the day the student returns to school from absence. Any student missing an ISS or ADSS must also make up those days. Contact your assistant principal upon returning to school to reschedule.

Absence from school will be monitored and recorded by the 1<sup>st</sup> block teachers. Absences from individual classes are recorded and monitored by the classroom teachers. This will include class absences that occur when a student is not absent from school.

Attendance Procedures: Students should always document absences when they have a doctor/dental appointment, etc. Please be aware that only the original notes will be accepted (No photocopies). Faxes must be sent directly to the school from the doctor's office. Notes must be submitted by the end of the marking period in which the absence occurred. Also, the assistant principals will verify all notes with the person or office that issued the excuse. Students returning to school with medical equipment such as canes, crutches, wheelchairs etc. must have a doctor's note with instructions. **If any note has been altered, forged, or tampered with in any manner, the student will be dealt with as follows:** 1<sup>st</sup> offense: 1 Extended Detention; 2<sup>nd</sup> offense: 2 Extended Detentions.

The assistant principal responsible for attendance will be able to excuse all doctors' notes, death in the family and court appearances. All notes for such should be turned in immediately following the absence. An administrator must approve absences of unusual circumstances.

Truancy complaints may be signed if attendance policies are violated.

### **Work Missed During Absences**

Students are expected to make up all work missed because of absences from school. In cases of students absent 3 days or more, parents must request assignments through the Guidance Office. Assignments can be picked up from Guidance within 48 hours.

Students legitimately absent, or those who are suspended from school, are required to make up missed work as outlined in the Course Proficiencies. The amount of days missed equals the amount of days allotted to make up work. On the 5<sup>th</sup> day of a school imposed suspension, students are entitled to home instruction arranged by the guidance office.

**NOTE: Students who willingly cut class or are truant from school will not be given the opportunity to make up missed work.**

# School Safety & Security

## Child Abuse

The Division of Child Protection and Permanency (DCP&P) is New Jersey's child protection and child welfare agency within the Department of Children and Families. New Jersey, in common with every other state, has a child abuse reporting law. The law's purpose is to identify children who may be physically abused at home so that protective steps may be taken. School personnel must report matters of suspected child abuse promptly to the Department of Children and Families or be considered in violation of the law. Students are encouraged to discuss suspected cases of child abuse with their guidance counselor or the school nurse. Child Abuse Hotline: 1-877-NJ-ABUSE.

## Corporal Punishment

New Jersey law forbids corporal punishment. There are four conditions, however, where physical force may be used on a student in New Jersey schools:

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

## Identification Cards

Each Pemberton Township High School student is issued a photo identification card. Each student should carry this card whenever he or she is on the school property. Also, it must be available on request to support staff, teachers, administrators, or security monitors. Refusal to show ID will be considered as insubordination. ID cards are required for students obtaining a free or reduced meal. All students are expected to have their ID cards at all times when they are in the school building. New ID's must be purchased for \$1.00 if original is lost. ID cards are also used for discount admission at all home games and must be in the student's possession at all times.

## Locker Security and Personal Loss

Occasionally things happen at school where personal items belonging to a student get lost, broken or stolen. **All parents and students are cautioned that the school will not be held responsible for the repair or replacement of these items. If a student's possessions are damaged or taken by another student, the issue of replacement/repair must be settled between the parents/guardians of the involved students.** When possible, the school will try to put the parents in touch with each other. However, due to the requirements of confidentiality, no home telephone numbers will be given out without the permission of the person who owns the number. In circumstances where the damage or loss violates a rule in the school's discipline code, the students will be held accountable by the school for their actions. **The lockers are property of the Board of Education and may be opened by school staff as needed. Material in lockers is not to be considered held in trust by the Board of Education. Items lost or stolen will be the responsibility of the student. If the school can assist in finding the perpetrator we may do so at our discretion.**

## Lost and Found

Any student who has an item that is lost or stolen may claim their item by contacting security in Room 101. If item remains missing, the student may report to their Assistant Principal's Office to complete a missing article report. Any found items must be turned into security in Room 101.

### **Police In The School**

Students have the same rights with respect to the police in school that they have out of school. They have the right to be informed of their legal rights; to be protected from coercion and illegal constraint; and to remain silent. NJAC 6:29-10.1 is now in effect regarding issues of planned or threatened violence to others. The law defines a threat as a planned serious bodily injury, significant bodily injury, or death to another person. The duty of the school is to call the police. Once called, the police will immediately dispatch an officer to the scene and take such actions, as may be appropriate "given the circumstances". Students, staff, and community members are encouraged to make use of the "WeTIP" program on the school and district web site. This program allows students and parents to anonymously report potential dangers and incidents.

### **Search and Seizure/Police Involvement**

Throughout the school year locker searches may be conducted in partnership with the local police K-9 unit following the Memorandum of Understanding agreement.

School law also permits search and seizure if school administrators have a "reasonable suspicion" that a student is in possession of contraband or if the search is general in nature. The student and/or his or her locker and car may be searched; if contraband is found it will be seized and turned over to the police. It is important to note that all lockers are the property of the Board of Education and the school; hence lockers can be searched at any time by the administration if need be. Lockers are routinely checked for cleanliness and maintenance at least twice per year.

Students are responsible for all contents found in their lockers. Lockers are assigned on an individual basis. Any contraband found in the locker is the sole responsibility of the student assigned to that locker. **Sharing of lockers is prohibited.** All lockers are the property of the Pemberton Board of Education and students should not have an expectation of privacy when using the locker.

**NOTE:** Only the lock that is issued by the administration may be used on school lockers. Police may be used in the course of a school investigation to protect the staff and students; however, if police are used to take part in the investigation "probable cause" restrictions will prevail to protect the student.

### **Student Parking**

At the high school, you may not bring an automobile to school unless a permit to do so has been issued by the security office. Students are required to be employed in an after school job which requires them to report to work immediately after school dismissal time. This must be verified by documentation from the student's employer. Permits are issued to juniors/seniors with a **GOOD DISCIPLINE RECORD**. Students who drive are expected to be on time to school every day, and are not to enter the building until 7:10 a.m. Failure to comply will result in the loss of your driving privilege. Being placed on Loss of Privileges will also suspend driving rights. Students may park only in areas designated for them. The maximum speed limit is 15 miles per hour. Qualified NHS members will also be offered parking rights.

**The following infractions will result in loss of driving privileges:**

- Reports of careless driving will result in the loss of driving privileges.
- Loss of Privilege status
- The security office is in charge of parking permits (Rm. 101) and must be notified of any change of vehicle or license number.
- No student is to park anywhere but in the designated area without special written permission.
- Students may not go to the parking lot during school hours without written permission from an assistant principal's office. Students are not allowed in cars during school hours.
- The parking decals must be displayed on the rearview mirror and rear window.

- Vehicles on school property are subject to school administration search with reasonable suspicion. The police may be called if necessary.
- Illegally parked vehicles are subject to summons for unauthorized parking on private property or administrative discipline. Students are responsible for all incurred costs from parking illegally.
- **Students who transport other students off campus during school hours without authorization from the principal/assistant principal will have their driving suspended and/or revoked. Provisional driving restrictions will apply.**
- Students who have excessive lateness to class or school will have their parking privileges suspended or revoked. Four lates in a semester is a warning. Seven lates in a semester is loss of parking privileges.
- Students with a graduated driver's license should refer to the New Jersey Motor Vehicle Commission's website regarding restrictions with passengers in their vehicle.

# **Discipline**

## **CODE OF CONDUCT**

### **What Is The Student “Code Of Conduct”?**

The Code is an official declaration of our school district which:

- Describes positive school environment, specifics, rights and responsibilities of students.
- Defines the attendance policy and other associated policies.
- Safeguards the rights of students
- Defines conduct that disrupts a positive environment and indicates the administrative responses to that conduct.

The Code is in force:

- On school property prior to, during, and following regular school hours.
- While students are on the school bus, or at the bus stop, for any purpose.
- During a reasonable timeframe before and after school.
- At all school-sponsored events and other activities where school administrators have jurisdiction over students, whether such events are in our school buildings or away from our school property.
- All events out of school, which may be reasonably expected to carry over into the school setting, may be assigned school consequences.
- Online/social media incidents that carry over to school.

### **Discipline For Students With Disabilities**

The classification of a student by the child study team shall in no way eliminate due process. All disciplinary actions with respect to students with disabilities are the same as those experienced by students without disabilities. In the case of a classified student, the IEP and BIP will be consulted and followed if specific behavior conditions are documented. A “manifestation determination” meeting must be held when cumulative suspensions are equal to or more than 10 days.

### **Discipline Introduction**

One of the major correlates identified by Essential Schools Research, which contributes to improved achievement by all students, is a safe and orderly environment. The environment created is free from oppression and promotes academic success. It is imperative that all divisions within the district share and support a unified discipline management system. This system must be consistently and effectively applied. In an effective, successful school, all staff share responsibility for discipline and student behavior. The staff is vigilant to insure the consistency of the district’s disciplinary code.

Another correlate that is directly related to the adoption of a consistent discipline management system is the desire of the district to hold high expectations for student achievement. These expectations, while generally applied to academic achievement, are also applicable to the expectation of students recognizing responsibility for their behavior and accepting reasonable consequences for their actions.

Within the school environment, the teacher is responsible for developing initial stages of behavior management within their classroom and the hallways. Teachers employ the following behavior management strategies prior to an office referral. This does not apply in serious cases or events.

Teachers will help the Student:

- Recognize the inappropriate behavior
- Identify the rule violated
- Recognize the importance of the rule
- Develop a plan for alternative behaviors
- Monitor the enactment of the plan

- Check for understanding
- Reward and encourage positive behavior
- Request support from counselors when appropriate

The need for students to have a clear understanding of process and consequences demands the publication of a statement of expected behavior and related consequences. This code has been developed to address the need for all students and staff to feel safe and to be able to attend school without fear of physical or psychological harassment.

For these reasons, the staff has developed the following discipline management system. In addition to the listed consequences this document contains an explanation of a demerit system designed around validated psychological research. The demerit system is designed to reverse the behavior component of the student from one determined by an external center of control to one based on an internal center of control.

This management system is designed to be a learning process as well as a deterrent to continued anti-social behavior. Therefore, it is understood that all major incidents will include counseling and parent involvement components. In all cases, other than those mandated by state statutes, or where the safety of other students or staff is a valid concern, suspension will be the last progressive resort.

In summary, this code, developed by the parents, students, staff and administration, attempts to facilitate the attainment of a series of goals and correlates supported by Essential Schools Research, mandated by state statutes, required by workplace readiness standards, and most importantly needed by our students in order for them to be successful in life. The world after public education does not make concessions for anti-social behavior because of socio-economic status, gender, ethnicity, race, or religion. All are held to the same standards of socially acceptable behavior, and it will always be one of the tasks of public education to produce students ready and able to function in the demanding world.

### **Prologue**

All actions taken by the staff and administration of Pemberton High School will be conducted within the constraints of Title 18A. In the case of disciplinary discussions all students will be given “due process” consideration. All investigations will be comprehensive and unbiased. Students will be provided with an opportunity to present their side of the event and substantiate their position with witnesses. The decisions made by the administration will take into account not only the defense provided by the accused, but also past infractions and past disciplinary efforts by the teacher and administration. All major consequences will be administered with parent notification/conference required. Only when the “reasonable suspicion” of a violation has been provided, to the satisfaction of the administrator, will consequences be assigned.

### **Discipline**

The Code of Conduct deals with students’ rights and responsibilities. It outlines the expectations under the laws governing the educational community. Listed below are the areas affected by this “Code of Conduct” and the administrative responses for violation of the Code. In all cases where students are suspended from school, the parent will be contacted by telephone and by mail. In cases of in-school sessions, parents will be notified by telephone and/or mail.

## **EXPECTATIONS OF STUDENT BEHAVIOR AT PEMBERTON TOWNSHIP HIGH SCHOOL**

### **Treat all peers, students, faculty, staff and other adults with respect and dignity.**

- Resolve disputes without verbal or physical confrontation (ask for help from teachers, guidance, administration or other sources).
- Respect and value differences in race, religion, and ethnic background.
- Avoid any form of unwanted physical contact while in school or at school events.
- Settle disputes without resorting to the use of profanity, obscenity, insults, put downs, or threats.
- Treat school property with respect and leave property, which does not belong to you, alone. Return all found items to the main office.
- Refrain from improper display of affection in school and at school events.
- Refrain from all forms of bullying or harassment, sexual or otherwise.

### **Do the job that the school and your parents/guardians expect of you.**

- Attend school daily
- Be on time for school and class. Avoid loitering in stairs and hallways.
- Be prepared with materials you will need for class.
- Make the best use of all educational time.
- Cooperate with all staff members and your peers at all times.
- Turn in all work within the allotted timeframe.

### **Dress and act appropriately during school and school functions.**

- Students are expected to leave all outerwear in their lockers.
- Clothing with references to alcohol, drugs, cigarettes and violence are not to be considered appropriate for school.
- Students should refrain from wearing clothing which displays profanity or sexual innuendos.
- Students are expected to keep all head coverings, headbands and sunglasses in their lockers.
- Students are expected to avoid wearing halter tops, tank tops, sleeveless T-shirts, bare midriffs, excessively short shorts or skirts, dangerously baggy pants or exposed underwear, or pajama bottoms.
- Metal chains or wallet chains should not be worn.
- Students are expected to wear safe footwear at all times. Slippers are not permitted.
- Students should avoid potentially dangerous, revealing, ripped, and torn clothing. Excessively tight clothing is not acceptable for school.

### **Contribute to the safety of all members of the school community.**

- Walking is the expected pace students should adhere to within the school building.
- Students are expected to show self-control and patience when walking in the halls. Pushing, shoving, horseplay and tripping can be dangerous.
- Individual teachers can and will amend these rules depending on the particulars of their classroom or subject.
- It is expected that all students will leave potentially dangerous or disruptive items at home. There is **never** a reason for lighters, knives of any size or type, mace, pepper spray, B.B. guns, firecrackers, stink bombs or similar items in school.
- Students are expected to treat all emergency drills as serious events and behave accordingly.
- Bused students will be expected to treat the driver of the bus as they would treat a teacher.

### **Value your health and well-being.**

- Students are expected to obey all state laws concerning tobacco, alcohol, marijuana, steroids and drugs of all types.

- All medications, over the counter and prescription, must be kept in the nurse's office at all times. This does not apply to prescription asthma medication.

**Follow local school policy regarding the following items which are not permitted in school.**

- **Students are expected to leave tape decks, cards, dice and toys of any type, collectible cards and other non-academic items at home.**
- Students are expected to demonstrate integrity in academic work; cheating and plagiarizing will not be tolerated.
- Students should leave excessive amounts of money and valuables at home. The school accepts no responsibility for items brought to school in opposition to these restrictions.

**Strive to be positive influences in the school and community.**

- Students should demonstrate pride in their school and community by picking up trash and litter and by using the proper receptacles for trash and litter. Recycle items in the appropriate containers.
- Students are expected to keep their lockers clean and locked at all times.
- Lockers are the property of the Pemberton Township Board of Education and are subject to inspection without notice.

**APPROVED CONSEQUENCES FOR STUDENT MISBEHAVIOR**

**Teacher Detentions**

Staff members are encouraged to hold teacher detention for infractions committed in their classes. Teacher detentions are assigned at the teacher's discretion with appropriate notice unless parents make other arrangements.

- Teacher detentions are assigned with a minimum of one day notice. If the student attends the assigned detention, no demerit will be issued. However, if the student does not attend the assigned teacher detention, and does not have an approved excuse from the assistant principal or principal (prior to the detention), an administrative detention, along with 2 demerits, will be assigned. The student should expect that detention assigned immediately.

**Administrative Response:**

- First Offense: Administration Study Session
- Second Offense: In School Supervised Study Session

**Rules For The Administrative Study Session (ADSS)**

Administrative Study Sessions are held Tuesdays and Thursdays from 2:15 – 4:25pm. Non-attendance at a Study Session will be excused only in the case of illness verified by a doctor's note or other emergencies approved by administration.

- Students are expected to bring books to read or other schoolwork to do in the session room.
- At the end of the session period, students will board the late bus to be taken home.
- If students are late to ADSS students will not be admitted without administrative approval.

**Administrative Response:**

- Failure to attend ADSS without a valid reason or prior administrative approval will result in one (1) ISS.
- Unsatisfactory conduct during the study session will require students to repeat the study session.

### **Rules for In School Supervised Study Session (ISS)**

- Students are required to report to the ISS room by 7:20am (the beginning of block 1).
- Students must bring textbooks. Other books are only borrowed by permission from one of the teachers in the room.
- There is absolutely **NO** sleeping, eating or gum chewing.
- Students are expected to work the entire day.
- If students have any questions concerning assignments, they may ask one of the teachers in the room by raising their hand.
- Lavatory facilities will be provided.
- Seats will be assigned.
- Lunch is scheduled each day. Students may bring their own lunch or order a modified lunch from the cafeteria.
- The assistant principal responsible for In School Supervised Study Session will review the daily records. If a student's conduct is rated "unsatisfactory" for two or more blocks, they may be required to repeat the day. If their conduct is rated unsatisfactory during the repeat session, they will receive a one (1) day out-of-school suspension.
- A student who arrives late to school will be admitted at the discretion of administration.
- Refusal to attend an In School Supervised Study Session will result in a two (2) day Out of School Suspension from school.
- Disruptive behavior may result in removal from In School Supervised Study Session or immediate Out of School Suspension.

### **Saturday Detention/ Extended Detention (SAD)**

This option is available at administrative discretion. Students are required to bring necessary textbooks and notebooks. Failure to attend an assigned Saturday Detention/ Extended Detention will result in a 2-day Out of School Suspension.

Students may attend Saturday Detention/ Extended Detention to remove demerits. Prior approval is required by the student's assistant principal.

### **Out of School Suspension Policy (OSS)**

Out of school suspension is to be used if the offending student has materially and substantially interfered with the maintenance of good order, or removal is necessary for the physical or emotional safety of students or staff. Any student suspended will be afforded all his or her due process rights prior to suspension. Some New Jersey State Code Violations require the application of this most serious consequence.

Students suspended out of school are required by law to remain at their home during the suspension. Students suspended from school may not participate in or attend any after school or extra-curricular activities beginning the day of the suspension, (i.e., student misconduct on a Friday resulting in an out of school suspension on Monday prevents participation in any afterschool or weekend activities).

Students returning to any school property or function can be charged with trespassing. From the start of the suspension, until readmission, the student is not allowed to participate in any school activities.

Suspension can be assigned from 1 to 10 days in length. All work missed during a suspension must be made up within a time period equal to the suspension term. The Superintendent of Schools has the power to extend suspensions and provide home instruction or an alternative education.

Students suspended for acts of violence will be required to attend a re-admit hearing with the superintendent of schools.

### **Suspension of Seniors**

Senior students who are suspended from school during graduation practice or on graduation day will not be permitted to participate in the graduation ceremony.

### **Expulsion From School**

Students may be recommended for long term suspension lasting up to a year, or expulsion. Expulsion is the permanent removal of a student from the district's educational program. Expulsion hearings should be considered serious legal events. If expelled, students may forfeit their right to a free public education. These hearings are held before the Board of Education in private session. It is recommended that counsel represent the student.

### **Demerit System (Accumulated Demerits and their Disciplinary Disposition)**

- 5 Demerits = each day of out of school suspension
- 4 Demerits = each day of Saturday detention
- 3 Demerits = each day of In School Supervised Study Session
- 2 Demerits = each day of after-school detention
- 0 Demerits = successfully serving a day of teacher assigned detention

### **Loss of Privileges Program**

All disciplinary consequences assigned to a student during the school year will also include an appropriate amount of demerits. These demerits will be recorded in the office and compiled on a computer database for all administrators to review. A student may receive demerits for a variety of reasons, for example being late for class, cutting class, or disrespect towards a teacher. After having received 15 demerits, the student will be placed in **loss of privileges**. A student in **loss of privileges** may not represent the school in any public context, such as contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances, nor can that student attend any non-academic school activities such as assemblies, dances, class trips and athletic contests (even as a spectator).

Students accumulating 15 or more demerits may reduce their demerit balance and remove themselves from the loss of privileges classification by not committing any infractions for 14 calendar days. At that point, 4 demerits will be removed. Additional consecutive weeks of good behavior will result in a reduction of 2 demerits for each consecutive week. A student can have additional demerits removed by arranging and performing community service. This service may be performed in the community and must be approved by an administrator in advance. Community service will be allowed only after the completion of two consecutive weeks of good behavior and only if the behavior record remains intact. As of June 30<sup>th</sup>, students wishing to participate in clubs and activities must be in good disciplinary standing. Students with 15 demerits and above are not eligible for participation in fall clubs or activities.

## **DISCIPLINE INFRACTIONS AND OFFENSES**

### **Abusive Behavior and Language Directed Toward Staff**

The use of abusive language and/or gestures, either written or spoken, which is offensive, obscene, or vulgar and is a violation of the rights of others.

#### **Administrative Responses:**

- First Offense: (1-2) days Out of School Suspension
- Second Offense: (3-5) days Out of School Suspension
- Third Offense: (5-10) days Out of School Suspension

### **Bus Misconduct**

All students are provided bus service to and from school.

- Directives for conduct on the school bus:
  - o Ride only your assigned bus to and from school
  - o **Follow the directions for conduct on a bus as the driver issues them. Failure to do so will result in loss of your bus privilege.**
  - o Smoking on the bus is prohibited

- Students must ride their regularly assigned bus unless approved by the Transportation Department.

**BUS OFFENSES WILL BE DEALT WITH BASED ON SEVERITY OF THE OFFENSE.** The principal may exclude a pupil from the bus for disciplinary reasons during the bus suspension period, his/her parent shall provide for the student's transportation to and from school during the period of such exclusion. New Jersey State Law, 18A:25-2, is used as a guide by principals throughout the State of New Jersey. Its primary purpose is to enforce safety standards relative to pupil transportation.

Students **MUST COOPERATE** with the drivers by observing the following policies:

- Pupils should be on time at the designated bus stop. Buses cannot wait.
- Pupils should stay off the roadway at all times while waiting for the bus.
- Pupils should wait until the bus has come to a stop before attempting to enter or leave.
- There should be no moving around or changing of seats on the bus.
- There should be no loud talking. Normal conversation is permissible.
- Pupils should keep their hands and heads inside the bus at all times.
- Throwing articles of any kind is very dangerous and will not be tolerated.
- Damage to the bus should be reported to the driver at once.
- Pupils should help to keep the bus clean, sanitary, and orderly.
- No eating, drinking, or smoking on the bus at any time.
- Fighting or using obscene language or signs on the bus will not be tolerated.
- When crossing the highway after leaving the bus, pupils should cross in front of the bus after first looking both directions.

Bus drivers shall enforce all the above regulations governing the conduct of pupils when being transported in buses. Drivers have the right to assign pupils to certain seats.

### **Cheating/Plagiarism**

Plagiarism, the failure to acknowledge the ideas of someone else, is a crime punishable by law and is considered cheating. It will not be tolerated in any schoolwork. Learning requires that students assume full and personal responsibility for their work. Unless otherwise directed, all assignments must be independently completed. Any student caught cheating or plagiarizing will receive a grade of "0" for that assignment. **IN ALL CASES THE PRINCIPAL WILL AUTHORIZE APPROPRIATE DISPOSITION.**

### **Class Cuts**

Any student who is absent or is late to class by ten minutes or more without proper authorization will be in violation of cutting class.

- **1<sup>st</sup> Offense:** Teacher checks with guidance office and checks on Genesis for the student's attendance, nurse's report and ISS list to verify student's whereabouts. If student is not on any of the lists, teacher refers student to counselor. Teacher also speaks with the student upon his/her return to class and contacts parent. Counselor meets with the student and documents meeting on the referral form. Counselor forwards referral to admin; admin issues an ADSS.
- **2<sup>nd</sup> Offense:** Teacher checks with guidance office and checks on Genesis for the student's attendance, nurse's report and ISS list to verify student's whereabouts. If student is not on any of the lists, teacher refers student to counselor. Teacher also speaks with the student upon his/her return to class and contacts parent. Counselor meets with the student and documents meeting on the referral form. Counselor forwards referral to admin; admin issues an ISS.
- **3<sup>rd</sup> Offense and beyond:** Teacher checks with guidance office and checks on Genesis for the student's attendance, nurse's report and ISS list to verify student's whereabouts. If student is not on any of the lists, teacher refers student to counselor. Teacher also speaks with the student upon his/her return to class.

Counselor meets with the student and documents meeting on the referral form.

Counselor forwards referral to admin; admin issues 2 ISS or OSS at admin discretion.

### **Defiance**

A verbal or non-verbal refusal to comply with a reasonable request from school personnel.

#### **Administrative Response:**

- First Offense: (1) day In School Supervised Study Session
- Second Offense: (2) days In School Supervised Study Session
- Third Offense: (1) day Out of School Suspension

Subsequent offenses are subject to out of school suspension as determined by administration.

### **Disruptive Behavior**

#### **Administrative Response:**

- First Offense: Teacher counsels student; implements behavior modification; contacts parents; documents actions on the referral form
- Second Offense: Teacher counsels student and contacts parent; teacher refers student to counselor and counselor meets with student and documents the contact on referral form and returns the form to the teacher.

Subsequent offenses are subject to administrative discipline.

### **Dress Code and Social Standards**

In keeping with the Board of Education policy, choice of school clothing should be made on the basis of these factors: safety, cleanliness, practicality, comfort, simplicity, and modesty. Types of dress that distract other students from learning or that cause disruptions are not acceptable in the school setting. What is appropriate for the beach or playground is not appropriate for classroom attire. With these general guidelines in mind, the following specific regulations apply in all Pemberton Township Schools.

- No one is permitted to wear see-through clothing, nor may any student expose a bare midriff. **Underwear is never proper outer attire at school.**
- Appropriate shorts, dresses or skirts may be worn, but they must reach to at least mid-thigh and are subject to the discretion of administration.

- No drooping pants/ trousers are allowed. Pants are to be properly worn at all times while at school. Students must wear a belt or suspenders, whenever appropriate.
- Footwear: Safety is always the primary concern. House slippers, cleated or spiked shoes are not permitted. Fashion (i.e. the height of the heels/ soles or roller blades incorporated into the shoes) will not take priority over safety.
- Extremely tight shirts/blouses and t-shirts with obscene or objectionable matter are not permitted.
- Bike shorts/pants (of spandex material) are prohibited.
- Hats, visors, head coverings, sweatbands, bandanas, combs, or picks must be removed when a student enters the building. Any head covering that is considered distracting is not permitted.
- Sunglasses are not permitted to be worn inside the building. Sunglasses are to be out of sight. This includes goggles.
- Spiked or studded belts, bracelets, and jewelry are not to be worn in school.
- Pants and shirts may not contain excessive or inappropriate holes or tears, which make the clothing unacceptable for school use.
- Rings designed for more than one finger are not permitted to be worn on school property.
- Shirts must have sleeves. Sleeveless tank tops, tube tops and halter tops are not permitted in the school. Single tank tops and muscle shirts may not be worn to school. This will apply to both males and females. **A basketball jersey is considered to be a tank top.**
- Students are prohibited from wearing apparel that may be inflammatory, offensive, obscene, or disruptive to the educational process (i.e., profane language, suggestive graphics, or drug-related printing).
- Students taking umbrellas to school must leave them in their lockers during the school day. You cannot carry them from class to class.
- Students are prohibited from having any outerwear garment with them in the building during the school day.
- "Hoodies" will be allowed unless the hood is placed on the head. Students continually abusing the "hoodie" policy will have the right to wear a "hoodie" revoked.
- Matching jackets/coats, which comprise a "suit", are not considered to be outerwear and need not be placed in the student lockers upon entering the building.
- Outfits designed and required by particular shops must be worn in those areas.
- Pajama pants are not allowed in school.
- Chains are not permitted.
- Any items worn for the express purpose of displaying gang affiliation or support (such as insignia, bandanas, medallions, wrist/neck bands, beads, markings, etc.) are strictly forbidden.(As per State Law: 18a:11-9 Prohibition of Gang-Related Apparel)

Students failing to comply with these regulations may be excluded from attending class. Parents will be called and requested to bring a change of more appropriate clothing for their son/daughter. On the first occasion students will be counseled and will be required to comply with the dress code policy. If the student returns to school on their next day or on any subsequent days not appropriately dressed after having first been warned, he or she will be treated as insubordinate and the parents will be notified by phone or by mail. If students fail to comply with the dress code they will be sent home.

**Administrative Response:**

- First Offense: Formal Warning
- Second Offense: Administrative Study Session
- Third Offense: In School Supervised Study Session

Subsequent offenses are subject to out of school suspension as determined by administration.

**Electronic Devices (Smart Phone/Cell Phone/iPod/Tablet)**

Students are permitted to utilize electronic devices (this includes iPods, tablets, MP3s, ear buds, cell phones, gaming units, etc.) on school premises in accordance with the following guidelines:

- Device may only be used during instructional and study prep periods according to teacher discretion.
- Device may be used during lunch period.
- Device may be used during transition in the hallways.
- Students are requested to wear ONE ear bud only for safety reasons.
- Students ARE NOT permitted to accept phone calls at any time during school hours.
  - If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which are made available to students with appropriate permission.

In order to preserve the privacy of students and staff, taking photographs and/or videotaping is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects. The only exception is to document a dangerous event, in which case the student must make such images immediately available to an administrator.

**Students bringing cellular telephones or electronic devices to school do so at their own risk. PTHS will not assume any liability for any lost, stolen or damaged cellular telephone and/or any other electronic devices either in school or in their possession.**

Any unauthorized use of electronic devices or noncompliance with these guidelines will result in disciplinary consequences. Teachers will handle student violations that cause or involve a distraction or disruption of the instructional environment and may issue teacher detention(s) and/or interaction with parent(s). Failure to comply with a teacher/staff directive will be considered defiance and will incur a conduct referral.

**Any improper use of cell phones, including recording inappropriate behavior or using the camera, will be dealt with by administration based on the severity of the offense.**

Telephone Use- Students are required to obtain permission from their teacher to go to either the main office or assistant principal's office to request use of the school telephone. Students must have the teacher's permission to answer the classroom phone.

#### **Gambling, Skateboards, Roller Blades, Etc.**

Coin tossing, rolling of dice or any form of gambling are not permitted on school property, inside or outside the building. Roller blades, skateboards, Heelies, hoverboards etc. are not permitted on school property, inside or outside the building.

#### **Administrative Response:**

- First Offense: Administrative Study Session.
- Second Offense: In School Supervised Study Session.
- Third Offense: Out of School Suspension

#### **Inappropriate Behavior**

Those behaviors such as use of profanity, or gestures that obstruct or impede the educational process or create an unsafe educational environment.

#### **Administrative Response:**

- First Offense: (1) Administrative Study Session
- Second Offense: (1) In School Supervised Study Session
- Third Offense: (2) days In School Supervised Study Session

Subsequent offenses are subject to out of school suspension as determined by administration

#### **Lateness to class or school**

Students who are late to class must have an approved/signed pass from a staff member. Any student who is absent or is late to class by ten minutes or more without proper authorization will be in violation of

cutting class. **All students who arrive to school after 7:30am must sign in at the main entrance security window.**

**Administrative Response:**

- 4 lates: teacher counsels student, contacts parents; documents the contact on office discipline referral form; admin issues a formal warning
- 7 lates: teacher implements behavior modification; loss of parking privileges; teacher contacts parent and documents it and refer student to counselor using the form and counselor meets with student and documents it on referral form. Counselor forwards form to assistant principal; admin issues an ADSS.
- 10 lates and beyond: loss of parking privileges; teacher documents dates on referral form and forwards the form to guidance counselor; counselor meets with student; documents meeting on form and then forwards the referral form to assistant principal; admin issues an ISS.
- 15 lates and beyond: chronic offender and may result in an Out of School Suspension. Chronic lateness may result in truancy complaints.

**Leaving Campus without Permission**

Students leaving the school building prior to the end of the school day are required to have their parent/guardian sign them out in the office. **Leaving school without permission will result in an Out of School Suspension.** Students found in the parking lot during school time will be considered as leaving school. Students found in unauthorized areas (i.e., parking lot, faculty/staff areas, roof) will be considered as having left the school. Students may not leave campus until the buses have departed. In addition, parking rights will be removed or suspended.

**Administrative Response:**

- First Offense: Out of School Suspension

***Subsequent offenses are subject to additional out of school suspensions as determined by administration.***

**Obscene Materials**

Possession or use of obscene literature, pictures, music or video is prohibited on school property and will be dealt with based on the severity of the offense.

**Passes**

Students are not permitted in the halls without a hall pass, anytime classes are in session. The person issuing the pass will evaluate the request on an individual basis.

**Administrative Response for any student without a pass will be dealt with as follows:**

- First Offense: Formal Warning
- Second Offense: Administrative Study Session
- Third Offense: In School Supervised Study Session

**Possession of and/or use of a forged or stolen pass will be dealt with as follows:**

- First Offense: In School Supervised Study Session
- Second Offense: (2) days In School Supervised Study Session
- Third Offense: Out of School Suspension

**Hall sweeps are conducted periodically throughout the year and students are issued an Administrative Study Session if they are in the hall without a pass during a hall sweep. Students refusing to follow directions during a hall sweep will receive ISS.**

## **Physical Education Classes and Expectations**

### ***Dressing Out and Participation in Physical Education:***

State and local Boards of Education mandate four-year sequence in physical education for graduation. A student is only allowed to repeat one (1) failed physical education course or one health/fitness course during his/her high school year. If a student fails physical education or health for a second time, the physical education course and other courses failed thereafter must be made up in summer school.

Students are required to wear Board of Education approved uniforms for participation in physical education activities. This requirement stems from the school's wish to promote a safe and orderly environment in the physical education classes. A standard uniform, which includes both aspects, is in keeping with Board of Education general dress codes of safety, cleanliness, practicality, comfort, simplicity and modesty. The physical education uniform will be as follows:

- Students shall wear a green, gray, white or black plain t-shirt, shorts and/or sweatpants.
- A plain green, white, gray or black sweatshirt may be worn over the uniform top.
- Black, white or green Spandex shorts may be worn under the uniform.
- Athletic uniforms **may not** be worn as a physical education uniform.
- **No jewelry** is permitted to be worn in class. Body or oral piercings are an unsafe health practice while participating in physical activities. Students may use a rubber/plastic plug in their piercing while participating in physical education, but do so at their own risk.

### ***Unprepared for P.E. Class:***

- First Offense: A letter from the teacher to parents plus a failing grade for the day. (2 times unprepared)
- Second Offense: A phone call from the teacher to parents plus failing grade for the day. (4 times unprepared)
- Third Offense: Teacher refers student to guidance counselor. (6 times unprepared)
- Fourth Offense: (2) Administrative Study Sessions and 4 demerits with required parent conference with guidance counselor and teacher. (8 times unprepared)
- Fifth Offense: One (1) day In School Supervised Study Session (10 or more times unprepared). Each unprepared will result in a failing grade of 50 for the day.

## **Public Display of Affection**

Students engaged in inappropriate signs of physical affection will be dealt with based on the severity of the offense.

## **Staying after School**

Students are permitted to stay after school for tutoring and detention (ADSS) on Tuesdays and Thursdays. Students are NOT permitted to stay after school unless accompanied by a staff member. Students who are on the Loss of Privileges list or stay after school without permission will have to contact a parent/guardian to pick them up. Repeat offenders will be referred to the assistant principal for disciplinary measures.

## **Throwing Food and Other Items**

Students caught throwing food or other items at any time will be dealt with as noted below:

### **Administrative Response:**

- First Offense: (1) In-School Supervised Study Session
- Second Offense: (2) days In-School Supervised Study Session
- Third Offense: (2) days Out of School Suspension

## **Tobacco Free School Zone**

N.J.S.A. 26:3D-17 bans the smoking of tobacco anywhere in school buildings or on their grounds. The Board of Education has taken the position that smoking in any form is detrimental to the health of students and forbids smoking or possession of tobacco in any form anywhere on the school grounds or

the school buses. Smoking is prohibited at any school-sponsored activity. Possession of cigarettes, cigars, e-cigarettes, chewing tobacco, and pipe tobacco is forbidden under this policy. This includes possession of tobacco and paraphernalia on the student's person, and in the student's clothing, purse, bags, or locker.

### **Possession of Tobacco Products**

#### **Administrative Response:**

- First Offense (1) day In-School Supervised Study Session.
- Second Offense (1) day Out of School Suspension; mandatory counseling with SAC.
- Subsequent Offenses: (2) days Out of School Suspension; mandatory counseling with SAC.

### **Use of Tobacco Products**

#### **Administrative Response:**

- First Offense (3) day In-School Supervised Study Session.
- Second Offense (2) day Out of School Suspension; mandatory counseling with SAC.
- Subsequent Offenses: (4) days Out of School Suspension; mandatory counseling with SAC

### **Truancy**

#### **Administrative Response:**

- First Offense: (1) In School Supervised Study Session
- Second Offense: (1) Extended Detention
- Third Offense: Extended Detention and possible truancy complaint

### **Unlisted Offenses**

The administration reserves the right to deal with other offenses that disrupt the educational process, that are not included in the aforementioned offenses. They will be dealt with in accordance with the severity of the offense.

### **HARASSMENT/ INTIMIDATION/ BULLYING (HIB)**

Harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, school bus or off school grounds (18A:37-15.3)

These actions that have a negative effect on a student(s) or that substantially disrupts/interferes with the orderly operation of the school are considered HIB infractions and will not be tolerated.

#### **Administrative Responses to HIB:**

**BOE policy 5032 will be followed which directs that an investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation consequences can range from a verbal or written warning to 10 days of out of school suspension or, in extreme cases, expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of HIB and, if warranted, a police complaint may also be filed.**

### **Student Conflicts**

Incidents that are the result of actions not covered under the HIB policy that result in substantial disruption of the school day and the victimization or other students verbally, electronically, in writing or physically will not be tolerated.

### **Administrative Responses to Student Conflicts:**

**An investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation consequences can range from a verbal or written warning to 10 days of out of school suspension and in extreme cases expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of victimizing others and, if warranted, a police complaint may also be filed.**

### **Sexual Harassment Policy**

Sexual harassment of students by other students or by employees of the district is unlawful under both New Jersey and Federal Law, and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, and other adult employees are expected to conduct themselves with respect for the dignity of others.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to his or her teacher, guidance counselor, principal, or the Affirmative Action Officer (893-8141, ext. 1024) as well as discussing this concern with the his or her parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

The district will investigate all such reports immediately. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Department of Children and Families.

## **SUBSTANCE ABUSE DISCIPLINARY CODE**

### **Drug, Alcohol, or Controlled Dangerous Substance Possession**

Possession, use, or sale of drugs, narcotics or intoxicants in school is an illegal act with the exception of medication prescribed by a physician. Individuals who require medication during school hours must report this fact to the school nurse and must take the medication in the nurse's presence. **The nurse will require an updated prescription and a doctor's note on file in the office that states the dosage, frequency and duration. Violation of this policy can result in suspension from school, police arrest, and a formal criminal complaint in court.** Violators of this regulation not only break school policy, but also the law. Therefore, these infractions are punishable by fines and/or jail sentences.

### **Administrative Response:**

- A student exhibiting signs of being under the influence of alcohol or drugs on school property or at a school function shall be immediately reported to the principal or his designee. By law that person shall immediately notify the parent or guardian and the chief school administrator and arrange for an immediate examination of the pupil. A physician selected by the parent or guardian or by the medical inspector may perform the examination. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector or, if the medical inspector is not available, a member of the school staff shall accompany the pupil, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian must also accompany the pupil.
- If, at the request of the parent or legal guardian, a physician other than the medical inspector conducts the medical examination, such examination shall not be at the expense of the district Board of Education.
- If appropriate, the examining physician shall furnish medical clearance for the student to return to school to the parent or guardian of the pupil, the principal and chief school administrator within 24 hours.
- If the test results are not immediately available, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received as long as the student has medical clearance from a physician.
- If there is positive diagnosis then the substance abuse discipline code will be enforced and a Violence, Vandalism and Substance Abuse Incident Report will be filed.
- Refusal or failure by a parent to comply with the provision of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education and or child neglect laws.

### **Anabolic Steroids**

- Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector as the case may be, or to a SAC, and to the principal or, in his/her absence, to his designee.
- The principal or his/her designee shall immediately notify the parent or guardian and the chief school administrator and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
- The examining physician shall furnish a written report of that examination to the parent or guardian of the pupil and to the Superintendent of Schools or the administrative principal.
- If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a SAC or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and the possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teacher and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
- If it is determined that the pupil's involvement with the use of other substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.
- Any staff member who reports a pupil to the principal or his designee in compliance with the provision of this subsection shall not be liable in civil damages as a result of making such a report as specified in the law.

**Policy – Alcohol/Drugs/Steroids (Possession, Use, Under the Influence and Distribution)**

The term “Drug” as used in this policy refers to: All controlled dangerous substances as defined by law in New Jersey Statutes 24:21-2, et seq: any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system; and alcoholic beverages. Anabolic Steroids are classified as controlled substances. This makes the possession or use of anabolic steroids a punishable offense under these policies and procedures of Pemberton Township.

**Alcohol/Drug Offense – Use** (Refusal to comply with District Rules and State law shall be considered an offense) Please note, that in all cases of In School Supervised Study Session, students will be placed on administrative leave/absence until ISS is scheduled.

**First Offense:**

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting. (5) days of In School Supervised Study Session with counseling/treatment plan component developed by SAC and mandatory participation in post incident drug screening program or (4) days of out of school suspension and (6) days of In School Supervised Study Session for non-compliance with treatment plan.
- Police notification
- Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for a (45) school day period. Negative random drug screening for a twelve-month (12) period from the date of the first offense is also required.

**Second Offense:**

- Note signed by physician certifying the pupil is physically and mentally able to return to our school setting.
- (4) days of out of school suspension and (6) days of In School Supervised Study Session with counseling/treatment plan component developed by SAC and mandatory participation in post incident drug screening program or (10) days of Out of School Suspension for non-compliance with treatment plan.
- Police notification
- Superintendent’s Hearing
- \*\* Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for a ninety (90) school day period. Negative random drug screening for a twelve-month (12) period from the date of the second offense is also required.

**Third Offense:**

- Out of School Suspension pending superintendent’s hearing
- Expulsion hearing with Board of Education if recommended by superintendent
- Police notification

**Alcohol/Drug Offense – Possession** (Refusal to comply with district rules and state law shall be considered an offense) Please note, that in all cases of In School Supervised Study Session, students will be placed on administrative leave/absence until ISS is scheduled.

**First Offense:**

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- (2) days Out of School Suspension **plus** (5) days of In School Supervised Study Session with counseling/treatment plan component or (10) days of In School Supervised Study Session for non-compliance with treatment plan.
- Police notification and action

**NOTE:** Students will also be suspended from all school activities (sports, dances, field trips, clubs, class trips, proms, graduation or promotion ceremonies) for a (45) school day period. Negative random drug screening for a twelve-month (12) period from the date of the first offense is also required

**Second Offense:**

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- (3) days of Out of School Suspension **plus** (5) days of In School Supervised Study Session with counseling/treatment plan component or (10) days of In School Supervised Study Session for non-compliance with treatment plan.
- Police notification and action
- Superintendent's hearing

**NOTE:** Students will also be suspended from all school activities such as sports, dances, field trips, clubs, class trips, proms, graduation or promotion ceremonies for a (90) school day period. Negative random drug screening for a twelve-month (12) period from the date of the second offense is also required.

**Third Offense:**

- Out of School Suspension pending superintendent's hearing
- Expulsion hearing with BOE if recommended by superintendent
- Police notification and action

**Alcohol/Drug Offense–Possession with Intent to Distribute or Sell:**

- Minimum (10) days Out of School Suspension
- Superintendent's hearing
- Expulsion hearing with BOE if recommended by superintendent
- Police notification and action

**Alcohol/Drug Offense – Paraphernalia Possession** (Refusal to comply with district rules and state law shall be considered an offense) Student is suspected to be under the influence and is required to follow the guidelines under the Substance Abuse Possession policy above.

**VIOLENCE AND VANDALISM OFFENSES**

**Assault/Fighting/Threats/Extortion**

At any time, a student may notify administration or a counselor and request mediation. Inciting a confrontation, attacking, or threatening another – verbally or physically, with or without a weapon, will result in a one to ten (1-10) day Out of School suspension, a police complaint may be filed, and the Board of Education will be notified. A parent conference with the superintendent will be required for re-admittance.

**Assault or Injuries to Employees**

Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in their performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this state, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education.

**Administrative Response:**

A (4-10) day Out of School Suspension, police complaint, and possible recommendation for long term suspension or expulsion. Criminal complaints for aggravated assault may be signed by the victim.

**Fighting** is a physical altercation between two or more students. Students are encouraged to report issues to a counselor or assistant principal in order to avoid fighting. All fights will require referral to a school counselor.

**Administrative Response for students who engage in fighting:**

- First Offense: (4) days Out of School Suspension

**Response after a formal warning has been issued:**

- Second Offense: (5-10) days Out of School Suspension, Superintendent Hearing.

**Response for students who engage in fighting after mediation:**

- Third Offense: (5-10) days Out of School Suspension, Superintendent Hearing.

**Any student who videotapes and/or uploads footage onto public websites will be referred to the assistant principal for disciplinary consequences for instigating a fight.**

**Gang Related Activity**

Gang related activity seeks to intimidate, harass, bully and/or threaten other students. This will never be permitted at our school. A student who is identified as a potential gang member, affiliates with known gang members, emulates gang type behaviors, or participates in gang related activities and incidents shall be dealt with utilizing the utmost severity. (As per NJSA 2C:33-28.)

If the student appears to be involved in gang related activities, a conference with the student, parent/guardian, chief security officer, and administrator will be held. If a student is involved in any incident during school hours (defined as any time the school has responsibility for that student or the student's victim) which includes any aspect of gang related activity; the normal discipline for that incident will be assigned, and an additional 2 – 10 days Out of School Suspension shall be assigned, at the discretion of the administration. A conference with the superintendent may be necessary prior to readmission to school, and a police complaint may be filed.

In addition, the student will be immediately banned from all after school activities, extracurricular functions, and all trips requiring the student to leave the school grounds.

**Possession and/or Concealing of Weapons/Explosive Devices**

Chapter 128 of 1995 Safe Schools initiative requires that pupils who commit assaults upon members of the school community with a weapon other than a firearm shall be immediately removed from the school's regular education program and provided with an alternative program, pending a hearing before the Board of Education.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program (1) pending a hearing before the local Board of Education (2) to remove the pupil from the regular education program for a period of not less than one calendar year – subject to modification on a case by case basis by their chief school administrator.

"Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all:

- Firearms, even though not loaded or lacking a clip or other component to render them immediately operable;
- Components which can be readily assembled into a weapon;
- Gravity knives, switchblades, daggers, dirks, stilettos, butterfly knives, or other dangerous knives, bullies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, or similar leather bands studded with metal fillings or razor blades imbedded in wood; and

- Stun guns, and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. "Look-alike weapons" should be considered weapons and receive the same penalties.
- Items designed to resemble or give the impression of being any of the above listed items will be prosecuted as if they were the actual items.

Possessing or concealing any item, which can be construed as a weapon, (e.g., firearms, knives, blackjacks, martial arts weapons, chains, explosives or brass knuckles), will result in the following:

**Administrative Response:** 10 days Out of School Suspension, police complaint, superintendent hearing, and possible recommendation for long term suspension or expulsion.

**NOTE: A nurse's note is necessary if a student is to use a cane or other type of stick for walking.**

### **Setting Off (Call In) of a False Alarm**

**Administrative Response:** (4 – 10) day Out of School Suspension and police complaint filed. Possible long term suspension or expulsion pending a Board of Education hearing.

### **Theft**

Taking of another student's or school staff member's property without permission.

#### **Administrative Response:**

- First Offense: One to Five (1-5) days Out of School Suspension. Appropriate restitution will be made and police complaint may be filed.
- Second Offense: Three to Ten (3-10) days Out of School Suspension. Appropriate restitution will be made and police complaint may be filed.

**Threats** which disrupt or affect the operation of a school

#### **Administrative Response:**

Up to a (5) day Out of School Suspension and a police complaint will be filed. A parent conference is required for re-admittance.

### **Threats: Terroristic Threats to School Population or Property**

**Administrative Response:** (1-10) day(s) Out of School Suspension, re-entry conference with Superintendent with possible recommendation for long term suspension or expulsion, and police notification or complaint.

### **Threats: Verbal Threats Towards Staff**

**Administrative Response:** (3-10) Out of School Suspension and police complaint may be filed.

In addition to the above, a police complaint and a recommendation for long term suspension/expulsion may be filed. In all cases, a parent conference with the principal and/or superintendent is required for re-admittance to school.

### **Vandalism/Graffiti**

The willful or malicious damage or destruction of school property or the property of others constitutes vandalism.

**Administrative Response:** Suspension from school for three to ten (3-10) days, and police complaint may be filed. Restitution arrangements are required prior to returning from suspension. Courts may decide to suspend or postpone driving privileges.

## **STUDENT GRIEVANCE PROCEDURES**

A student that does not agree with a decision made by his/her assistant principal has the right to grieve the decision using the procedures listed below. Students who fail to attend a scheduled Administrative Study Session or In School Supervised Study Session and are suspended out of school for two days **may not** grieve the suspensions. **Exceptions:** Doctor's notes, death in family, etc.

The Pemberton Township Board of Education affirms its responsibility to ensure all students in public schools of Pemberton Township equal education opportunity regardless of race, color, creed, religion, gender, ancestry, national origin and social or economic status.

When the Grievance Committee meets it will function as follows:

- The student and/or parent must request a hearing within (2) two days upon notification of the punishment to the student by the assistant principal. Certain types of cases where criminal acts have occurred will be processed through the court and/or by this committee. The appeal request form may be obtained from the Main Office. These forms are to be returned to the principal. The release form must be completed by the student and signed by the parent if the student is under eighteen years of age.
- The disciplinary action will be effective immediately after the student is notified of the offense(s) and a conference has been held. During the appeal process, the student shall either remain at home or in school at the discretion of the administration.
- A hearing committee will be formed as soon as possible by the principal. The hearing will consist of three to five persons: At least one teacher must be present and serve as chairperson.
- The actual hearing (process or steps):
  - o Prior to the hearing, the administrator will file a report of the incident with the hearing committee.
  - o Hearing will be held as soon as possible upon receipt of an appeal form.
  - o Additional information will be provided as necessary if the applicant and/or the parent have signed a release for the information to be provided.
  - o An administrator will sit in on the hearing.
  - o The student will respond to the hearing committee's' inquiries.
  - o The student may present witnesses if he/she desires. The administration may also present witnesses.
  - o The hearing committee will deliberate the appeal without the presence of the appellant(s). The decision is made by secret ballots whose contents are known only to the chairperson.
  - o If possible, a recommendation should evolve immediately from the hearing, based on the majority opinion. It must be noted that the decision of the committee is only a recommendation.
  - o The committee will be required to render a recommendation. It does not limit or constrict the recommendation to be made. Therefore, the recommendation will be one of the following:
    - The disciplinary action could be ELIMINATED.
    - The disciplinary action could be REDUCED.
    - The disciplinary action may be UPHELD.
    - The disciplinary action may be INCREASED.

All records of the hearing proceedings will be held for a period of 30 days after the Grievance Committee concludes the case. They will be destroyed after 30 days if not needed.

A decision regarding the case should be forthcoming from the principal within 24 hours of his/her report of the committee's recommendation.

If the appellant is not satisfied with the decision made by the principal, then appeals may be filed with the superintendent of schools. If the superintendent's decision is not to the appellant's satisfaction it may be appealed to the Board of Education.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Public education is an instrument of society designed to carry out a function which society has decreed to be a desirable one – the education of all the children of all of the people. As such, student rights are governed by many of the same federal, state, and local laws, which govern every citizen.

With rights however, comes responsibility; responsible behavior which respects the rights of all members of the educational institution as it relates to a safe and comfortable atmosphere conducive to learning.

The Pemberton Township Board of Education guarantees students the freedom allowed by law, provided these freedoms do not endanger the health, safety and welfare of the other students and staff. In addition, the principal of each school is charged with the responsibility and authority for maintaining an orderly educational process.

### **DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURES**

*The Board of Education strictly prohibits all forms of unlawful discrimination and harassment on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. It is the policy of the School District that the School District's educational program, employment practices, and other functions shall be free of all forms of discrimination and harassment.*

*The purpose of this regulation is to provide a procedure whereby complaints of discrimination and harassment are investigated and, if appropriate, addressed.*

## DEFINITIONS

1. **Affirmative Action Officer.** *A certified individual designated by the Board of Education to monitor the School District's compliance with the Policy Against Discrimination and Harassment and Affirmative Action Policy.*
2. **Complaint.** *An allegation of any form of discrimination or harassment.*
3. **Complainant.** *The aggrieved person who makes a complaint alleged discrimination or harassment.*
4. **Discrimination.** *Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in students, employees, parents and/or other third parties.*
5. **Harassment.** *Harassment is a form of discrimination. Harassment consists of unwelcomed conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.*
6. **Sexual Harassment.** *Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcomed sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a date, etc.); inappropriate physical conduct (such as unwelcomed touching, physically blocking passageways, invading personal space, staring at a person's body, stalking, etc); storing or displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.*

## COMPLAINT PROCEDURE

- A. *Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.*
- B. *The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.*

C. Upon receiving notice of the complaint, the Affirmative Action Officer shall determine who at the School District shall investigate the complaint. The investigator may be the Affirmative Action Officer or it may be another administrator. The investigator shall be selected based on his/her ability to maintain objectivity and independence throughout the investigation, as well as his/her familiarity with the parties involved.

D. The investigator shall promptly conduct an investigation into the allegations contained in the complaint. The investigation may include the following: conducting investigative interviews with the complainant and other potential witnesses, collecting/examining relevant documentation, reviewing video and/or audio recordings, and similar conduct.

E. Investigations shall be initiated within three school days of the receipt of the complaint.

F. All accused individuals shall have the opportunity to review and respond to allegations as part of the investigation before any decision is made regarding the veracity of an allegation. Accused individuals shall also have the right to identify witnesses and/or other evidence on their own behalf. It shall be in the investigator's sole discretion to determine what, if any witnesses may have information relevant to the complaint and therefore what, if any, witnesses shall be interviewed as part of the investigation.

G. All investigations shall be completed within a reasonable timeframe, which shall depend on the nature and scope of the investigation unless the timeframe is dictated by applicable law (i.e., such as HIB investigations).

H. At the conclusion of the investigation, the investigator shall create a written report detailing his/her findings. The investigator's report shall include a finding indicating whether the allegations contained in the complaint were substantiated or not substantiated. A copy of the investigator's findings, along with all supporting documentation created and/or collected during the investigation, shall be forwarded to the Affirmative Action Officer. The Affirmative Action Officer shall maintain the documentation in an "investigative file" separate from any personnel records and/or student records.

I. The Affirmative Action Officer shall make recommendations regarding the potential discipline of the accused individual.

J. The Affirmative Action Officer shall communicate the results of the investigation to the complainant in writing. The complainant shall not be entitled to a copy of the investigative file unless required by law.

K. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.

L. If the complainant and/or the accused individual disagrees with the outcome as communicated by the Affirmative Action Officer, then the complainant may appeal to the Superintendent of Schools. The appeal shall include a copy of the complaint, a copy of the communication containing the results of the investigation, and an explanation of the reasons why the complainant and/or accused individual disagrees with the outcome.

*M. With the filing of an appeal, the complainant may request an informal hearing with the Superintendent of Schools. Such meeting shall be scheduled within a reasonable time frame and at a mutually convenient time. The Superintendent shall remain impartial and objective when reviewing the results of the investigation and reasons why the complainant and/or accused individual appealed the outcome.*

## **OUTCOMES**

*A. If it is determined that discrimination and/or harassment has taken place, the School District shall take immediate steps to prevent the discrimination and/or harassment from occurring again and, if appropriate, shall take steps to remedy any discrimination and/or harassment that has taken place.*

*B. If it is determined that discrimination and/or harassment has been engaged in by a student, the student may be subject to discipline, up to and including suspension and/or expulsion, as provided for by the Code of Student Conduct.*

*C. If it is determined that discrimination and/or harassment has been engaged in by an employee, the employee may be subject to discipline, up to and including suspension without pay and/or termination from employment.*

*D. If it is determined that the discrimination and/or harassment has been engaged in by a parent and/or other third party, the School District shall take reasonable steps within its legal authority to prevent the discrimination and/or harassment from occurring again.*

*E. If appropriate, the School District shall take interim measures to preclude contact between a complainant and an accused person and such interim measures will not disproportionately impact the complainant. Complainants needing additional counseling or assistance may be referred to the guidance office for referrals.*

## **REPORTING COMPLAINTS AFFIRMATIVE ACTION OFFICER**

*A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer.*

*The School District's Affirmative Action Officers/ADA/504 Coordinators are:*

*Rita Jenkins  
Affirmative Action Officer/Title IX/ADA coordinator for students  
(609) 893-8141 x.2074  
rjenkins@pemb.org*

*Pamela Kelly  
Affirmative Action Officer/Title IX coordinator for certificated staff and ADA/504 coordinator for all staff  
(609) 893-8141 x.1021  
pkelly@pemb.org*

Pat Austin  
Affirmative Action Officer/Title IX coordinator for non-certificated staff  
(609) 893-8141 x.1004  
paustin@pemb.org

*B. All employees are required to promptly report any incidents of discrimination and/or harassment that they witness and/or that become known to them in any way. Employees must report the discrimination and/or harassment to their immediate supervisors and/or to the School District's Affirmative Action Officer.*

*No person shall be subject to retaliation for having made a complaint and/or for participating in any investigation. Allegations of retaliation are taken seriously and will be investigated.*

### **APPLICABLE STATE LAWS**

#### **State Law: 18a: 37-2 Discipline and Behavior**

New Jersey Laws pertaining to the discipline and behavior of students, enacted by the Senate and General Assembly of the State of New Jersey holds that any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over him.
- Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
- Physical assault upon another pupil or upon any teacher or from his presence, by means of force or fear.
- Faking, or attempting to take personal property or money from his means of force or fear.
- Willfully causing or attempting to cause substantial damage to school property.
- Participation in an unauthorized occupancy by any group of pupils or others of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person, then in charge.
- Incitement which is intended to and does result in authorized occupation by group of pupils or others of any part of a school or other facility owned by any school district and, Incitement which is intended to and does result in truancy by other pupils.
- Knowing possession or consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

#### **State Law: 18a:37-3 Liability of Parents of Pupils for Damage to Property**

The parent or guardian of any pupil who shall damage or destroy any school property shall be liable for those damages for the amount of the damage to be collected by the Board of Education of the district in any court of competent jurisdiction, together with the costs of the suit.

#### **State Law: 18a:11-9 Prohibition of Gang-Related Apparel**

A board of education may adopt a dress code policy to prohibit students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in,

or affiliation with, any gang associated with criminal activities. The local law enforcement agency shall advise the board, upon its request, of gangs which are associated with criminal activities.

**State Law: 2C:33-28. Solicitation, Recruitment to Join Criminal Street Gang; Crime, Degrees, Sentencing**

A person who solicits or recruits another to join or actively participate in a criminal street gang with the knowledge or purpose that the person who is solicited or recruited will promote, further, assist, plan, aid, agree, or attempt to aid in the commission of criminal conduct by a member of a criminal street gang commits a crime of the fourth degree.

**State Law: 18a: 25-2 Discipline on School Bus**

The driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall exclude a pupil who is not assigned to the bus, unless student provides proper school ID and driver receives approval from transportation supervisor.

**State Law 18a:37-2 Assault or Injuries to School Employees**

Any pupil who commits an assault, as defined pursuant to N.J.2C:12-1, upon a teacher, administrator, board member or other employee of a board of education, acting in their performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this state, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education.

**Drug Reform Act of 1986**

Please note that as the result of the comprehensive Drug Reform Act of 1986, possible punishments mandated under New Jersey State Statutes regarding drug related infractions are as follows:

- 2C:35-7: Distributing drugs on school property will result in mandatory imprisonment.
- 2C:35-8: Distribution to persons under age 18 will result in twice the punishment usually given for the offense.
- 2C:35-10: Individuals under the influence or found in possession of a controlled substance will be required to perform a minimum of 100 hours of community service if a term of imprisonment has not been imposed.
- 2C:35-16: Violation of laws pertaining to drugs will result in mandatory forfeiture or postponement of driving privileges for a minimum period of six months up to two years.
- 2C:36-5: Delivering of drug paraphernalia to persons under 18 years of age will be treated as a criminal offense.

# Nurse/Health Office

## SCHOOL HEALTH SERVICES & REGULATIONS

**School Health Services are provided by the school nurses for the purposes of:**

1. Care of emergency sickness or injury in school.
2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

**Parent cooperation is requested in the following situations:**

1. A doctor's note is needed when your child returns to school from an absence due to illness or injury. A gym note should also be obtained from the doctor if your child is unable to participate in physical education class because of the illness or injury. Another doctor's note is required to clear your child to safely return to gym class, recess, or afterschool physical activity.
2. Students returning requiring **medical equipment, such as crutches, wheelchair, cane, etc. must have a doctor's order for the equipment.** They will not be able to participate in any physical activity unless cleared by the doctor.
3. If your child is absent due to illness or injury, please call the school to inform us of the problem.
4. Changes in your child's medical condition, any medication changes, or any recent medical procedure should be brought to the attention of your child's school nurse. Your child's school nurse **will coordinate care with your child's teacher as needed. The school nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the nurse should be contacted if he/she has contracted any communicable diseases: i.e., measles, mumps, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes ill or injured in school, you will be called to make arrangements for him/her to be picked up.

### Health Regulations in General

1. Keep up-to-date home, work, and emergency telephone numbers filed in the Nurse's and main office. You, as the parent(s)/guardian(s) have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or babysitter who would be able to care for your child until you return home. Please remember, you are responsible for your child's welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to **diarrhea or vomiting should remain at home the rest of that day and the following day or longer until symptom free.** Example - If a child is sent home sick on Wednesday, student cannot return to school on Thursday, may return on Friday – *only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free.*
3. A child who has a fever cannot be sent to school. A child sent home from school with a **fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication.** See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a health care provider in writing. A note is required for return to school.

5. **Students who have a doctor's note stating they cannot participate in gym, also cannot participate in recess or after school sports for the time frame specified on the doctor's note.**

### **Enrollment Procedures & Immunizations**

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. It is important for parents/guardians to obtain subsequent medical examinations for their child at least once during each developmental stage, at early childhood (pre-school through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve) per NJ Administrative Code – Chapter 16, subchapter 2, 6A:16-2.2. All new students must also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

### **State of NJ 6<sup>th</sup> Grade Immunization Requirements or Any New Student 6<sup>th</sup> Grade or Higher**

Tdap and Meningococcal vaccines are required for all entering 6th graders who are 11 years of age or older; 6th graders < 11 years must receive Tdap and meningococcal vaccines once age 11 is reached.

**Students who do not meet these requirements *will* be excluded from school.**

### **Medication Policies**

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. The following rules must be followed.

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Participation in after school activities or attending field trips will be denied if the student needs medication and orders are not on file with the school nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office.
7. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed **every school year.**
8. The state of NJ requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school nurse is not available. Please have your doctor complete those forms **every school year.**
9. Students who have doctor's orders to carry/self-administer their inhalers/epi-pens should have one in the nurse's office and carry one at all times.

### **Pediculosis**

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or social economic position. In school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only, are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom –wide or school wide screening is not merited. Maintaining the student’s privacy, family confidentiality, and preventing stigmatization are vital. Therefore, letters will no longer be sent home if a case of head lice is discovered. The school nurse retains the authority to, in consultation with school administrator(s), to exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

### **Health Screening Procedures**

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

### **Local Health Resources**

A **family health care center, Southern Jersey Family Medical Center**, is open and taking appointments at New Lisbon Center - Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center located at 600 Pemberton-Browns Mills Road provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center’s hours of operation are Monday through Friday, 8:30 a.m. – 5:00 p.m. The phone number is 609-894-1100. This facility also has a **dental center and bilingual staff**.

**Burlington County College has a Dental Health Center.** They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is a nominal charge of \$5.00 per visit. To schedule an appointment, please call 609-894-9311, extension 1074. The BCC Dental Health Center is located in the Parker Center of BCC’s Pemberton Campus at 601 Pemberton Browns Mills Road (County Route 530).

Should you need help with **immunizations** you can call the **Burlington County Health Department Clinic** at 609-265-5533. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of local health resources contact your school nurse or check the nurse’s web page.

### **Health Insurance**

Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. Governor Corzine signed into law P.L2008 Chapter 38 mandating that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) and 34 C.F.R. 99.30 (b) so, the parent must sign in the health insurance section on the Emergency Information Verification Form and we will send your contact information to NJ Family Care. The Emergency Information Verification Form (emergency card) will be sent home the first day of school with your child.

Please feel free to contact your school nurse with any questions regarding NJ Family Care or you can contact them directly at (800) 701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child's information up-to-date.

# Athletics/ Extra-Curricular Activities

## Sport Physical Paperwork

1. The sport physical may only be completed by a licensed physician, advanced practice nurse or physician assistant that has completed the **Student-Athlete Cardiac Assessment Professional Development Module**. (Per the Scholastic Student-Athlete Safety Act (P.L. 2013, c.71), N.J.S.A. 18AL40-1.1 & N.J.S.A. 18A:40-41d) It is recommended that you verify that your medical provider has completed this module **before** an appointment. If you do not have health insurance Southern Jersey Family Medical Center (609-894-1100) can provide services.
2. Only the NJ Department of Education Pre-participation Physical Evaluation Form can be used for sport physicals. The form must be **filled out completely** by the parent and physician. Incomplete forms will be returned and the student will be ineligible to participate in a sport until it is corrected. Reviewing the paperwork **before** you leave the doctor's office will save you a lot of time and aggravation later.
3. The Pre-Participation Physical Evaluation Form (4 pages) must be taken with you to your doctor's office. The parent completes the History Form/Supplemental History Form. Your physician must review the History Form/Supplemental History Form and then fill out the entire Physical Examination Form/Clearance.
4. The Physical Examination/Clearance form is good for 365 days or one calendar year. (example – 3/2/12 to 3/2/13) If your child's physical should happen to expire in the middle of the sport season, they will be allowed to finish/complete that specific sport only (intramural or interscholastic). Example – participating in intramural basketball and physical expires middle of intramural basketball season, can play until the end of intramural basketball only. Student would need a new physical to participate in interscholastic basketball.
5. Per NJ state law all sport physicals must be reviewed and approved by the school physician **prior to any tryouts or practice**. All paperwork must be completed and returned in a timely manner to ensure approval and eligibility for sports participation. The school physician will be available to sign the physical exam forms prior to the start of each season on his/her regular scheduled day – **which is once a week**. If physicals are turned in after the school physician's scheduled day, there will be a turnaround time of 7 to 14 days. **PLEASE PLAN AHEAD AND GET YOUR COMPLETED PHYSICAL TURNED IN AT LEAST 2 OR MORE WEEKS PRIOR TO TRYOUTS.**
6. Students with asthma, serious allergic reactions or diabetes are required by state law (N.J.S.A.18A:40-12.3 and 12.8, N.J.S.A. 18A:40-12.5 & 12.6, N.J.S.A. 18A:40-12.11 through 12.15) to have action plans completed **every school year**. If these forms are not returned, your child will not be able to participate in **any** after school activities (sports, clubs and trips).
7. The school district will provide written notification to the parent/guardian, indicating approval of the sports physical based upon review of the physical by the school physician, or must provide reason(s) for the disapproval of the student's participation.
8. A Health History Update Questionnaire for athletics must be completed every **90 days** or prior to a new seasonal sport (fall, winter, spring) per state law. The update informs the nurse if your child has had any medical problems since his or her last physical. Explain all "yes" answers on the parent form and a doctor's note may be required for clearance.
9. Parents and students must also sign that they reviewed the educational fact sheet on sports-related concussions and sudden cardiac death in young athletes, **before** any student participation in sports. This paperwork will be given out by the coaches/athletic trainer.
10. For more information – please review the state's website *Frequently Asked Questions* which are available at: <http://www.state.nj.us/education/students/safety/health/services/athlete/faq.pdf>.

### **Nurse's Office Forms**

All forms are available in the nurse's office upon request and can be downloaded from the Pemberton Township High School website, go to *Resources* then *PTHS Nurse's Resources*. During the summer months, physical and medication forms are available in the main office.

Once your child's paperwork is completed, he/she needs to **personally bring it to the nurse's office.** Handing it directly to the nurse cuts down on lost paperwork. This also gives the nurse the opportunity to ask your child any questions if needed. **We advise you to make copies for your own records of any paperwork you send to the school.** We are unable to fax or make any copies for you.

### **Posters And Exhibits**

All posters, which are to be exhibited on bulletin boards located in the hallways, must be approved by one of the assistant principals. Once posters have served their usefulness, they are to be removed by the individual(s) who posted the notice. Any unapproved poster/flyer that is posted or distributed will be referred to the assistant principal.

### **Fundraising Sales**

All fundraising requests must be made to the principal. Only Board of Education approved sales are permitted in school. Sales for private groups or agencies are prohibited in school at all times.

### **Prom Policies**

- Pemberton Township High School students and their guests are to arrive at the prom at the designated time and are to remain until the prom is over. **Anyone planning to leave the prom early (only a half-hour) must obtain approval from the advisors in advance.**
- PTHS students must pre-register their guests (non-PTHS students) and must accompany their guests to the prom. One guest is allowed for each PTHS student. The advisors must be notified of any change regarding a guest. Any non-PTHS student may be excluded from the prom at the discretion of the principal or assistant principals. **The school will set a reasonable age limit at each prom.**
- All PTHS students attending the prom must show school identification.
- The prom is a formal function; appropriate dress is required and is at the discretion of the principal.
- All students attending the prom must follow established school rules and policies.
- **Students suspended, in or attaining Loss of Privilege status on the day of the prom, may not attend the prom, and the tickets are nonrefundable.**
- Students will not be permitted to go back and forth to their vehicles.
- Students showing signs of drug or alcohol use will not be admitted to the prom. Students who are suspected to be under the influence of drugs or alcohol must be taken to the hospital. (Police may be contacted. The parent will be notified.)
- **Students must attend school the day of the prom.**
- Any and all obligations must be paid prior to purchasing a ticket.
- Students will be excluded for:
  - o Being on Loss of Privilege status
  - o Exceeding the attendance policy of 15 days
  - o Being on the ineligible list (i.e., obligations et. al)

### **Activities – Clubs, Groups And Sports**

Offerings of clubs and activities may change based on student interest. See the Activities Handbook for more information.

Academic Decathlon	Horticulture Club	Book Club
Black History Club	Choral Clubs	Color Guard
Habitat for Humanity	Drama Club (Play)	Drill Team
Art Club	Just Latin Dance	Bible Club
FBLA	Future Nurses Club	Global Citizens
Future Teachers Club	HOSA	Interact Club
JROTC (Offered for 5 credits)	Literary Magazine ( <i>Silent Sting</i> )	Math Club
Morning Buzz	National Honor Society	Newspaper ( <i>The Stinger</i> )
Rifle/Raider Team	Robotics Club	Sewing & Tech Design
Student Council	Travel Club	W.H.Y. (We Help You)
Yearbook ( <i>Citations</i> )	Bands	Weight Club
Circle of Friends		

### **Interscholastic Sports**

Field Hockey (Girls)	Basketball	Baseball (Boys)
Football (Boys)	Bowling	Softball (Girls)
Soccer	Swimming	Tennis (Boys)
Tennis (Girls)	Track	Track
	Wrestling	Golf

**Support Groups:** Cheerleading – Fall and Winter

### **Eligibility Requirements**

These eligibility requirements regulate participation on all levels of interscholastic sports – both male and female teams – and they are also intended to apply to all on-going school activities such as class officers, cheerleaders, all groups associated with the marching band (color guard, drill team, etc.) clubs, yearbook, school newspaper and volunteer organizations.

**Exclusion:** This policy is not intended to apply to membership in the band itself, since this is also a formal course offering assigned credit towards graduation; nor is it meant to apply to participation in one time activities: e.g., dances, proms, class trips, Green and White Night, etc.

1. **All incoming 9th grade students are eligible** to begin participation in athletic competitions during the first semester (September 1 - January 31st). For **second year high school students, fall eligibility** will be based on the previous academic year with a **minimum of 30 credits** attained. All athletes must be in good disciplinary standing as of June 30<sup>th</sup>. Students with 15 demerits and above are not eligible for participation in fall athletics. **Marking Period grades and Quarterly Exams will be averaged to determine Final Grades which will determine credits/eligibility.**

2. To be eligible for athletic competition that begins during the second semester (February 1 - June 30), students must have passed an equivalent of **15 credits for spring eligibility. Marking Period grades and Quarterly Exams will be averaged to determine Semester grades, which will determine credits/eligibility.**

3. **All student athletes must be in good standing concerning attendance.** No-Credit Status Lists will be run at the end of the 1<sup>st</sup> Semester and at the end of the year. Students will be given time to clear up attendance issues once they are notified via report card that they are on "No-Credit Status." Cut off dates to resolve attendance issues are as follows: Fall Eligibility (August 15<sup>th</sup>) Spring Eligibility (February 15<sup>th</sup>).

4. Any student who is involved in sports/activities and **fails a Marking Period will need to attend mandated tutoring after school in order to remain eligible.** School counselors will work with the student and the athletic department to set up the mandatory tutoring sessions.

5. **All student athletes must be in good standing under the school's disciplinary policy. Students with 15 or more demerits will be placed on Loss of Privileges and not be allowed to participate until demerits are under 15.** However, the team coach will have the final say as to whether a student can return to the team once demerits are under 15.

**Transfers to Choice Schools** – C1.6 Choice School – A choice student who attends a Choice School, pursuant to regulations adopted by the NJDOE, shall be immediately eligible to participate in sports at the Choice School provided a transfer form is executed by both the Choice School and the Residential School, in the manner set forth in Article V, Section 4.K (2) of the NJSIAA Bylaws.

Any subsequent change of schools, without a parental change of address, will require the student to be ineligible to participate in any sport for which he or she has previously participated at the Varsity level for 30 days, as provided by Article V, Section 4.K (2).

## INDEX

### A

Abusive Behavior And Language Directed Toward Staff	31
Activities – Clubs, Groups And Sports	49
Administrative Responses To Student Conflicts	37
Advanced Placement And Enrichment Courses	11
Alcohol/Drug Offense – Paraphernalia Possession	40
Alcohol/Drug Offense – Possession	39
Alcohol/Drug Offense – Use	39
Alcohol/Drug Offense–Possession With Intent To Distribute Or Sell:	40
Anabolic Steroids	38
Applicable State Laws	43
Approved Consequences For Student Misbehavior	28
Assault Or Injuries To Employees	40
Assault/Fighting/Threats/Extortion	40
Athletics/ Extra-Curricular Activities	48
Attendance	21
Attendance Policy	21

### B

Bus Misconduct	31
----------------	----

### C

Cheating/Plagiarism	31
Child Abuse	24
Child Custody Documentation Procedure	12
Class Cuts	31
Class Participation Make-Up For P.E. Class	12
Class Rank	12
Class Trip Policies	8
Code Of Conduct	26
Complaint Procedure (Parent/Guardian)	9
Computer Standards	9
Corporal Punishment	24
<i>Counselors</i>	11
Credit Completion Policy	13

### D

Dance Policy	9
Defiance	32
Demerit System	30
Discipline	26, 27

Discipline For Students With Disabilities	26
Discipline Infractions And Offenses	31
Discipline Introduction	26
Disruptive Behavior	32
Dress Code And Social Standards	32
Drug Reform Act Of 1986	44
Drug, Alcohol, Or Controlled Dangerous Substance Possession	37

#### E

Early Dismissal Policy	21
Eighteen-Year Olds	9
Electronic Devices (Smart Phone/Cell Phone/Ipod/Tablet/)	33
Eligibility For Earning 6" Scholastic Letter	18
Eligibility For Earning A 4" Circular Patch	18
Eligibility For Earning An 8" Scholastic Letter	18
Eligibility Requirements	50
Emergency Closing Information	9
Enrollment Procedures & Immunizations	46
Excused Absences	21
Expectations Of Student Behavior	27
Expulsion From School	30

#### F

Fighting	40
Food/Drink Policy	10
Fragrance Protocol	10
Fundraising Sales	49

#### G

Gambling, Skateboards, Roller Blades, Etc	34
Gang Related Activity	40
General Information	8
Genesis Parent Module	10
Grading Procedure	13
Graduation Policies	14
Graduation Requirements	14
Guidance	11
<i>Guidance/Counseling Services</i>	11

#### H

Half Days And Late Arrivals (Tardy)	22
Harassment/ Intimidation/ Bullying (Hib)	36
Health Insurance	47
Health Regulations In General	45
Health Screening Procedures	47

Honor Roll Awards	18
Honor Society	19
I	
Identification Cards	24
Inappropriate Behavior	34
Introduction	8
L	
Lateness To Class Or School	34
Leaving Campus Without Permission	34
Local Health Resources	47
Locker Security And Personal Loss	24
Loss Of Privileges Program	30
Lost And Found	24
M	
Married And/Or Pregnant Students	10
Medication Policies	46
Mission Statement	8
N	
Non-Weighted Gpa	13
Nurse/Health Office	45
Nurse's Office Forms	48
O	
Obligation Policies	10
Obscene Materials	35
Out Of School Suspension Policy (Oss)	29
P	
Passes	35
Pediculosis	46
Physical Education Classes And Expectations	35
Police In The School	24
Policy – Alcohol/Drugs/Steroids (Possession, Use, Under The Influence And Distribution	38
Possession And/Or Concealing Of Weapons/Explosive Devices	41
Posters And Exhibits	49
Prologue	27
Prom Policies	49
Promotion Policy	15
Public Display Of Affection	35

	R	
Report Cards/Progress Reports		15
Rules For In School Supervised Study Session (Iss)		29
Rules For The Administrative Study Session (Adss)		29
	S	
Saturday Detention/ Extended Detention (Sad)		29
Schedule Policy		15
Scholarships And Awards		18
School Health Services & Regulations		45
School Safety & Security		24
Search And Seizure/Police Involvement		25
Setting Off (Call In) Of A False Alarm		41
Sexual Harassment Policy		37
Special Education Services		16
Sport Physical Paperwork		48
State Law 18a:37-2 Assault Or Injuries To School Employees		44
State Law: 18a: 25-2 Discipline On School Bus		44
State Law: 18a:37-3 Liability Of Parents Of Pupils For Damage To Property		44
State Law: 18a: 37-2 Discipline And Behavior		43
State Law: 18a:11-9 Prohibition Of Gang-Related Apparel		44
State Law: 2c:33-28. Solicitation, Recruitment To Join Criminal Street Gang		44
Staying After School		36
Student Conflicts		37
Student Grievance Procedures		42
Student Parking		25
Student Records		16
Student Rights And Responsibilities		43
Substance Abuse Disciplinary Code		37
Suicide Awareness & Prevention		17
Summer School		17
Suspension Of Seniors		30
	T	
Teacher Detentions		28
Theft		41
Threats		41
Threats: Terroristic Threats To School Population Or Property		42
Threats: Verbal Threats Towards Staff		42
Throwing Food And Other Items		36
Tobacco Free School Zone		36
Transfer Students		17
Transfers To Choice Schools		51
Truancy		36

	U	
Unlisted Offenses		36
	V	
Vandalism/Graffiti		42
Violence And Vandalism Offenses		40
	W	
Withdrawal From School		17
Withdrawal Passing/Failing Grade		17
Work Missed During Absences		23

## Pemberton Township Schools

### Start and End Times for the 2016-2017 School Year

Location	Full School Day			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	2:05 PM	2:25 PM
HFNMS	7:35 AM	7:55 AM	2:40 PM	2:55 PM
Fort Dix	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Stackhouse	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Harker-Wylie	7:45 AM	8:05 AM	2:50 PM	3:05 PM
Busansky	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Emmons	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Denbo	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Crichton	8:45 AM	9:05 AM	3:50 PM	4:05 PM
PECEC	8:35 AM	9:10 AM	3:40 PM	3:55 PM

Location	Early Dismissal			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	11:50 AM	12:10 PM
HFNMS	7:35 AM	7:55 AM	12:25 PM	12:40 PM
Fort Dix	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Stackhouse	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Harker-Wylie	7:45 AM	8:05 AM	12:50 PM	1:05 PM
Busansky	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Emmons	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Denbo	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Crichton	8:45 AM	9:05 AM	1:50 PM	2:05 PM
PECEC	8:35 AM	9:10 AM	1:40 PM	1:55 PM

Location	2 Hour Delay			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	9:05 AM	9:10 AM	2:05 PM	2:25 PM
HFNMS	9:35 AM	9:55 AM	2:40 PM	2:55 PM
Fort Dix	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Stackhouse	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Harker-Wylie	9:45 AM	10:05 AM	2:50 PM	3:05 PM
Busansky	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Emmons	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Denbo	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Crichton	10:45 AM	11:05 AM	3:50 PM	4:05 PM
PECEC	10:35 AM	11:10 AM	3:40 PM	3:55 PM