

**Student  
Handbook**

**Pascack Valley  
High School**

2022-2023



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## PASCACK VALLEY HIGH SCHOOL

### Statement of Philosophy

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

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

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

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

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

### Notice of Nondiscrimination

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

#### **Inquiries and/or complaints may be directed to:**

**Dr. Barry Bachenheimer, District Affirmative Action Officer/ADA  
Coordinator  
(201) 358-7060 ext. 22033**

**or**

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

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

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

**Ms. Christie Rossig, School Anti-Bullying Specialist  
(201) 358-7060 ext. 24016**

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

## **MISSION STATEMENT**

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

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

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

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

## **PASCACK VALLEY HIGH SCHOOL VISION**

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

## **BOARD REPRESENTATIVES - STUDENTS**

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The Board of Education will authorize two non-voting representatives to the board from the high school student body who shall be invited to attend all public meetings. At the discretion of the board president, the designated representative(s) may speak to agenda items, provide information about high school activities, and suggest items to be placed on the board agenda.

The purpose of student representation will be to enhance the relationship between the board and the student body. It will strengthen communications between those parties and improve student morale at both high schools.

## **WELCOME**

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On behalf of the staff members at Pascack Valley High School, it is my pleasure to welcome you to the 2020-2021 school year. This handbook contains important and useful information for both you and your parents.

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

Our best wishes for a successful and rewarding year.

Mr. John Puccio, Principal

## History

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

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

By 1970, the enrollment was again up to capacity and building construction was necessary to house approximately 1,800 students. This expansion provided additional classrooms, expanded department areas, another gymnasium and a new cafeteria and library. The projected enrollment for 2022-2023 is approximately 980 students.

The school colors for Pascack Valley are green and white.

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## Code of Conduct

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### Statement of Philosophy

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

### WORDS TO LIVE BY

- R** Everyone works toward *respecting* the property, opinion, and self-worth of others.
- E** Everyone works toward being *empathetic* and understanding.
- S** Everyone works toward maintaining a *safe* and *supportive* school environment.
- P** Everyone works toward keeping a *positive* attitude and being better listeners.
- E** Everyone works toward accepting *each* of us as we are.
- C** Everyone works for a *caring* environment through open *communication* and *compromise*.
- T** *Take* every opportunity to live these words.

## **DIRECTORY**

### **Board of Education**

Mr. Joseph Blundo, President.....River Vale  
Dr. Kelly Blundy.....Woodcliff Lake  
Mr. Pat Luisi .....Hillsdale  
Ms. Kristin Martin.....Hillsdale  
Ms. Tammy Molinelli .....Woodcliff Lake  
Mr. James Stankus .....Montvale  
Ms. Debra Stephans .....Montvale  
Ms. Gini Varghese.....Hillsdale  
Dr. Kelly Blundy.....Woodcliff Lake  
Mr. Michael Weaver.....Montvale  
Ms. Debra Kradjia Stephans.....Montvale  
Isabella Velez, Student Representative .....Pascack Valley  
Olivia Ge, Student Representative.....Pascack Hills  
Mr. Yas Usami.....School Business Administrator/ Board Secretary

### **Administration**

Ms. Sarah Bilotti.....Interim Superintendent of  
Schools  
Mr. John Puccio  
.....Principal  
Mr. Tom Gallione.....Assistant  
Principal  
Ms. Alison Petaccia.....Assistant  
Principal  
Dr. Barry Bachenheimer .....Director of Curriculum and  
Instruction  
Ms. Eva Merk.. .....Director of Special  
Services  
Mr. Paul Zeller .....Director of Technology and  
Communication

### **District Supervisors of Instruction**

Mr. Joseph Spafford.. ..... Athletic Director/ Health/Physical Education  
Ms. Megan Graziano ..... Science/Technology Education/Business Education  
Mr. Joseph Orlak..... Social Studies/Business  
Ms. Allysa Merritt.....Regional Instruction and Curriculum Coordinator  
Ms. Valerie Mattessich.....English/Art/Media  
Center  
Ms. Noemi Rodriguez.....World Languages/Family and Consumer Sciences/Music  
Dr. Mark Russo..... Mathematics  
Dr. Sean Struncis .....Student Personnel Services  
Ms. Tara Flannery .....Supervisor of Special Services

### **Custodial Staff**

Mr. Robert Donahue... .....District Facilities  
Manager  
Ms. Susan Vicchio.....Executive Secretary  
Ms. Sharon Knichel .....Building and Grounds Coordinator

Mr. Anthony Morgen.....	District Maintenance Coordinator	
Mr. Alfred Vogl.....	District Plumber	
Mr. Joseph Bellafiore.....	District Electrician	
Mr. Geoffrey Adnams	Mr. Diego Giraldo	Mr. Walter Piela
Mr. Alex Agnelli	Mr. Cyril Hehir	Ms. Crystal Pomales
Ms. Antonietta Attong	Mr. Stanley Lein	Ms. Tina Romanger
Mr. Javier Diaz	Mr. Keith Mitchell	Ms. Bobbie Tomczyk
Mr. Compton Fisher	Mr. Carlos Morales	Ms. Seta Varteresian

**Parent-Faculty Organization**

Christina Jennings.....	President
TBD.....	Vice President, Ways & Means
Dina.....	Mattessich
.....	Treasurer
Mary Lynn Borges.....	Corresponding Secretaries
TBD.....	Recording Secretary

**Faculty**

Ms. Nicole Alpern.....	Home Economics
Ms. Dana Amato.....	Physical Education
Ms. Jessica Andersen.....	Home Economics
Ms. Stephanie Arena.....	Science
Ms. Christine Back.....	Art
Ms. Lauren Bacsik.....	Special Education
Mr. Borislav Bilash.....	Science
Ms. Barbara Borghi.....	World Languages
Ms. Kelsey Brentnall.....	Science
Mr. Shawn Buchanan.....	English
Mr. Craig Buckley.....	Special Education
Mr. Alan Cann.....	Science
Ms. Judi Catherwood.....	Milestones Instructional Assistant/Job Coach
Ms. Michelle Chakansky.....	Special Education
Mr. James Cleary.....	Social Studies
Mr. Luciano Cofrancesco.....	Social Studies
Mr. Al Coleman.....	Physical Education
Mr. Brett Conrad.....	English
Ms. Dana Corasaniti.....	Mathematics
Mr. Lenny Cusumano.....	Physical Education
Ms. Teresa DelGiudice.....	World Languages
Mr. Ken DelSanto.....	Mathematics
Ms. Danielle deQuintal.....	Technology
Ms. Stephanie DiGiacopo.....	Art
Ms. Mary Doherty.....	Mathematics
Ms. Elizabeth Egan.....	Mathematics
Ms. Jennifer Errity.....	District Community Internship Facilitator
Ms. Theresa Flynn.....	Social Studies
Ms. Diana Galka.....	English
Ms. Christine Gorman.....	World Languages
Mr. Casey Gotliffe.....	English
Mr. Russell Grier.....	Science
Dr. Christopher Guinta.....	Special Education
Dr. Marlene Healey.....	Science
Ms. Maria Hinrichsen.....	Mathematics
Mr. Jeffrey Jasper.....	Social Studies
Ms. Leah Jerome.....	Social Studies



Ms. Lauren Johnson	Mathematics
Mr. Anthony Judilla	Science
Ms. Zabrina Kearns	Life Skills/Milestones Program
Mr. James Kennedy	Technology
Ms. Andrea Kesselman	Teacher Assistant
Mr. Kevin Kibala	Science
Mr. Brian Koch	Mathematics
Mr. William Koenig	Science
Ms. Jimena Ladino	World Language
Ms. Dayna Lane	Special Education
Ms. Dorely Leal-Drago	World Languages
Mr. Andrew Lewis	World Languages
Ms. Kristen Lindstrom	Science
Ms. Amy Lombardo	Physical Education
Mr. William Lynch	Mathematics
Mr. William Lynn	Special Education
Ms. Deena Mahmoud	English /Special Education
Ms. Amy Maniscalco	English
Ms. Marisa Mathias	Social Studies
Ms. Laura McSpirit	Transition Coordinator
Ms. Jessica Miranda	Art
Ms. Annette Molino	Home Economics
Mr. Jonathan Moran	Physical Education
Mr. Matthew Morone	English
Ms. Caitlin Murphy	Mathematics
Mr. John Murtaugh	Special Education
Mr. Christopher Nilsen	Science
Mr. Liam O'Neill	World Languages
Ms. Kate Overgaard	English
Mr. Daniel Pasquale	Instrumental Music
Ms. Dilma Panarello	World Language
Ms. Olivia Payne	Special Education
Mr. Daniel Phillips	English
Ms. Michela Piccoline	Science
Mr. Connor Quinlan	Social Studies
Ms. Deborah Ragone	Special Education
Ms. Tina Rauscher	English
Ms. Tracy Recine	English
Ms. Michele Reda	Teacher Assistant
Ms. Cindy Reese	Science
Ms. Courtney Rems	World Languages
Ms. Nancy Ricca	Mathematics
Ms. Katlyn Rivera	Mathematics
Mr. Jonathan Rose	Social Studies
Ms. Christina Rossi-Oosting	Mathematics
Ms. Argine Safari	Vocal Music
Ms. Luisa Sanchez	English/ Special Education
Ms. Valerie Santo	English
Mr. Kenneth Sarajian	Social Studies
Mr. Matthew Schulien	Business
Ms. Vicki Schultz	Teacher Assistant
Ms. Erica Schwartz	World Language
Ms. Pamela Schwartz	Social Studies
Ms. Charleen Schwartzman	Math
Mr. George Scillia	Special Education
Mr. Michael Sherman	Video Production
Ms. Roni Silberstein	Mathematics
Ms. Dana Siletski	Speech
Ms. Francesca Silvano	World Languages
Ms. Bonnie Slockett	English
Ms. Elena Spathis	World Languages

Ms. Melissa Szabo.....Family and Consumer Science  
 Mr. William Van Kersen.....Special Education  
 Ms. Melissa Velez.....Physical Education  
 Mr. Ron Villone.....Physical Education  
 Ms. Sally Vizzi.....Teacher Assistant  
 Mr. Ryan Walter.....Social Studies  
 Mr. William Weigel.....Physical Education  
 Mr. Matthew Will.....Science  
 Mr. Michael Worthington.....Teacher Assistant  
 Ms. Debbie Yao.....World Languages

**Health, Attendance, and Resource Staff**

Ms. Janet Murray.....Attendance/General Secretary  
 Dr. Michelle Mayer.....School Physician  
 Officer.....School Resource Officer  
 Ms. Diane Fallon, R.N.....Nurse  
 Ms. Sandra Hroncich, R.N.....Part-time Nurse  
 Mr. William Reger.....Athletic Trainer

**Media Center Staff**

Ms. Lena Leacock.....Librarian/Media Specialist  
 Ms. Christine Serraro... Media Specialist  
 Assistant

**Technology Staff**

Mr. Paul Zeller.....Director of Instructional Technology  
 Mr. Washington Pico.....Network Manager  
 Mr. Armen Hagopian.....Systems and Network Administrator  
 Mr. Jamie Budakian.....Technology Specialist  
 Mr. Scott Jones.....Technology Specialist  
 Ms. Maria Valentino.....Systems and Information Coordinator

**Student Personnel Services**

Dr. Frank Andrisani.....Counselor  
 Ms. Mary Jo Callanan.....Counselor  
 Ms., Stephanie DiStasi.....Counselor  
 Ms. Maggie Ely.....Counselor  
 Mr. Jordan Kapp.....Counselor  
 Ms. Jennifer Kuo.....Counselor  
 Ms. Joanna Katz.....Student & Family Resource Liaison  
 Ms. Christie Rossig.....Student Assistance Counselor

**Child Study Team**

Mr. Enrico Attanasio.....School Psychologist  
 Ms. Natalie Burd.....LDTC  
 Ms. Tara Flannery.....District Coordinator of Special Programs  
 Ms. Dana Siletski.....Speech &Language Specialist  
 Ms. Elyse Elisano.....PARK@PVR Social Worker  
 Ms. Danielle Macaluso.....LDTC  
 Ms. Lisa McKay.....Behaviorist  
 Ms. Kerry Spano.....School Psychologist

**Secretarial & Clerical Staff**

**Board Office:**

Ms. Cynthia Kirk.....Assistant Business Administrator  
 Ms. Brenda Kirk.....Administrative Assistant to the Business Administrator  
 Ms. Heather Fisher.....Transportation Coordinator  
 Ms. Tricia Zimmer.....Payroll Manager  
 Ms. Lindsay Schels.....Assistant Payroll Manager

Ms. Irene Cassa.....Purchasing Compliance Officer

**General Office:**

Ms. Stephanie Tomaselli .....Executive Secretary to the Principal

Ms. Nicole Ortiz .....General Secretary

**Student and Personnel Services/Special Services:**

Ms Patricia Uszenski. ....Executive Secretary to Supervisor of Student Personnel

Ms Krista Flinn ..... College Coordinator, Secretary to School Counselors

Ms. Maria Russo.....Part-Time Secretary to Guidance and Special Services

Ms. Marie Zito .....Executive Secretary Special Services

**Superintendent's Office:**

Ms. Jill McCabe.....Administrative Assistant to Superintendent

Ms. Patricia Corkery .....Executive Assistant to Superintendent

Ms. Dyane Guardino .....Human Resources Manager

**Athletic Director's Office:**

Mr. Joseph Spafford .....Athletic Director

Mr. William Shaw

.....Secretary

**EXECUTIVE STUDENT COUNCIL**

Mr. Shawn Buchanan ..... Advisor

Evan Scalia.....President

Treshan Nilaweera .....Vice President

Michael Tedesco .....Secretary

Hana Yu ..... Treasurer

Nolan Wasserman .....Public Relations

Aimee Hoffman .....Senior Liaison

Isabella Velez .....BOE/Junior Liaison

Madeline Gibbs .....BOE/ Senior Liaison

Tori Criscuolo .....Spirit/ Athletic Liaison

Rowan Gokhale .....Spirit/ Athletic Liaison

Caroline Healey .....Appointed Rep

Zachary Berde.....Appointed Rep

**Class Council**

**Class Council**

**Senior Class Officers (2023)**

President- Jayden Rosenthal

Vice President- Alex Rothenberg

Treasurer- Jake Waterman

Secretary- Joshua Monge

**Representatives**

Alex Ban

Sophia Haag

Connor Oates

Francesca Sanelli

Benjamin Topolosky

**Appointed Representatives**

Jaiden Breslaw, Shane Feder, Sarah Keppler

**Junior Class Officers (2024)**

President- Diego Albert

Vice President- Luke Dargan

Treasurer- Tolu Bosede

Secretary- Victoria Zervoudis

**Representatives**

Sam Forrest

Abby Fox

Ethan Perlman

Sage Spezial

Koichi Tazaki

**Appointed Representatives**

Katelynn Park, Amanda Polyniak, Juan Zapateiro

**Sophomore Class Officers (2025)**

President- Robert Wasserman  
Vice President- Justin Yu  
Treasurer- Gabby Rothenberg  
Secretary- Ellie Buchanan

**Representatives**

Evan Starr

**Appointed Representatives**

Jordyn Ban, Faith Choi, Mason Herzog, Anthony Luciano, Nicholas Najarian,  
Alessandra Sanelli, Philip Seto

**Freshman Class Officers (2026)**

TBD

**Representatives**

TBD

**Appointed Representatives**

TBD

## PROCEDURES

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### **ACADEMIC HONESTY**

The goal of the school is to provide an educational environment in which students learn to work in an atmosphere where honesty is valued. Students who engage in cheating and plagiarism are using someone else's work and efforts, claiming them as their own, for their own benefit. For the purpose of this policy, cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, term paper, homework, or assessment. Plagiarism is also considered cheating.

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

### **ACTIVITY CANCELLATION**

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

### **ADULT STUDENTS**

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

### **ANNOUNCEMENTS**

All school messages and information are read during Period 2 after the Pledge of Allegiance. Announcement requests may be submitted on the form available on the school website. Submit requests by 3:00 p.m. one day prior to requested publication date.

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

#### **Attendance for participation**

A student who is absent from school may not participate in any events after school on that day. A student who arrives late to school after 10:51 will not have been in attendance for at least four hours (including one-hour morning session and one-hour afternoon session) and will not be permitted to participate in or practice for school activities.

#### **Eligibility for sports**

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

In keeping with Board Policy #6145, only students in good academic and disciplinary standing may participate in sports or in other extracurricular activities. Good disciplinary standing means a pupil must conform to all student rules and regulations required by district policy and regulation. Pupils who desire to participate in an extracurricular activity must exemplify the qualities of good school citizenship. Pupils are not eligible to participate in extracurricular activities while serving a detention or suspension.

Board policy expressly forbids any act of "hazing" defined as "the performance of any act or the coercion of another to perform any act of initiation into any class,

team or organization that causes or creates a substantial risk of causing mental or physical harm.” Any student who violates this policy will be removed from the sports team, extracurricular activity or group in which this hazing incident occurred.

#### **ATTENDANCE REGULATIONS**

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

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

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

1. Medical with a doctor’s note (to be submitted within 3 days upon return from absence) ***\*These absences will be added to the student's total absence count that may not exceed the limits allowed in this policy\****
2. Death in the Family
3. Religious holidays
4. Court appearances – documentation required
5. Administratively approved absences
6. Suspension, in-school detention

***Please note that Medical excuses with a doctor’s note are added to the student’s total absence count that may not exceed the limits allowed in Policy 5113. College visits are to be counted as absences from class.***

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

Vacations for family travel while school is in session are not considered reasons for excused absences and may affect class participation grades.

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

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

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

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

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

### **TARDINESS**

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Three incidents of tardiness shall equal one late absence.

### **CALCULATING ABSENCES, TARDINESS, CUTS**

Late (0-19) minutes after late bell rings)

- a. 3 lates = 1 late absence
- b. 6 lates = 2 late absences and 1 Late Cut
- c. 9 lates = 3 late absences and 1 Late Cut
- d. 12 lates = 4 late absences and 2 Late Cuts
- e. 15 lates = 5 late absences and 2 Late Cuts
- f. 18 lates = 6 late absences and 3 Late Cuts \*Loss of credit

Late Cut: Every 6 lates = 1 Late Cut

- a. 3 Late Cuts = Loss of credit

Full Cut: Student who deliberately cuts a class:

- a. 1 Cut = 1 absence
- b. 2 Cuts = 2 absences
- c. 3 Cuts = 3 absences and \*Loss of Credit

A student who is 20 minutes or more late to class:

- a. With a verified excuse = 1 absence
- b. Without a verified excuse = 1 cut

Absences: Full year course

Over 18 absences = Loss of credit

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

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

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

### **Parent Role**

Parents are to telephone Ms. Lauren Bielan, in attendance at 201-358-7060, Extension 24000 whenever their child will be absent. Please call before 8:30 a.m.

Telephone calls are necessary for safety reasons; please note that telephone calls are not a substitute for an absence note.

**Following an absence, a student must report immediately to the attendance office upon returning to school.** The student must present a note from his/her parent/guardian with the full name of student, date absent, and reason for absences, parent/guardian signature, and phone number where parent/guardian can be reached during the day. If under a doctor's care, submit a doctor's note within three days upon return to school. **Retroactive doctor's notes will not be accepted.** A one-day grace period is allowed.

#### **Early Release from School**

There are only two ways that a student may be released from school:

1. Parental note with verbal (telephone) confirmation.
2. Clinic release.

**Classes will not be interrupted to summons a student without previous notice.**

All temporary releases from school, whether for a single day or longer, must be sanctioned by the principal. (See health information.)

All students requesting early dismissal must present a parent/guardian note to the general office prior to 8:00 a.m. Notes should state reason and list a telephone number at which parent/guardian may be contacted. **All notes are verified by a call to the parent/guardian. Only a parent or guardian, or previously identified emergency contacts, may pick up a student before the school dismissal.**

Parents are urged **not** to make dental or medical appointments that interfere with school time.

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

#### **BUS TRANSPORTATION**

A student must live more than 2 1/2 miles from school to be eligible for free transportation. Should a student lose his/her pass, a duplicate must be obtained through the Board of Education transportation office. For all bus information, please call 201-358-7004, extension 21013. Buses arrive at approximately 7:35 a.m. and depart at approximately 3:05 p.m. Disruptive students on a bus may be returned to school and may forfeit their right to ride the bus.

#### **CAMPUS DISTURBANCES**

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

#### **CODE OF CONDUCT/ STUDENT DISCIPLINE**

##### **District Policy 5600**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe



promulgated rules and regulations and the discipline imposed for infraction of those rules.

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

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

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

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

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

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

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of

the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

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

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

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

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

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence

at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

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

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

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

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

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

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

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

### **COLLEGE VISITS**

Students who choose to visit colleges must remember that college visits, while considered excused absences, **are not exempt from the attendance policy**. College **visits are counted as absences from class**. Upon return from the visit, students should present a parent note to document the absence.

### **DETENTION**

When a member of the professional staff gives a student detention, he/she is advised to promptly serve the detention with the faculty member as assigned. Failure to attend detention could result in an increase in detentions and/or suspension. Students who have a job after school are reminded that, by law, **school obligations have priority over employment obligations**.

Administrative detention sessions are from 7:25 a.m. to 7:55 a.m, 2:55pm to 3:25 pm or during an assigned lunch time. Students must be on time to detention and bring school work.

#### **DELAYED OPENING**

This option to delay the opening of school will be used when such an opening is an appropriate alternative to closing school for the day. When opening is delayed, school will begin at 9:30 a.m. Please check the website, our message at 201-358-7060, or radio stations identified on the website.

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

#### **DISCIPLINE OF STUDENTS/SUSPENSIONS**

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

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

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

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

Any student who has been suspended from school:

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

#### **DISCUSSING PROBLEMS**

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

1. **Conferences with Teachers:** The student should first talk to the teacher concerned. Parents can arrange for a teacher conference by calling the appropriate department office.
2. **Conference with Supervisors of Instruction:** If a problem remains unsolved after a teacher conference, a meeting can be arranged with the department supervisor by calling the appropriate department office.
3. **Conference with the Principal:** This should take place only after talking with the teacher and department supervisor. Ask for the General Office.

4. **Conference with Superintendent:** Unresolved problems should be brought to the superintendent and finally to the Board of Education.

#### **DRESS CODE**

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

#### **EXTRA HELP**

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

#### **FIRE AND SECURITY DRILLS**

Drills are held during the school year. Exit signs are posted in all rooms. During any emergency evacuation, students are expected to **follow instructions and maintain silence**. Students are to remain under the supervision of their teacher. Students must follow all school rules during fire drills, even if they are off campus on Piermont Avenue or side streets. During construction, alternate exits and procedures will be periodically changed; students and staff are to listen carefully and quickly exit the building.

#### **GRIEVANCES**

Official avenues for the expression and correction of student concerns are available in this school district. Students may express their concerns through their elected representatives in student government, guidance counselor, or the building principal.

##### **Grievance Procedure**

The discussion of problems and the interchange of views between students and the professional staff of a school are encouraged in order to resolve dissatisfaction informally on a person-to-person basis as expeditiously as possible. Where a contract with an employee association conflicts with this policy, the contract will take precedence.

Whenever a student or parent/guardian has a complaint relating to the school district, the complainant should first attempt to resolve the dissatisfaction informally with the party involved. If not satisfied, the complainant then should attempt to resolve the dissatisfaction informally with the staff member's supervisor and then with the building principal.

If it is not resolved to the complainant's satisfaction, a written explanatory statement should be submitted, along with a written response from the staff member involved, to the staff member's supervisor and then to the building principal. The statement of dissatisfaction shall include:

- A. The specific nature of the matter;
- B. The respect in which the complainant has been adversely affected;
- C. The solution desired.

Any complainant, who is dissatisfied with the determination of the supervisor, and then of the building principal, has the right to appeal to the superintendent and then

to the Board of Education. If the student or parent/guardian is still not satisfied, they may petition the commissioner.

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

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

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

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

A complete copy of Policy 5512.01 is available on our website at [www.pascack.org](http://www.pascack.org) and in a link in the summer eblast.

### **HEALTH INFORMATION**

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

#### **Illness in School**

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

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

#### **Physical Examinations**

The Pascack Valley Regional Board of Education Policy 5310 states that:  
"For the protection of health and safety, a medical examination will be required each year for all students in these categories:

- a. All 9th grade students who are enrolling in the school for the first time.
- b. All in-transfer students no matter what time of year they enroll.
- c. All students who intend to participate in an inter-scholastic sport. In the event of injury or disease, no student may return to active participation in inter-scholastic

sports without first being cleared by the school medical examiner." (The school will recognize releases from your family doctor.)  
The Medical Examination form is to be completed and returned to the school **two weeks prior to the start of the school year for freshmen or in mid-August according to the schedule outlined by school nurse for student athletes.**  
**Transfer students will provide forms at time of transfer.**

**No student will be permitted to participate in physical education or athletic activities or be permitted to report to practice or to play in interscholastic sports until the form has been returned and cleared by the school nurse in accordance with the deadlines mentioned in sections a, b and c.** For instance, if an incoming ninth grade student anticipated participation in the sport of football, then the one form will serve both purposes, a and c.

### **Medication**

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

### **Administering Medication**

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

1. The parent/guardian shall provide a written request for the administration of the prescribed medication at school;
2. Written orders shall be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects;
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician;
4. The school should provide a secured, locked space for the safe storage of medication. Prescription drugs should be kept locked at all times;
5. The certified school nurse or parent/guardian is the only person permitted to administer medication in the schools;
6. Inhaled medication (such as allergy and asthma medication) may be kept by the student and be used as directed (i.e., as needed, before or after exercise (gym) or on a frequent time schedule) provided a written order from the physician (including all elements of Item 2 above) and parent permission is on file with the school nurse. Epipen and insulin may also be self-carried by the student with written order from the physician and parent permission on file with the school nurse.
7. The pupil should take the medication only under the supervision of the school nurse except as noted in Item 6 above or in the case of allergic reaction when immediate self-medication is indicated.
8. The records or documentation for administering medication to pupils shall be maintained by the school nurse.
9. No medication shall be provided by the school health services.

### **Scoliosis**

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

### **Immunizations**

Immunizations must be kept up-to-date according to the New Jersey law. Check with your physician and school nurse for requirements. Non-compliance with New

Jersey State mandates will result in student removal from school until written verification is presented to the school nurse.

### **HOME INSTRUCTION**

A student may be placed on home instruction for physical or psychological disability, based upon the recommendations of a physician. The education received by the student on home instruction has the same status as what would have been received had the student-attended school regularly. Request forms for home instruction are available in the nurse's office. Additional information is available through the Guidance Office.

### **HOMEWORK**

Out-of-class assignments are a critical step in overall achievement for **all** students. It is **expected** that students will spend an average of half an hour for each course in nightly preparation. Preparation includes reading/writing assignments, studying class notes, reviewing for a test/quiz, research, etc. When students carefully complete homework assignments, they are preparing themselves to maximize learning in school.

### **INSURANCE**

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

### **INTERVENTION AND REFERRAL SERVICES**

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

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

### **LAPTOP USE AND CARE**

Laptops must remain in their cases and must be closed when not in use in class. Any damage incurred through lack of proper care and use, intentional damage, or any behavior that results in damage will be the financial responsibility of the student. Failure to pay for damages will result in the withholding of diploma, cap and gown, report card, schedule, and transcript.

Laptops should never be left unattended. Any damage that occurs when left unattended will be the responsibility of the student.

Students may not use personal laptops in school.

### **LOCKERS**

**"School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations, and to search by**



**law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.**

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

**Students are urged not to bring valuables to school.** The school **does not** accept responsibility for items left in lockers. Before the last day of school in June, all lockers are to be emptied by the students.

Students having locker combination problems or broken lockers are to go to the General Office to fill out a locker-repair order form. The student will report to the general office on the next school day to indicate whether the locker has been repaired satisfactorily or a new locker assignment is needed. The student will sign and date the locker repair work order form to indicate that the locker is in good working condition or that a new locker has been assigned.

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

#### **LOST AND FOUND**

Items found are to be turned into the General Office and claimed after school.

#### **LUNCH AREAS**

While in any designated lunch area, please be courteous to your fellow students and cafeteria staff. Be responsible for cleaning your own refuse; do not sit or put your feet on the tables. Five to seven minutes prior to the end of the lunch period, place all refuse in the containers provided. Let us all keep our school a place where we like to eat! Keeping the cafeteria tables clean will provide a desirable atmosphere for all students to enjoy. **Do not bring glass containers on campus or into the school.** Card playing and gambling are prohibited. Students may not order lunch to be delivered from outside vendors.

#### **MEDIA CENTER**

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

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

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

#### **MESSAGES/STUDENT ITEMS**

Personal messages **will not** be relayed to students by the General Office except for an emergency. Personal items, including food, cannot be dropped off in the main office for students.

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

The Board recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely

punitive in nature. The board's concern is also to protect students who do not abuse drugs/alcohol as well as to provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention and prevention of drug and alcohol abuse.

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

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

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

For the purpose of this policy, "drugs" shall mean:

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

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

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

## **NATIONAL HONOR SOCIETY**

### **Criteria for Selection**

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

1. NEW CRITERION: Beginning with September 2016 incoming freshmen (Class of 2020), the minimum grade point average for NHS eligibility will be 3.85. Any student with a Grade Point Average (GPA) of 3.85 or better will be considered for membership. This GPA will be based on final marks for ninth, tenth and mid-year eleventh grades and approved high school level summer school programs.
2. Only students enrolled at Pascack Valley/Hills High School for a period equivalent to one semester are eligible for membership.

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

#### **Service**

Community Service refers to service that a student performs for the benefit of his or her local, national, or international community. Candidates must have a minimum of 30 hours of documented community service. School and class related activities, including fundraising, do not count as community service. Volunteer work for a company, unpaid internships and family obligations do not count as community service.

#### **Notification**

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

#### **Appeal**

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

#### **Dismissal from the National Honor Society**

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

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

## **PERSONAL PROPERTY**

### **Mopeds**

Students must see an Assistant Principal for regulations concerning registering the moped on campus.

### **Cell Phones**

Cell phones must be turned off during class time. Unauthorized use of cell phones could lead to disciplinary action. Any student who needs to make an emergency phone call may use the phone in the General Office. Cell phones will be confiscated if misused, and will be returned only to a parent.

### **Electronic Entertainment Devices**

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

### **Skateboards**

Skateboards are not permitted or to be used on campus.

## **PHYSICAL EDUCATION EXCUSES**

Students may obtain gym excuses upon presentation of a parental (3 days or less) or doctor's note (more than 3 days.) The school nurse will issue these excuses before 8:15 a.m.

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

## **POSTERS/NOTICES**

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

## **PROM**

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

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

## **SAFETY**

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

## **SENIOR PRIVILEGES/PARKING**

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

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

A parking sticker must be placed on each registered vehicle (on automobiles, permanently mounted on the **left side window**, and on the front fender of a motorcycle or moped). Cars parked in restricted parking zones on campus

(non-student areas), at the Pascack Bible Church, or those without proper identification will receive a summons from the Hillsdale Police Department and are subject to loss of senior privileges which may include yearbook signing, prom, white water rafting etc. Students must operate vehicles safely and slowly at all times. Excessive speeding or dangerous driving will result in suspension of parking privileges. Any vehicle parked on campus is subject to an administrative search upon reasonable suspicion.

The **first violation** of the parking terms will result in a warning sticker.

The **second violation** will result in a parking ticket issued by the Hillsdale Police Department as per town parking regulation costs.

The **third violation** will result in loss of on campus parking privileges for the remainder of the school year.

See page 38 for senior parking disciplinary code.

**Only seniors** with student privileges may leave campus during the lunch period and Pascack Period. Seniors in violation of school rules or campus parking/driving regulations are subject to temporary suspension or permanent loss of parking privileges. Seniors with privileges may not leave campus during release from study. Seniors who drive underclass students off campus during lunch will be subject to permanent loss of parking privileges.

Applications, regulations and eligibility requirements, are available in your Genesis account. All parking permits are processed by the Assistant Principal according to the schedule posted in the general office.

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

#### **SEXUAL HARASSMENT**

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

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

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

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

Any employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual

harassment of another pupil will be subject to discipline in accordance with Policy No. 5751. Board approved 31 January 1994. This policy is available on our website, [www.pascack.org](http://www.pascack.org)

### **SMOKING**

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

### **SNOWBALL THROWING**

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

### **SPECIAL EDUCATION**

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

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

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

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

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

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

### **STEROIDS**

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

### **STUDENT RIGHTS**

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

The United States Supreme Court held in **Tinker vs. Des Moines Independent Community School District** that while students had the rights to express their viewpoint, student rights under the first amendment are not absolute. The majority

stated: "Conduct by the student, in class or out of it, which for any reason--whether it stems from time, place or type of behavior--materially disrupts class work or involves substantial disorder or invasion of the rights of others is of course, not immunized by the Constitution guarantee of freedom of speech" (393 U.S. 503, 1969).

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

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

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

#### **TEXTBOOKS**

The Board of Education will furnish free to all students, textbooks, including paperbacks, used as basic or supplementary texts/materials. **The student must cover all books.** Students are responsible for all textbooks and other materials issued to them during the school year. Students are to write their names on the inside cover in the space provided and are to note the code number(s) of book(s) assigned to them. They will be held accountable for all books at the end of the course. Fines will be imposed for damage; replacement costs for loss of textbooks.

#### **THEFT**

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

#### **TUITION STUDENTS**

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

#### **VISITORS**

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

#### **GUIDANCE INFORMATION**

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##### **Individual Counseling**

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

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

Pascack Valley High School does not track students into separate programs such as academic, business, technical, etc. Students are expected, with the help of the counselor, to develop a program of studies in line with their abilities, interests and plans. In the absence of a specific career goal, students are encouraged to carefully select those courses, which keep open the most options.

### **Course Requirements for Graduation**

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

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

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

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

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

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

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

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

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



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

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

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

2. **After the first five days of the new semester and through the end of the second week** of the new semester, the Guidance Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change.

**Changes that would not be considered:**

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

3. Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule changes (with the exception of course withdrawals as discussed below) will be processed after the second week of the semester.
4. Any change in a student's program must have parent's permission if the student is under 18 years of age.
5. If a student wishes to **withdraw** from a course, he/she has until the end of the day on October 19th for a full year course, and the end of the day on September 21st for a semester one course and February 15<sup>th</sup> for a semester two course. If these deadlines are met, no mention of the withdrawal will appear on the student's permanent record.
6. Any and all **level changes** require the recommendation of the counselor and the approval of the department supervisor. **No level changes will be made after October 19th.** Extraordinary circumstances will be reviewed by the department supervisor and the principal on a case-by-case basis.
7. If a student withdraws from a course after October 19th, he/she will receive a W/P or W/F. The W/P or W/F is automatically maintained on the report card until the end of the school year. At this time, it will be entered on the permanent report card and high school transcript as a W/P or W/F with no credit indicated.
8. Students have until January 18<sup>th</sup> to process a withdrawal from any course. **After that date, no course withdrawals for any reason will be allowed.** (For semester courses, students have the equivalent amount of time after the first 8 weeks of the course to make their decision on whether or not to withdraw.)

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

### **Summer School**

Most students complete their high school graduation requirements within four years. However, that time frame becomes seriously jeopardized if students fail required courses, which are usually also sequential in nature. **Therefore, students**

**who fail a required course must make up the course in summer school immediately, if they intend to graduate on time.**

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year. Students will not be permitted to take the next level of a consecutive requirement until the previous course is passed.

Parents: Please do not make summer vacation plans or allow your child to commit to a summer job if he or she is in danger of failing a required course. Your child's academic responsibilities and requirements should take first priority, and every effort should be made to work toward a year-end passing grade in every course.

**Grading and Credits Policy**

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

The final grade for the course will represent the composite of the student's performance for the entire school year plus the value of the mid-point and/or end of year assessments as defined by the course proficiencies.

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

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

**Grading Criteria**

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

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

Indicates work inferior to accepted standard for passing.

The following criteria will be considered in determining grades: the student's completion of work on time, participation in class, completion of homework, ability to work independently, and efforts to evaluate and improve his/her work.

**Incomplete work:** Incomplete work is recorded as an I. Work must be completed within two weeks or an "F" will be recorded for the grading period.

To be listed on the **High Honor Roll** requires grades of "A" in all subjects; **Honor Roll** requires grades of "A" and/or "B" in all subjects.

Students who have an incomplete mark at the time the honor rolls are determined, will not be included on such rolls.

### **Grade Point Average**

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

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

### **Transcripts**

There are two types of transcripts:

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

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

### **Student Records**

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

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

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

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

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

### **Access to Student Records**

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

the right to review pupil records should be denied to the person whose rights have been terminated.

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

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

**Procedure for Submitting College Applications:**

1. Request applications directly from colleges or access on-line at the individual college's website.
2. The required transcript release forms with appropriate signatures must be filed in the Guidance Office before any applications will be processed.
3. Read all directions given to you by the college or school to which you are applying. It is your responsibility to submit requests for transcripts to the Guidance Office **at least 15 school days prior to the deadline date** established by the college or school.
4. If the college or school has given you a form to present to the Guidance Office, be sure to fill in the personal information required, such as your name, address, sex, and parent's name. We will complete the rest of the form.
5. In many cases you can e-mail your application and fee directly to the college. However, if it is required that we mail your application, be sure your check or money order is stapled to the application. Present this request along with stamps and all necessary forms to the guidance secretary.
6. If recommendations are required from the faculty or others, it is the student's responsibility to arrange for the college to receive them.
7. It is the student's responsibility to have official test scores sent to the colleges directly from College Board and/or ACT. There are two ways to send your official test scores: a) Enter the college code numbers on the test registration form or on the correction form. b) Mail an Additional Score Report Request Form to ETS in Princeton.
8. It is the responsibility of the student to report to the colleges any program changes made subsequent to filing a college application.
9. Students are requested to report outcomes to their counselors as quickly as possible.
10. Students are to notify their counselors of any scholarships that are offered and if they are accepted and the specific amount.

**Working Papers**

A student under 18 years of age must hold an Employment Certificate (Working Papers) in order to work. Students may secure the necessary form from the Guidance Office. No form will be processed with the State Office unless it has been properly completed by all parties.

**Procedure for Obtaining Employment Certificate:**

- Step 1:** Pick up the **New Jersey State Department of Education A300/Combined Certification** form in the guidance office. The student should complete Section A in its entirety.
- Step 2:** Have the employer complete "Section B" and the "Employment Information" on the form. **Wages and hours of employment must be indicated. A signature by a Parent or Guardian is also required in this section.** Have the school nurse complete Section C if a physical examination was done within the last year. Otherwise, a physician must complete this form. The signature of the minor is required in Section G of the form.

**Step 3:** Return the completed “New Jersey Combined Certificate” form and a birth certificate (copy acceptable) or other proof of age (i.e., baptismal certificate, passport – drivers license not acceptable) to the guidance office.

**Child Abuse**

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

### DISCIPLINARY CODE

This code extends to all areas of the school and its activities on and off the school campus. Administrative discretion can be used in any of the stated situations. **Administrative Detention = 7:25 to 7:55 a.m. Students must be on time for detention and bring work.**

Offense/ Violation	First Disciplinary Action	Second Disciplinary Action	Third Disciplinary Action
Late to school	<ul style="list-style-type: none"> <li>● See attendance/tardy policy</li> </ul>	<ul style="list-style-type: none"> <li>● See attendance/tardy policy</li> </ul>	<ul style="list-style-type: none"> <li>● See attendance/tardy policy</li> </ul>
Cutting one class	<ul style="list-style-type: none"> <li>● Two administrative detentions</li> <li>● Zero for class</li> </ul> <p>Teacher to contact parent</p>	<ul style="list-style-type: none"> <li>● One day in-school detention</li> <li>● Zero for class</li> <li>● Parent contact by administration</li> </ul> <p>Warning of possible loss of credit if this is the same class</p>	<ul style="list-style-type: none"> <li>● One day out-of-school suspension</li> <li>● Loss of credit if the same class and removal to study hall</li> </ul> <p>Parent conference</p>
Cutting Multiple Classes	<ul style="list-style-type: none"> <li>● Two administrative detentions for each class missed</li> <li>● Zero for all lessons</li> <li>● Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>● Two days in-school detention</li> <li>● Parent conference</li> <li>● Warning of possible loss of credit</li> <li>● Possible referral to I&amp;RS</li> </ul>	<ul style="list-style-type: none"> <li>● Two days out-of-school suspension</li> <li>● Parent conference</li> <li>● Loss of credit in any class with three cuts</li> </ul>
Missing detention assigned by teacher	<ul style="list-style-type: none"> <li>● Administrative detention; parent contact.</li> </ul>	<ul style="list-style-type: none"> <li>● Two administrative detentions</li> <li>● Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>● Five detentions to in-school detention at discretion of administrator.</li> <li>● Parent contact.</li> </ul>
Truancy (Being off campus and cutting)	<ul style="list-style-type: none"> <li>● One day in-school detention</li> <li>● Zero in each class</li> <li>● Parent contact by administration</li> <li>● Police notified</li> <li>● Warning of loss of credit for classes with three cuts</li> </ul>	<ul style="list-style-type: none"> <li>● Two days out-of-school suspension</li> <li>● Zero in each class</li> <li>● Police notified</li> <li>● Parent conference</li> <li>● Warning of loss of credit for classes with three cuts</li> </ul>	<ul style="list-style-type: none"> <li>● Three days out-of-school suspension</li> <li>● Loss of credit for classes with three cuts</li> <li>● Zeros in all classes</li> <li>● Police notified</li> <li>● Parent conference</li> </ul>
Failure to have attendance recorded or check in	<ul style="list-style-type: none"> <li>● Administrative detention</li> <li>● Parent contact.</li> </ul>	<ul style="list-style-type: none"> <li>● Five administrative detentions</li> <li>● Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>● Two days in-school detention</li> <li>● Parent conference.</li> </ul>
Harassment/ Discrimination  (NJSA 6:4 relating to gender, race, color, religion, national origin, handicap, sexual orientation, bullying, or unwelcome inappropriate verbal or physical conduct of a sexual nature.) See Page 16.	<ul style="list-style-type: none"> <li>● Verbal report of alleged violation to the Principal or Principal's designee on the same day witnessed or reliable information received</li> <li>● Written report submitted to the Principal within two school days of the verbal report</li> <li>● The Principal will inform the parents of all pupils involved in alleged incidents and may discuss availability of counseling and/or intervention services</li> <li>● The Principal may take interim measures to ensure the safety, health, and welfare of all parties pending the outcome of the investigation</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

	<ul style="list-style-type: none"> <li>• Investigation initiated within one school day of the report of the incident by Principal or Principal's designee</li> <li>• Investigation conducted by the Anti-Bullying Specialist and completed as soon as possible, but no later than ten school days from the date of the written report of the incident</li> <li>• Results of the investigation reported to the Superintendent within two school days of its completion</li> <li>• Superintendent may: provide intervention services, establish training programs to reduce HIB and enhance school climate, impose discipline, order counseling, or take or recommend other appropriate action</li> <li>• Results of the investigation reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation, along with information on: any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent</li> <li>• Board of Education shall issue a decision in writing to affirm, reject, or modify the Superintendent's decision at the Board meeting following its receipt of the report</li> </ul>		
Missing administrative detention	<ul style="list-style-type: none"> <li>• Extended administrative detentions</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• One day in-school detention</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Two days in-school detention</li> <li>• Parent conference</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>• One to three days out-of-school suspension</li> <li>• Parent conference</li> <li>• Possible peer mediation</li> </ul>	<ul style="list-style-type: none"> <li>• Three to five days out-of-school suspension</li> <li>• Principal's hearing</li> <li>• Possible peer mediation</li> <li>• Referral to Intervention and Referral Services</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent hearing</li> <li>• Five to ten days out-of-school suspension</li> </ul>
Reckless Driving	<ul style="list-style-type: none"> <li>• Administrative discretion</li> <li>• Warning of loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent loss of on-campus driving privileges</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>• Parental conference</li> <li>• Referral to local police department</li> </ul>	
Parking Violation	<ul style="list-style-type: none"> <li>• Warning Sticker on vehicle</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Ticket by HPD</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Ticket by HPD</li> </ul>
Car on campus Underclassmen	<ul style="list-style-type: none"> <li>• One month restriction of senior privileges</li> <li>• Ticket by HPD</li> <li>• Parent contact by administration</li> </ul>	<ul style="list-style-type: none"> <li>• 40 day restriction of senior privileges</li> <li>• Ticket by HPD</li> <li>• Parent conference by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Revocation of senior privileges</li> <li>• Ticket by HPD</li> <li>• Conference with parents</li> </ul>
Leaving school without permission (Taking underclassmen out/seniors without privileges going out)	<ul style="list-style-type: none"> <li>• Five administrative detentions</li> <li>• One month loss of privileges, if appropriate, or possible delayed privileges senior year</li> <li>• Administrative parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• One day in-school detention</li> <li>• 40 day loss of privileges</li> <li>• Parent administrative conference</li> </ul>	<ul style="list-style-type: none"> <li>• Two days out-of-school suspension</li> <li>• Loss of senior privileges</li> <li>• Parent conference</li> </ul> <p>As appropriate, referral to Child Study Team or I&amp;RS</p>
Disruptive behavior	<ul style="list-style-type: none"> <li>• Range of discipline from teacher detention to administrative detentions</li> <li>• Teacher to contact parent</li> </ul>	<ul style="list-style-type: none"> <li>• From administrative detentions to in-school detention to out-of-school suspension</li> <li>• Parent conference with warning of class removal</li> <li>• Referral to Intervention and Referral Services</li> </ul>	<ul style="list-style-type: none"> <li>• Detentions to suspensions</li> <li>• Parent conference</li> <li>• Possible removal from class</li> </ul>
Inappropriate Language directed toward a Staff Member	<ul style="list-style-type: none"> <li>• Three days out-of-school suspension</li> <li>• Parent Conference</li> <li>• When appropriate, conference with staff member and student</li> </ul>	<ul style="list-style-type: none"> <li>• Five days out-of-school suspension</li> <li>• Parent Conference</li> <li>• When appropriate, conference with staff member and student</li> </ul> <p>As appropriate, meeting with Child Study Team or referral to I&amp;RS</p>	<ul style="list-style-type: none"> <li>• Same consequences as identified in second offense, with possible removal from class if appropriate</li> </ul>
Insubordinate Behavior	<ul style="list-style-type: none"> <li>• Two detentions</li> <li>• Parent contact by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline dependent upon severity of offense</li> </ul>	<ul style="list-style-type: none"> <li>• Discipline dependent upon severity of offense</li> </ul>
Disrespectful Behavior	<ul style="list-style-type: none"> <li>• Depending upon the severity, from two administrative detentions to suspensions</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Same as previous, but mediation and warning of removal from class</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>• Restitution for damage</li> <li>• Administrative detention/suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution for damage</li> <li>• Administrative detention/suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to superintendent</li> <li>• Police notification</li> <li>• Parent Contact</li> </ul>



	<ul style="list-style-type: none"> <li>• Administrative contact with parent</li> <li>• Parent contact</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative contact with parent</li> <li>• Parent contact</li> <li>•</li> </ul>	
Theft, possession of stolen property	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Administrative suspension</li> <li>• Contact local police</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Administrative suspension</li> <li>• Contact local police</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Administrative suspension</li> <li>• Contact local police</li> </ul>
Possession of Tobacco Products on School Grounds	<ul style="list-style-type: none"> <li>• A minimum of three administrative detentions</li> <li>• Parent notification</li> <li>• A complaint will be filed with the Hillsdale Police Department.</li> <li>• May be subject to Policy 5530</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one-day in-school detention.</li> <li>• A parent must accompany the student for a re-admit conference with the Administrator.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple days of suspension.</li> <li>• Re-admit conference with the administrator, Student Assistance Counselor and parents.</li> </ul>
Use of Tobacco Products on School Grounds	<ul style="list-style-type: none"> <li>• A minimum of one-day in-school detention.</li> <li>• Senior privileges will be suspended for up to two months. For underclass students, this sanction may be reviewed at the beginning of the student's senior year and that student's conduct subsequent to the date of the infraction may be regarded as a mitigating factor.</li> <li>• Parents will be contacted regarding the offense and the school's response.</li> <li>• Student is reminded of the penalties imposed for subsequent violations of this policy.</li> <li>• Student will be encouraged to participate in a smoking cessation program.</li> <li>• A complaint will be filed with the Hillsdale Police Department.</li> <li>• Tobacco products will be confiscated.</li> <li>• May be subject to Policy 5530</li> </ul>	<ul style="list-style-type: none"> <li>• Student may be suspended for up to three days.</li> <li>• Senior privilege rights will be suspended for up to five months with the appropriate reviews as described above.</li> <li>• A parent conference will be held.</li> <li>• Student and parent(s) will be reminded of the penalties imposed for subsequent violations of this policy.</li> <li>• Student will be encouraged to participate in a smoking cessation program.</li> <li>• A complaint will be filed with the Hillsdale Police Department.</li> <li>• Re-admit conference with the Student Assistance Counselor.</li> <li>• Tobacco products will be confiscated</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Same sanctions as identified in second offense.</li> <li>• Student will be considered to have committed an act of willful insubordination and will be dealt with accordingly.</li> <li>• Re-admit conference with the Student Assistance Counselor and administrator.</li> <li>• Tobacco products will be confiscated.</li> </ul>
Vaping, E-Cigarettes & other Vapor Producing Devices	<ul style="list-style-type: none"> <li>• Automatic drug screening</li> <li>• If positive, see District Drug Policy</li> <li>• If negative, see District Tobacco Policy</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>
Use of Alcohol, drugs, etc.	<ul style="list-style-type: none"> <li>• Suspension for a minimum of three days</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension for a minimum of five days</li> </ul>	<ul style="list-style-type: none"> <li>• All subsequent offenses will be handled in a progressive manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Followed by 2 day In School Detention</li> <li>• Parent conference</li> <li>• Notification and meeting upon reentry with the Student Assistance Coordinator</li> <li>• Referral to appropriate agency</li> <li>• Referral to Intervention and Referral Services</li> <li>• Additional senior privileges and all school extra-curricular activities will be suspended for a period of not less than two weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Followed by 2 day In School Detention</li> <li>• Possible notification &amp; possible signing of a formal legal complaint</li> <li>• A mandatory parent conference</li> <li>• Notification and meeting upon reentry with the Student Assistance Coordinator</li> <li>• Referral to an appropriate agency</li> <li>• Referral to Intervention and Referral Services</li> <li>• Suspension of all senior privileges</li> <li>• No participation in extra-curricular activities for not less than 90 days – to be reinstated at the discretion of administration and Student Assistance Coordinator</li> </ul> <p>May be referred to the school board for expulsion hearings as a danger to him/herself and others</p>	<ul style="list-style-type: none"> <li>• Discipline will include any or all of the above mentioned procedures including suspension</li> <li>• Possible alternative school placement</li> <li>• And/or expulsion for the remainder of the year</li> </ul> <p>Student's offenses are cumulative from year to year while in attendance in the Pascack Valley Regional High School District</p>
Distribution/Possession of Alcohol, Drugs, etc.	<ul style="list-style-type: none"> <li>• Minimum ten-day suspension.</li> <li>• Referral to the superintendent and board of education for possible expulsion.</li> <li>• Referral to juvenile authorities for prosecution under provisions of P.L. 1987C 101.</li> <li>• Referral for chemical dependency evaluation outlined in "Suspicion of Use" section in this policy.</li> </ul>	•	•
Threats (Physical or Verbal)	<ul style="list-style-type: none"> <li>• Superintendent notification</li> <li>• Police department notification and plan of action.</li> <li>• Out-of-school suspension</li> <li>• Psychiatric evaluation</li> <li>• Parental contact and conference</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent for expulsion</li> </ul> <p>Same as first disciplinary action</p>	
Weapons	<ul style="list-style-type: none"> <li>• Notify Superintendent</li> <li>• Notify Police Department and determine action</li> <li>• Out-of-school suspension</li> </ul>	•	

	<ul style="list-style-type: none"> <li>• Recommend expulsion to Superintendent.</li> </ul>		
Cheating	<ul style="list-style-type: none"> <li>• Immediate notification of parents by phone or in writing by the observing staff member.</li> <li>• The student will receive a "0" for the activity without the possibility of making up the work.</li> <li>• The student's guidance counselor and department supervisor will be notified by the observing staff member.</li> <li>• A written report prepared by the staff observer of the incident will be placed in the student's file by the guidance counselor.</li> </ul>	<ul style="list-style-type: none"> <li>• Same sanctions as identified in first offense plus</li> <li>• The administration will take disciplinary action against the student.</li> </ul>	<ul style="list-style-type: none"> <li>• Same sanctions as identified in first and second offense plus Parents must come to the school for a conference.</li> </ul>
Violation of Acceptable Use of Technology	<ul style="list-style-type: none"> <li>• The parents will be notified</li> <li>• Depending on the severity of the offense, disciplinary actions may range from detention to suspension to permanent revocation of all network rights.</li> </ul>	Same sanctions as identified in the first offense	<ul style="list-style-type: none"> <li>• Same sanctions as identified in the first offense</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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

<b>Half Day</b>		<b>Delayed Arrival (PD)</b>		<b>Delayed Arrival (SNOW)</b>		<b>Delayed Arrival (SNOW)</b>	
	<b>Monday</b>		<b>Monday</b>		<b>Monday</b>		<b>Tues-Fri</b>
8:00 – 8:27 27 minutes	Period 1	10:00 – 10:27 27 minutes	Period 1	9:30 – 10:00 30 minutes	Period 1	9:30 – 10:12 42 minutes	Period 1
8:31 – 9:00 29 minutes	Period 2	10:31 – 11:00 29 minutes	Period 2	10:04 – 10:36 32 minutes	Period 2	10:16 – 10:58 42 minutes	Period 2
9:04 – 9:30 26 minutes	Period 3	11:04 – 11:31 27 minutes	Period 3	10:40 – 11:10 30 minutes	Period 3	11:02 – 11:44 42 minutes	Period 3
9:34 – 10:00 26 minutes	Period 4	11:35 – 12:02 27 minutes	Period 4	11:14 – 11:44 30 minutes	Period 4	11:48 – 12:35 47 minutes	Lunch
10:04 – 10:30 26 minutes	Period 5	12:06 – 12:53 47 minutes	Lunch	11:48 – 12:37 49 minutes	Lunch	12:39 – 1:21 42 minutes	Period 6
10:34 – 11:00 26 minutes	Period 6	12:57 – 1:23 26 minutes	Period 5	12:41 – 1:11 30 minutes	Period 5	1:25 – 2:07 42 minutes	Period 7
11:04 – 11:30 26 minutes	Period 7	1:27 – 1:53 26 minutes	Period 6	1:15 – 1:45 30 minutes	Period 6	2:11 – 2:53 42 minutes	Period 8
11:34 – 12:00 26 minutes	Period 8	1:57 – 2:23 26 minutes	Period 7	1:49 – 2:19 30 minutes	Period 7		
		2:27 – 2:53 26 minutes	Period 8	2:23 – 2:53 30 minutes	Period 8		