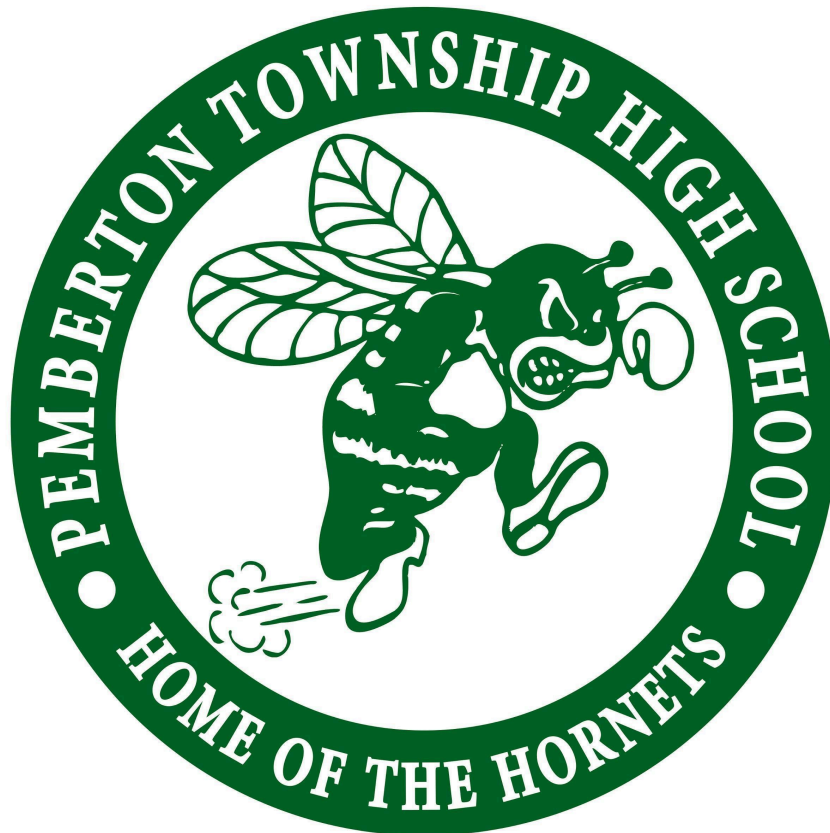


**Pemberton Township High School**  
**148 Arney's Mount Road Pemberton, NJ 08068**  
**609-893-8141, ext. 1800**



**2024- 2025 Student Handbook**  
**Pursuing Excellence, One Child at a Time**



## **Pemberton Township Schools**

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

### **Administration**

Jeffrey Havers, Superintendent of Schools

Pasquale Yacovelli, Business Administrator

Adelina Giannetti, Assistant Superintendent

Ida Smith, Chief Academic Officer

Deb Ceplo, Director of Early Childhood, Preschool - Kindergarten

Christine Hale, Director of Special Services

Jessica Knier, Director of School Counseling & Health/Nursing Services

Jannett Pacheco, Director of Human Resources

### **Board of Education**

Terry Maldonado, President

Robert King, Vice President

Vicky Adams

Carmen Cristina Bivins

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Lori Sheridan

Wanda Knox

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## TABLE OF CONTENTS

Introduction	8
District Mission Statement	8
Contact Information	9
Bell Schedules 2024-2025	10
Important Dates 2024-2025	11
Character Education	12
Core Values	12
Core Beliefs	12
Parameters	12
School Trip Procedures	13
Complaint Procedure (Parent/Guardian)	13
Computer Standards	14
Dance Guest Expectation	14
Eighteen-Year Olds	14
Emergency Closing Information	14
Food/Drink Protocol	14
Fragrance Protocol	15
Genesis Parent Module	15
Married And/Or Pregnant Students	15
Obligation Expectation	16
Guidance/Counseling Services	16
Counselor Assignments	16
Advanced Placement and Honors Courses	16
Intervention and Referral Services (I&RS)	16
Class Rank-BOE Policy 5430	17
Weighted Rank	18
Unweighted GPA	18
Attendance Credit Completion Guidelines	18
Grading Procedure	18
Semester Courses	19
Full Year Courses	19
Report Cards/Progress Reports	19
Promotion Expectation	20
Graduation Procedures	20
High School Graduation Requirements - BOE Policy 5460	20

<b>Change of Schedule Procedure</b>	<b>21</b>
<b>Individuals with Disabilities Education Act</b>	<b>21</b>
<b>Student Records - BOE Policy 8330</b>	<b>22</b>
<b>Suicide Awareness &amp; Prevention- BOE Policy 5350</b>	<b>23</b>
<b>Summer School</b>	<b>23</b>
<b>Transfer Students</b>	<b>23</b>
<b>Withdrawal from School</b>	<b>23</b>
<b>Withdrawal Passing/Failing Grade</b>	<b>24</b>
<b>Honor Society</b>	<b>24</b>
<b>Attendance Policy -BOE Policy 5200</b>	<b>24</b>
<b>Attendance Excuse Procedure</b>	<b>24</b>
<b>Excused Absences</b>	<b>25</b>
<b>Attendance Appeal Procedure</b>	<b>26</b>
<b>Work Missed During Absences</b>	<b>26</b>
<b>Early Dismissal Protocol</b>	<b>26</b>
<b>Sign In/ Sign Out Times</b>	<b>27</b>
<b>School Safety &amp; Security</b>	<b>27</b>
<b>Child Abuse</b>	<b>27</b>
<b>Child Custody Documentation Procedure</b>	<b>28</b>
<b>Corporal Punishment</b>	<b>28</b>
<b>Identification Cards</b>	<b>28</b>
<b>Locker Security and Personal Loss</b>	<b>28</b>
<b>Lost and Found</b>	<b>29</b>
<b>Police in the School- BOE Policy 9320</b>	<b>29</b>
<b>Search and Seizure/Police Involvement- BOE Policy 5770</b>	<b>29</b>
<b>Student Parking</b>	<b>29</b>
<b>Threats to District Schools</b>	<b>30</b>
<b>Code of Conduct</b>	<b>30</b>
<b>Discipline for Students with Disabilities</b>	<b>31</b>
<b>Restorative Practices</b>	<b>31</b>
<b>P.T.H.S. Student Behavior Expectations</b>	<b>31</b>
<b>Approved Consequences for Student Misbehavior</b>	<b>31</b>
<b>Teacher Detention</b>	<b>31</b>
<b>Rules for the Administrative Detention</b>	<b>31</b>
<b>Expectations for In School Study Session (ISS)</b>	<b>32</b>
<b>Saturday Administrative Detention (SAD)</b>	<b>32</b>
<b>Out of School Suspension (OSS)</b>	<b>32</b>

Expulsion from School	33
Demerit System (Accumulated Demerits and their Disciplinary Disposition)	33
Loss of Privileges Program	33
Reduction of Demerit Points	33
<b>Discipline Infractions and Offenses</b>	<b>34</b>
Abusive Behavior and Language Directed Toward Staff	34
Plagiarism	34
Class Cuts	34
Insubordination/Defiance	34
Cell Phone Usage During Instruction Without the Permission of the Staff Member in Charge	35
Cell Phone - Recording of verbal or physical altercation	35
Disruptive Behavior	35
Disruption of Operation of School	35
Dress Code and Social Standards	35
Electronic Devices (Smartphone/Cell Phone/iPod/Tablet)	37
Failure to Attend Teacher Detention	38
Failure to Attend After School Detention	38
Failure to Attend In School Study Session/Unsatisfactory Behavior	38
Failure to Attend Saturday Administrative Detention/Unsatisfactory Behavior	38
Gambling	38
Inappropriate Behavior	38
Lateness to Class	39
Lateness to School	39
Leaving Campus without Permission	39
Obscene Materials	40
Passes	40
Physical Aggression	40
Public Display of Affection	40
Racial, Ethnic, Gender Identity, or Sexual Orientation Slurs	41
Sexual Harassment	41
Sexual Misconduct	41
Tobacco Free School Zone- BOE Policy 5533	41
Possession of Tobacco/Vape Products	41
Use of Tobacco Products/Vape Products	42
Administrator	42
Harassment/ Intimidation/ Bullying (HIB) BOE Policy 5512	42

<b>Student Conflicts</b>	<b>44</b>
<b>Sexual Harassment BOE Policy 5751</b>	<b>45</b>
<b>Substance Abuse Disciplinary Code</b>	<b>45</b>
<b>Alcohol or Other Drugs</b>	<b>46</b>
<b>Alcohol/Drugs/Steroids</b>	<b>46</b>
<b>Anabolic Steroids</b>	<b>47</b>
<b>Alcohol/Drug Offense-Positive Determination/Refusal to Comply with Medical Examination</b>	<b>47</b>
<b>Alcohol/Drug Offense-Altered Results</b>	<b>48</b>
<b>Alcohol/Drug Offense-Possession</b>	<b>48</b>
<b>Alcohol/Drug Offense-Possession with Intent to Distribute or Sell</b>	<b>49</b>
<b>Alcohol/Drug Offense-Paraphernalia Possession</b>	<b>49</b>
<b>Violence and Vandalism Offenses</b>	<b>49</b>
<b>Assault/Fighting/Threats/Extortion</b>	<b>49</b>
<b>Assault or Injuries to Employees</b>	<b>49</b>
<b>Fighting</b>	<b>50</b>
<b>Gang Related Activity</b>	<b>50</b>
<b>Possession and/or Concealing Weapons/Explosive Devices</b>	<b>50</b>
<b>Setting Off (Call In) of a False Alarm</b>	<b>51</b>
<b>Theft</b>	<b>52</b>
<b>Threats Which Disrupt or Affect the Operation of a School</b>	<b>52</b>
<b>Threats: Terroristic Threats to School Population or Property</b>	<b>52</b>
<b>Threats: Verbal Threats Towards Staff</b>	<b>52</b>
<b>Vandalism/Graffiti</b>	<b>52</b>
<b>Student Grievance Procedures</b>	<b>53</b>
<b>Student Rights and Responsibilities</b>	<b>54</b>
<b>Discrimination &amp; Harassment Complaint Procedures</b>	<b>54</b>
<b>Definitions</b>	<b>54</b>
<b>Complaint Procedure</b>	<b>55</b>
<b>Outcomes</b>	<b>57</b>
<b>Reporting Complaints/Affirmative Action Officer</b>	<b>58</b>
<b>Applicable State Laws</b>	<b>58</b>
<b>State Law: 18a: 37-2 Discipline and Behavior</b>	<b>58</b>
<b>State Law: 18a:37-3 Liability of Parents of Pupils for Damage to Property</b>	<b>59</b>
<b>State Law: 18a:11-9 Prohibition of Gang-Related Apparel</b>	<b>59</b>
<b>State Law: 18a: 25-2 Discipline on School Bus</b>	<b>60</b>
<b>State Law 18a:37-2 Assault or Injuries to School Employees</b>	<b>60</b>

<b>Nurse/Health Office</b>	<b>60</b>
<b>School Health Services &amp; Regulations</b>	<b>60</b>
<b>Doctor’s Note/Updates</b>	<b>60</b>
<b>General Health Regulations</b>	<b>61</b>
<b>Enrollment Procedures &amp; Immunizations</b>	<b>61</b>
<b>State of NJ Immunization Requirements</b>	<b>62</b>
<b>Medication Policies</b>	<b>62</b>
<b>Pediculosis (Head Lice)</b>	<b>63</b>
<b>Health Screening Procedures</b>	<b>64</b>
<b>Local Health Resources</b>	<b>64</b>
<b>Health Insurance</b>	<b>65</b>
<b>Athletics/ Extra-Curricular Activities</b>	<b>65</b>
<b>Sport Physical Paperwork</b>	<b>65</b>
<b>Nurse’s Office Forms</b>	<b>67</b>
<b>Posters and Exhibits</b>	<b>67</b>
<b>Fundraising Sales</b>	<b>67</b>
<b>Prom Procedures &amp; Expectations</b>	<b>67</b>
<b>Activities – Clubs, Groups and Sports</b>	<b>68</b>
<b>Eligibility Requirements</b>	<b>68</b>
<b>Staying after School</b>	<b>70</b>
<b>Recruitment by Special Interest Groups- Policy 9713</b>	<b>70</b>
<b>Transfers to Choice Schools – C1.6 Choice School</b>	<b>70</b>
<b>Bus Safety Expectation and Procedures</b>	<b>71</b>
<b>District Policies</b>	<b>72</b>
<b>Electronic Communications Between Teaching Staff Members and Students – Policy # 3283</b>	<b>72</b>



## **Introduction**

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

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

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

Pemberton Township High School provides equal education opportunities for all students. The Affirmative Action Office can be contacted at (609) 893-8141, Ext. -1033.

## **District Mission Statement**

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



## Contact Information

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## Bell Schedules 2024-2025

Regular Day	Early Dismissal	Delayed Opening
7:10 BUSES OFFLOAD 7:25 WARNING BELL 7:25 LATE BELL-Must be in 1 <sup>st</sup> Block	7:10 BUSES OFFLOAD 7:20 WARNING BELL 7:25 LATE BELL-Must be in 1 <sup>st</sup> Block	9:10 BUSES OFFLOAD 9:20 WARNING BELL 9:30 LATE BELL-Must be in 1 <sup>st</sup> Block
7:20-7:30 Homeroom	7:20-7:30 Homeroom	9:20-9:35 Homeroom
<b>BLOCK 1</b> 7:30-8:44 (74 minutes)	<b>BLOCK 1</b> 7:30-8:15 (45 minutes)	<b>BLOCK 1</b> 9:35-10:20 (45 minutes)
<b>BLOCK 2</b> 8:48-10:02 (74 minutes)	<b>BLOCK 2</b> 8:19 -9:04 (45 minutes)	<b>BLOCK 2</b> 10:25-11:10 (45 minutes)
<b>BLOCK 3</b> 10:06-11:24 (78 minutes) <b>LUNCH 3A</b> 10:06-10:43 (37 minutes) <b>LUNCH 3B</b> 10:47-11:24 (37 minutes)	<b>BLOCK 3</b> 9-08 - 10:02 (54 minutes) <b>LUNCH 3A</b> 9:08 - 9:33 (25 minutes) <b>LUNCH 3B</b> 9:37 - 10:02 (25 minutes)	<b>BLOCK 3</b> 11:15 -12:10 (55 minutes) <b>LUNCH 3A</b> 11:15-11:40 (25 minutes) <b>LUNCH 3B</b> 11:45-12:10 (25 minutes)
<b>BLOCK 4</b> 11:28-12:46 (78 minutes) <b>LUNCH 4A</b> 11:28-12:05 (37 minutes) <b>LUNCH 4B</b> 12:09-12:46 (37 minutes)	<b>BLOCK 4</b> 10:06 -11:00 (54 minutes) <b>LUNCH 4A</b> 10:06 -10:31 (25 minutes) <b>LUNCH 4B</b> 10:35-11:00 (25 minutes)	<b>BLOCK 4</b> 12:15 -1:10 (55 minutes) <b>LUNCH 4A</b> 12:15-12:40 (25 minutes) <b>LUNCH 4B</b> 12:45-1:10 (25 minutes)
<b>BLOCK 5</b> 12:50-2:05 (74 minutes)	<b>BLOCK 5</b> 11:04 -11:50 (46 minutes)	<b>BLOCK 5</b> 1:15-2:05 (50 minutes)

## Important Dates 2024-2025

September 2	Labor Day - School Closed
4 & 5	Staff In-Service - No School for Students
6	First Day of School for Students
6, 9 & 10	Early Dismissal - Special Schedule
October 11	Staff In-Service - No School for Students
14	Columbus Day - School Closed
November 7 & 8	NJEA Convention - School Closed
11	Veterans Day- School Closed
20-22, 25-26	Parent Conferences - Early Dismissal
27	Early Dismissal - Thanksgiving
28 & 29	Thanksgiving Vacation - School Closed
December 20	Early Dismissal - Winter Break
23-31	Winter Break - School Closed
January 1	Winter Break - School Closed
20	Martin Luther King, Jr. Day - School Closed
31	Transition Day - No School for Students
February 5	Staff In-Service - Student Early Dismissal
17	Presidents Day - School Closed
March 10	Common Planning Day - Early Dismissal
11-14	Parent Conferences - Early Dismissal
April 17	Spring Break – Early Dismissal
18-25	Spring Break - School Closed
May 7	Staff In-Service - Student Early Dismissal
26	Memorial Day - School Closed
June 17-19	Early Dismissal (Tentative)
19	Tentative Last Day for Students
19	Tentative Last Day for Staff
20	Juneteenth - School Closed

## **Character Education**

The objective of our Character Education Program is to create a positive institution by promoting and modeling a common language of character strengths to help improve academic engagement, positive behavior, happiness (morale), citizenship, and the success of our students. We promote and follow the following values, beliefs, and parameters:

### **Core Values**

**Empathy:** the ability to understand and share the feelings of another.

**Perseverance:** persistence in doing something despite difficulty or delay in achieving success.

**Integrity:** the quality of being honest and having strong moral principles.

**Gratitude:** the quality of being thankful; readiness to show appreciation for and to return kindness.

### **Core Beliefs**

WE Believe, Everyone is responsible for the choices they make.

WE Believe, Integrity, Honesty, and Respect are vital to all healthy relationships.

WE Believe, All members of a school community deserve to be treated with dignity and respect.

WE Believe, All students can learn and be productive members of the school community.

WE Believe, Every individual desires to succeed.

WE Believe, Education is a responsibility shared by students, families, school, and community.

WE Believe, The family is the primary influence in the development of the child.

WE Believe, Education expands opportunities throughout life.

### **Parameters**

1. All decisions will be based strictly on what is best for students.
2. We will always operate safe schools conducive to learning.
3. We will not tolerate behavior that demeans the self-worth or dignity of any individual or group.

## School Trip Procedures

1. If a student owes an obligation of any kind, they may be prohibited from going on school trips. This may be appealed to building administration.
2. A Medication Form completed by the medical doctor and signed by a parent must accompany all prescription medications taken on a school trip, including prescribed birth control.
3. The board shall permit self-administration of medication on field trips for asthma or other potentially life threatening illness by students, provided that school nurse has received; (Policy #2340)
  - a. Written authorization from the student's parent(s)/guardian(s) for self-administration;
  - b. Written certification from the student's doctor that the student has such a medical condition and can self-administer medication(s);
  - c. Written waiver of liability from the parent(s)/guardian(s) for injury from self-administration of medication(s); and
  - d. Letter from the parent(s)/guardian(s) indicating that the parent(s)/guardian(s) will indemnify and hold harmless the district and its employees from any claim(s) arising out of the self-administration of medication(s).
4. Students who are excessively tardy or demonstrate unacceptable behavior on a class trip may be excluded from their next class trip.
5. Students who have accumulated 15 or more demerits at the time of the trip will be excluded from the trip.

The school reserves the right to search students and belongings for banned items on all trips.

## Complaint Procedure (Parent/Guardian)

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

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

Guardians may call the County Superintendent's Office, the Police Department, or the Office of Institutional Abuse if applicable. Guardians will be sent a letter relating the

action taken at each level and what avenues of recourse are available. Be aware, most personnel files are confidential. Guardians may file an Open Public Records Act request with the Business Administrator, and the district's solicitor will determine what information may be provided. Please note that the New Jersey Anti-Bullying law applies only to actions between students, not adults and students.

### **Computer Standards**

Violations may result in a loss of access, as well as other disciplinary or legal action. Students who do not have a signed computer contract on file may not use any building computer. Inappropriate usage of a computer(s) will be dealt with on an individual basis. Copies of Board policy and procedures on students' rights and responsibilities for the Internet will be available on our school website. [Policy#2361](#)

### **Dance Guest Expectation**

Students of Pemberton Township High School must complete a Dance Guest Contract to bring an outside guest. Out of district guests must be between the ages of 14 and 20 years old. To purchase a ticket, the "Dance Guest Contract" form must be submitted in advance. Every guest who attends the dance must present an ID at the door. A signature from a Principal or Assistant Principal of the school where the student is attending high school is required. Each case will be reviewed by PTHS Administration.

### **Eighteen-Year Olds**

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

### **Emergency Closing Information**

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

### **Food/Drink Protocol**

In an effort to minimize disruption to the instructional day, the following Lunch "Drop Off" Protocol will be followed.

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

- All items must be dropped off at the front entrance for student pickup.
- Students are not permitted to order food for delivery to Pemberton Township High School during the school day. Food and beverages delivered from outside vendors will be denied.
- Students will not be removed from class to receive any kind of food or beverage delivery.
- Students will only be allowed to pick up their lunch at the beginning of their lunch period-- NOT BEFOREHAND or AFTER. Lunch that is dropped off to students after their respective lunch period will be available at dismissal including beverages such as coffee, latte, cappuccinos and other similar items.
- Students who do not have lunch in their schedule will be provided an opportunity to pick up lunches during lunch periods only.
- Items for afterschool activities will be held for students until dismissal or during class passing time.

### **Fragrance Protocol**

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

### **Genesis Parent Module**

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

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

Students cannot be excluded from the regular school program on the basis of marriage, pregnancy, or parenthood. A pregnant student is required to obtain a doctor's certification that the student is able to participate in the normal educational program. Those students who become married, pregnant, or parents or are

contemplating these may wish to discuss their responsibilities with their guidance counselors.

### **Obligation Expectation**

- Letters to parents of students with obligations will be sent home a minimum of three times a year.
- If a student owes an obligation of any kind, they may be prohibited from going on non-academic/ course related trips. This may be appealed to the Superintendent.
- Failure to fulfill an obligation will result in the holding of the student's diploma until the obligation is fulfilled.

### **Guidance/Counseling Services**

The Guidance/Counseling Office is open from 7:10 a.m. to 2:25 p.m. Monday through Friday. Parents are encouraged to keep in close contact with their child's counselor and to schedule appointments by calling (609) 893-8141, extension 1088.

### **Counselor Assignments**

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

### **Advanced Placement and Honors Courses**

Advanced Placement and Honors courses are offered in many departments. Qualified students should have the recommendation of their teachers and may request a course through their guidance counselor. Courses with low enrollments may not be offered in the traditional manner.

### **Intervention and Referral Services (I&RS)**

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

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



- Pemberton Township Schools uses the Masonic Model as a vehicle to conduct I & RS. The Masonic Model is a strength-based intervention approach, which focuses on the whole child.
- The objective is to provide early and effective interventions using resources readily available in the school community. This program is rooted in developing the social and emotional competence of the student.

**Class Rank-BOE Policy 5430**

Class rank is calculated at the end of each semester. All students are included in the rank, which is cumulative from grades 9-12.

- “Class rank” is a student’s academic position relative to other students in his or her class and is computed at the conclusion of each academic year.
- The Board authorizes a system of class ranking, by grade point average, for students in grades nine to twelve. All students shall be ranked together.
- Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. The class ranking of a student who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.
- Any two or more students whose computed grade point averages are identical will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the total number of all preceding students, not by the rank of the immediately preceding student.

A student's grade point average and rank in class will be entered on the student's record and will be subject to [Board Policy No. 8330](#) on the release of student records.

**Quality Points for Weighted Rank**

Level 1	Level 2	Level 3	Level 4
A = 6	A = 5	A = 4.5	A= 4
B = 5	B = 4	B = 3.5	B= 3
C = 4	C = 3	C = 2.5	C= 2
D = 3	D = 2	D = 1.5	D= 1
F = 0	F = 0	F = 0	F= 0

Class rank is determined by ranking Grade Point Average from highest to lowest in the graduating class. New students transferring to Pemberton Township High School will be included in the class rank.

The following formula is used to determine the Grade Point Averages:  
 $\text{Weighted Gross Quality Points} \times \text{Attempted Credits} \div \text{Attempted Credits} = \text{GPA}$   
 (SCHOOL YEAR GPAs are based on grades from a single school year. They are calculated by dividing the sum of the (Quality Points x Attempted Credits) by the sum of the attempted credits).

Below is an example of how quality points are accumulated:

### Weighted Rank

Quality Level	Grade		Gross Quality Points	Credits		Weighted Points	
1	A	=	6	X	5	=	30
2	A	=	5	X	5	=	25
3	A	=	4.5	X	5	=	22.5
4	A	=	4	X	5	=	20

### Unweighted GPA

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

$\text{Unweighted Quality Points} \div \text{Total Number of Attempted Credits} = \text{GPA}$

### Attendance Credit Completion Guidelines

The purpose of this program is to allow students the opportunity to graduate on schedule. The students will make up missed time from school as determined by building administration.

Students must attend the required number of sessions, as determined by his or her assistant principal. Discipline problems will not be tolerated. Students who display inappropriate behavior will be removed from the session and no credit will be awarded.

### Grading Procedure

Summative Assessments (60%) - Measure student mastery of content standards. Summative Assessments may include end-of-unit tests, projects, research reports, etc. All students are required to complete each summative assessment. In the event a student does not complete the assessment, the student will receive an “Incomplete” (I) and will have the opportunity before the end of the marking period to take the

assessment. If a student does not complete the assessment by the end of the marking period, the “Incomplete” (I) will be recorded as a zero as the grade for the assignment.

Students will have the opportunity within the Marking Period to retake Summative Assessments to demonstrate improvement in mastering content standards once they have completed the required teacher interventions and all formative assessments for that unit of study.

Formative Assessments (40%) - Provide practice of skills and give feedback to the teacher and student about learning gaps. Formative Assessments may include quizzes, homework, exit tickets, in-class discussions, etc. All students are required to complete each Formative Assessment. The lowest possible grade for students who make a reasonable attempt (per teacher’s discretion) to complete a formative assessment is 50%. In the event a student does not complete the assessment, the student will receive a “Missing” (M) and will have until the teacher's designated time frame to complete the assessment. If a student does not complete the assessment by that due date, the “Missing” (M) will be recorded as a zero.

Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
<60	F

**Semester Courses**

Two marking periods are worth a total of 100% of the final grade.

MP 1 50% + MP 2 50% = 100% of Final Grade

MP 3 50% + MP 4 50% = 100% of Final Grade

**Full Year Courses**

Four marking periods are worth a total of 100% of the final grade.

MP 1 25% + MP 2 25% + MP 3 25% + MP 4 25% = 100% of Final Grade

Each letter grade has an assigned numeric value within the range of reference (subject to revision). A teacher’s record book must denote how a grade was determined.

**Report Cards/Progress Reports**

- Report card grades reflect test scores, class work, assignments, participation and attendance. All teachers will provide students and parents with a grading

expectation of how their grades will be determined at the start of each school year.

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

### **Promotion Expectation**

Promotional requirements are as follows:

30.0 credits sophomore status

65.0 credits junior year status

90.0 credits senior status

A minimum of 125 credits will be required for graduation.



### **Graduation Procedures**

- All school rules are still in effect on graduation day.
- Students not eligible to graduate will not walk in the graduation ceremony.
- Students on Loss of Privilege status will not walk in the graduation ceremony.
- Students on suspension or disciplinary home instruction will not walk in the graduation ceremony.
- Students are required to wear their school issued Cap and Gown.

### **High School Graduation Requirements - BOE Policy 5460**

A total of 125 credits are mandated by the Board of Education.

- 4 courses English (English - 20 credits)
- 3 <sup>3</sup>/<sub>4</sub> credits in health, safety, and physical education during each year of enrollment (Four years = 15 credits) distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8
- At least 15 credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers (15 credits)
- At least 15 credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory /

inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course (15 credits)

- At least 15 credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history and US History I and II; and the integration of civics, economics, geography, and global content in all course offerings (15 credits)
- 1 course Visual and Performing Art (5 credits)
- 1 course 21st Century Life and Careers (5 credits)
- 1 course World Language (5 credits)
- 1 course Economics/Financial Literacy (2.5 credits)
- Technological Literacy – infused into all courses

### **Change of Schedule Procedure**

Schedule change decisions will be governed by the following guidelines:

1. No schedule changes will be made after 5 days for a semester course and after 15 days for a full year course without administrative approval.
2. Every effort will be made to change a schedule in cases where the student has previously failed the same course with the same teacher.
3. Some courses offer different levels of the same subject (e.g., honors & academic.). Careful initial consideration is given as to the placement of a student into the appropriate level. After the first 10 days of each semester a teacher or counselor may initiate a request for change of schedule on the basis of improper placement.

Changes between levels may be requested after the collaboration between student, counselor, parent & teacher.

This does not apply to level changes within a given subject; attendance and grade records will follow students into the new level.

### **Individuals with Disabilities Education Act**

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

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students,

including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

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

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

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

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

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

### **Student Records - BOE Policy 8330**

- The parent(s)/guardian(s) of a minor student shall be permitted to inspect any student record concerning his/her child.
- An adult student shall be permitted to inspect, upon request, any student record concerning himself/herself.

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

### **Suicide Awareness & Prevention- BOE Policy 5350**

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

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24.

#### **Summer School**

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

#### **Transfer Students**

A student who is transferring into Pemberton Township High School will be awarded credits earned at his or her previous school.

#### **Withdrawal from School**

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

- Arrange for a parent conference with the appropriate counselor and obtain a Withdrawal from School Form. A meeting with the principal may also be required.
- Students must return all school issued textbooks and school issued devices to the teacher or counselors office.
- Return the official withdrawal form signed by parent/guardian

## **Withdrawal Passing/Failing Grade**

The Withdrawal Grade procedures are outlined below:

### **Semester Courses**

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

### **Full Year Courses**

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

### **Honor Society**

Membership in the Honor Society is open to qualified sophomores, juniors, and seniors. Only students who have attended Pemberton Township High School for the equivalent of one semester, and have an unweighted Grade Point Average (GPA) of 3.25 or higher are eligible. The Honor Society Faculty Council will then evaluate the candidate's performance in the areas of leadership, service and character.

### **Attendance Policy -BOE Policy 5200**

In order for a student to receive course credit in a full year course, the student must attend school for at least 166 full days. Absences of more than 10 unexcused full days for yearlong courses or more than 5 unexcused full days for a semester course will result in the student receiving no credit (NC) for the courses.

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

### **Attendance Excuse Procedure**

Students should always document absences when they have a doctor/dental appointment, etc. using the following protocol: Please be aware that only the original notes will be accepted (No photocopies).

- Faxes must be sent directly to the school from the doctor's office.
- Notes must be submitted as soon as possible to the attendance office, room 98.
- The attendance office will verify all notes with the person or office that issued the excuse.



- Students returning to school with medical equipment such as canes, crutches, wheelchairs etc. must have a doctor's note with instructions.

If any note has been altered, forged, or tampered with in any manner, the student will receive an unexcused absence for the day and receive the following consequences:

- 1<sup>st</sup> offense: Saturday Administrative Detention  
 2<sup>nd</sup> offense: (2) Saturday Administrative Detentions

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

**Truancy complaints may be signed if attendance policies are violated.**

Attendance warning letters will be sent to the student, the home, and the counselor after the 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> unexcused absences.

**Excused Absences**

The Board considers the following as cause for excused absence:

- Disabling illness (requires a doctor's note); Doctor's notes should be submitted to the office upon return to school.
- College visits (Three days per school year in total) 11<sup>th</sup> and 12<sup>th</sup> grade students only: Documentation must be approved by administrator, original document)
- Recovery from accident (requires a doctor's note);
- Required court attendance (documentation shall be required);
- Behind the wheel Driver Exam (1/2 day) Documentation shall be required.
- Family illness (serious illness of a family member residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- Death in the family (death of a family member of the student, including, but not limited to, parent/guardian, sibling, grandparent, aunt, uncle, etc.); Documentation must be provided along with a parent letter to specify the circumstances.
- Religious observance—In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education (found on the Department of Education website) or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence;

- If a student leaves the school building they will not be permitted to return to school the same day without a doctor's note or administrator approval.

All absences for all other reasons shall be considered unexcused.

### **Attendance Appeal Procedure**

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

### **Work Missed During Absences**

Students are expected to make up all work missed because of absences from school. In cases of students absent 3 days or more, parents must request assignments from the classroom teacher via email.

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

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

### **Early Dismissal Protocol**

For the security of the children all parents/guardians must sign their students out at the security desk. Photo ID is required. Students will only be released to people whose names are on the student information system.

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

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

**Half-Days, Tardies & Early Dismissals**

Late arrivals (Tardy) will be recorded if a student reports up to 2 hours late from the opening of school. If a student reports after 2 hours late in the morning, a half day AM absence will be recorded. Early Dismissals will be recorded if a student leaves school up to 2 hours before the close of school. If a student leaves more than 2 hours before the close of school, a half-day PM absence will be recorded. A student must be in school at least 2 hours to receive half-day credit for attendance on any given day. Truancy charges will be filled if unexcused early dismissal and/or tardies become a pattern.

Attendance warning letters will be sent to the student, the home, and the counselor after the 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> unexcused absences.

**Sign In/ Sign Out Times**

**Regular Day**

<b>SIGN IN</b>	<b>SIGN OUT</b>
7:30 AM - 9:30 AM-TARDY	7:30 AM - 9:30 AM-FULL DAY ABSENCE
9:31 AM - 12 :05 PM-HALF DAY ABSENCE	9:31 AM -12:04 PM-HALF DAY ABSENCE
12:06 PM - 2:05 PM- FULL DAY ABSENCE	12:05 PM -2:04 PM-EARLY DISMISSAL

**Early Dismissal Day**

<b>SIGN IN</b>	<b>SIGN OUT</b>
7:30 AM - 9:30 AM-TARDY	7:30 AM - 9:30 AM-FULL DAY ABSENCE
9:31 AM - 9:50 AM-HALF DAY ABSENCE	9:31 AM-9:49 AM-HALF DAY ABSENCE
9:51 AM-11:49 AM-FULL DAY ABSENCE	9:51 AM -11:49 AM-EARLY DISMISSAL

**School Safety & Security**

**Child Abuse**

The Division of Child Protection and Permanency (DCP&P) is New Jersey’s child protection and child welfare agency within the Department of Children and Families. New Jersey, in common with every other state, has a child abuse reporting law. The

law's purpose is to identify children who may be physically abused at home so that protective steps may be taken. School personnel must report matters of suspected child abuse promptly to the Department of Children and Families or be considered in violation of the law. Students are encouraged to discuss suspected cases of child abuse with their guidance counselor or the school nurse. Child Abuse Hotline: 1-877-NJ-ABUSE.

### **Child Custody Documentation Procedure**

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

### **Corporal Punishment**

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

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

### **Identification Cards**

Each Pemberton Township High School student is issued a photo identification card. New ID's can be purchased for \$1.00 if the original is lost.

### **Locker Security and Personal Loss**

All parents and students are cautioned that the school will not be held responsible for the repair or replacement of these items. If a student's possessions are damaged or taken by another student, the issue of replacement/repair must be settled between the parents/guardians of the involved students. When possible, the school will try to put the parents in touch with each other. However, due to the requirements of confidentiality, no telephone numbers will be given out without the permission of the person who owns the number. In circumstances where the damage or loss violates a rule in the school's discipline code, the students will be held accountable by the school for their actions.

The lockers are property of the Board of Education and may be opened by school staff as needed. Material in lockers is not to be considered held in trust by the Board of Education. Items lost or stolen will be the responsibility of the student. If the school can assist in finding the perpetrator we may do so at our discretion. Students are strongly encouraged to not share lockers.

## **Lost and Found**

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

## **Police in the School- BOE Policy 9320**

Pursuant to the provisions of N.J.A.C. 6A:16-6 et seq., the Board of Education and the Superintendent of Schools shall ensure cooperation between school staff and law enforcement authorities as defined therein. The Superintendent of Schools shall notify the Board President when the police have sought to question a student in school, and the outcome of the incident. The district shall make every effort to establish close and cordial relationships with local law enforcement and other agencies, while ensuring that the parent(s) are informed and student rights protected.

## **Search and Seizure/Police Involvement- BOE Policy 5770**

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

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

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

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

## **Student Parking**

At the high school, you may not bring an automobile to school unless a permit to do so has been issued by the office. Permits are issued to students with a valid driver's license and who are not on the high demerits list (15 or more demerits). Vehicles on school property are subject to school administration search with reasonable suspicion. The police may be called if necessary. Students who drive are expected to be on time to school every day, and are not to enter the building until 7:10 a.m. Failure to

comply may result in the loss of your driving privilege. Being placed on Loss of Privileges will also suspend driving rights. Students may park only in areas designated for them. The maximum speed limit is 15 miles per hour.

The following infractions may result in loss of driving privileges:

- Careless Driving
- Parking in non-designated parking spaces.
- Leaving school without prior approval to go to their vehicle.
- The parking decals must be displayed on the rearview mirror or rear window.
- Transporting students off campus during school hours without authorization from building administration.

### **Threats to District Schools**

The Pemberton Township School District takes all threats to district schools very seriously, as the well-being of our students and staff is our highest priority. If you have information concerning a perceived threat to our schools, students, or staff, please call our anonymous tip line at 609-248-3100. Calls to the tipline are reviewed the next day school is in session. If you have information of an imminent threat, please call 911 immediately.

### **Code of Conduct**

“The intent of the Code of Conduct is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, this manual is not intended to be all-inclusive. The Code of Student Conduct Policy is available on the district website and can be accessed under the “Board & Community” tab. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.”

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

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

The Code is enforced:

- On school property prior to, during, and following regular school hours.
- While students are on the school bus, or at the bus stop, for any purpose.
- During a reasonable timeframe before and after school.
- At all school-sponsored events and other activities where school administrators have jurisdiction over students, whether such events are

- in our school buildings or away from our school property.
- All events out of school, which may be reasonably expected to carry over into the school setting, may be assigned school consequences.
  - Online/social media incidents that carry over to school.

### **Discipline for Students with Disabilities**

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

### **Restorative Practices**

One of the greatest concerns of parents and educators is how to assist our children, through teaching and guidance, to become responsible and caring adults. Providing adequate and appropriate discipline is an important part of this process. Restorative discipline adds to the current discipline models, which attempt to prevent or stop misbehavior, and teaches more life-giving responses. The goals of restorative discipline apply not only to those involved in or affected by misbehavior, but to the larger educational community as well.

### **P.T.H.S. Student Behavior Expectations**

#### **Approved Consequences for Student Misbehavior**

##### **Teacher Detention**

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

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

##### **Rules for the Administrative Detention**

Administrative Detentions are held Tuesdays and Thursdays from 2:25 - 4:15. Non-attendance at an Administrative Detention will be excused only in the case of illness verified by a doctor’s note or other emergencies approved by administration.

- Students are expected to bring books/chromebooks to complete schoolwork.

- At the end of the session period, students will board the late bus to be taken home.
- If students are late to Administrative Detention students will not be admitted without administrative approval.

### **Expectations for In School Study Session (ISS)**

- Students are required to report to the ISS room by 7:25 am.
- Students must bring textbooks or chromebooks.
- Students are expected to work the entire day.
- Lavatory facilities will be provided.
- Seats will be assigned.
- Lunch is scheduled each day. Students may bring their own lunch or order lunch from the cafeteria.
- Loss of cell phone privileges while in ISS - cell phones will be kept in a locked container
- A student who arrives late to school will be admitted at the discretion of administration.
- Refusal to attend an In-School Study Session will result in a (1) day Out of School Suspension from school.
- Disruptive behavior or refusal to follow ISSS rules/expectations may result in removal from In School Study Session or immediate Out of School Suspension.

### **Saturday Administrative Detention (SAD)**

(8:30 am -11:30 am)

This option is available at administrative discretion. Students are required to provide their own transportation. Students are required to bring necessary textbooks and notebooks. Failure to attend an assigned Saturday Detention will result in an Out of School Suspension.

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

Out of School Suspension is to be used if the offending student has materially and substantially interfered with the maintenance of good order, or removal is necessary for the physical or emotional safety of students or staff. Any student suspended will be afforded all his or her due process rights prior to suspension. Some New Jersey State Code Violations require the application of this most serious consequence. Students suspended from school may not participate in or attend any after school or extra-curricular activities beginning the day of the suspension, (i.e., student misconduct on a Friday resulting in an out of school suspension on Monday prevents participation in any after school or weekend activities).

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



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

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

### **Expulsion from School**

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

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

5 Demerits = each day of Out of School Suspension

4 Demerits = each day of Saturday Administrative Detention

3 Demerits = each day of In School Study Session

2 Demerits = each day of Administrative Detention

1 Demerit = each day of Bus Suspension

0 Demerits = successfully serving a day of Teacher Assigned Detention

### **Loss of Privileges Program**

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

### **Reduction of Demerit Points**

Students accumulating 15 or more demerits may reduce their demerit balance and remove themselves from the loss of privileges classification by not committing any infractions for 14 calendar days. At that point, 4 demerits will be removed. Additional consecutive weeks of good behavior will result in a reduction of 2 demerits for each consecutive week.

- Students may attend Saturday Detention to remove demerits. Prior approval is required by the student's assistant principal.
- A student can have additional demerits removed by arranging and performing community service. This service may be performed in the community and must be approved by an administrator in advance. Students can have demerits removed by completing 1 hour of approved community service for a removal on 1 demerit point.

## **Discipline Infractions and Offenses**

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

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

#### **Administrative Responses**

- First Offense: (1-2) days Out of School Suspension
- Second Offense: (3-5) days Out of School Suspension
- Third Offense: (4 -10) days Out of School Suspension

### **Plagiarism**

Plagiarism, the failure to acknowledge the ideas of someone else, is considered cheating. It will not be tolerated in any schoolwork. Learning requires that students assume full and personal responsibility for their work. Unless otherwise directed, all assignments must be independently completed. Any student caught cheating or plagiarizing will receive a failing grade for that assignment.

### **Class Cuts**

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

- First Offense: Administrative Detention.
- Second Offense: In School Study Session
- Third Offense: (2) In School Study Session or SAD.
- Subsequent offenses are subject to administrative discretion.

### **Insubordination/Defiance**

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

#### **Administrative Response:**

- First Offense: Administrative Detention
- Second Offense: (1) In School Study Session
- Third Offense: (2) In School Study Session
- Subsequent offenses are subject to out of school suspension as determined by administration.

## **Cell Phone Usage During Instruction Without the Permission of the Staff Member in Charge**

- First Offense: Warning and contact and contact parent
- Second Offense: Administrative Detention
- Third Offense: (1) In School Study Session
- Subsequent offenses are subject to In School Study Session.

## **Cell Phone - Recording of verbal or physical altercation**

- First Offense: 1 - 4 days Out of School Suspension
- Second Offense: 4 - 10 days Out of School Suspension

## **Disruptive Behavior**

Administrative Response:

- First Offense: Administrative Detention
- Second Offense: (1-2) In School Study Session
- Subsequent offenses are subject to administrative discretion.

## **Disruption of Operation of School**

Administrative Response:

Conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school.

- First Offense: (1-4) days Out of School Suspension
- Second Offense: (4-10) days Out of School Suspension
- Subsequent offenses are subject to administrative discretion.

## **Dress Code and Social Standards**

In keeping with the Board of Education Policy 5511, choice of school clothing should be made on the basis of these factors: safety, cleanliness, practicality, comfort, simplicity, and modesty. Types of dress that distract other students from learning or that cause disruptions are not acceptable in the school setting. What is appropriate for the beach or playground is not appropriate for classroom attire. With these general guidelines in mind, the following specific regulations apply in all Pemberton Township Schools.

- No one is permitted to wear see-through clothing, nor may any student expose a bare midriff. Underwear is never proper outer attire at school.
- Appropriate shorts, dresses or skirts may be worn, but they must reach at least mid-thigh and are subject to the discretion of administration.
- No drooping pants/ trousers are allowed. Pants are to be properly worn at all times while at school. Students must wear a belt or suspenders, whenever appropriate.

- Footwear: Safety is always the primary concern. House slippers, flip-flops, cleated or spiked shoes are not permitted. Fashion (i.e. the height of the heels/soles or roller blades incorporated into the shoes) will not take priority over safety.
- Extremely tight shirts/blouses and t-shirts with obscene or objectionable matter are not permitted.
- Bike shorts (of spandex material) are prohibited.
- Hats, visors, head coverings, sweatbands, bandanas, combs, or picks must be removed when a student enters the building.
- Sunglasses are not permitted to be worn inside the building. Sunglasses are to be out of sight. This includes goggles.
- Spiked or studded belts, bracelets, and jewelry are not to be worn in school.
- Pants and shirts may not contain excessive or inappropriate holes or tears, which make the clothing unacceptable for school use.
- Rings designed for more than one finger are not permitted to be worn on school property.
- Sleeveless tank tops less than two inches wide at the shoulder, tube tops and halter tops are not permitted in the school. This will apply to both males and females.
- Students are prohibited from wearing apparel that may be inflammatory, offensive, obscene, or disruptive to the educational process (i.e., profane language, suggestive graphics, or drug-related printing).
- Students taking umbrellas to school must leave them in their lockers during the school day. You cannot carry them from class to class.
- Students are prohibited from having any outerwear garment with them in the building during the school day.
- “Hoodies” will be allowed unless the hood is placed on the head. Students continually abusing the “hoodie” policy will have the right to wear a “hoodie” revoked.
- Matching jackets/coats, which comprise a “suit”, are not considered to be outerwear and need not be placed in the student lockers upon entering the building.
- Outfits designed and required by particular shops must be worn in those areas.
- Pajama pants are not allowed in school.
- Any items worn for the express purpose of displaying gang affiliation or support (such as insignia, bandanas, medallions, wrist/neck bands, beads, markings, etc.) are strictly forbidden. (As per State Law: 18a:11-9 Prohibition of Gang-Related Apparel) [BOE Policy 5615](#).

Students failing to comply with these regulations may be excluded from attending class. Parents will be called and requested to bring a change of more appropriate clothing for their son/daughter. On the first occasion students will be counseled and

will be required to comply with the dress code policy. If the student returns to school on their next day or on any subsequent days not appropriately dressed after having first been warned, the student will be treated as insubordinate and the parents will be notified by phone or by mail. If students fail to comply with the dress code they will be sent home.

**Administrative Response:**

- First Offense: Formal Warning
- Second Offense: Administrative Detention
- Third Offense: In School Study Session
- Subsequent offenses are subject to out of school suspension as determined by administration.

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

Students are permitted to utilize electronic devices on school premises in accordance with the following guidelines:

- Devices may only be used during instructional and study hall periods according to teacher discretion.
- Devices may be used during lunch periods.
- Devices may be used during transition in the hallways.
- Students are required to wear ONE earbud only for safety reasons.

Pursuant to BOE Policy 5516, in order to preserve the privacy of students and staff, taking photographs and/or videotaping is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects. The only exception is to document a dangerous event, in which case the student must make such images immediately available to an administrator.

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

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

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

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

### **Failure to Attend Teacher Detention**

Administrative Response

- First Offense: Administrative Detention
- Second Offense: In School Study Session

### **Failure to Attend After School Detention**

Administrative Response

- Failure to attend AD without a valid reason or prior administrative approval will result in one (1) In School Study Session.
- Unsatisfactory conduct during the detention will result in an In School Supervised Study Session.

### **Failure to Attend In School Study Session/Unsatisfactory Behavior**

Administrative Response

- Refusal to attend an In School Study Session will result in a one-(1) day Out of School Suspension from school.
- Disruptive behavior may result in removal from In School Study Session or immediate Out of School Suspension.

### **Failure to Attend Saturday Administrative Detention/Unsatisfactory Behavior**

Administrative Response

- Failure to attend SAD will result in an out of school suspension.
- Unsatisfactory behavior will result in removal from the Saturday Administrative Detention and will result in an Out of School Suspension.

### **Gambling**

Administrative Response:

- First Offense: (1) day of In School Study Session with mandatory counseling.
- Second Offense: (2) days of In School Study Session with mandatory counseling.
- Subsequent offenses are subject to administrative discretion.

### **Inappropriate Behavior**

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

Administrative Response:

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

### **Lateness to Class**

Any student who arrives to class after the late bell, without a pass will be considered late to class.

Administrative Response:

- 4 lates: teacher counsels student, contacts parents; documents the contact on office discipline referral form; admin issues a formal warning
- 7 lates: teacher contacts parent and documents it and completes the referral form. Admin issues administrative detention.
- 10 lates: teacher contacts parent and documents it and completes the referral form. Admin issues (1) day of In School Study Session. ad
- 15 lates and beyond: teacher contacts parent and documents it and completes the referral form. Admin issues (1) day of In School Study Session.

### **Lateness to School**

All students who arrive at school after 7:30am must sign in at the main entrance security window and be considered late to school.

Administrative Response:

- 4 lates: Administrator counsels student, contacts parents; and issues a formal warning.
- 7 lates: Administrator counsels student, contacts parent and issues (1) administrative detention.
- 10 lates: Administrator counsels student, contacts parent and issues (1) day of In School Study Session.
- 15 lates and beyond: Administrator counsels student, contacts parents, and issues (1) day of In School Study Session.

### **Leaving Campus without Permission**

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

Administrative Response:

- First Offense: (1) day of In School Study Session

- Second Offense: (2) days of In School Study Session
- Subsequent offenses are subject to additional consequences as determined by administration.

### **Obscene Materials**

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

- First Offense: Formal Warning
- Second Offense: (1) Administrative Study Session
- Third Offense: (1) In School Study Session

### **Passes**

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

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

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

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

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

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

### **Physical Aggression**

Exhibiting behavior that has the potential to cause harm to another person, for example hitting, kicking and throwing objects

- First Offense: Formal Warning
- Second Offense: (1) Administrative Study Session
- Third Offense: (1) In School Study Session

### **Public Display of Affection**

Students engaged in inappropriate signs of physical affection and not complying with staff directives will receive the following administrative response.

Administrative Response:

- First Offense: Formal Warning



- Second Offense: Administrative Detention
- Third Offense: (1) day In School Study Session

### **Racial, Ethnic, Gender Identity, or Sexual Orientation Slurs (Including But Not Limited to Verbal or Written Expression)**

- First Offense: (4) days Out of School Suspension
- Second Offense: (4-10) days Out of School Suspension, Superintendent Hearing.

### **Sexual Harassment**

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

- First Offense: (4) days Out of School Suspension
- Second Offense: (4-10) days Out of School Suspension, Superintendent Hearing.

### **Sexual Misconduct**

Sexual misconduct includes making consensual sexual contact including groping, intercourse, or oral sex in school.

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

### **Tobacco Free School Zone- BOE Policy 5533**

N.J.S.A. 26:3D-17 bans the smoking of tobacco anywhere in school buildings or on their grounds. The Board of Education has taken the position that smoking in any form is detrimental to the health of students and forbids smoking or possession of tobacco in any form anywhere on the school grounds or the school buses. Smoking is prohibited at any school-sponsored activity. Possession of cigarettes, cigars, e-cigarettes (vapes), chewing tobacco, and pipe tobacco is forbidden under this policy. This includes possession of tobacco and paraphernalia on the student's person, and in the student's clothing, purse, bags, or locker.

### **Possession of Tobacco/Vape Products**

Administrative Response:

- First Offense: (1) day In-School Study Session.
- Second Offense: (1) day Out of School Suspension
- Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
- If student does not comply with counseling, student will receive 1 day of In School Supervised Study Session.
- Subsequent Offenses: (2) days Out of School Suspension

- Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
- If student does not comply with counseling, student will receive 1 day of In School Supervised Study Session.

### **Use of Tobacco Products/Vape Products**

#### **Administrative Response:**

- First Offense
  - Three (3) day In-School Study Session.
  - Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
  - If student does not comply with counseling, student will receive 1 day of In School Study Session.
- Second Offense
  - Two (2) day Out of School Suspension.
  - Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
  - If student does not comply with counseling, student will receive 1 day of In School Supervised Study Session.
- Subsequent Offenses
  - Four (4) days Out of School Suspension.
  - Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
  - If student does not comply with counseling, student will receive 1 day of In School Study Session.

### **Administrator**

The administration reserves the right to deal with other offenses that disrupt the educational process, that are not included in the aforementioned offenses. They will be dealt with in accordance with the severity of the offense. Repeated and/or serious violations may increase the severity of the consequences. In addition, administrators charged with the responsibility of creating and maintaining a safe and drug free environment may find it necessary under *unique circumstances* to use options and procedures not covered in these action levels.

### **[Harassment/ Intimidation/ Bullying \(HIB\) BOE Policy 5512](#)**

Harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical, or sensory

disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, school bus or off school grounds (18A:37-15.3)

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

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

BOE policy 5512 will be followed which directs that an investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation consequences can range from a verbal or written warning to 10 days of out of school suspension or, in extreme cases, expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of HIB and, if warranted, police notification and/or complaint may also be filed.

3-Tiered Approach for Repeat Offenders with Founded HIBS

Tier 1: Building Level: Counselors/Anti-Bullying Specialists and Administration

Tier 2: Affirmative Action Officer for Students

Tier 3: Superintendent Hearing

Building Level – Perpetrators First Founded Report:

### **School Counselor will:**

1. Review the definition of bullying and harassment under the NJ ABR with perpetrator
2. Review Character Education mission/Vision statement and school pledge if applicable
3. Develop role-playing scenarios to help the perpetrator.
4. Ask the perpetrator how they/the student want to make amends, and ask the victim how and if they will accept amends.
5. Schedule a follow-up session to make sure no other incidents have occurred.

### **Building Principal will:**

1. Advise parent/Guardian of the incident
2. Document I Genesis
3. Determine appropriate discipline and/or restorative practice.

Building Level – Perpetrators Second Founded Report:

### **School Counselor will:**

1. Review the definition of bullying and harassment under the NJ ABR.

2. Review Character Education mission/vision statement and school pledge if applicable
3. Have the student write an apology letter to the victim and counselor will facilitate the meeting with the victim/perpetrator.
4. Enroll perpetrator in individual and/or group counseling to address bullying/harassment behavior. Minimum number of sessions required will be four.
5. Make a referral to Hive if applicable.
6. Make referral to I&RS if applicable.

**Building Principal will:**

1. Meet with student
2. Review definition of bullying per NJ ABR.
3. Review all HIBS associated with students.
4. Assign a restorative project/assignment indicative of reports to encourage self-reflection, responsibility-taking, using an agreement format if appropriate.
5. Follow-up with parent/guardian.
6. Reiterating the next step is a re-admit meeting with the superintendent.

Student with 3 Founded HIBS – Perpetrator Third Founded Report:

Building Principal & Counselor/Child Study Team Case Manager will:

1. Immediately require Superintendent hearing

**Student Conflicts**

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

**Administrative Responses to Student Conflicts:**

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

### **Sexual Harassment BOE Policy 5751**

Sexual harassment of students by other students or by employees of the district is unlawful under both New Jersey and Federal Law, and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, and other adult employees are expected to conduct themselves with respect for the dignity of others. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to his or her teacher, guidance counselor, principal, or the Affirmative Action Officer (893-8141, ext. 1033) as well as discussing this concern with the his or her parent or guardian. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. The district will investigate all such reports immediately. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Department of Children and Families. Sexual misconduct: "The use of verbal, written, electronic, or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, 'depantsing', pulling another's underclothing, possession or distribution of pornographic materials." Consequences (3 -10 days OSS)

### **Substance Abuse Disciplinary Code**

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

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

### **Alcohol or Other Drugs**

- A student exhibiting signs of being under the influence of alcohol or drugs on school property or at a school function shall be immediately reported to the principal or his designee. By law that person shall immediately notify the parent or guardian and the chief school administrator and arrange for an immediate examination of the pupil. A physician selected by the parent or guardian or by the medical inspector may perform the examination. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector or, if the medical inspector is not available, a member of the school staff shall accompany the pupil, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian must also accompany the pupil.
- If, at the request of the parent or legal guardian, a physician other than the medical inspector conducts the medical examination, such examination shall not be at the expense of the district Board of Education. If appropriate, the examining physician shall furnish medical clearance for the student to return to school to the parent or guardian of the pupil, the principal and chief school administrator within 24 hours.
- If the written report of the medical examination is not provided within 24 hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the code of student conduct.
- Refusal to comply with medical examination will result in disciplinary consequences as noted under Offenses.
- Refusal or failure by a parent to comply with the provision of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education and or child neglect laws.

### **Alcohol/Drugs/Steroids**

#### **Possession, Use, Under the Influence and Distribution**

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

## **Anabolic Steroids**

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

## **Alcohol/Drug Offense-Positive Determination/Refusal to Comply with Medical Examination**

### **First Offense:**

- Five (5) days of In School Study Session.
- Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
- If a student does not comply with counseling, the student will receive 1 day of In School Study Session.
- Outside counseling recommendation and referral if needed.
- Police notification possible.

**Second Offense:**

- Four (4) days of Out of School Suspension and six (6) days of In School Study Session if screening is positive.
- Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
- If a student does not comply with counseling, the student will receive 1 day of In School Study Session.
- Outside counseling recommendation and referral if needed.
- Superintendent's Hearing.
- Police notification possible.

**Alcohol/Drug Offense–Altered Results**

- **First Offense:**
  - Immediate medical examination the same day
- **Second Offense:**
  - Deemed Positive Determination

**Alcohol/Drug Offense–Possession**

Possession (Refusal to comply with district rules and state law shall be considered an offense)

- **First Offense:**
  - Students are required to complete a medical examination by a physician.
  - Two (2) days Out of School Suspension plus five (5) days of In School Study Session.
  - Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
  - If a student does not comply with counseling, the student will receive 1 day of In School Supervised Study Session.
  - Outside counseling recommendation and referral if needed.
  - Police notification.
- **Second Offense:**
  - Students are required to complete a medical examination by a physician.
  - Three (3) days of Out of School Suspension plus five (5) days of In School Study Session.
  - Counseling sessions with the District SAC counselor which may include the use of online educational materials that are required to be completed.
  - If a student does not comply with counseling, the student will receive 1 day of In School Study Session.
  - Outside counseling recommendation and referral if needed.
  - Superintendent's hearing.



- Police notification.

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

- Students are required to complete a medical examination by a physician.
- Minimum (10) days Out of School Suspension
- Superintendent’s hearing
- Expulsion hearing with BOE if recommended by superintendent
- Police notification and action

### **Alcohol/Drug Offense–Paraphernalia Possession**

Paraphernalia Possession (Refusal to comply with district rules and state law shall be considered an offense)

Students who are suspected to be under the influence are required to follow the guidelines under the Substance Abuse Possession policy above.

### **Violence and Vandalism Offenses**

#### **Assault/Fighting/Threats/Extortion**

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

#### **Assault or Injuries to Employees**

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

Administrative Response:

- (Up to 10) days Out of School Suspension
- Superintendent’s hearing
- Criminal complaints may be signed by the victim.

#### **Fighting**

Defined as a physical altercation between two or more students.

Students are encouraged to report issues to a counselor or assistant principal in order to avoid fighting. All fights will require referral to a school counselor.

Administrative Response for students who engage in fighting:

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

Response after a formal warning has been issued:

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

Response for students who engage in fighting after mediation:

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

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

### **Gang Related Activity**

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

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

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

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

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

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be

immediately removed from the school's regular education program (1) pending a hearing before the local Board of Education (2) to remove the pupil from the regular education program for a period of not less than one calendar year – subject to modification on a case by case basis by their chief school administrator.

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

- Firearms, even though not loaded or lacking a clip or other component to render them immediately operable;
- Components which can be readily assembled into a weapon;
- Gravity knives, switchblades, daggers, dirks, stilettos, butterfly knives, or other dangerous knives, bullies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, or similar leather bands studded with metal fillings or razor blades imbedded in wood; and
- Stun guns, and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. “Look-alike weapons” should be considered weapons and receive the same penalties.
- Items designed to resemble or give the impression of being any of the above listed items will be prosecuted as if they were the actual items.

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

Administrative Response:

- 10 days Out of School Suspension, police notification and/or complaint, superintendent hearing, and possible recommendation for long term suspension or expulsion.

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

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

Administrative Response:

Out of School Suspension (4 – 10 days), and police notification and/or complaint filed. Possible long-term suspension or expulsion pending a Board of Education hearing.

### **Theft**

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

Administrative Response:

- First Offense: One to Four (1-4) days Out of School Suspension. Appropriate restitution will be made and police notification and/or complaint may be filed.
- Second Offense: Three to Ten (3-10) days Out of School Suspension. Appropriate restitution will be made and police notification and/or complaint may be filed.

### **Threats Which Disrupt or Affect the Operation of a School**

Administrative Response:

- Up to a (4) day Out of School Suspension and police notification and/or complaint may be filed. A parent conference is required for re-admittance.

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

Administrative Response:

- Out of School Suspension (1-10 day(s), re-entry conference with Superintendent with possible recommendation for long term suspension or expulsion, and police notification and/or complaint may be filed.

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

Administrative Response:

- Out of School Suspension (3-10 days), and a police notification and/or complaint may be filed.

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

### **Vandalism/Graffiti**

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

Administrative Response:

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

### **Student Grievance Procedures**

A student that does not agree with a decision made by building administrators has the right to grieve the decision using the procedures listed below.

Step 1: Appeal the decision to the building principal.

Step 2: If the student disagrees with the decision of the building principal, they must appeal the decision to the Grievance Committee.

When the Grievance Committee meets it will function as follows:

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

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

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

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

### **Student Rights and Responsibilities**

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

### **Discrimination & Harassment Complaint Procedures**

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

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

### **Definitions**

1. Affirmative Action Officer. A certified individual designated by the Board of Education to monitor the School District's compliance with the Policy Against Discrimination and Harassment and Affirmative Action Policy.
2. Complaint. An allegation of any form of discrimination or harassment.
3. Complainant. The aggrieved person who makes a complaint alleged discrimination or harassment.
4. Discrimination. Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service,

and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in students, employees, parents and/or other third parties.

5. Harassment. Harassment is a form of discrimination. Harassment consists of unwelcome conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc.); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
6. Sexual Harassment. Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcome sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a date, etc.); inappropriate physical conduct (such as unwelcome touching, physically blocking passageways, invading personal space, staring at a person's body, stalking, etc.); storing or displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc.); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.

### **Complaint Procedure**

A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.

B. The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.

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

independence throughout the investigation, as well as his/her familiarity with the parties involved.

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

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

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

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

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

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

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

K. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to



a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.

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

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

### **Outcomes**

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

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

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

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

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

## **Reporting Complaints/Affirmative Action Officer**

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

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

Jessica Knier

Affirmative Action Officer/Title IX/ADA coordinator for students

(609) 893-8141 x. 1033

[jknier@pemb.org](mailto:jknier@pemb.org)

Jannett Pacheco

Affirmative Action Officer/Title IX coordinator for staff and ADA/504 coordinator for all staff

(609) 893-8141 x.1021

[jpacheco@pemb.org](mailto:jpacheco@pemb.org)

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

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

## **Applicable State Laws**

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

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

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

- Continued and willful disobedience.

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

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

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

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

A board of education may adopt a dress code policy to prohibit students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency shall advise the board, upon its request, of gangs which are associated with criminal activities.

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

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

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

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

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

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

### **Nurse/Health Office**

#### **School Health Services & Regulations**

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

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

### **Doctor's Note/Updates**

Parent cooperation is requested in the following situations:

1. If your child is absent due to illness or injury, please call the school to inform us of the problem.
2. A doctor's note is needed when your child returns to school from an absence due to illness or injury. A note should also be obtained from the doctor if your child is unable to participate in physical education class, recess, or afterschool physical activity because of the illness or injury. **Another doctor's note is required to clear your child to safely return to gym class, recess, or afterschool physical activity.**
3. Students returning requiring medical equipment, such as crutches, wheelchair, cane, etc. **must have a doctor's order for the equipment.** Students should have documentation of crutch training and be able to demonstrate that they can safely use their crutches. **They will not be able to participate in any physical activity unless cleared by the doctor.**

4. Changes in your child's medical condition, any medication changes, or any recent medical procedure should be brought to the attention of your child's school nurse. Your child's school nurse will coordinate care with your child's teacher as needed. **The school nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the nurse should be contacted if the student has contracted any communicable diseases: i.e., covid, flu, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes ill or injured in school, you will be called to make arrangements for him/her to be picked up within an hour.

### **General Health Regulations**

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

### **Enrollment Procedures & Immunizations**

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. **New students to our district must have a physical within 30 days of enrollment,**

**regardless of their age.** After 90 days and several documented attempts to promote compliance, principals or the designee may send the parent/guardian a certified letter stating that the student will be excluded from school until the medical examination has been completed. It is important for parents/guardians to obtain subsequent medical examinations for their child at least once during each developmental stage, at early childhood (preschool through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve) per NJ Administrative Code – Chapter 16, subchapter 2, 6A:16-2.2. All new students must also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

### **State of NJ Immunization Requirements**

Students entering Kindergarten must have the required DTaP, Polio, and MMR vaccines received on or after the 4th birthday. Many students in 5th grade will turn 11. This is when the student will receive the Tdap and Meningococcal vaccines that are required for all entering 6th graders who are 11 years of age or older; 6th graders < 11 years must receive Tdap and meningococcal vaccines once age 11 is reached. Students that turn 11 after the start of the school year have 2 weeks after their 11th birthday to obtain these immunizations and submit proof to the school. **Students who do not meet these requirements will be excluded from school.**

### **Medication Policies**

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

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Participation in after school activities or attending field trips will be denied if the student needs medication and orders are not on file with the school nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office. This does not apply to prescribed asthma, epi-pen and diabetic medication if students have orders on file with the nurse to self-administer.

7. Students with asthma, serious allergic reactions, epilepsy/seizure disorders or diabetes are required by state law to have action plans/orders completed by their doctor **every school year**. This is for the health and safety of your child and will help us train the appropriate school personnel.
  1. The state of NJ requires that a trained delegate be available for any student who may need epinephrine or glucagon when the school nurse is not available.
  2. Paul's Law requires that all school personnel are trained in seizure recognition and first aid and that school districts have an individualized seizure action plan for each student who has epilepsy/seizure disorder.
8. Students who have doctor's orders to carry/self-administer their inhalers/epi-pens should have one in the nurse's office and carry one at all times.
9. If a student attends any of the summer programs and needs to take medication, parents are required to bring in the medication per school policy to the nurse covering the program on or before the first day the student attends the program.

### **Pediculosis (Head Lice)**

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or socio-economic position. In-school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that Pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom –wide or school-wide screening is not merited. Maintaining the student's privacy, family confidentiality, and preventing stigmatization are vital. **When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Pediculosis Information, and BOE Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.**

- a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found on their child's scalp or in their hair and treatment should not be applied as a

preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits on their child's scalp or in their hair. The school nurse will perform a head check of any student if requested by the parent.

- b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.

The school nurse retains the authority, in consultation with school administrator(s), to exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

### **Health Screening Procedures**

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. You may submit a physical form from your child's physician in place of a health screening at the school. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem. If you do not want your child to be screened, please notify the school nurse in writing at the beginning of the school year.

### **Local Health Resources**

A family health care center, Southern Jersey Family Medical Center, is open and taking appointments at New Lisbon Center - Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center located at 600 Pemberton-Browns Mills Road provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center's hours of operation are subject to change at any time. Please confirm hours with the access center location prior to a visit or when making an appointment. The phone number is 609-894-1100. This facility also has a dental center and bilingual staff.

Rowan College at Burlington County-Mount Laurel Campus has a Dental Health Center. They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is a nominal



charge of \$5.00 per visit. For hours and to schedule an appointment, please call 856-291-4215. The Dental Health Center is located in the Health Sciences Building at 1000 Briggs Rd., Mt. Laurel, NJ 08054.

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

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

### **Health Insurance**

Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. Governor Corzine signed into law P.L.2008 Chapter 38 mandating that all children under the age of 18 have health insurance.

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

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

### **Athletics/ Extra-Curricular Activities**

#### **Sport Physical Paperwork**

The sport physical may only be completed by a licensed physician, advanced practice nurse or physician assistant that has completed the Student-Athlete Cardiac Assessment Professional Development Module. (Per the Scholastic Student-Athlete Safety Act (P.L. 2013, c.71), N.J.S.A. 18AL40-1.1 & N.J.S.A. 18A:40-41d) It is recommended that you verify that your medical provider has completed this module *before* an appointment. If you do not have health insurance, Southern Jersey Family Medical Center (609-894-1100) can provide services.

1. Only the NJ Department of Education Pre-participation Physical Evaluation Form can be used for sport physicals. The form must be filled out completely by the parent and physician. Incomplete forms will be returned and the student will be ineligible to participate in a sport until it is corrected. Reviewing the paperwork before you leave the doctor's office will save you a lot of time and aggravation later.
2. The Pre-Participation Physical Evaluation Form (4 pages) must be taken with you to your doctor's office. The parent completes the History Form/Supplemental History Form. Your physician must review the History Form/Supplemental History Form and then fill out the entire Physical Examination Form/Clearance.
3. The Physical Examination/Clearance form is good for 365 days or one calendar year. (example – 3/2/12 to 3/2/13) If your child's physical should happen to expire in the middle of the sport season, they will be allowed to finish/complete that specific sport only (intramural or interscholastic). Example – participating in intramural basketball and physical expires middle of intramural basketball season, can play until the end of intramural basketball only. Student would need a new physical to participate in interscholastic basketball.
4. Per NJ state law all sport physicals must be reviewed and approved by the school physician prior to any tryouts or practice. All paperwork must be completed and returned in a timely manner to ensure approval and eligibility for sports participation. The school physician will be available to sign the physical exam forms prior to the start of each season on his/her regular scheduled day – *which is once a week*. If physicals are turned in after the school physician's scheduled day, there will be a turnaround time of 7 to 14 days. **PLEASE PLAN AHEAD AND GET YOUR COMPLETED PHYSICAL TURNED IN AT LEAST 2 OR MORE WEEKS PRIOR TO TRYOUTS.**
5. Students with asthma, serious allergic reactions or diabetes are required by state law (N.J.S.A.18A:40-12.3 & 12.8, N.J.S.A. 18A:40-12.5 & 12.6, N.J.S.A. 18A:40-12.11 through 12.15) to have action plans completed every school year. If these forms are not returned, your child will not be able to participate in any after school activities (sports, clubs and trips).
6. The school district will provide written notification to the parent/guardian, indicating approval of the sports physical based upon review of the physical by the school physician, or must provide reason(s) for the disapproval of the student's participation.
7. A Health History Update Questionnaire for athletics must be completed every 90 days or prior to a new seasonal sport (fall, winter, spring) per state law. The update informs the nurse if your child has had any medical problems since his or her last physical. Explain all "yes" answers on the parent form and a doctor's note may be required for clearance.

8. All medications—over the counter and prescription—must be kept in the nurse’s office at all times. This does not apply to prescribed asthma, epi-pen and diabetic medication if students have orders on file with the nurse to self-administer.
9. For more information – please review the state’s website *Frequently Asked Questions* which are available at:

<http://www.state.nj.us/education/students/safety/health/services/athlete/faq.pdf>

### **Nurse’s Office Forms**

All forms are available in the nurse’s office upon request and can be downloaded from the Pemberton Township High School website, go to Resources then PTHS Nurse’s Resources.

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

### **Posters and Exhibits**

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

### **Fundraising Sales**

All fundraising requests must be made to the principal. The Superintendent/Designee approves all sales. Sales for private groups or agencies are prohibited in school at all times.

### **Prom Procedures & Expectations**

- Pemberton Township High School students and their guests are to arrive at the prom at the designated time and are to remain until the prom is over. Anyone planning to leave the prom early (only a half-hour) must obtain approval from the advisors in advance.
- PTHS students must pre-register their guests (non-PTHS students) and must accompany their guests to the prom. One guest is allowed for each PTHS student. The advisors must be notified of any change regarding a guest. Any non-PTHS student may be excluded from the prom at the discretion of the principal or assistant principals.
- All PTHS students attending the prom must show school identification.

- The prom is a formal function; appropriate dress is required and must follow school dress code expectations.
- All students attending the prom must follow established school rules and policies.
- Students suspended, in or attaining Loss of Privilege status on the day of the prom, may not attend the prom, and the tickets are nonrefundable.
- Students will not be permitted to go back and forth to their vehicles.
- Students showing signs of drug or alcohol use will not be admitted to the prom. Students who are suspected to be under the influence of drugs or alcohol must be taken to the hospital. (Police may be contacted. The parent will be notified.)
- Students must attend school the day of the prom.
- Any and all obligations must be paid prior to purchasing a ticket.
- Students will be excluded for:
  - Being on Loss of Privilege status
  - Exceeding the attendance policy of 15 days
  - Being on the ineligible list (obligations, et. al)
- Out of District Guest Contract
  - As a student of Pemberton Township High School, attending the Senior Prom, a contract is necessary to bring an outside guest. These guests are defined as anyone who attends a high school other than Pemberton Township High School or someone who is not enrolled in high school. To purchase a ticket, the guest form must be submitted with a copy of the guest's high school ID.
  - If your guest is not currently enrolled in high school, a copy of a driver's license or valid government ID is needed. Guests must be 20 years old or younger, but no younger than 14 years of age. Every student who attends the prom, even PTHS students, must present a student ID at the door. Exceptions will not be made for guests. No ID, no admittance. A signature from a Principal or Assistant Principal of the school where the student is attending high school is required. If the guest is not a high school student, please leave blank. Each case will be reviewed by the PTHS administration.

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

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

### **Eligibility Requirements**

These eligibility requirements regulate participation on all levels of interscholastic sports – both male and female teams – and they are also intended to apply to all on-going school activities such as class officers, cheerleaders, all groups associated

with the marching band (color guard, drill team, etc.) clubs, yearbook, school newspaper and volunteer organizations.

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

1. All incoming 9th grade students are eligible to begin participation in athletic competitions during the first semester (September 1 - January 31st). For second year high school students, fall eligibility will be based on the previous academic year with a minimum of 30 credits attained. All athletes must be in good disciplinary standing as of June 30<sup>th</sup>. Students with 15 demerits and above are not eligible for participation in fall athletics. Marking Period grades and Quarterly Exams will be averaged to determine Final Grades which will determine credits/eligibility.
2. To be eligible for athletic competition that begins during the second semester (February 1 - June 30), students must have passed an equivalent of 15 credits for spring eligibility. Marking Period grades and Quarterly Exams will be averaged to determine Semester grades, which will determine credits/eligibility.
3. All student athletes must be in good standing concerning attendance. No-Credit Status Lists will be run at the end of the 1<sup>st</sup> Semester and at the end of the year. Students will be given time to clear up attendance issues once they are notified via report card that they are on "No-Credit Status." Cut off dates to resolve attendance issues are as follows: Fall Eligibility (August 15<sup>th</sup>) Spring Eligibility (February 15<sup>th</sup>).
4. Any student who is involved in sports/activities and fails a Marking Period will need to attend mandatory tutoring after school in order to remain eligible. School counselors will work with the student and the athletic department to set up the mandatory tutoring sessions.
5. All student athletes must be in good standing under the school's disciplinary guidelines. Students with 15 or more demerits will be placed on Loss of Privileges and not be allowed to participate until demerits are under 15. However, the team coach will have the final say as to whether a student can return to the team once demerits are under 15.
6. A student in grades 9-12 must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 5 school days in the previous semester prior to the student commencing participation in school district sponsored programs of athletic competition. Students have opportunity to reduce unexcused absences through various school options.

### **Staying after School**

Students are not permitted to stay after school without staff supervision or participating in a school sponsored activity. Students who are on the Loss of Privileges list or stay after school without permission will have to contact a parent/guardian to pick them up.

### **Recruitment by Special Interest Groups- Policy 9713**

The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings of each secondary student served by the Board of Education. Parents and/or adult students may submit a written request to the Superintendent or designee to opt-out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent.

Parent(s) of secondary students and adult students shall be informed annually in writing of their right to request a secondary student's excusal from participation in all recruitment activities and/or from having their child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer.

The district will give military recruiters the same right of access to secondary students as generally provide to post-secondary institutions and prospective employers.

### **Transfers to Choice Schools – C1.6 Choice School**

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

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

## **Bus Safety Expectation and Procedures**

The goal of Pemberton Township Transportation Department is to provide safe transportation for students to and from school. Parents are expected to review the bus expectations and procedures below with their children, and are reminded that riding the school bus is a privilege. Violations of these expectations will result in disciplinary actions that may include long term bus suspension.

### **A. Student Expectations While Waiting for the Bus**

- Arrive 10 minutes before scheduled pick-up time
- Wait for the bus to come to a complete stop with flashing lights before approaching the bus
- Maintain appropriate behavior while waiting (remain off the road, remain off other people's property, refrain from horse play, etc.)

### **B. Student Expectations While on the Bus**

- Demonstrate respect for the driver (and aide)
- Enter and exit the bus in an orderly manner
- Sit in assigned seats if required
- Remain seated at all times and wear a seat belt while the bus is in motion
- Be courteous and maintain appropriate behavior:
  - No hitting
  - No fighting
  - No pushing
  - No cursing
  - No yelling
  - No throwing things (in the bus or out the window)
  - No smoking/vaping
  - No extension of hands/arms outside the bus window
- Demonstrate respect for the bus and all equipment on the bus
- Maintain clear aisles (do not place bookbags, school materials, etc. in the aisle)
- Refrain from eating or drinking (choking hazard)
- Open emergency door only in case of a supervised drill or actual emergency
- Ride only assigned bus

### **C. Student Expectations While Exiting the Bus**

- Exit the bus in an orderly fashion
- Exit the bus only at assigned bus stop (driver will not discharge riders at any other locations nor pick up other students not designated on route)
- Cross at least 10 feet in front of the bus after looking both ways, if crossing the street is necessary (provides bus driver line of sight)
- Designated riders and authorized adults will be the only individuals permitted on bus

D. Bus Disciplinary Procedures

- Infractions will be reported via incident report to the Transportation Supervisor
- The Transportation Supervisor will send the incident report to the Principal or designee
- The Principal or designee will review the infraction, meet with the student and assign the consequences as appropriate
- Consequences are provided commensurate with infraction type. Repeated infractions may result in additional consequences. Significant infractions may result in the revocation of bus privileges for an extended period of time.

E. Bus Video – Monitoring Devices on School Vehicles Surveillance - Policy # 8690

- Students transported in school owned or contracted vehicles are to maintain proper discipline in the vehicle at all times
- To maintain safe and secure conditions, devices are used to monitor and or observe student/staff behavior
- The recording may be used in student discipline matters

**District Policies**

All District Policies can be found on the district's website under *Board and Community-Policies and Protocols*. You may also enter this web address to go directly to the district's policies:

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=dbcfea39423746028f70325837bfa033>

**Electronic Communications Between Teaching Staff Members and Students – Policy # 3283**