

Penns Grove High School

STUDENT HANDBOOK 2016-2017

334 Harding Highway

Carneys Point, NJ

08069

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WELCOME!

Welcome to your high school years at Penns Grove High School! It is our intention that you have many enriching and rewarding academic and personal experiences while being a productive student here. We encourage you to become actively involved in your education so that your personal goals may be achieved. Penns Grove High School offers a variety of challenging and exciting courses and extracurricular activities which will provide you with the skills and experiences you need to be a successful and productive citizen in the 21st Century.

This Student Handbook explains school policies, procedures, and activities that have been developed to maintain and support a safe and focused learning environment. In addition to school rules and regulations, this Student Handbook will provide you with information about student activities, graduation requirements, grading policies, and attendance policies. If you have any questions regarding the content of this manual, please feel free to contact your school counselor or an administrator for clarification.

At Penns Grove High School you will form lasting relationships, discover new interests, and take great steps toward accomplishing your future goals. We are committed to your academic and personal achievement and encourage you to step into leadership roles to contribute to our high school and to the communities that we serve. Seek out the input of teachers and staff members to help you, as everyone wants you to thrive. Read this Handbook carefully and use it to find the support you need, and you will be well on your way to success.

Wishing you a rewarding and powerful school year!

Sincerely,

Mrs. Lory O'Brien, Principal

P.G.H.S. STUDENT HANDBOOK

This student handbook is an official document of the Penns Grove-Carneys Point Regional Board of Education's policy on discipline. It is based on the premise that the primary goals of discipline are improving behavior and protecting the welfare of all students. The "rules of conduct" established in this handbook apply to all students. All students must be responsible for their actions. Students, parents and staff are encouraged to read the Handbook as a guide and to know that any final determination is at the discretion of school administration.

This handbook defines the following:

1. The rights and responsibilities of the students.
2. The attendance policy.
3. Conduct that disrupts a positive environment.
4. Procedures for disciplinary action.

Students and parents *must sign and return* the Parent/Student/School Contract found on the final page of this Handbook after reading the Student Handbook.

PGHS VISION STATEMENT

It is our vision at Penns Grove High School to create a school community that promotes personal and academic success and which fosters a sense of pride, trust and mutual respect in an atmosphere conducive to learning.

PROFESSIONAL STAFF ROSTER 2016-2017

Mrs. Lory O'Brien, Principal
Mr. Juan Arbelaez, Assistant Principal
Mr. Christopher Castner, Assistant Principal/ Athletic Director

APPLIED ARTS DEPT

Mr. Marone
Mr. Rhea
Mr. Ames

ENGLISH DEPT.

Ms. Cortright
Ms. DiPatri
Ms. Donofrio
Ms. Kern
Mr. Schaffer
Mr. Snyder
Ms. Ratliff

FOREIGN LANGUAGE & UNIFIED ARTS DEPT.

Ms. Graulau
Ms. Jones
Mr. Rafter
Mr. Sinigaglio
Ms. Thompson
Mrs. Trimmer
Ms. Waring
Mr. Wilson

HEALTH/PHYSICAL ED. DEPT

Mr. Delia
Ms. Denby
Mr. Halter
Mr. Iraldi
Ms. Vosk

MATH DEPT.

Ms. D'Alessandro
Mrs. Egleston
Mr. Kennedy
Ms. Spigelman
Ms. Rizzi

SCIENCE DEPT.

Mr. Evernham
Mr. Humphreys
Mr. Lee
Mr. Rudderow
Mrs. Tyson

SPECIAL ED. DEPT.

Mr. Fithian
 Ms. Gilmartin
 Mrs. Herestofa
 Mr. S. Keane
 Mrs. Land
 Ms. Landew
 Mrs. McFadden
 NEW MATH
 Ms. Moore
 Ms. Peeke
 Ms. Wagner

GUIDANCE DEPT

Mrs. Bonner
 Ms. Cloud
 Ms. Johnson
 Mr. Muhammad

SECRETARIES

Ms. Bermudez
 Ms. Friebel
 Ms. Jefferson
 Ms. LaRosa

INSTRUCTIONAL AIDES

Ms. Bell
 Ms. Bickle
 Ms. Hudson
 Mr. Simmens
 Mr. Smith
 Mrs. Stefanski
 Ms. Thomas-Atkinson

SOCIAL STUDIES DEPT.

Mrs. Cerrito
 Mr. R. Keane
 Ms. Meiler
 Mr. Tiefenthaler
 Mr. Wisnewski

SECURITY AIDE

Ms. Bundy
 Mr. Fahr

STUDENT SERVICES

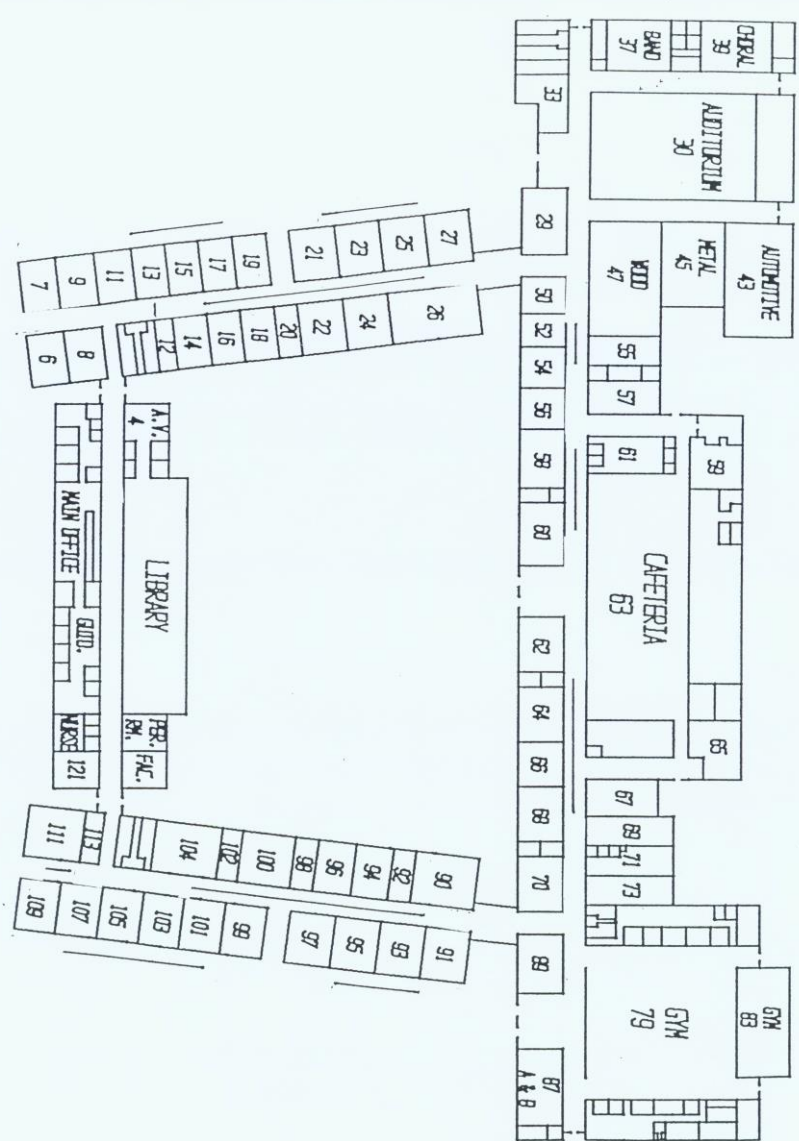
Attendance Officer	Mrs. Harris
Librarian	
Library Aide	Mr. Gallagher
Nurse	
SAC	Mrs. Frazier-Martin

CUSTODIANS

Head Custodian	Mr. Richardson
	Mr. Bonniwell
	Ms. Brown
	Mrs. Dinella
	Mr. Fields
	Mr. Nieves

FOOD SERVICES

Mrs. Green, Director
 Mrs. Morrow, Secretary



Penns Grove – Carneys Point Regional School District

ADMINISTRATIVE OFFICES

100 IONA AVENUE

PENNS GROVE, NJ 08069-2057

ZENAIDA COBIAN, ED.D.
 SUPERINTENDENT OF SCHOOLS
 (856) 299-4250, EXT. 1120
zcobian@pennsgrove.k12.nj.us
 FAX: (856) 299-7921

BRIAN E. FERGUSON, CPA
 SCHOOL BUSINESS ADMINISTRATOR
 (856) 299-4250, EXT. 1111
bferguson@pennsgrove.k12.nj.us
 FAX: (856) 299-5226

2016 - 2017 MARKING PERIODS

LAFAYETTE-PERSHING SCHOOL	FIELD STREET SCHOOL	PAUL W. CARLETON SCHOOL
GRADES PREK - 5		
<u>FIRST TRIMESTER (60 Days)</u>	<u>SECOND TRIMESTER (60 Days)</u>	<u>THIRD TRIMESTER (60 Days)</u>
September 8, 2016 - December 8, 2016 Interim Reports – October 20, 2016 Parent Conferences December 13 - 15, 2016 Report Cards Distributed December 21, 2016	December 9, 2016 - March 16, 2017 Interim Reports – January 31, 2017 Parent Conferences March 21 - 23, 2017 Report Cards Distributed March 29, 2017	March 20, 2017 - June 16, 2017 Interim Reports – May 3, 2017 Report Cards Distributed June 16, 2017

PENNS GROVE MIDDLE SCHOOL	PENNS GROVE HIGH SCHOOL
GRADES 6 - 12	

<u>FIRST MARKING PERIOD (45 Days)</u>	<u>SECOND MARKING PERIOD (45 Days)</u>
September 8 – November 15, 2016 Interim Reports – October 11, 2016 Parent Conferences - Grades 6-8 ONLY November 15, 16, 17, 2016 Report Cards Distributed November 21, 2016	November 16 – January 31, 2017 Interim Reports – December 20, 2016 High School Exams – January 27, 30, 31, 2017* Parent Conferences - Grades 6-8 ONLY February 21, 22, 23, 2017 Report Cards Distributed February 7, 2017
<u>THIRD MARKING PERIOD (45 Days)</u>	<u>FOURTH MARKING PERIOD (45 Days)</u>
February 1 – April 7, 2017 Interim Reports – March 7, 2017 Report Cards Distributed April 20, 2017	April 10 – June 16, 2017 Interim Reports – May 16, 2017 High School Exams – June 14, 15, 16, 2017 Report Cards Distributed Mailed home by June 23, 2017

**PM dismissal for high school students*

A School District With a Mission – Preparing Students for the 21st Century and Beyond

06/27/2016

BELL SCHEDULE

Teachers In.....	7:30 a.m.
School doors open.....	7:30 a.m.
Warning Bell.....	7:44 a.m.
Late Bell.....	7:45 a.m.

Shared time a.m. homeroom 7:35 a.m. to 7:45 a.m.

I. REGULAR SCHEDULE

Block	Block	Time	
1	7:45-	9:15	
2	9:19-	10:49	
3	10:53-	11:20	L1
	11:24-	11:51	L2
	11:55-	12:22	L3
	12:26-	12:53	L4
4	12:57-	2:27	

II. BELL SCHEDULE W/HOMEROOM

Block	Block	Time	
1	7:45-	9:12	
Homeroom	9:17-	9:29	
2	9:34-	11:01	
3	11:06-	11:33	L1
	11:47-	12:14	L2
	12:28-	12:55	L3
4	1:00-	2:27	

III. EARLY DISMISSAL

Block	Block	Time	
1	7:45-	8:45	
2	8:50-	9:50	
3	9:54-	10:21	L1
	10:26-	10:53	L2
	10:58-	11:25	L3
4	11:30-	12:30	

IV. ONE-HOUR DELAY

Block	Block	Time	
1	8:45-	10:00	
2	10:05-	11:20	
3	11:25-	11:52	L1
	12:02-	12:29	L2
	12:40-	1:07	L3
4	1:12-	2:27	

**SPECIAL HOLIDAYS
SCHOOL IS CLOSED**

MONTH	DAY	WEEKDAY	HOLIDAY
October	10	Monday	Columbus Day
November	9,10,11	Wednesday-Friday	In-Service/NJEA Convention
November	11	Friday	Veteran's Day
November	24, 25	Thursday-Friday	Thanksgiving
December	23-30	Friday-Friday	Winter Recess
January	2	Monday	New Year's Day Holiday
January	16	Monday	Dr. King's Birthday
February	17	Friday	Lincoln's Birthday
February	20	Monday	Washington's Birthday
March	17	Friday	Staff In-Service
April	14-18	Friday-Tuesday	Spring Recess
May	19	Friday	Staff In-Service
May	29	Monday	Memorial Day

ATTENDANCE

School attendance is compulsory by Law. Therefore, the school has the responsibility of keeping complete attendance records and making sure that all students in the school system are in attendance regularly. On December 20, 1993, the Penns Grove-Carneys Point Regional Board of Education adopted an attendance policy. The current policy includes:

ABSENTEEISM PROCEDURES:

Students who do not appear in class will be considered absent, except for approved religious holidays, athletic events, school-sponsored trips, activities or meetings, family related funerals and extenuating circumstances as declared by the administration. Appropriate original documentation for court, funerals, or from a medical doctor or public health clinic **must be submitted to the school nurse within the next three school days after the absence(s) to be considered an excused absence. Students are reminded that falsifying original documentation such as doctors' notes will result in Out of School Suspension or other disciplinary action at the discretion of the school administration.** In the event that a student is absent from school, it is necessary that a parent/guardian call the School Nurse (299-6300, ext. 3219) or the Attendance Officer (ext. 3220) between 8:00-8:30 a.m. to report the absence. Parents who have not called to report a student absence will be notified no later than 11:30 a.m. daily. This procedure is required to ensure each student's personal health and safety. College visits are permitted in the Spring Semester of the junior year and Fall semester of the senior year. Three visits are permitted per semester. Documentation must be provided on school letterhead upon returning to school.

- A. Students with more than 10 unexcused absences for a semester course, or five (5) unexcused absences for a 9-week course, will be put on "no credit" status. Students in a full year course will be placed on "no credit" status if they accumulate more than 10 unexcused absences per semester or 20 unexcused absences for a full year course.
- B. Parents and students will be notified by mail after the 5th absence in a semester course and the 4th absence in a 9-week course.
- C. A written appeal may be filed by the parent of the involved student within 2 weeks of issuance of the No-Credit Status letter. An Appeals Committee will be composed of the principal, assistant principal, attendance

- officer, classroom teacher, and guidance counselor.
- D. It is the responsibility of the student and parent/guardian to maintain records indicating reasons for absences.
 - E. The decision of the Appeals Committee may be appealed to the Superintendent of Schools and the Board of Education. All such appeals must be made in writing.

RELIGIOUS HOLIDAYS

The New Jersey Department of Education recognizes religious holidays as excused absences from school. However, in order to receive full credit for the absence, it is important that the student bring to the nurse a note from home three (3) days in advance stating that he/she will be absent in observance of a specific religious holiday.

SPECIAL PROVISIONS FOR ABSENTEEISM

1. Any student who reaches 15 days of unexcused absences during a semester could be subject to a hearing before the school superintendent.
2. If the student is absent 10 or more days after the hearing before the Superintendent, he/she could be subject to a hearing before the Board of Education.
3. Any student who reaches 30 days of unexcused absences during a semester will be removed from the school roll by the administration. The student removed may apply to re-enter at any time.

ARRIVAL AT SCHOOL

1. Students who walk or drive to school may not arrive before 7:30 a.m.
2. Those students eating breakfast may enter the cafeteria at 7:15 a.m. The side door next to the cafeteria (same used for lunch) will be used for this purpose. Students may not go to their lockers nor may they be in any hall without a pass.
3. Students entering the building prior to 7:30 a.m. must have a pass from a teacher.
4. All other students will not be permitted to enter the building before 7:30 am.
5. Students must enter the building through the door in tan hallway near room 97 or through the doors in the cafeteria used for breakfast. Students who come late must use the front doors.

LATENESS TO SCHOOL

Students who arrive after 7:45am are late to school and must report to the late room to obtain a late pass from the teacher or administrator assigned to the late room.

Every 4th lateness becomes an unexcused absence, which may affect course credit and the student's participation grade that semester.

Vocational students who arrive late to school must report to the late room must obtain a late pass. A parent or guardian may transport the student to the vocational school after the student has properly signed out of the high school. Students may not drive themselves to the Vo-Tech.

LATENESS TO CLASS

Students are expected to be in the classroom and seated when the bell rings. Tardiness to class, including Block I, will be handled by the classroom teacher and/or an administrator as per the Glossary of Disciplinary Actions.

Students with excessive lateness and absences will be referred to the Attendance Review Committee.

EARLY DISMISSAL

1. All requests for an early dismissal, **including 18 years or older**, must be made in writing by parent or guardian and brought to the Main Office before 9:00 a.m. The note must contain a telephone number of parent or guardian and the reason for dismissal.
2. All requests must be verified before a student is allowed to sign out of school. Before leaving, all students must check out in the Main Office just prior to dismissal time and sign the book provided. A student leaving prior to 11:30 a.m. will be considered absent for the day.
3. Students 17 years old or younger shall not be permitted to leave the school unless a parent or guardian or a person authorized by a parent or guardian meet with the student in the school office. ID of parent/guardian/authorized person must be shown before the student will be released.
4. Students are not permitted to sign other students out of the building.
5. Students 18 years of age or older must sign out in the Main Office in the appropriate book. However, once a student (18 years of age or older) signs out, he/she will not be permitted to return to school that day without the written permission of an administrator. After signing out, students **MUST LEAVE** the building and school property. If a student needs to exit from the rear of the building he or she must obtain a pass from one of the Main Office secretaries.
6. Any student who leaves school early will not be permitted to practice or participate in an athletic competition that day unless a legal excuse is presented that is acceptable to the principal and/or athletic director.
7. Class time missed because of an early dismissal for any reason not listed in the attendance policy will be counted as an absence for any class(es) missed. Students are responsible for making up work missed.
8. Students who are scheduled for work release or Senior College Option **MUST** report to school no later than 8:00 a.m. in order to receive credit for the school day. Students may not sign out until their scheduled time unless they have proper documentation and/or administrative approval.

CREDIT STATUS

It is assumed that students who do not attend classes, regardless of the reason, cannot benefit from the instruction taking place in the classes.

When a student exceeds the limits of the Attendance Policy for absences from courses, they will be placed on a no-credit status for all courses in which excessive absences occur. **(No credits will be assigned for the course due to absences). Students failing to receive course credit may appeal that decision in writing to an Appeals Committee consisting of the high school administration.**

TIME LINES

Days Absent:

Unexcused Days Absent

1. Any student absent in excess of 10 days in a semester course will be placed on no-credit status.
2. Any student absent more than 10 days must attend a Board approved credit recovery program for a semester course to recover credit.

3. Any student absent in excess of 5 days in a 9-week course will be placed on no-credit status.
4. Any student absent more than 5 days must attend an approved a Board approved credit recovery program for a 9-week course to recover credit.
5. **Students failing to receive course credit may appeal that decision in writing to an Appeals Committee consisting of the high school administration. Appeals must be submitted within one week of the end of the marking period. Appeals submitted after that date will not be considered. The Attendance Review Appeal Form is available upon request from an administrator or from the Guidance Office.**

EXTENDED ABSENCES

Any student who will be absent from school for an extended period of time should contact his/her guidance counselor in order to have work sent home. If the anticipated absence will be longer than two weeks, a physician's note requesting home instruction should be submitted as soon as possible.

STUDENT CODE OF CONDUCT

BUS CONDUCT

It shall be the policy of the Board of Education of Penns Grove-Carneys Point Regional School District to establish acceptable student conduct on vehicles provided by the school district. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

In keeping with the New Jersey Statutes, Chapter 18A:25-2 and 18A:37 -2, the following procedures shall be in effect for students deemed unmanageable:

1. First offense - The student will be reported to the administration. A letter and a telephone call to the student's parents will inform them of the problem as well as to what procedure will be followed if a second or third offense occurs during the school year. The student will be excluded from the bus for a period of five (5) school days and his parents shall be responsible for providing transportation to and from school during that period. The student will be assigned Administrative Detention(s).
2. Second offense - The student will be excluded from the bus for a period of ten (10) school days and his parents shall be responsible for providing transportation to and from school during that period.
3. Third offense - The student will be excluded from the bus for a period of fifteen (15) days and his parents shall be responsible for providing transportation to and from school during that period.
4. Any further infractions will either be subject to an additional thirty (30) days suspension of bus privileges or a possible suspension/expulsion from school.
5. The penalty for bus conduct violations shall apply to the bus route, to and from the destination on which the infraction occurred.
6. Any acts of vandalism will be reported to the administration. The administration will determine the action to be taken depending on the severity of the offense.
7. Absenteeism from school during this period will be considered truancy in accordance with school policy on attendance.

CHEATING

Students are required to observe ethical procedures in their studies. Any cheating or copying on tests or quizzes will result in disciplinary action and reduction in grades. Premeditated cheating, such as plagiarisms, writing on desks, cheating sheets, open books, etc., will result in the student being assigned an Extended After School Detention. Spontaneous cheating such as looking on someone else's paper, talking during a test or quiz, etc., will result in a detention assigned by the classroom teacher.

CUTTING CLASS

In addition to the provisions in the Board-adopted attendance policy, those students who miss a class without proper authorization, that is cut class, will be assigned an Extended After School Detention for each class missed, up to two classes. Any student cutting three or more classes will receive Suspension for a minimum of three days.

No student is allowed to attend club meetings, guidance interviews, etc., without having prior permission from the particular teacher whose class will be missed.

DRUGS, ALCOHOL & TOBACCO POLICY (Substance Abuse)

The Penns Grove-Carneys Point Regional School District Board of Education recognizes that drug and alcohol abuse present a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The board believes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature. The board's concern is also to protect students who do not abuse drugs and alcohol, as well as to provide help for those who do. Athletes are urged to review the additional regulations in the PGHS Athletic Code of Ethics.

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

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- All alcoholic beverages; anabolic steroids;
- Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The use, possession and distribution of alcohol or other drugs on school premises, at any board sponsored event, or on any board transportation vehicle is prohibited, and any pupil who uses, possesses or distributes alcohol or other drugs shall be subject to discipline, including suspension or expulsion, and shall be reported to law enforcement authorities.

Pupils suspected of being under the influence of alcohol or other drugs shall be evaluated and reported according to law and code, and may be referred for treatment. The Board of Education will bear the expense of such treatment or examination, if necessary, due to the lack of insurance or appropriate funding by parent or guardian.

Reporting, Notification and Examination: Role of the School Staff

Alcohol and Other Drugs

1. Any professional staff member having reason to believe that a pupil is under the influence of alcoholic beverages, or anabolic steroids, or a substance, as such as defined by N.J.S.A. 18:40A-9, on school property or at a school function shall report the matter as soon as possible to the school nurse, the Principal, and the Student Assistance Counselor, or in case of their absence, to their designee.

2. The pupil shall be removed to a protective environment for observation and care by the school nurse or designee. The Principal shall request the assistance of the school nurse and/or the Student Assistance Counselor in assessing the physical state of the pupil. The Principal and/or the Student Assistance Counselor shall immediately notify the parent or guardian and the chief school administrator and arrange an immediate examination of the pupil, which will include a urine toxicology and alcohol screen. In the case of anabolic steroids, the doctor will decide what examination will be used for the purpose of diagnosing whether or not the pupil has been using. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector, if immediately available. A parent or guardian should also accompany the pupil.
3. If the parent/guardian refuses or fails to have the pupil examined to determine if he/she is physically or mentally able to return to school, the chief school administrator or his/her designee is required to report the incident to the New Jersey Division of Child Protection & Permanency (DCP&P) and deem it a violation of the compulsory education laws and take suitable action. **The pupil will also be considered in violation of the drug and alcohol policy (student considered positive).**
4. A urine drug/alcohol toxicology test is required if a pupil is referred for suspicion of drug/alcohol use. This test will be administered by a third party agent contracted by the PGCP Regional School District. If the parent/guardian declines testing by the third party agent, the parent/guardian may take the pupil for drug/alcohol testing with a private physician at the parent's/guardian's expense. This test must be completed within **two (2) hours** of referral.
5. If at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector; such examination shall not be at the expense of the district board of education.
6. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the Principal, and the Student Assistance Counselor and the Superintendent of Schools by the examining physician **within 24 hours**, except in the case of anabolic steroids. Additional time may be required for completion of anabolic steroid tests. Students under suspicion of anabolic steroid use will be permitted to return to school while awaiting results of testing.
7. Any student who fails to provide proof to the school **within 24 hours** after the referral that they have had a physical examination and a drug/alcohol screening will automatically be suspended for a minimum of 4 days as per the discipline policy regardless of the outcome of the test. If the test is positive, further action will be taken. However, a physician's report including a drug and alcohol analysis, which states the student's fitness to return to school, will be required.
8. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of intoxicating drugs/alcohol or if the pupil is diagnosed as using anabolic steroids, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the Principal, Student Assistance Counselor, and the Superintendent of Schools from a physician who has examined the pupil to diagnose drug use. The report shall certify that the pupil is physically and mentally able to return to school. In addition, the designated staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.
9. Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing upon request by the Student Assistance Counselor, Nurse and/or Administration. **Random drug screening will remain in effect until the student's graduation from PGHS.**

10. While the pupil is at home because of the medical examination, or after his or her return to school, the school may require additional evaluation through the Student Assistance Program for the purpose of determining the extent of the pupil's drug use and its effect on his/her school performance.
11. Following a complete investigation of the incident, a conference shall be arranged with the pupil and his/her parent(s) or guardian(s), Principal or designee, and the Student Assistance Counselor and others as deemed necessary. A plan to address those specific needs, which the pupil may have, shall be developed following the parent conference.
12. The district shall provide services through the Student Assistance Program for the evaluation and referral for treatment of pupils whose use of drugs has affected their school performance or who possess or consume drugs in school or at school functions.
13. Any staff member who reports a pupil to the Principal, school nurse and/or the Student Assistance Counselor, in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A.

EVALUATION PROCEDURES

Students who voluntarily seek assistance for problems involving alcohol, anabolic steroids and other drug abuse for self or other students, and staff seeking assistance for students, or students who have had a medical examination that shows a positive diagnosis, shall be referred to the Student Assistance Program to determine whether evaluation is warranted. If it is determined that an evaluation is needed, referral shall be made as follows, depending on the particular case:

1. Referral to a substance awareness education program
2. Referral to the I&RS Team for assessment
3. Referral to a physician for examination
4. Referral to trained service providers, who are certified alcoholism or substance abuse counselors, who are resource persons or who work in conjunction with certified teachers or counselors for assessment
5. Evaluation by the Child Study Team (as appropriate)
6. Referral to cost invoking educational programs beyond the regular school program shall be permitted only with the approval of the Board of Education.

TREATMENT PROCEDURES

When a student has been diagnosed as having an alcohol or drug dependency problem, the student shall be provided by the following depending upon the particular case:

1. Support services from teaching or counseling staff
2. Intervention by the Student Assistance Program who are school teaching staff members or counselors or who are acting as resource persons or working in conjunction with school certified staff
3. A modified program of instruction
4. Referral to a community agency

SEARCH BY DRUG-DETECTING DOG

The Board of Education recognizes the value of a drug free school environment. To further that goal, the Board authorizes the school administration to implement searches as needed by drug detention dogs. A qualified handler will control the animal at all times. All students will be confined to their assigned classrooms during the search. If the animal reacts positively during this procedure, it will be considered reasonable suspicion and a search will be conducted as set forth in this policy. This search includes, but is not limited to, the following areas: hallways, lockers, locker rooms, motor vehicles, and outdoor grounds. The Principal/designee will conduct the search. If what is found is believed to be a controlled dangerous substance, the area will be secured and law enforcement will be

called. Any items that are believed to be a CDS will be turned over to the local police department. Concurrent with any police investigation, the school district shall also conduct an investigation.

DRUGS, ALCOHOL & TOBACCO POLICY (Tobacco Policy)

The board of Education recognizes that tobacco is a gateway drug, highly addictive and that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school properties, or school related or school sponsored events is detrimental to the health and safety of students, faculty, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models towards students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Effective January 25, 2010, no students, administrators, faculty, staff, or school visitors are permitted to use any tobacco products, and/or electronic smoking devices at any time, including non-school hours, on any school grounds and property-including any building, facility, or vehicle owned, leased, rented, or chartered by the Penns Grove Carneys Point Regional School District, on school grounds and school property, and at any school sponsored or school-related events on or off campus. Finally, the Board recognizes that it has a legal authority and obligation pursuant to P.L.2005, Chapter 383 New Jersey Smoke Free Air Act, as well as the federal Pro-Children's Act, Title X of public law 103-277, and the No Child Left Behind Act, part C, Environmental Smoke, Section 4303.

For the purpose of this policy, "tobacco products" is defined to include but is not limited to:

- Cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco.
- Rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products).

For the purpose of this policy, "tobacco use" includes:

- Smoking, chewing, dipping, or any other use of tobacco products.

Students who are found exhaling smoke, or using or possessing tobacco products, smoking paraphernalia, and/or electronic smoking devices will be subject to discipline as per the Glossary of Disciplinary Actions.

Title IV Safe and Drug-Free Schools and Communities Act

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, and interpersonal conflict, which are coordinated by the Student Assistance Counselor. In accordance with federal regulations, upon the written notification of a student's parent or legal guardian, the district will withdraw the student from any program or activity funded under Title IV, except classroom instruction.

DETENTION

Teacher Detention

Detention period is a time when the student is assigned to stay before or after school for any infractions of school rules.

Students should fully understand that **ANY** teacher in the building has the authority to correct misconduct at any time. Therefore, any teacher can assign a detention to a student whether or not that student is in any of his or her classes. A student who fails to report to a Teacher Detention will be referred by the teacher to an administrator who will assign the student 3 days administrative detention per each day assigned by the teacher.

Administrative Detention

Administrative Detention will be held each day after school, except Friday. Students must report to the detention room by 2:35 p.m. Detention will be held in Room 100, from 2:35 p.m. – 3:05 p.m. Students should bring schoolwork to the detention. Students who fail to report to Administrative Detention or fail to bring schoolwork are subject to further disciplinary actions.

Extended Afterschool Detention

Extended Afterschool Detention provides an alternative to External Suspensions from school. Detentions are conducted from 2:30 p.m. to 5:30 p.m. on Wednesday afternoons. Students who do not report to Extended Afterschool Detention will be subject to further disciplinary actions.

Students who are late will not be admitted. There will be no eating, sleeping, talking, or playing of radios, I-Pods or any other electronic devices during the sessions. Students will bring sufficient work for three hours. Students are responsible for their transportation to and from the EAD session. Students who do not follow rules may be subject to further disciplinary actions.

FIGHTING

Any student or students found to be involved in a fight, assault, battery, or any other action that jeopardizes the safety and well-being of another individual(s), will be suspended from school.

The school district may contact the local Police Department when students are engaged in a fight at the middle school and high school levels. The parent/guardian will be notified to pick up their child. A court complaint may be signed against the student for disorderly conduct. School counseling/mediation will be offered to students involved in these incidents.

VIOLENCE

Physical violence against another pupil or a staff member is unacceptable conduct and will result in the disciplinary sanctions included in policies **and an approved school procedure** on suspension and discipline/punishment. Disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, should be reported by the classroom teacher to principal, so that possible program adjustments may be identified.

The school district defines fighting as bodily harm or any type of injury regarding physical altercations or fisticuffs between students. Students involved will be removed from school for safety.

The disciplinary action for fighting will be applied unless it is clearly evident that an unprovoked assault had taken place.

The school district may contact the local Police Department when students are engaged in a fight at the middle school and high school levels. The parent/guardian will be notified to pick up their child. A court complaint may be signed on the student for disorderly conduct. Students involved in these incidents will meet with a counselor upon their return to classes.

PHYSICAL RESTRAINT POLICY

The Penns Grove-Carneys Point Regional School District recognizes that some students attending our district will exhibit behaviors that are disruptive to the social and physical environment of the school, and are a danger to themselves and others and reduce the students' potential for learning. In order to reduce the chance of injury to self or others, there may be times when non-violent crisis intervention restraint techniques will be used. This policy applies to all, including regular education students and students with disabilities.

The two goals that this policy enforces only after other less intrusive methods have been attempted or considered are:

- To administer physical restraint only when needed to protect a student or member of the school community from imminent, serious physical harm; and,
- To prevent or minimize any harm to the student as the result of the use of physical restraint.

Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed, been deemed appropriate, or when otherwise specified in a behavioral plan. Less intrusive alternatives may include but are not limited to the following techniques: relationship building, positive reinforcement, positive behavior supports, verbal de-escalation, and time-out procedures.

Unless specifically indicated in an agreed-upon Behavioral Intervention Plan, physical restraint may **not** be used as a response to property destruction, disruption of school order, a refusal to comply with a school rule or staff directive, or verbal threats which do not constitute a threat of imminent, serious physical harm.

Additionally, each school will identify specific staff to serve on a school-wide restraint team to ensure proper administration of physical restraint. Individuals who administer restraints must participate in an in-depth training with respect to positive behavior supports (PBS), de-escalation techniques, restraint and implementation of the procedures.

It should also be noted that nothing in the policy precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Further procedures regarding physical restraint can be obtained by request.

HALL CONDUCT

1. Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up papers from the floors.
4. Do not take food from the cafeteria, beverages, water bottles or pacifiers into the halls or classes anytime during the day. Disciplinary action will be taken.
5. No running.
6. No excessive display of affection.
7. No overly boisterous noises.
8. No foul, profane, or obscene language.
9. No horseplay.

Violations of any of these rules will carry three days of Administrative Detention, except that violation of rule No.8 will carry the punishment stated on "Infractions relating to personal violations part "B."

INITIATIONS

Initiation of any student on or off school property, whether conducted by school or non-school organizations, is prohibited. As such, persons involved will be subject to disciplinary action.

PASS TIME

Students are required to be in their scheduled class at the sound of the bell. We allow four minutes passing time between classes. Loitering is not permitted at any time. Any student entering the class after the bell is subject to disciplinary action by the classroom teacher and/or building administrator.

RADIOS AND/OR ELECTRONIC DEVICES

At no time are students to use radios in school. Electronic devices brought to school must be put in the locker

immediately. Failure to follow these rules will result in Extended Afterschool Detention and the loss of the item, pending a parent conference, or to the end of the school year. Continued refusal to abide by the rule will result in further disciplinary action.

CELL PHONES

The use of cell phones during the school day is prohibited. It is recommended that cell phones are secured in lockers as the school is not responsible for the theft or loss of said item. **ANY STUDENT FOUND TO BE USING A CELL PHONE, OR HAVING IT OUT DURING SCHOOL HOURS WILL RECEIVE DISCIPLINARY CONSEQUENCES.**

IPODS/IPADS/TABLETS/DIGITAL MEDIA DEVICES/RADIOS/HEAD PHONES OR SPEAKERS

It is recommended that all electronic devices, phones, and digital media devices be secured in lockers as the school is not responsible for the theft or loss of said item **AND AS THEY ARE NOT PERMITTED TO BE USED DURING THE SCHOOL DAY.**

PROHIBITION OF STUDENT SMOKING AND TOBACCO USE

Students shall not smoke, use, or possess tobacco products and/or electronic smoking devices at school, on school grounds, on a school bus, or at any school-related activity or at any function sponsored by the Board of Education. Students are not to carry cigarettes or other smoking materials such as tobacco, electronic cigarettes, pipes or cigarette rolling papers while on school property.

In addition, possession of lighters/matches or other incendiary devices is prohibited.

Students who are found exhaling smoke, or using or possessing tobacco products, smoking paraphernalia, and/or electronic smoking devices will be subject to discipline as per the Glossary of Disciplinary Actions.

STEALING

Stealing is a serious offense, which may necessitate the offender being turned over to police authorities. Every effort will be made to apprehend the guilty persons. Your cooperation is requested in this matter. In order to protect yourself, keep your locker locked at all times. Do not leave rings, watches or other valuables unattended. Carrying cases and satchels brought to Penns Grove High School and taken home are subject to inspection by school authorities.

Students should not carry amounts of money to school in excess of \$20.00. If, for a good reason, a student must carry a considerable amount of money to school, he/she should deposit this in the Main Office and redeem it at the proper time. Teachers are not to be responsible for holding students' money or any other valuable items.

Students should report all losses immediately to the teacher involved and/or the school authorities. Penns Grove High School is not responsible for the loss of personal property. The school, however, will do all in its power to recover the item stolen and punish the guilty person.

Any students who violate this provision will receive four days Out-of-School Suspension.

SUSPENSIONS

Suspensions are imposed for continued violation of school rules or for serious offenses. **During the period of suspension, students are not to be on school grounds or at any extracurricular activities.** In order to be readmitted after a suspension, a parental conference/contact is required. Students must report to the Assistant Principal upon entering building.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils or staff, shall cause a pupil to be suspended upon the first offense. Penns Grove High School students suspended for such reasons as stated above, including but not limited to fighting, shall be issued a contract. Upon issuance of a student contract, the pupil will receive notice that the infraction has resulted in the loss of all school sanctioned privileges. Pupils will be issued a contract as listed in the glossary of disciplinary actions. Seniors who commit a third suspendable offense for reasons stated above shall be suspended to a Board of Education hearing where his/her ability to march in graduation will be determined.

SCHOOL BASED YOUTH SERVICES

The School Based Youth Services Program (SBYSP) was started in 1987 to help young people navigate their adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. Adolescents have numerous concerns and problems. Since a substantial number of teenagers have multiple issues that call for several different services, SBYSP provides an array of employment, health and social services. Services are available to all youth and recreation is provided.

Summer Youth Leadership Academy

This program was developed in response to an ever increasing need to promote healthy character development, community service, educational support, appropriate socialization skills, and develop qualities through an already proven recreation oriented program.

Programs and Services Available

- Mental Health & Family Support
- Individual/Group Counseling
- Case Management
- Healthy Youth Development
- College/Career Preparation
- Recreation (during open lunches and afterschool)
- Homework/Tutorial Assistance
- Volunteer/Community Service
- Health Education
- Substance Abuse Counseling/Prevention
- Pregnancy Prevention/Intervention (male & female programs)

GLOSSARY OF DISCIPLINARY ACTIONS

The effectiveness of this policy is predicated on everyone exhausting all avenues to prevent and resolve problems before they necessitate severe disciplinary action. Multiple infractions will result in increases in the penalty.

After an offense that requires a Board Hearing, any subsequent offense of the same type will be referred back to the Board.

In cases where an infraction is also in violation of the law, the administration will notify the local police department, as well as administratively punishing the offender.

It is understood that the administration of this policy must include some administrative judgments where the cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, or the appeal is acted upon directly by the principal, this code will be followed.

Codes for Infractions

GC	-	Meeting with Affirmative Action Officer
AD	-	Administrative Detention
PC	-	Parent Conference
GC	-	Guidance Conference
BH	-	Board Hearing
PC	-	Must return w/Parent
R	-	Restitution
OSS	-	Out-of-School Suspension
EAD	-	Extended Afterschool Detention
P	-	Police
SH	-	Superintendent Hearing
S	-	Suspension
SBYS	-	School Based Youth Services
SAC	-	Conference with SAC
SC	-	Student Contract
EOD	-	End of Day

All referrals submitted to administration must indicate all attempted and/or completed teacher to parent/guardian contact, including dates and times.

I. Infractions relating to school attendance, class attendance and punctuality.

A.	Excessive lateness to school	
	1 st -3 rd Offense	Teacher Detention
	4 th -Offense	1 AD, PC
	8 th - Offense	2 AD, PC
	**4 lateness = 1 absence	
B.	Cutting Class (Includes Homeroom and self-dismissal)	
	First Offense	1 EAD, SBYS
	Second Offense	2 EAD, SBYS
	Third Offense	3 OSS, SBYS
C.	In an unauthorized area without permission	
	First Offense	1 EAD, SBYS
	Second Offense	2 EAD, SC

	Third Offense	3 OSS
D.	Truancy	
	First Offense	1 EAD, PC SBYS
	Second Offense	1 EAD, Crisis Int. SBYS
	Third Offense	3 OSS, Crisis Int. SBYS
E.	Leaving School Grounds without authorization (includes cutting Block 4)	
	First Offense	1 EAD, PC
	Second Offense	3 OSS, PC, SC
	Third Offense	5 OSS, PC
F.	Failure to report to Extended Afterschool Detention	
	First Offense	2 EAD
	Second Offense	1 OSS
	Third Offense	3 OSS, PC
G.	Dress Code Violation*	
	First Offense	1 AD
	Second Offense	1 EAD
	Third Offense	1 OSS

*Send the student to the office to get change of clothes.

II. Infractions relating to property, order, health and safety.

In a school where hundreds of people are carrying out various assignments in different settings, the rights of one person or a few cannot be allowed to violate the rights of others. Also, in this setting, the protection of property and the enforcement of rules for safety are in the best interests of all.

A.	Repeated Disruptions in classroom and/or halls	
	First Offense	Teacher Detention, PC
	Second Offense	1 EAD, PC
	Third Offense	1 OSS, SC
B.	Repeated Disruption on the Bus	
	First Offense	Up to 5 days bus suspension/PC
	Second Offense	Up to 10 days bus suspension/PC
	Third Offense	Up to 15 days bus suspension/PC
	Subsequent Offense	Up to 30 days bus suspension/ Possible permanent bus suspension
C.	Refusing to provide truthful ID in any situation	
	First Offense	1 Teacher Detention
	Second Offense	1 EAD
	Third Offense	1 OSS
D.	Taking the property of the school or an individual without express permission of the owner or applying pressure or threats to do so	
	First Offense	4 OSS, PC, R, SC SBYS, P
	Second Offense	10 OSS, R, SH SBYS, P
	Third Offense	10 OSS, R, BH SBYS, P

E.	Destruction of individual and/or school property	
	First Offense	3 OSS, PC, R, SBYS
	Second Offense	6 OSS, R, SH, SBYS
	Third Offense	10 OSS, R, BH, SBYS
F.	No gum or candy in school or for distribution	
	First Offense	Teacher Detention
	Second Offense	1 AD
	Third Offense	1 EAD
G.	Possession or use of fireworks	
	First Offense	10 OSS, P, SC
	Second Offense	OSS Pending BH
H.	Use of Cellular and Smart Phones; Possession or use of Radios, Portable Speakers, Laser Lights, Personal Entertainment devices, and any other electronic media devices in school	
	First Offense	Confiscated (Returned to Student at EOD) & EAD
	Second Offense	2EAD
	Third Offense	3 OSS
I.	Refusal to relinquish confiscated cell phone/media device	
		3 OSS, PC, Return to Parent
J.	Tampering with fire alarm/Setting off fire alarm	
	First Offense	4 OSS, P
	Second Offense	10 OSS,SH, P, BH
K.	Possession of drug paraphernalia, and/or containing any controlled dangerous substances otherwise identified in N.J.A.C. 6:29-6.3(a)	
	First Offense	4-10 OSS, P, SAC, SC, SBYS
	Second Offense	OSS pending SH, P, SAC, SBYS
	Third Offense	OSS pending BH, SBYS
L.	Possession of alcohol, drugs, steroids or substances identified in N.J.A.C. 6:29-6.3(a)	
	First Offense	4-10 OSS, P, SAC, SC, SBYS
	Second Offense	OSS pending BH, P, SBYS
M.	Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6:29-6.3(a), or failing to submit to drug/alcohol testing if referred for suspicion of being under the influence, or failing to provide proof of medical examination/testing within 24 hours of referral for suspicion of being under the influence	
	First Offense*	4-10 OSS, P, SAC, SC
	Second Offense*	OSS pending BH, P, SAC

*MUST attend counseling (i.e. SBYS)

*Any student testing positive for drugs/alcohol is subject to random drug/alcohol testing until they graduate from PGHS

- N. Distribution, transferring, or selling controlled dangerous substances or possession of amount large enough to indicate possible intent to distribute, transfer, or sell
 First Offense OSS pending BH, P, SC, SBYS
- O. Conviction for violation of the drug abuse law committed off school property
 School will take any action necessary to protect the rights and well-being of the entire student body, SBYS
- P. Use or possession of tobacco products or smoking paraphernalia or electronic smoking devices, or students found to be exhaling smoke (Prohibited by NJ State Law; fine up to \$1000.00; reported to the Board of Health)
 First Offense* 3 OSS, SAC, P, fine up to \$250.00, SC SBYS
 Second Offense* 4 OSS, SAC, P, fine up to \$500.00 SBYS
 Third Offense* 10 OSS, SAC, P, fine up to \$1000.00 SBYS

* MUST attend counseling (i.e. SBYS)

III. Infractions relating to personal violations.

It is obvious that learning or growth cannot take place where the person is not secure against physical threats, verbal assaults, or actual physical harm.

This is true for the student, the teacher, the aide, the custodian, the bus driver, the administrator-for anyone who hopes to contribute to the educational effectiveness of the High School. To this end, this third category of offenses is by far the more serious.

- A. Threats, Bullying, Intimidating, Cyber Bullying, or Harassing students
 First Offense EAD, GC, SBYS
 Second Offense 1 OSS, PC, GC, SC, SBYS
 Third Offense 3 OSS, PC, GC, SBYS
- B. Obscene behavior and/or vulgar language
 First Offense 1 EAD, SBYS
 Second Offense 3 OSS, PC, SBYS
 Third Offense 4 OSS, PC, SBYS
- C. Verbal assault, obscene language, threats toward any school employee
 First Offense 3 OSS, PC, P, SC, SBYS
 Second Offense 4 OSS, PC, P, SBYS
 Third Offense 10 OSS, SH, P, SBYS
- D. Inciting/Instigating a fight
 First Offense 1 OSS, SC, SBYS
 Second Offense 3 OSS, PC, SBYS
 Third Offense 4 OSS, PC, SBYS

E.	Contributing to a disturbance	
	First Offense	1 EAD
	Second Offense	3 OSS
	Third Offense	4 OSS
F.	Fighting	
	First Offense	4 OSS, PC, P, SC, SBYS
	Second Offense	5 OSS, P, SBYS
	Third Offense	10 OSS, SH, P, SBYS
G.	Horseplay (pushing, shoving, slapping, play fighting)	
	First Offense	2 EAD
	Second Offense	1 OSS
	Third Offense	3 OSS
H.	Possession or use of weapons or any common items used as weapons	
	First Offense	Indef. OSS, BH, P, SC
	Second Offense	Expulsion procedures may be initiated
I.	Intentional physical contact another student	
	First Offense	4 OSS, PC, P, SC, SBYS
	Second Offense	10 OSS, SH, P, SBYS
	Third Offense	10 OSS, BH, P, SBYS
J.	Intentional physical contact of any School Employee	
	First Offense	10 OSS, BH, P, SC, SBYS
	Second Offense	Indef. OSS, BH, P, SBYS
K.	Open defiance to school rules and/or school authorities	
	First Offense	3 OSS, PC,
	Second Offense	4 OSS, SH, SC
	Third Offense	10 OSS, BH
L.	Gambling/Possession & Use of Dice	
	First Offense	3 OSS, PC
	Second Offense	4 OSS, P, PC
	Third Offense	10 OSS, SH, P
M.	Premeditated Cheating/Plagiarism	
	First Offense	1 EAD, PC
	Second Offense	3 OSS, PC
	Third Offense	4 OSS, PC
N.	Forgery	
	First Offense	1 EAD
	Second Offense	3 OSS, PC
	Third Offense	4 OSS, PC
O.	Sexual Contact/Inappropriate Touching	
	First Offense	5 OSS, P, PC, GC, SBYS
	Second Offense	10 OSS Pending SH, P, PC, SBYS

P.	Sexual Assault First Offense	Immediate Suspension, Superintendent Notification & Hearing, P, SBYS
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STUDENT RESPONSIBILITIES

ACCIDENTS

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

STUDENT EXPECTATIONS AT ASSEMBLIES

1. Students are expected to know the rules and follow them. **NO CELL PHONES ARE ALLOWED**
2. Students are expected to go to the auditorium directly from class with their teacher. They are not allowed to stop at lockers, lavatories, fountains, etc., on the way. The same rule applies when leaving the auditorium.
3. No loitering (stopping or standing) in the hallways or aisles is permitted.
4. Students are expected to be courteous. No eating or drinking of any kind is permitted.
5. Students are expected to be attentive. No talking, shouting, or whistling is permitted. Students must stay seated. No standing is permitted during the performance.
6. Students are expected to be respectful and appreciative. No booing, hissing, or throwing objects of any kind is permitted.
7. Students are expected to sit up straight in their seat. No feet or knees on the backs of seats is permitted.
8. Work Release, Vo-Tech and other students on abbreviated schedules are to follow their **regular school program** on days of assemblies. Students are not permitted to remain at PGHS for a Pep Rally, Assembly or other events in lieu of their regular school program.
9. Students are expected to refrain from using cell phones or other electronic devices during the assembly program.

Try to be patient if you do not find an assembly program or performer to be interesting. The assemblies have been planned to give all students a chance to see and hear different programs, which are both entertaining and educational. Students who do not behave appropriately will be subject to discipline as described in the Glossary of Disciplinary Actions.

STUDENT AUTOMOBILES

Students driving cars to school must park them in the rear of the building only. Each car must be registered with the Security Aide, Ms. Bundy, and a sticker must be displayed on the rear left bumper. Students must observe the posted speed limits.

Students are not permitted to go to their cars in between classes or during lunch. Failure to comply with these rules will result in disciplinary action, ticketing by Carneys Point Police, loss of parking privileges and possible towing at owner's expense.

Shared time Vo-Tech students must commute to and from using school sanctioned transportation. Busses will pick and drop students off. Students are not permitted to drive or be driven by other students to and from the Vo-tech.

THE CAFETERIA

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) required the US Department of Agriculture (USDA) to update these nutrition standards for the first time in 15 years. The new regulations, effective July 1, 2012, require cafeterias to offer more fruit, vegetables and whole grains and limit sodium, calories and unhealthy fat in every school meal.

While in the cafeteria, students are expected to:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area as they finish eating.
3. Leave the table and floor around your area in a clean condition for others.
4. Students may not leave school to purchase food or have food delivered to the school.

No food, snacks and/or beverages are to be eaten in the halls, classrooms, etc. All food and beverages must be consumed in the cafeteria only. Failure to follow these rules will result in disciplinary action, at the discretion of the school administrator.

The Penns Grove-Carneys Point Regional School District Food Service Department is pleased to announce that access to your student meal account is now available online. PAYPAMS, a Parent Account Management System, provides an online service which will enable you to pre-pay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering an online account, please contact the Food Service Office prior to registration to make sure that the information in the system is accurate. We will need for you to confirm your address and the student's date of birth in order for you to begin the online process. Visit www.pgcpsschools.org for information and answers to questions you may have regarding PAYPAMS. Contact the Food Service Office at 856-299-6300, ext. 3225 to take advantage of this convenient meal payment option.

COST OF BREAKFAST/LUNCH 2016-17

Breakfast- \$1.50 or \$.30 Reduced Cost
Lunch- \$ 2.75 or \$.40 Reduced Cost

CARE OF SCHOOL PROPERTY

The students, staff and community take great pride in the appearance of their schools. Everyone must make the effort to keep the building neat and clean. State law requires that students who deface or vandalize school property be held responsible for the cost of damages. Parents may also be held liable for damage. Defacing school property will result in disciplinary action.

VANDALISM

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal shall notify the superintendent. The Board will hold the pupil or his/her parents/guardians liable for the damage caused.

Accordingly, when vandalism is discovered, the administration is directed to take such steps as are necessary to:

1. Identify the pupil(s) involved.
2. Call together persons, including the parents/guardians, necessary to study the causes.
3. Decide upon disciplinary and/or legal action. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.
4. Take any constructive actions needed to try to guard against further pupil misbehavior.
5. Seek appropriate restitution.

Please refer to POLICY 5131.5 and POLICY 5131.7 on the district's website for complete information.

CHANGE OF ADDRESS

Inform the Guidance Office in writing if you change your address or telephone number. Proof of residency is required upon receipt of Change of Student Address form.

STUDENT DRESS CODE

The Penns Grove-Carneys Point Regional Board of Education recognizes that proper dress and attire is an important part of the school program. Students should display pride in their school and in themselves by coming to school in appropriate clothing. The basis of judgment for acceptability of dress shall be neatness, health, cleanliness, modesty, and good taste.

1. Shoes must be worn at all times to all school functions and activities. Shoes that are considered sturdy and protective must be worn in shops and labs. Athletic slides, beach-type sandals, "flip-flops" and thong type sandals **are not** permitted, which reflects board of education policy.
2. No knit perforated shirts or sleeveless undershirts will be permitted as an outer garment. Boys' and girls' tops must have sleeves.
3. No type of revealing or distracting clothing will be accepted, such as see-through blouses or shirts, shorts, etc., unless they are worn with an appropriate undergarment. An appropriate undergarment would be a garment otherwise considered acceptable by itself under the dress code policy. Shirts or blouses cannot be cut short, thus exposing the stomach.
4. Shorts, skirts, culottes and skorts may be worn provided that they are not shorter than the length which exists when the arm/hand is fully extended. The garment in question can be no shorter than 4 inches above the top of the knee. It should be noted that the wearing of biker shorts (spandex material, i.e., tights, stirrup pants, and pajamas, etc.) will not be permitted to be worn as an outer garment. Leggings may not be worn as the sole outer garment.
5. Jeans or slacks with cut-outs or rips that are excessive or around private areas are not to be worn to school at any time. Pants and skirts cannot be worn below the waist.
6. Sunglasses are not permitted to be worn in the building with the exception of those required by a doctor's prescription.
7. Metal/rope chains, spikes or related items are prohibited.
8. Any item worn by students must be in good taste. No clothing or hair with obscene or suggestive lettering or pictures will be permitted.
9. Hats, picks, combs, curlers etc. may not be worn.
10. No head coverings of any kind are permitted except for religious purposes.
11. **As a matter of safety, the following may not be worn in school:**
 - a. **Any item of apparel that conceals paint pockets (long tee-shirts are prohibited unless "tucked in").**
 - b. **Heavy outerwear (coats, jackets, etc.).**
 - c. **Raincoats, overcoats, etc.**
12. **Any gang-related item or item that could be construed as gang-related is not permitted. Additionally, any item that promotes drugs, alcohol, harmful and/or illegal substances is not permissible.**
13. Students are not permitted to wear a hood or hat upon their head.

The first line of enforcement of the dress code lies with the teacher with support of the administration.

The administration shall be responsible for the implementation of this policy and shall have the right to final determination for the appropriateness of the particular item or apparel for the activity.

Students found to be in violation of the dress code will be subject to disciplinary action. Students may be sent home to change and receive Administrative Detentions for their first offense and may be asked to remove the illegal article of clothing such as a hat, sunglasses. It should be noted that all subsequent violations of the dress code policy committed after the first offense will merit further discipline at the discretion of the administration.

EMERGENCY CLOSING

School closing, delayed starting times, or early dismissals will be announced on WDEL (1150) and WJIC (1510) on their morning programs between 5:45 a.m. and 7:30 a.m. The school district's code number is 899. If no report is heard, it can be assumed that school will be in session as normal. **Please do not call the school. Telephone lines must be kept open for emergencies. Updates will be communicated via a Connect Ed. message to all parents/guardians. Please check www.pgcpschools.org for updates and school information.**

FAMILY LIFE EDUCATION

The Penns Grove-Carneys Point Regional School District has a coordinated Family Life Education Program, grades K to 12. The program was developed by a Family Life Curriculum Committee composed of teachers, administrators, parents, students, and clergy from our community. The committee has reviewed subject areas for Family Life Education and developed a realistic and practical program for students. To help provide parents/guardians and students with an opportunity to become familiar with the Family Life topics, pertinent information and materials will be available for review at the first meeting of each school's Parent Teacher Association meeting. Some of the individual topics may be considered controversial by some parents; therefore, if a parent/guardian feels that his/her child should not be receiving instruction in a particular topic, he/she may contact the building principal and request that the child be removed from the class during instruction in that topic without penalty. Some of the Family Life topics that will be covered include human sexuality, conception, abortion, venereal diseases, contraception, sexual abnormalities, alcohol and other drugs, sex and religion, etc.; abstinence is encouraged. Parents/guardians who wish a complete list of those topics to be covered should contact the building principal.

EXPERIMENTS INVOLVING ANIMALS

In accordance with P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C. 18A:35-4.25), public school students may choose not to participate in certain experiments involving animals. Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of course instruction. The school is required to provide alternative education projects for those students who choose to "opt out" of these activities.

FIELD TRIPS

Any student who is to take part in a field trip must have a parent permission form signed and submitted by the due date. Students must report to school no later than 7:45 a.m. in order to participate in any field trips and must remain in school all day. If any early dismissal is required, students are required to adhere to the guidelines specified in the attendance policy. While on the field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulation will be subject to disciplinary action.

FIELD TRIP ELIGIBILITY REQUIREMENTS

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. Only Penns Grove High School students are permitted to attend school sponsored field trips and it should be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their

awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. Therefore, if students demonstrate unacceptable behavior, they will be subject to disciplinary action.

Field trip participation will be contingent upon final approval by administration. **Students with 4 or more unexcused latenesses to school in a marking period or with 5 or more unexcused absences in a marking period will not be able to participate in co-curricular activities, including dances and field trips. Students and parents will be notified by the appropriate staff/faculty member.**

Appeals may be made to the principal who will render a decision within 48 hours. In the event that a field trip is a required part of the course, an alternate assignment will be made with no penalty assessed for the student's non-attendance on the trip.

FIRE DRILLS & EMERGENCY PREPAREDNESS DRILLS

Fire drills and emergency preparedness drills are required by Law at regular intervals. Students must follow orders and leave the building **quickly and quietly**. Ringing of unauthorized fire alarms is against the Law and will result in disciplinary action and criminal charges being filed. Students must adhere to teacher instructions. **Use of electronic devices or digital media is prohibited during drills to ensure the safety of all students.**

THE LIBRARY/MEDIA CENTER

Students are encouraged to use the Library/Media Center (LMC) to study, to do homework, research, or personal reading. There are books, magazines, newspapers and computers available for use from 7:35 a.m. to 2:45 p.m. and during instructional classes.

All students using the LMC must sign in. To use the Internet, students must also sign the Computer sign-in sheet, listing their assignment or research topic and the teacher making the assignment.

Individual students from instructional classes must be in possession of a Library Media Pass with definite LMC work for that class only, and an ASSIGNMENT VERIFICATION FORM completed and signed by the teacher assigning the work.

Students will be permitted to visit the LMC during their Lunch period and when having a substitute teacher only with a note from the regular classroom teacher.

A maximum of 3 books may be signed-out for a period of 2 weeks. The fine for overdue books is 5 cents per school day. Students must pay for all lost materials. Students who owe money or books will have all LMC privileges suspended. Fees for using the copying machine or printers and other LMC services are posted in the LMC. Copying machine and printer fees are excused when students are with their class and teacher.

The use of the LMC is a privilege and not a right. If a student abuses the LMC privilege, the Librarian/Media Specialist may suspend the student's use of the LMC.

The following rules are designed to insure the full and appropriate use of the LMC by all students and staff.

1. It is expected that students will sit one person per table and immediately go to work or find reading material.
2. Talking in the LMC is unacceptable. A student who wishes to obtain an assignment or conduct legitimate business must obtain permission from the LMC staff to converse with a fellow student.
3. A student who does not behave properly will be sent back to Study Hall or class and LMC privileges may be suspended.

LOCKERS

A locker is issued to each student at the beginning of the year. The school is not responsible for items stolen from lockers including lockers in the gym and team room areas. Periodically lockers will be inspected by the administration. Do not tamper with another locker or give your combination to someone else. Students are not permitted to switch or share their assigned locker. Outside coats, jackets, or hooded sweatshirts must be stored in the student's locker and not be worn or carried in the building.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office where they may be claimed by the owner. Items will be removed from the lost and found at the end of each month.

MAKE-UP WORK

Students will be allowed to make up assignments missed because of legal or acceptable absence from school. It must be understood that completing missed assignments does not provide the same educational experience as being present and participating in the class room activity. Students will be allowed one day for each day of absence to make up work. The responsibility for making arrangements to make up work lies with the student. Students who are absent because of suspensions will be allowed to make up work missed. Teachers post homework on individual web sites that can be accessed through the district website. www.pgcpsschools.org

MEDICATION IN SCHOOL

If a student becomes ill in school, he or she must report to the nurse, who will decide what should be done. Students must never leave the school building for illness or any other reason without authorization. If the nurse is unavailable, students must report to the Main Office. Self-dismissal from the building will result in disciplinary action.

No medication will be given in school without prior written permission from the parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed to comply with school regulations:

1. Written orders are to be provided to the school nurse from a physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the possible side effects.
2. Medication must be brought to school in the original container, labeled by the pharmacy or physician.
3. The school will provide a secure, locked space for the safe storage of medication. Prescription drugs will be kept locked at all times.
4. Non-prescription medication (aspirin, ointments, cold tablets, etc.) will not be administered by the school nurse unless a physician's order is on record. Medication not ordered by a physician will not be administered to students.
5. The certified school nurse or parent/guardian is the only person permitted to administer medication in the school.
6. The school nurse will maintain records of all medication administered in the school.
7. Single pills out of the original container will not be administered.
8. Students will not be excused from class without proper documentation from the nurse to take medication.

NURSE'S OFFICE

The nurse's office is open daily for students in need of medical attention and personal health conferences. **Students must report to their block 1 teacher before reporting to the Nurse's Office at the start of the school day or they will be considered LATE once the bell has rung.** A student must receive a pass from his/her classroom teacher during the school day before coming to the nurse's office, unless it is an extreme emergency. A student too ill to remain in school must report to the nurse's office and receive permission to be sent home. At no time will a student be sent home without authorization from a parent or guardian. The nurse will issue a Student Dismissal Notice to the student being sent home. This notice must be presented by the student to the Main Office before signing out.

Students who go to the lavatory instead of the nurse's office when they are ill will be subject to disciplinary action pending an investigation.

Additionally:

- **SPORTS PHYSICALS TAKE TIME TO PROCESS.** Students may not practice until this process has been completed. Please return completed physical forms to the Nurse for review. Incomplete forms will be handed back to students/parents for completion. Please note that students must use the physical form supplied by the Department of Education. In addition, health history questionnaires must be completed for each sports season.
- Notes to excuse a student's absence must be handed into the Nurse within 3 days after return to school. Medical notes, required court appearances, a death in the family and religious observations will be excused absences.

STUDENT HALLWAY PASS

Any student who leaves an assigned class for any reason must have his/her Hallway Pass signed by the teacher of that class. The pass must state the student's name, time of departure, origin of departure, destination, date, and teacher's signature. It is the student's responsibility to secure a pass. All passes are to be automatically shown to the hall monitors on duty and the HS Security Aide, not just when asked.

Any student found in the hall without a pass, or found abusing a pass, will be subject to disciplinary action.

PHYSICAL EDUCATION

Every student is required to take part in physical education classes. You are responsible for having your complete gym suit on days that are scheduled for PE. Lateness to class from gym will not be excused without authorization of the physical education teacher notifying the main office.

POSTERS AND ANNOUNCEMENTS

There are several bulletin boards throughout the school. Any announcements placed on these boards must be approved by the Student Activities Coordinator before being put on display. Announcements to be read over the P.A. must also have prior approval. It should be understood that all signs posted should be taken down by the student immediately after the activity has taken place.

TELEPHONES

The office telephones are business phones and not for pupil use. **Parents should not call the student at school except in cases of real emergency, as personal messages cannot be forwarded to students.**

TEXTBOOKS/CALCULATORS

All basic texts are loaned to students for their use during the school year. All basic texts and calculators are to be kept clean and handled carefully. Please be sure your name and grade are written in the book in case they are misplaced. Students who lose or damage a book or calculator while it is checked out to them will be expected to pay for it. Textbooks are to be covered at all times.

VALUABLES AND PERSONAL ITEMS

Students are not to bring large amounts of money, radios, tape recorders, iPods, iPads, cards, etc., to school. Students, not the school, are responsible for their personal property. Any items that interfere with the classroom will be confiscated by the teacher and turned over to the office. When money is involved, the parent(s) must sign to have it released. As per board policy, no skateboards are allowed on school property, and students must have permission slips signed by parents to have a bicycle on school property.

VISITORS

Visitors must report to the Main Office upon entering the school, where a visitor's pass may be granted by the principal. Visitors may be asked to provide photo identification. Visiting of classroom teachers is not permitted during classroom hours, and students are not to bring visitors into the school with them during the school day. Under no circumstances will students be permitted to bring babies or infants to the school. Individuals not complying with these regulations will be requested to leave the school grounds immediately or be considered trespassing, in which case a complaint will be signed.

EQUAL OPPORTUNITY

The district shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, sexual preferences, social or economic condition or non-applicable handicap. Enforcement or other district affirmative action policies contribute to this legally required equality of educational opportunity. No pupil or staff member may harass any pupil of this district sexually or in any area covered by the statement in paragraph one of this policy. Such harassment is a denial of equal educational opportunity.

Procedures shall be made available for pupils and/or parents/ guardians to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer.

EQUITY/AFFIRMATIVE ACTION ISSUES

The Penns Grove-Carneys Point Regional School District has affirmed its policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs. Discrimination, sexual harassment, or harassment of any kind is strictly prohibited and will not be tolerated by the school district. Violators will be appropriately disciplined in accordance with Board policies and state and federal laws. Individuals wishing to report cases of discrimination and/or harassment are to contact either the school principal or the Superintendent of Schools/Affirmative Action Officer. Copies of the District's equity plan, policies, and grievance procedures are maintained in the office of the Affirmative Action Officer, Director of Curriculum and Instruction, 100 Iona Avenue, Penns Grove, NJ 08069. Telephone (856) 299-4250 Ext. 1122. Grievance procedures and compliance information for Section 504 may be directed to Mr. sage Schmidt, MPA, Director of Special Programs, Telephone (856) 299-4250, Ext. 1124.

HARASSMENT, INTIMIDATION, BULLYING OR CYBER BULLYING

A copy of the full Penns Grove Regional High School District Policy can be found on the school district web page at www.pgcpschools.org. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or any bullying" is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Depending on the circumstances, each of the following actions can be sexual harassment:

- Suggestive behavior.
- Sexual staring or leering.
- Sexual or smutty jokes.
- Sexual propositions, such as continually asking you out, phoning you, or asking for sexual favors.
- Sexual or physical contact, such as touching, slapping, kissing or pinching.
- Sexual comments, insults or teasing.
- Sexually offensive gestures.
- Intrusive questions about sexual activity.
- Sexually explicit or offensive material that is displayed in a public place or put in your work area or belongings.

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

CYBER-BULLYING

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations.
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

HARASSMENT, INTIMIDATION, BULLYING (HIB) SAFETY

The HIB Safety Team as of July 18, 2016 consists of the following members:

Mrs. C. Frazier-Martin	Anti-Bullying District Coordinator
Mrs. L. O'Brien	Anti-Bullying Administration – Principal
Mr. J. Arbelaez	Anti-Bullying Administration – Asst. Principal
Mr. Y. Muhammad	Anti-Bullying School Specialist
Ms. J. Herestofa	Anti-Bullying Teacher – Science
Mr. J. Rudderow	Parent

STUDENT GRIEVANCE PROCEDURE

Any parent or pupil who has a grievance against a teacher, school policy, school rules, or regulations shall present the grievance in writing and proceed as follows:

1. Present the grievance to the building principal, who will arrange for a conference between the aggrieved person, the teacher, and an administrator, or a supervisor.
2. If the grievant is not satisfied with the decision at the first level, the grievant may present the grievance in writing to the Superintendent of Schools, who will arrange a meeting to discuss the situation with the aggrieved party.
3. If the grievant is not satisfied with the decision of the Superintendent of Schools, the grievant may request a hearing with the Board of Education. The Superintendent of Schools will arrange such a meeting, if requested by the grievant.
4. The Board of Education will meet with the aggrieved person and will answer the grievance in writing, within twenty (20) days of the hearing with the Board of Education.

SUBSTANCE AWARENESS

HIGH SCHOOL STUDENTS AT RISK

During adolescence, many students may test the system at home and school. Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert independence. Adolescents need a supportive and secure environment, in which to thrive, one, which allows for some experimentation with ideas and relationships within the parameters of what is safe and responsible. Each new generation is being introduced to drugs at an earlier age. It's a problem that raises countless questions for parents-How do I keep my children away from drugs; how do I know if they're involved; what do I do if they are involved?

SIGNS OF DRUG USE

Identification with Drug Culture

- Drug-related magazines, slogans on clothing.
- Conversation and jokes that are preoccupied with drugs.
- Hostility in discussing drugs.

Dramatic Changes in School Performance

- Distinct downward turns in student's grades-not just from Cs to Fs, but from A's and B's to B's and C's.
- Increased absenteeism or tardiness.

Changes in Behavior

- Chronic dishonesty (lying, stealing, or cheating). Trouble with the police.
- Changes in friends, evasiveness in talking about new ones.
- Possession of large amounts of money.
- Increasing and inappropriate anger, hostility, irritability, secretiveness.
- Reduced motivation, energy, self-discipline, self-esteem.
- Diminished interest in extra-curricular activities and hobbies.

FOR PARENTS OF HIGH SCHOOL STUDENTS

Be knowledgeable about drugs and signs of drug use. When symptoms are, observed, respond promptly.

Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves, they should:

- Learn about the extent of the drug problem in their community and in their children's schools.

- Be able to recognize signs of drug use.
- Meet with parents of their children's friends or classmates about the drug problem at their school. Establish a means of sharing information to determine which children are using drugs and who is supplying them. Parents who suspect their children are using drugs often must deal with their own emotions of anger, resentment, and guilt. Frequently they deny the evidence and postpone confronting their children. Yet the earlier a drug problem is found and faced, the less difficult it is to overcome. If parents suspect their children are using drugs, they should:
 - Devise a plan of action. Consult with school officials, the Student Assistance Counselor, and other parents.
 - Discuss suspicions with their children in a calm, objective manner. Do not confront a child while he/she is under the influence of drugs.
 - Impose disciplinary measures that help remove their youngster from those circumstances where drug use might occur.
 - Take a firm stand against any drug usage by their child.
 - Seek advice and assistance from drug treatment professionals. Information about area resources is available through the Student Assistance Counselor, 299-6300, ext. 3240.

School-related activities for DRUG AWARENESS

1. Red ribbon week
2. Peer education program
3. Drug and alcohol abuse instruction
4. Family life curriculum
5. School assemblies
6. Individual/small group counseling
7. Community-sponsored activities
8. Law enforcement liaison
9. School-based youth services
10. Student Assistance Counselor
11. Pre-prom/graduation awareness program

Student Assistance Counselor

The Student Assistance Counselor (SAC) offers help to students at high risk for or involved in: (1) drug use, (2) truancy, (3) absenteeism, (4) discipline problems, (5) dropping out of school, and (6) teen pregnancy and teen parents. The SAC can provide individual as well as group counseling; referral to out-of-school agencies; information about drugs, signs and symptoms; and presentations to community groups. These services are available to students, parents and community members. The SAC can also facilitate Peer Mediations. The Penns Grove-Carneys Point Regional School District Drug Policy is also available through the SAC. The SAC is an advisor to the Peer Education Program and REBEL. Both programs consist of highly motivated students living drug free lives.

ACADEMICS

GUIDANCE DEPARTMENT

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study strategies, personal issues, school and/or social concerns, peer mediation or any issue the student would like to discuss with the counselor. Students wishing to visit a counselor or the SAC should complete a Guidance Office Request Form to arrange for an appointment.

EARLY GRADUATION

Pupils who have clearly demonstrated a scholastic aptitude, an unusual readiness for the world of work, a financial need, or a serious health or family concern, may be considered for early graduation. Minimum graduation requirements must be completed early. Approval must be obtained from the parents/guardians and the administration.

Early Graduation Provisions:

The purpose of this provision is to establish a vehicle whereby eligible students may complete their high school educational program in less than four years, thus qualifying for an early graduation at Penns Grove High School. It should be fully understood that students applying for early graduation must present specific future educational and career objectives that will be pursued after graduation and will be particularly well-served by early graduation. It should be understood that this provision is not a means of graduating those students who have exhibited disinterest in school, marginal disciplinary conduct or poor attitude. It should not be construed as an easily accessible means to complete high school, but one considered only after all other viable options have been explored.

Candidates and their parents/legal guardian must submit a letter of application to the high school principal stating the reasons for interest in the program, specific educational and/or vocational goals, educational and/or vocational plan for what would normally be the fourth year of high school, and any other information that may be pertinent in arriving at a decision for acceptance. This application letter must be submitted prior to February 1 of sophomore year. After formal application is submitted, a preliminary meeting between parents, student, and the Early Graduation Committee (high school counselor, teachers, principal, and any other professional deemed necessary) will take place to ascertain criteria and information collected to evaluate what will be most advantageous to the student both at the present time and in the future. Since the district is concerned with the development of the entire student, the social and emotional maturity of the applicant will also be weighed in order to arrive at a proper decision. Final approval of the early graduation agreement with all the provisions incorporated into the written plan, signed by and agreed to by the student, parents/legal guardians, and appropriate school authorities, will be submitted to the Superintendent for approval.

Any request for a change in this plan must be submitted in writing to the high school principal, who shall either approve or deny the request. Once final approval is granted by the Board of Education, the Early Graduation Committee shall review the student's performance throughout this period.

In order to satisfy the early graduation requirements, students may take college courses from fully credited institutions, summer courses for original credit courses and/or independent study, only with the prior approval of the high school principal through the student's school counselor. Any of these options will be at the parent's expense. The Board of Education will not be responsible for any incurred expenses needed to complete the requirement for early graduation, i.e., transportation, tuition, textbooks, registration, etc.

Candidates must meet all the graduation requirements of Penns Grove High School, and by March of the year of anticipated graduation, the student should present evidence that his/her educational and/or vocational plan has been followed. If that requirement has not been met, the Early Graduation Committee will reserve the right to deny the diploma. Students that complete the early graduation requirements will have the same rights and privileges as the seniors of the anticipated graduation year. If they are in danger of not graduating, the privileges can be removed. However, if for some reason the student fails to graduate early due to illness or noncompletion of requirements, they will not be permitted to participate in senior activities.

GRADUATION REQUIREMENTS

1. Complete 130 credits.
2. Pass the required High School Proficiency Assessment as required by the State of New Jersey.
3. Successfully complete 20 credits of Health, Physical Education and Safety.
4. Successfully complete 17.5 credits in Social Studies (2 courses in US History, 1 course in World History).
5. Successfully complete 20 credits of English.
6. Successfully complete 15 credits of Mathematics. (A student must take a minimum of one math course in his/her Freshman year, one math course in his/her Sophomore year and one math course in his/her Junior year).
7. Successfully complete 15 credits of Science.
8. Successfully complete 5 credits of Fine, Visual and Performing Arts.
9. Successfully complete 5 credits of World Language.
10. Successfully complete 5 credits of Career education, Consumer, Family and Life skills or Vocational Technical Education.
11. Successfully complete 2.5 credits of Financial Literacy Course.
12. It is the responsibility of all seniors to check with their guidance counselor to verify their credit status in order to walk during graduation.

GRADUATION CREDITS EARNED THROUGH ALTERNATE LEARNING EXPERIENCES

Students may apply to receive high school credits for alternative learning experiences that enable them to fulfill or exceed the expectations set forth in the New Jersey Core Curriculum Content Standards. Option II (N.J.A.C. 6A:8-5.1(a) 1ii) of the high school graduation requirements allows local school districts to design and/or approve educational experiences that serve as an alternative to traditional instruction and provide meaningful learning experiences which support student achievement of the New Jersey Core Curriculum Content Standards. Option II allows schools to provide enhanced educational opportunities for all the students through the use of multiple and diverse pathways, including On-Line Courses taken at a nationally certified institution.

1. An application is to be completed by the student/parent/guardian seeking approval for the earning of credit outside the traditional district courses offered as described in the high school Program of Study booklet. Students using option II On-Line courses as a method of satisfying NJDOE and local requirements for graduation and/or electives not needed as graduation requirements will be limited to taking four (4) such courses during their high school career and no more than two (2) in any school year. These On-Line courses will not be factored into the Grade Point Average (GPA). Exception to the rule will be students taking summer online courses as part of graduation requirements.
2. The application must be completed and submitted at least thirty (30) days prior to the beginning of the proposed program. All required information must be attached to this application. The application should be submitted to the student's counselor.
3. Option II program/courses during the high school years are available to students in grades ten (10) through twelve (12).
4. This application will be reviewed by a committee of the district faculty, administrators and Supervisors, and a decision will be made within twenty-one (21) days. The applicant will be notified in writing. If additional information is requested by the review committee, this information must be submitted within one (1) week.
5. It is the student's responsibility to maintain academic standing and enrollment in an approved Option II program. Any failure to complete an approved program may jeopardize the student's ability to meet graduation requirements. The district cannot guarantee placement in an equivalent district course in the case of a student withdrawing from an approved Option II Program.

6. The Board reserves the right to determine the number of credits to be awarded. Any credits earned via this Option II procedure will not be calculated toward the overall grade point average; therefore, these courses will have no effect on a student's class rank. However, the course and actual grade earned will be noted on the student's official transcript.
7. The cost of the online course will be covered only if required as a graduation requirement not offered by the district. Parent/Guardian is responsible for covering the cost of courses taken outside graduation requirements.

Additional information and applications are available in the Guidance Office.

REPORT CARDS

Report cards are issued two (2) times a semester (4 times a school year). Each marking period is approximately 9 weeks long. Report card dates will be distributed at the beginning of the school year district-wide.

INTERIM REPORTS

Student interim reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Interim report dates will be distributed at the beginning of the school year district-wide. Acknowledgment of this report by note, phone call or visit is appreciated.

INCOMPLETE GRADES

A student being issued an incomplete has ten school days to resolve the grade with the issuing teacher. Students with an incomplete on their report cards cannot be considered for the honor roll or extra-curricular eligibility.

HOMEROOM PLACEMENT

The following credits are required to be placed in the following homerooms:

30 total credits for a 10th Gr. Homeroom

60 total credits for an 11th Gr. Homeroom

90 total credits for a 12th Gr. Homeroom

GRADING

Grades will be established as follows:

A	93 to 100
B	85 to 92
C	77 to 84
D	70 to 76
F	69 to 0

The student must adhere to the school's attendance policy in order to receive credit for all semester classes. Each student's coursework grade will consist of a Class Participation Grade of 20%.

For a semester course, the average of both marking period grades will count as 80% of the final grade. The final exam grade will count as 20% of the final grade.

Example:

MP #1 – 93

MP #2 – 95

AVERAGE: $94 \times 80\% = 75.2$

EXAM: $95 \times 20\% = \underline{19.0}$

FINAL GRADE: 94.2%

A final grade for a 2.5 credit course is determined by counting the marking period grade as 80% of the final grade and the exam as 20% of the final grade. In summary, the marking period grades will count as 80% of the final grade. The final exam grade will count as 20% of the final grade. **Only officially medically excused absences for missed final exam days are accepted for participation in Final Exam Make-Up Days. Please note the GPA will not be affected by an "NC" grade on the report card.**

Any student who earns all As in both marking periods, or in one marking period for a 2.5 credit course will be exempt from the final exam in that course.

CLASS RANK

Class rank and GPA will be determined and reported in numerical fashion. Class rank will be determined by averaging the final numerical grades of all courses. Grade Point Average will not be calculated until the end of the sophomore year.

For example:

grade x credit					
English	95	x	5	=	475
History	90	x	5	=	450
Math	93	x	5	=	465
Science	88	x	5	=	440
Spanish	80	x	5	=	400
Art	85	x	2.5	=	212.5
Health	90	x	2.5	=	225

30 2667.5

2667.5/30 Credits = 88.92

Example numerical average--88.92

WEIGHTED CLASS RANK

In order to place more "weight" on Honors and Advanced Courses in Penns Grove High School, the following procedure shall be utilized to determine class rank for the high school students:

1. Rank in class is the position of anyone student in a class in relationship to all other students in the class based upon a computed cumulative average carried to four decimal places and rounded to three.
2. The weighted academic ranking system encourages students to enroll in Honors and Advanced College Preparatory Courses and rewards the students for their efforts.
3. The courses listed below will be weighted for class rank:
 - a. All Advanced Placement courses.
 - b. All Honors level courses.
 - c. The last two years of all foreign language classes.
 - d. "College" courses (Academy).
4. A total of eight points (8) will be added to the final average of all weighted courses.

HONOR ROLL

The Honor Roll systems for the high school will be as follows:

Superintendent's List All As
 Honor Roll *A & Bs

*No Us and/or Incompletes

The Honor Roll is based on unweighted grades.

PASS/FAIL SENIOR OPTION

1. Senior students who have 100% average GPA or higher may take any elective course during their senior year on a Pass/Fail basis.
2. Eligible students must inform their guidance counselor that they wish to select the Pass/Fail option no later than 5 days after the start of the class.
3. An elective class is defined as any class, which is not required to meet local or state graduation requirements. (The 5 credits of fine or performing arts required by the state cannot be taken Pass/Fail)
4. Once a student selects the Pass/Fail option for a course, it will remain in effect for the length of the course and will not be changed.

PRIDE CARDS

Gold, Red, and White Cards are distributed at the end of each marking period to students who show excellence in academics, attendance, and school conduct. Possessing a Gold, Red, or White Card is a privilege and can be revoked by an administrator at any time. Red, White and Blue Cards can be used in the hallways in lieu of a passbook and as an admission pass to Renaissance School Activities and special assemblies. In order to qualify for a Red, White or Blue Card, a student must exhibit the following:

Gold Card:

All A's for the marking period
-Maximum of 3 attendance infractions**
-No incompletes
-No Discipline referrals

Red Card:

B's and above for the marking period
-Maximum of 3 attendance infractions**
-No incompletes
-No Discipline referrals

White Card:

C's and above for the marking period
-Maximum of 3 attendance infractions**
-No incompletes
-No Discipline referrals

****An attendance infraction is defined as any absence or lateness, excused or unexcused.**

ACTIVITIES

SENIOR CLASS TRIP AND JUNIOR/ SENIOR PROM

A student must meet eligibility requirements for extracurricular programs/activities by the end of the first semester in order to participate in the class trip. Any student who has exceeded the limits of the Attendance Policy or are on NC status for the current school year at the time of the Senior Class trip or the Prom will NOT participate in these activities.

Any student who has been suspended out of school two times in the senior year prior to the class trip will not be permitted to participate in the class trip, senior picnic or the Prom. Further, ANY STUDENT suspended two or more times prior to any dance including homecoming will not be permitted to attend any school sponsored dance, homecoming or prom. No guest beyond age 20 will be admitted to the Junior/Senior Prom, Homecoming, or any school sponsored dance.

Furthermore, student(s) with outstanding fines will not be permitted to participate in any extracurricular activity or school sponsored function including homecoming dance, prom, senior trip, graduation, etc. All rules and regulations specified under “Dances” are in effect for Homecoming and the Junior/Senior Prom and any school sponsored dance.

DANCES

Throughout the school year, we have scheduled several dances for your enjoyment. In order to ensure each and every student's safety and welfare, the following rules will be enforced for each and every dance:

1. All tickets will be sold in advance. No student will be admitted to the dance without having purchased a ticket before the dance. Tickets will be limited to two (2) per student-one for yourself and one for your guest.
2. Any student bringing a guest who is not a student of Penns Grove High School is responsible for their guest. Guests must present a valid high school student ID with a picture when entering the dance. The name of the guest must be given to the administration at least (2) weeks prior to the date of the dance. Students not receiving permission to attend will be notified 10 days prior to the date of the function.
3. No student will be permitted into the dance 30 minutes after the start of the dance.
4. Students leaving the dance will not be readmitted.
5. Anyone suspected of being under the influence of alcohol or drugs will be subject to disciplinary and legal action.
6. Anyone whose conduct is inappropriate will be asked to leave the property and is subject to disciplinary action. **SEXUALLY SUGGESTIVE DANCING WILL NOT BE TOLERATED.**
 - A. Every dancer must remain in the vertical position. Students are not permitted to bend over and hands may not rest on the knees or be placed on the floor.
 - B. “Grinding”, “freaking”, “Twerking” or any mimicking of sexual acts is not permitted.
 - C. Front-to-back touching or grinding is not permitted.
 - D. Students are not permitted to straddle legs or hips.
 - E. Hands should be visible at all times and should remain on shoulders or waists only.
7. Students are expected to follow school rules.
8. No jeans or sneakers are to be worn to the dance.
9. No middle school student will be admitted to the dance.
10. No student may purchase a ticket with the intent of buying it for someone who is not presently a student of PGHS. Tickets are not transferable.
11. Only graduates of PGHS may attend as guests.
12. PGHS Administration has the right to deny admittance to the dance to any person based on justification in accordance with school policy.
13. All tickets must be purchased at least two (2) weeks prior to the dance.
14. All students attending a dance must obtain a form from the dance advisor. The form must be signed by the student and the student's parent or guardian. Failure to do so will prevent the student from attending the dance.
15. **Students with 4 or more unexcused latenesses to school in a marking period or with 5 or more unexcused absences in a marking period will not be able to participate in co-curricular activities, including dances and field trips.** Students and parents will be notified by the appropriate staff/faculty member.

STUDENT CONDUCT AT EXTRA-CURRICULAR FUNCTIONS

While attending any extra-curricular activity, students are required to obey all school rules and follow the student dress code. Students who display inappropriate conduct at any such event are subject to disciplinary action and will jeopardize their future attendance and/or participation in any extra-curricular activity. The wearing of hats during

extra-curricular activities, which take place inside the building, is prohibited. A student or spectator who refuses to conduct themselves in an appropriate manner and comply with all rules and regulations will be asked to leave, as well as being restricted from further school-sponsored activities.

STUDENT ACTIVITIES

Participation in school activities is important. Clubs and sports are open to all students. It is possible for students to request any new club or activity if enough students are interested in it, if a faculty sponsor is available, and if space and facilities can be provided.

Students with any outstanding fines will not be allowed to participate in any athletic program until all fines are paid. Participation on the senior class trip will also be prohibited if any outstanding fine exists.

Students suspended out of school are prohibited from attending school sponsored events or activities.

Finally, Pride Cards will not be issued to any student with an outstanding fine.

Library fines can be paid to Mr. Hensel in the library. Books and uniforms owed must be returned to the appropriate teacher and/or coach. All other fines can be paid to the secretary in the guidance office.

ATHLETIC INFORMATION

Athletic information is available at www.tricountyconferencenj.org

CROWD CONTROL

Board policy on Crowd Control will be enforced.

ELIGIBILITY FOR INTERSCHOLASTIC AND EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

The Penns Grove-Carneys Point Regional Board of Education has adopted the following eligibility rules for student participation in interscholastic and extra-curricular programs/activities:

1. Students who are in block scheduling must be passing a minimum of 15 credits during each semester to be eligible for participation in the extra-curricular program for the following semester.
2. The eligibility of a student will be determined by the grades received in the preceding marking period as long as they were eligible at the beginning of that semester.
3. Students who meet all the eligibility requirements outlined above must also have passing grades worth at least 30 credits at the end of the school year in order to be eligible to participate during the following school year.
4. The final grades in June will determine eligibility in September. Students who are ineligible in September cannot become eligible to participate until February 1st of the following year.
5. To be eligible to participate in the second semester (February 1 to June 30), a student must have passed at least 15 credits during the first semester. A student participating in any extra-curricular activity must adhere to these rules. Students will become ineligible upon publication of the failure list.
6. The head coach and athletic director or the advisor, with the approval of the principal, retain the right to suspend temporarily from competition any student that he/she feels fails to abide by the rules and regulations established for the activity or sport.
7. Any student who leaves school early or arrives after 10:30 am will not be permitted to practice or participate in an interscholastic or extra-curricular event that day unless a legal excuse is presented that is acceptable to the principal and/or director. Excuse to be presented prior to leaving school.
8. Abuse of early dismissals will be considered by the High School Administration and the specific individual director, and may have a bearing on a student's continued participation in a given interscholastic or extra-curricular event. (See lateness to school policy.)
9. For certain extra-curricular activities, eligibility will be determined by the building principal on a case-by-case basis if the above guidelines do not pertain to the activity involved. It should be noted that the spirit of the above eligibility rules will apply.

Number of Credits Required

Athletic Eligibility Rules

ELIGIBILITY RULES apply to ALL Varsity, Junior Varsity, and Freshman teams representing a high school (Girls and Boys). STUDENTS, IT IS RECOMMENDED THAT YOU DO NOT PARTICIPATE ON ANY TEAM OUTSIDE OF YOUR SCHOOL under any circumstances until you have permission from your Director of Athletics. Transfer students are encouraged to contact the Director of Athletics or their counselor to determine eligibility. Athletes will abide by the PGHS Athletic Code of Ethics.

1. ELIGIBLE if a student has not reached the age of 19 prior to September
2. ELIGIBLE to represent High School eight (8) consecutive semesters following a student's entrance into ninth grade.
3. ELIGIBLE for Fall and Winter sports if a student has passed a minimum of 30 credits from the preceding school year. For Spring sports a student must have passed 15 credits from the first semester of current school year.
4. ELIGIBLE if incoming ninth-grader.
5. ELIGIBLE if in full residence.
6. ELIGIBLE if transfer because of change of residence by parents or as approved by the Executive Committee.
7. ELIGIBLE if no influence used to retain or secure the student.
8. NOT ELIGIBLE after the completion of eight (8) semesters following a student's entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
9. NOT ELIGIBLE after the class in which a student originally enrolled graduated, regardless of transfers during the 3 or 4-year period.

Athletic Awards Policy

I. General

1. All students, except post-graduates, are eligible for awards.
2. Any and all awards will be made only if in the judgment of the awarding coach, the student's performance has merited the award.
3. At the end of each season students will receive written documentation from the coach as to their eligibility for any awards.

II. Specific

1. Certificates - Awarded to non-senior athletes who qualify in all freshmen, J.V or varsity sports.
2. Chenille Monogram - Awarded to athletes who have qualified in first varsity sport.
3. Plaque - Awarded to senior athletes who have qualified in a given sport(s).
4. Jacket - Awarded to qualifying team members, student manager(s) and coaches who have won conference, group or district championships in a particular sport for the first time. All athletes earning this first championship jacket will receive the same basic award.
5. In the event a team does not win a championship (conference, group or district) but a team member wins an individual championship, the High School Administrator will recommend an appropriate award to the Board of Education for that team member.

Under no circumstances should any member of the staff other than the School Business Manager or Superintendent of School authorize the purchase of awards. The purchasing procedures and Board of Education approvals must be completed prior to commitments being made.

PROTECTING ELIGIBILITY FOR HIGH SCHOOL ATHLETES, PER NJSIAA

1. Accept only awards of trophies, pins, jackets, i.e., approved by Board of Education- do not accept any merchandise or cash.
2. You may caddy or work in a golf or tennis shop – but do not give instruction for compensation on a per lesson basis.
3. You may bowl in an adult league – but you may not accept or have anyone accept for you any merchandise or cash. Same must remain with sponsoring committee.
4. You may not accept, gratis, on loan or on a discount basis, any equipment or merchandise for personal use under any circumstances whatsoever.
5. Consult your athletic director if you are in doubt.
6. Make sure you understand the rules governing your collegiate eligibility.
7. PARTICIPATE ONLY FOR PHYSICAL, MENTAL, SOCIAL AND EDUCATIONAL BENEFITS.

STUDENT CONGRESS

The objectives of the Student Congress are to provide an open forum for student expression, illuminate student responsibilities, develop bonds of trust between students and administration, coordinate and plan activities, and assist in school management.

Each May, ten representatives are elected from the Sophomore, Junior and Senior Class for the following year. The freshmen elections are in September. A president and vice president are elected, while a secretary, a treasurer and a student liaison are appointed.

Anyone running for Student Congress or class officer must be a student in good standing (Note: A student in good standing is one who has met the eligibility requirements found in the Eligibility for All Interscholastic and Extra-Curricular Programs - Activities section).

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Penns Grove High School is a duly chartered and affiliated chapter of this prestigious organization. Its purpose is the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students.

Selection process:

Membership in the National Honor Society is both an honor and a responsibility. Students may not apply for membership or consider it a right. Eligibility in the Penns Grove High School chapter is open to juniors and seniors with a 90 or higher cumulative grade point average in academic subjects. Students must have been in attendance at this school for at least one semester.

Membership is granted only to qualified students who are accepted by the Faculty Council and approved by the Principal. The Faculty Council is a five-member board chosen by the Principal. The chapter advisor is a **non-voting** sixth member.

Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form. This form must be returned to the chapter advisor within five school days from the day it is given to the candidate. Failure on the part of a candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration. Incomplete forms will also eliminate the candidates.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character and in the recommendations of the faculty. Students must excel in all four areas. Candidates receiving majority votes will have their names presented to the Principal for final approval.

Non-selection:

A student not selected for membership may appeal to the school Principal, who decides if reconsideration is warranted. Schools are not obliged to share with parents and students information concerning the non-selection of specific students.

Parents and students must understand that no student has a right to be selected for membership and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of the NHS will not review the judgment of the NHS Faculty council regarding the selection of individual members to local chapters.

Dismissal

To assure they maintain the high standards of the Society, the chapter advisor monitors students inducted into the National Honor Society. Periodic reviews are made to assure that members are maintaining standards of excellence. A member may be dismissed after appropriate warnings from the advisor, failure to remedy the situation, and a majority of the Faculty Council votes for dismissal. Failure to maintain these standards will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal.

A student who is dismissed from NHS has a right to a hearing before the NHS Faculty Council.

I & RS – INTERVENTION AND REFERRAL SERVICES

The I & RS team works with teachers to assist them with students who are at risk for school problems within the general education environment. The I & RS team does not replace existing resources for assisting students; instead, it complements them. Teachers can request assistance from the I & RS team by completing a form in the Main Office and submitting it to the I & RS coordinator for the High School. After submitting the form, the teacher would then work with the I & RS team to develop solutions for success.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Penns Grove High School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Penns Grove High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Penns Grove High School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists, Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. If you do not want Penns Grove High School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 15th of the current school year. Penns Grove High School has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information as follows.]**

- *Student’s name - Participation in officially recognized activities and sports
- *Address
- *Telephone listing - Weight and height of members of athletic teams
- Electronic mail address
- Photograph - Degrees, honors, and awards received
- *Date and place of birth
- Major field of study - The most recent educational agency or institution attended
- Dates of attendance
- *Grade level

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

* - indicates information to be released.

YOUTH WORKFORCE INVESTMENT COUNCIL WEBSITE

The Cumberland/Salem Youth Workforce Investment Council has designed websites for and in collaboration with young people, www.YouthJAVA.com, and www.njnextstop.org, to assist young people between the ages of 14 to 21 in making a smoother transition from school to the world of work and adulthood.

INTEGRATED PEST MANAGEMENT

The Board of Education of the Penns Grove-Carney’s Point Regional School District is responsible for timely notification to students, parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act. Penns Grove Carneys Point Regional School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school’s IPM Policy. All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Penns Grove High School is:

Mr. Fred Weiss
 Penns Grove High School
 334 Harding Highway
 Carneys Point, NJ 08069
 856-299-6300 ext. 3044

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) when available, of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide

use at the school.

As part of a school pest management plan, Penns Grove High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose a risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

In the event pesticides will be used in the building, proper notification will be made at least 72 hours prior to pesticide use.

The IPM Manual is located in the Main Office of the high school.

PARENT / STUDENT / SCHOOL CONTRACT

Dear Parents/Guardians and Students:

We have prepared the Penns Grove High School Parent/Student Handbook to provide parents and students with a clear understanding of school policies and expectations.

When parents and the school work together, we support each other's efforts to teach students responsibility, leadership and how to achieve their goals. It is important that students and their families be aware of and follow the stated guidelines. Every policy has been written for a reason. If you have any questions about any of the policies, please contact the school for more information. Your cooperation and suggestions are greatly appreciated.

Parents/Guardians and students are asked to review the rules and procedures below. Please sign the statement at the bottom of the page indicating that you have read the handbook and understand your responsibilities. **This form must be returned to the Main Office where it will remain on file.**

Thank you for your support of our high school community. We look forward to a productive school year!

Sincerely yours,

Mrs. Lory O'Brien

Principal

- I understand that in accordance with Board Policy code 5129.3, students may expect random searches by a drug detection dog. The board authorizes school administration to implement searches as needed by drug detection dogs. This search includes but is not limited to the following areas: hallways, lockers, locker rooms, vehicles and outdoor grounds.
- I understand that in accordance with Board Policy code 5129.3 and N.J.S 18:40A-9, a staff member having reason to believe a pupil is under the influence of alcohol or other drugs will refer that student for immediate testing. The school will exhaust all efforts to contact a parent or guardian. In the event a parent or guardian can not be contacted, the student will be drug tested as per Board Policy and procedures outlined within.
- I understand that the use of personal electronic devices such as cell phones are NOT allowed on school grounds.
- I grant permission for my student's photo/image and name to be published on the school and /or district's public Internet website as well as local newspapers. Pursuant to law, the school will not release any personal identifiable information without written prior consent.
- I grant permission for my student to use all Internet functions including the use of the network and access to remote sites including the Internet. I give permission for my student to use the school's network for print and file sharing, but do not wish for him/her to access remote sites including the Internet without direct teacher supervision.

STUDENT AGREEMENT: I have read the Penns Grove High School Parent/Student Handbook and understand the rules and policies of the school.

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN AGREEMENT:

Please check the following statement:

___ I give permission as to the above policies and procedures as outlined in the Penns Grove High School Handbook. I have read the Penns Grove High School Parent/Student Handbook. I will help my son/daughter to understand and follow the stated guidelines.

PARENT SIGNATURE: _____ **Date:** _____

PARENT SIGNATURE: _____ **Date:** _____