

# PLEASANTVILLE HIGH SCHOOL



## STUDENT & PARENT HANDBOOK 2021 - 2022

*"Home of the Greyhounds"*

**PLEASANTVILLE HIGH SCHOOL**



701 Mill Road, Pleasantville, NJ 08232-1379

Phone (609) 383-6900

Fax (609) 383-9934

**DISTRICT MISSION STATEMENT:**

“To provide an educational environment where all children learn and find success”

The *Mission* of Pleasantville High School, an integral part of the Pleasantville Community, is to develop our students to meet and exceed all educational and social criteria that will allow them to compete in the 21<sup>st</sup> Century global society.

**Vision of Excellence**

“Preparing All Students for Success in a Global Economy”

***“Creating an environment that promotes achievement and lifelong success...”***

**ALMA MATER**

Loyal to our Alma Mater

We will ever be,

Standing by her through all

Trials and each victory

Colors flying, never dying

Lift her banners high

Hail to thee, our alma mater

***Pleasantville, all hail.***

## **HIGH SCHOOL ADMINISTRATION**

**Dr. Lapell Chapman,**  
Principal

**Rayna K. Hendricks,**  
Principal

**Renee M. Irwin,** Assistant  
Principal

### **BOARD OF EDUCATION**

Julio Sanchez, President  
Elysa Sanchez, Vice President  
Anny Melo  
Richard Norris  
Yadira Falcon

Cassandra Clements  
Sharnell Morgan  
Jerome Page  
Alejandrina Alberto

## **SCHOOL DIRECTORY**

<u><b>Main Office Switchboard</b></u>	<u><b>383-6900</b></u>
Secretary	Ext. 4050
Secretary	Ext. 4021
Secretary	Ext. 4049
Principal Secretary	Ext. 4048
Assistant Principal Secretary (A210)	Ext. 4120
Assistant Principal Secretary (A210)	Ext. 4193

  

<u><b>School Resources</b></u>	<u><b>Location</b></u>
School Nurse- Mrs. Novelette Brooks	1st Floor, C-Wing
Student Assistance- Ms. Amaris Brown	A210 Office

  

<u><b>Guidance Office</b></u>	<u><b>Location</b></u>
Ms. Annalysa Coleman, Guidance Counselor	B113
Ms. Michelle Cooper, Guidance Counselor	B113
Ms. Aliyaah Miller-Bruce, Guidance Counselor	B113

  

<u><b>Child Study Team</b></u>	<u><b>Location</b></u>
Deneen McQueen, Social Worker	1st Floor, C-Wing

  

<u><b>Athletic Department</b></u>	<u><b>Location</b></u>
Mr. Stephen Townsend, Athletic Director	Gymnasium
Ms. Adriana Rodriguez, Athletic Trainer	Gymnasium

Ms.

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# WELCOME

Welcome to Pleasantville High School. This is the official parent/student handbook. Please familiarize yourself with the information contained herein. We hope that you will always be conscious of our traditions and requirements. Please feel free to contact the PHS Administration with any questions. We look forward to your help and support.

## OVERVIEW

The Board of Education of the Pleasantville School District will ensure the safety and welfare of students while in the school building. Each student is expected to act reasonably, responsibly, and respectfully. If each student follows these three R's, then he/she will have a successful career at PHS. Each student is expected to display good work ethics, be punctual to class, fulfill all course requirements, and act in a manner that is conducive to learning. Additionally, each student should be respectful to teachers, staff members, other students, and guests in our building.

The Pleasantville School District is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society. We plan to accomplish this task by developing each individual's ability to use higher thinking skills, logically solve problems, and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment conducive to learning.

To that end, this handbook was developed. It seeks to identify behaviors that may impede or disrupt the educational program of the school and the safety and well-being of our students. This document specifically delineates school rules, practices, and consequences as they relate to the administration of discipline in the school. The manual is intended to be a general guide for students, teachers, and administrators and provides a clear and consistent explanation of the consequences such behaviors will merit. The manual is not all-inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

It should be noted that these procedures also apply to school sponsored events that may take place beyond the scope of the regular school day. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

The school administration has the right to administer discipline for any other offense which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students at PHS.

The best discipline is self-discipline. A general rule of thumb to guide your decision making is to treat others as you would want to be treated, keeping foremost in your mind that your fun can never be at the expense of others or distract from the primary focus of learning.

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## **Welcome to the Pleasantville High School Freshman Academy!**

Dear Parents, Guardians, and incoming 9th graders,

We are very excited about the upcoming school year! The Freshman Academy Team has been working diligently to create a community within the high school that is supportive and engaging in order to meet the individual needs of each student. The team has planned many events and will be implementing new programs and initiatives that will foster greater learning and success for our students.

The transition from middle school to high school can be difficult for students, so our goal is to provide structure and a support system that will promote academic achievement for all students within the academy. Our mission for the incoming freshman is to provide an environment that is both rigorous and nurturing in order to foster a successful transition to high school.

As PHS freshmen, you will be taking most of your core classes (English, Science, Math and History) in the C-wing of the high school. The teachers and staff of the Freshman Academy are supportive, encouraging, and committed to ensuring that ALL students start and end their high school careers successfully.

The goals of the Freshman Academy for the 2021-2022 school year are to provide students with opportunities to:

- Close the achievement gap by increasing individual Lexile (reading) levels
- Participate in college and career-focused programs
- Join clubs, sports, and other extracurricular activities within the school
- Work with peers to collaborate on academic and service projects
- Take courses that are academically rigorous
- Develop college and career readiness skills such as organization, time management, self-reflection, and self-assessment using Cornell Notes & WICOR
- Continue AVID (Advancement via Individual Determination), and Early College
- Explore post-secondary options
- Create partnerships with all community stakeholders

In order to ensure a successful 2021-2022 school year, we are asking for the encouragement and support of all stakeholders.

Educationally Yours,

*The PHS Freshman Academy Team*

***Pleasantville, all hail.***

# **FRESHMAN ACADEMY**

Mission: To provide freshmen with a rigorous and nurturing academic experience that fosters a successful transition to high school.

## **2021-2022 GOALS: (SICKLER)**

During the 2021-2022 school year the following goals will be met:

- **ATTENDANCE**
- **DISCIPLINE**
- **GRADES**

## **GUIDING OBJECTIVES:**

We will:

- Establish rules, expectations, and procedures that remain consistent for every student.
- Create partnerships with all stakeholders (parents, community, colleges, students, teachers and administration).
- Embody Greyhound Greatness by promoting character building, community service, and school spirit.
- Promote accountability, time management, self-reflection and self-assessment.
- Ensure that assistance is in place for struggling students.
- Collaborate to create interdisciplinary units, student centered projects, and plans of actions for students.
- Explore and expose students to post-secondary options.

“Creating an environment that promotes achievement and lifelong success.”

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## **FRESHMAN ACADEMY DISCIPLINE PLAN**

See Student Code of Conduct.

### **PBSIS**

One of the most commonly reported challenges faced by school personnel is the presence of persistent behavior and discipline problems. The presence of discipline problems diverts valuable personnel resources from instruction and disrupts student learning. For students with disabilities, explicit teaching, school wide consistent application and recognition of school rules and behavioral expectations provide a key foundational support for inclusion in general education programs and settings. Additionally, lack of immediate, positive interventions, which can be provided individually or in small groups, may result in the escalation of student discipline problems and an increase in referrals to special education.

New Jersey Positive Behavior Support in Schools (PBSIS) is a data driven, tiered system of positive behavior support to address these challenges. Based on a national model of positive behavior support, the New Jersey Department of Education, Office of Special Education Programs in collaboration with The Boggs Center, Rutgers Robert Wood Johnson Medical School is providing training and technical assistance for developing and implementing the three tiered intervention approach of PBSIS to assist schools with building the capacity for inclusion of students with disabilities and challenging behavior within general education settings by creating school-wide positive learning environments for all students and specific interventions for students with more intensive needs.

### **FAILING OR STRUGGLING ACADEMICALLY**

If you are struggling to keep up, going to miss school for surgery, illness, or vacation, please talk with your teachers, as well as the Freshmen Academy Lead Teacher. It is your responsibility to seek help when you need it. It is important for you to reflect on what you need as a learner. Once you have identified what you need, we can develop a plan that is personalized to you. Ms. Everette, along with your teachers, will make sure you have the support you need to be successful.

### **ACADEMIC INTERVENTIONS**

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During Week 3, Week 6, and Week 9, of each marking period, student academic performance will be reviewed and discussed by the team. Students who are failing, in danger of failing, or have a significant drop in their grades will be identified, and will become Focus Students for the time period necessary.

**TIMELINE OF ACADEMIC INTERVENTIONS**

<b>Week of the Marking Period</b>	<b>Focus Area</b>	<b>Interventions</b>
<b>3</b>	Failing (one class)	Tutoring one day per week with the teacher of the class that you are failing
	Failing (2 or more classes)	Action Plan -Includes general/specific goals and strategies -Student Plan for Success (co-created)
	Frequent Absences or Lateness (3 or more days)	Immediate parent contact by school attendance team
	Discipline	Refer to student code of conduct
	Emotional/Attitude Change	Refer to proper staff member (CST, school psychologist, mentor, coach, guidance, and administration)
<b><i>(Interims)</i></b>	<i>(if a new focus, refer to week 3 interventions)</i>	
	Failing (one class)	Tutoring two days per week with the teacher of the class that you are failing
	Failing (2 or more classes)	Action Plan -Includes general/specific goals and strategies -Student Plan for Success (co-created) -Parent contact with team members
	Frequent Absences or Lateness (5 or more days)	Parent Contact with team members Referral to Drop-Out Prevention (DOP)
	Discipline	Refer to student code of conduct
	Emotional/Attitude Change	Refer to proper staff member (CST, school psychologist, mentor, coach, guidance, and administration)

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<b>6</b>	<i>(if a new focus, refer to week 3 interventions)</i>	
	Failing (one class)	Tutoring two days per week with the teacher of the class that you are failing
	Failing (2 or more classes)	Action Plan -Includes general/specific goals and strategies -Student Plan for Success (co-created) -Parent contact with team members
	Frequent Absences or Lateness (7 or more days)	Parent Contact with team members Referral to Drop-Out Prevention (DOP)
	Discipline	Refer to student code of conduct
	Emotional/Attitude Change	Refer to proper staff member (CST, school psychologist, mentor, coach, guidance, and administration)
<b>9</b> <i>(end of marking period)</i>	<i>(if a new focus, refer to week 3 interventions)</i>	
	Failing (one class)	Tutoring two days per week with the teacher of the class that you are failing Assignment of a peer and/or staff mentor
	Failing (2 or more classes)	Action Plan -Includes general/specific goals and strategies -Student Plan for Success (co-created) -Parent contact with team members Assignment of a peer and/or staff mentor Parent, student and administrator conference
	Frequent Absences or Lateness (7 or more days)	Parent Contact with team members Referral to Drop-Out Prevention (DOP)
	Discipline	Refer to student code of conduct
	Emotional/Attitude Change	Refer to proper staff member (CST, school psychologist, mentor, coach, guidance, and administration)

## **BETTER READERS. DEEPER READERS INITIATIVE**

Dear Parents and Guardians:

During the 2021-2022 school year, Pleasantville High School is continuing the “Better Readers, Deeper Readers” program. The goals of this initiative are: (1) provide students with interesting, approachable texts at their reading level, (2) increase the frequency and volume of text that students read independently, (3) develop engagement and motivation to read, (4) improve students’ reading stamina and (5) help foster a love or appreciation for reading both academically and for enjoyment. Overall, we are preparing our students for the increasing literacy demands of college and to become lifelong readers.

In order to ensure the success of this program, we are asking for support from the community. There are several ways you can support the “Better Readers, Deeper Readers” initiative:

1. *Donate your favorite books:*

- Books can either be new or used and must be appropriate for high school readers
- Please include a message inside to the students, possibly explaining why this book is important to you or words of encouragement for them. Make sure to sign the book!
- Books can be dropped off or mailed to Pleasantville High School, 701 Mill Rd. Pleasantville, NJ c/o Constance Chapman

2. *Promote literacy within your household:*

- Create an environment where books are accessible to your children
- Read and discuss books with your kids!

3. *Participate in the Pleasantville High School Community Literacy Nights:*

- Throughout the school year, PHS will host Community Literacy Nights to both reward our readers and encourage motivation to read
- Donations of food, time, supplies and books would be greatly appreciated at these events!
- It is important for our students to see that the entire community supports and values reading as well as College and Career Readiness

From the entire staff of Pleasantville High School and the “Better Readers, Deeper Readers” team, we appreciate your anticipated support. Thank you for all that you do for the school and your children.

With thanks,

*The Better Readers, Deeper Readers Team*

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## **WHAT IS AVID?**

AVID Secondary (grades 6-12) is an essential component of the AVID College Readiness System and is designed to enable schoolwide implementation of AVID’s proven instructional methodologies and content area best practices to improve outcomes for all students. AVID Secondary goes beyond the AVID Elective course to affect an entire campus or district by creating a college readiness culture that increases the number of students who enroll and succeed in higher education and their lives beyond.

## **THE AVID ELECTIVE**

The AVID Elective is the core of AVID Secondary. It targets students in the academic middle–B, C, and even D students—with the desire to go to college and the willingness to work hard. Typically, they will be the first in their families to attend college, and come from groups traditionally underrepresented in higher education. These are students who are capable of completing rigorous curriculum but are falling short of their potential. AVID places these students on the college track, requiring them to enroll in the most rigorous courses that are appropriate for them, such as Honors and Advanced Placement®. To support them in the rigorous coursework, AVID students learn organizational and study skills, develop critical thinking, learn to ask probing questions, receive academic help from peers and college tutors, and participate in enrichment and motivational activities to make their college dreams a reality.

## **AVID EDUCATORS**

To ensure success, AVID Secondary needs an AVID site coordinator who is a respected site instructional leader and works well with secondary school personnel and college students. The AVID site coordinator organizes curriculum as well as activities for the AVID Elective classes and is committed to serving the needs of students. The coordinator also works with colleagues and counselors to implement AVID methodologies schoolwide, place students in college-preparatory curriculum, and guide students through the college application process. The AVID site coordinator not only embeds best teaching practices, supports students, develops family and community outreach, but also works with the districts and divisions that oversee AVID’s implementation.

## **THE AVID PARENT**

AVID parents encourage their students to achieve academically, participate on an advisory board and in AVID parent and site team meetings, as well as maintain regular contact with the AVID coordinator. Many parents and students also participate in AVID Family Workshops at their schools. Explore resources to help parents support their students.

## **THE COMMUNITY**

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Community support is vital for a strong AVID Secondary implementation. The community can support AVID by providing speakers and summer apprenticeships for AVID students. Colleges can demonstrate their support of AVID in many ways, such as providing class speakers, offering college credit courses or summer programs to AVID high school students, or following the progress of AVID students during their college careers. See what happens in exemplary AVID schools. If you would like to find out more, read about AVID’s impact.

**CELLULAR PHONES & ELECTRONIC DEVICES**

Students are permitted to bring or possess cellular phones on school property; **however, all cellular phones and mobile communication devices must be turned off during regular school hours.** In the event of an emergency, parents can always call school via the traditional phone line.

Failure to comply with school regulations will be subject to disciplinary action, as outlined in the Student Code of Conduct. Additionally, the device will be confiscated and either returned to the parent/guardian or confiscated until the school semester has ended. Consequences will be administered based on the student code of conduct and the severity of the circumstance.

**Recording teachers, students or any other staff members at PHS without their expressed permission is strictly prohibited and will be subject to disciplinary action, as per the Student Code of Conduct.** Pleasantville High School is **not** responsible for lost or stolen cellular phones or electronic devices.

**GRADING POLICY**

<b>90-100</b>	<b>A</b>		<b>60-69</b>	<b>D</b>
<b>80-89</b>	<b>B</b>		<b>0 - 59</b>	<b>F</b>
<b>70-79</b>	<b>C</b>			

Summative Assessment	Tests, presentations, projects, and quarterly or unit assessments.	TBD
Formative Assessment	Quizzes, oral assessments, and projects.	TBD
Classwork	All work begun and/or completed in class, warm-ups, class discussions, group activities, student journals, participation and other assigned tasks.	TBD
Homework	All work completed outside of the class setting, including: readings and/or related tasks, student journals, and other tasks, as assigned.	TBD

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### **GUIDANCE:**

The school counselors are resources to both students and parents/guardians. These counselors conduct individual and group counseling sessions, schedule courses, and are available for consultation. Each student is assigned to a guidance counselor, and every student should feel free to see his/her counselor whenever he/she feels the need. Requests for appointments can be made in the Guidance Office.

So (SE A-)	<i>Ms. Annalya Coleman</i>	<i>ext. 4099</i>	<i>coleman.annalya@pps-nj.us</i>
Jr (SE #-#)	<i>Ms. Michelle Cooper</i>	<i>ext. 4108</i>	<i>cooper.michelle@pps-nj.us</i>
Fr. (SE #-#)	<i>Ms. Aliyaah Miller-Bruce</i>	<i>ext. 4125</i>	<i>bruce.aliyaah@pps-nj.us</i>

### **DRESS CODE AND GROOMING**

#### **Pleasantville High School Dress Code Policy:**

*The home and school need to cooperate in the matter of student attire. In order to create a positive school atmosphere, attire and grooming should be school appropriate, reasonably modest and neat. A student's appearance must not disrupt the teaching or learning process; therefore, the below guidelines must be followed:*

## **Dress Code**

### **District Dress Code**

- Appropriate and safe footwear must be worn at all times. (i.e. bare feet, slippers, slides, footwear that exposes toes, cleats, roller shoes, etc. are not permitted)
- Heads should be uncovered at all times (hats, hoods, bandannas, and sweatbands are not to be worn during school hours). Heads may be covered for religious purposes only.
- Skirts, shorts, and dresses must be an acceptable length (mid-thigh) and may not be excessively tight (micro/tube skirts, spandex/exercise shorts, or other excessively tight apparel is not permitted)
- No Shorts between October 1<sup>st</sup> and April 30<sup>th</sup>.
- All clothing must cover undergarments, midriff, and cleavage.
- Clothing that excessively exposes the anatomy is not permitted (i.e. halter tops, tank tops, strapless tops, open backs, tube tops, clothing worn below the hip line, any garment that is see-through, etc.)
- Pajamas, sleeping attire, pillow, and blankets are not permitted.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco, weapons, or gang affiliations; slogans that contain offensive or obscene words, symbols, or signs; or slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, sexual orientation or drug-related messages are not allowed.

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- Any articles of clothing or accessories with studs, chains, spikes or cleats that could cause damage to other students or to property are not permitted.
- Outdoor jackets or coats are not permitted except when entering or leaving the building, and if there is a defect in the heating system.
- Non-prescription sunglasses and glazed and tinted glasses are not permitted except as prescribed by the pupil's doctor.
- Any articles of clothing which are considered distracting or disruptive to the educational process are subject to administrative review.

**\*\*\*\*Students who do not follow the PHS Dress Code Policy will be subject to disciplinary action.**

**Note:** Administration reserves the right to restrict any clothing items or accessories that are deemed disruptive or inappropriate.

### **ACADEMIC INTEGRITY**

The PHS faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. Engaging in any form of cheating, plagiarism, and/or academic dishonesty is not permitted.

#### **Plagiarism Is:**

- Students are expected to cite each web page, book, or other sources each time they include any information in an essay or project of their own.
- Including the words of another writer without including proper citation.
- Citing the sources used but copying and pasting entire sentences without using quotation marks or proper citation methods.
- Presenting another's ideas as one's own.
- Presenting work done by another person as one's own (i.e. Essays, homework assignments etc.).
- Submitting work purchased from the internet.

#### **Cheating:**

The following are additional examples of cheating:

- Helping another student without permission of the teacher on a test or quiz (in-person or electronically).
- Copying another student's work or assignment to submit as one's own.
- Allowing another student to copy an assignment with the intention of submitting to a teacher for credit.
- Using an unauthorized set of notes, graphic calculator, phone, computer or other storage device during a test or quiz.
- Using a device to access the internet or other resources when testing.
- Removing an exam from the classroom or taking it from a teacher without explicit permission.
- Using a teacher's notes, manuals, or guides without explicit permission.

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## **HEALTH SERVICES**

If a student becomes ill, he/she should report to the school nurse. The nurse will then make appropriate medical recommendations. **Students must not leave the building because of illness without authorization.**

### **IMMUNIZATIONS & PHYSICALS:**

All students in grades 9-12, including transfer students, will be required to document receipt of a completed Hepatitis B vaccine series, and must have a complete physical and current immunization records, as a condition of enrollment for admission or in order to remain in school. Contact the school nurse for more information.

### **COVID SAFETY PROTOCOLS**

To protect yourself and others around you, a few simple procedures need to be followed:

**Social Distancing** - When possible, keep an adequate space between yourself and other people. Three (3) feet to six (6) is the recommended minimum. In the classroom, students should not be in small groups. Again, maintain proper social distancing when possible.

**Wearing of masks** - Whether traveling on the bus, inside the building, or in a classroom or other common area, students, especially those who have not been vaccinated, should wear a mask.

**Handwashing/other protective measures** - Students should frequently wash their hands throughout the course of the day. Additionally, students should refrain from handshakes and hugs amongst themselves. Masks and hand sanitizer are available throughout the building.

## **ATTENDANCE PROCEDURES**

Parents/guardians are required to report a student's absence daily by contacting the Main Office Attendance Specialist, at (609) 383-6900, extension 4050. Please leave a message, and include the following information: child's name, date, and reason for absences.

### **Tiered Intervention Plan:**

<b>Tier 1</b>	3 days tardy or absent	Consultation with Dropout Prevention Counselor, Letter to Parent, Phone Call to Parent, and Administrative Detention
<b>Tier 2</b>	5 days tardy or absent	Home visit/Parent Meeting, Letter to Parent, Attendance Improvement Contract, Administrative Detention
<b>Tier 3</b>	7 days tardy or absent	Temporary Restriction according to the Attendance Improvement Contract
<b>Tier 4</b>	9 days or more absent	Please refer to the Credit Completion Guidelines

\*\*\*Students placed on restriction will be prevented from participating in any Co-Curricular or Extracurricular Activities including but not limited to sports, field trips, clubs, prom, and/or Graduation Ceremonies for seniors. In addition, Seniors "**will forfeit**" the following privileges for the remainder of the semester, including Early Dismissal, School Parking/Driving, and access to Senior Zone.

### **Absences:**

1. **Nine (9) unexcused absences per year.** The absence will not be excused until appropriate written documentation is provided by a licensed physician or legal agency **within five (5) school days** after returning to school (i.e. student is absent on a Monday, must present written documentation the following Monday).
2. Religious holidays will qualify as excused absences, if they meet ALL of the following criteria:
  - a. It must be recognized by the State of New Jersey (Please view the link on the high school's website for approved holidays.)
  - b. A note must be provided at least three (3) school days prior to the holiday
3. Students who exceed the limit of sixteen (**16) unexcused absences per year** will be placed on a "non-credit" status and restricted from all Co-Curricular and Extracurricular Activities (**ALL** after school activities). These restrictions include sports, field trips, clubs, prom, and/or Graduation Ceremonies for seniors.
4. Students must attend Credit Completion make-up sessions for each unexcused day that exceeds the limit of sixteen (**16) unexcused absences for the year** in order to be removed from the Restriction List.
5. Students will be able to fulfill his or her academic requirement for course credits during the assigned Credit Completion Session days. In addition to the Credit Completion Session days,

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students will have up to 10 school days *after* the close of Semester 1 to meet his or her credit completion obligation.

6. Credit Completion will end 10 school days *prior* to the last day of school. (Please refer to the Attendance for specific credit completion dates.)
7. Students who fail to attend the make-up sessions will **remain** on “non-credit” status and will receive “**no**” credit, regardless of the grades earned. This will affect graduation status and sports eligibility. Students will also be referred to Municipal Court through the Attendance Department, will be required to receive Dropout Prevention Counseling, and/or will be dropped off academic roll. ccc
8. Students will only receive *perfect* attendance if he or she is not absent, tardy more than eight days for the school year, or have any unexcused early dismissals.
9. Seniors with Early Dismissal and/or Driving privileges that reach nine (9) unexcused absences “**will forfeit**” the following privileges for the remainder of the semester, including those listed in number three (3):
  - a. Early Dismissal
  - b. School Parking/Driving
  - c. Access to Senior Zone
10. **Students who are absent during the school day cannot participate in any after school activities, programs, or sports, including games and practice, for that academic day.**

#### **Early Dismissal:**

1. Early dismissal requests should be made in writing or by contacting the school, at (609) 383-6900 at the start of the school day, or prior to the release time. The request can only be made by the parent/guardian. **Emergency contacts are not authorized to request an early dismissal.**

#### **Tardy to School:**

1. Seniors with Early Dismissal are expected to be on time. Students with seven (7) days tardy will no longer be able to leave early, in accordance with the Tiered Intervention Plan.
2. Students who acquire seven (7) or more tardy incidents within a marking period will be placed on restriction for the marking period , preventing them from participating in any Co-Curricular or Extracurricular Activities including but not limited to sports, field trips, clubs, prom, and/or Graduation Ceremonies for Seniors.

**\*The attendance policy and procedures can be found on the district website [www.pps-nj.us](http://www.pps-nj.us).**

## **Pleasantville High School - Credit Completion Dates**

Credit Completion may be served during weekly Credit Completion Sessions. All Obligations must be served by the end of the marking period. Not doing so may result in loss of credit and will jeopardize graduation and sports eligibility! Touring logs are outside the DropOut Prevention Office. If you are interested in logging credit completed hours by receiving extra help from teachers and/or the Academic Program please see your

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Guidance Counselor. Tutoring Logs must be handed in monthly and only in four (4) hour increments. A student can only stay with a teacher after regular school hours. For example, students with early release can only stay with teacher after 2:30 pm. There will be no carryover for credit completion. Everything must be completed by the end of the Marking Period. If a student has not completed his/her academic requirements, the no credit (NC) will become an F.

<b>FULL YEAR COURSE</b>	
• 17 days = 04 hours of credit completion	• 27 days = 44 hours of credit completion
• 18 days = 08 hours of credit completion	• 28 days = 48 hours of credit completion
• 19 days = 12 hours of credit completion	• 29 days = 52hours of credit completion
• 20 days = 16 hours of credit completion	• 30 days = 56 hours of credit completion
• 21 days = 20 hours of credit completion	• 31 days = 60hours of credit completion
• 22 days = 24 hours of credit completion	• 32 days = 64 hours of credit completion
• 23 days = 28 hours of credit completion	• 33 days = 68hours of credit completion
• 24 days = 32 hours of credit completion	
• 25 days = 36 hours of credit completion	
• 26 days = 40 hours of credit completion	

**HARASSMENT, INTIMIDATION, BULLYING AND FIGHTING:**

Harassment, intimidation, bullying (H.I.B.) and fighting are prohibited (N.J.S.A. 18A: 37-15(3)(b)(1)). “Harassment, intimidation or bullying” is defined as any gesture, written, verbal, or physical act or any electronic communication that is reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation,

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gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing qualities that:

Individuals who engage in activities that may be considered harassment, intimidation, bullying, or fighting, are said to use actions that will:

- take place on school property, at any school function, on a school bus, or off school grounds and substantially disrupts the orderly operations of the school or the rights of other students.
- have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his person/property
- have the effect of insulting or demeaning any student or group of students (N.J.S.A. 18A: 37-15(3)(b)(2)).
- creates a hostile educational environment that interferes with a student's education.

**Student conduct off school grounds** can also be covered under the District Policy when a school employee is made aware of alleged harassment, intimidation, or bullying occurring and this behavior provides the same effects as mentioned above.

Specific examples of harassment, intimidation, bullying, and fighting include but are not limited to:

1. Verbal: name-calling, teasing, threatening, taunting and gossiping.
2. Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors and extorting coercive peer pressure.
3. Physical: aggressive physical contact, including punching, poking, shoving, kicking, choking, hair-pulling, beating, biting and tickling.

According to Board Policy #5512.01, all students, parents, and visitors are encouraged to report school violations to administration. Additionally, all school employees and volunteers **are required** to report any act that may be a violation of this policy to the high school administration.

District Policy requires that all staff report bullying, harassment, and intimidation conduct to the building principal. A comprehensive investigation of each referral of this kind will be conducted. Parents will be contacted at the initial stages of the investigation and when the investigation is concluded. Consequences and appropriate remedial action for students who harass, intimidate, bully, will be imposed. In addition, serious acts will be reported to the Pleasantville Police Department (NJAC 6A: 16-6,z(b)12) and complaints **will** be signed.

The Pleasantville High School Administration prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or fighting. The consequence and appropriate remedial action for the offender shall range from detentions to out-of-school suspensions or expulsion.

### ***NOTICE TO ALL STUDENTS***

Any physical assault or verbal threat upon any member of the school staff will result in immediate suspension from school, alternative placement, police notification, and possible initiation of Expulsion proceedings.

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## **ZERO TOLERANCE**

PHS is a Zero Tolerance School for Drugs, Alcohol, Weapons, and Violence. The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions.

## **FREEDOM FROM SEXUAL HARASSMENT**

Policy and Regulation: 5751-Sexual Harassment

### **THE LAW**

Workplace and academic sexual harassment is clearly prohibited as a form of sexual discrimination under Title IX of the 1972 Educational Amendments.

#### **The Policy:**

- It is the policy of Pleasantville High School to maintain a learning and working environment that is free from sexual harassment.
- It shall be a violation of this policy for one student to harass another through conduct or communication of a sexual nature as defined in Policy 5751.

#### **Definition:**

Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment occurs when any member of the school community reports any of the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting sexual involvement accompanied by implying or eliciting threats regarding one's grade, etc.

#### **Procedures:**

1. Any person who alleges sexual harassment by any staff member or student may complain directly to a building administrator.
2. The right to confidentiality, both of the complainant and of the accused, will be respected. Any appropriate or necessary legal and disciplinary actions will follow.

## **ADDITIONAL RULES AND PROCEDURES**

### **INAPPROPRIATE LANGUAGE**

The use of profanity is not acceptable. Violators will be subject to disciplinary consequences as listed in the Freshman Academy Discipline Plan or Student Code of Conduct.

### **FIGHTING/ASSAULT**

**Those who choose to fight in school will be suspended out of school.** Repeat offenders will face a Principal's Hearing and/or police charges.

### **VIOLATION OF SUBSTANCE ABUSE & SMOKING/USE OF TOBACCO PRODUCTS & VAPING**

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Students found to either possess or be under the influence of such substances as identified in the district policy and covered under State law will face severe disciplinary measures. Students found to be distributing such substances will face immediate arrest, prosecution, and possible expulsion from school. PHS is a smoke-free campus. Violators will be suspended and referred to other appropriate, mandated supportive service programs.

### **HALL PASSES**

Hall passes are to be issued at the discretion of the teacher. **HALL PASSES ARE NOT TO BE ISSUED THE FIRST OR LAST TEN MINUTES OF THE CLASS.** Students must have a pass when they enter the halls during class hours. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN A PASS FROM THE TEACHER.**

### **IDENTIFICATION BADGES**

Identification badges will be issued to all Pleasantville High School students at the start of each school year. These badges are **considered a part of the school uniform** and must be visible and worn at all times including when entering the building, classrooms, cafeteria, and when walking the campus throughout the school day. After ID cards have been issued, each student may be asked to present them at school activities and athletic events.

### **CHANGE OF ADDRESS OR PHONE NUMBERS**

Students and their parents are responsible for keeping the school informed of changes in address or other pertinent information. This information, along with proof of the change, should be given to the attendance secretary WITHIN FIVE (5) DAYS OF THE DATE OF THE CONVERSION.

### **DISPLAYS OF AFFECTION**

Public displays of affection are inappropriate and will be addressed as per the student code of conduct.

### **FIELD TRIPS**

All school rules apply while on field trips. Permission slips must accompany each person attending a field trip. If a student has a truancy issue or is failing one or more courses, he/she will not be permitted to attend field trips.

### **VANDALISM & THEFT**

Vandalism and Stealing are extremely serious and will be treated as such. As per the code of conduct, consequences may include suspension, financial restitution, and possible legal charges.

### **EXPLOSIVE DEVICES / FIREWORKS / STINK BOMBS**

Fireworks and "stink bombs" disrupt the educational process and are illegal. Local police officials consider fireworks and stink bombs to be explosive devices that could endanger others. Consequently, the use of such devices on school premises is strictly prohibited. Violators will be suspended and face police charges.

### **TRESPASSING**

Students suspended out of school may not be on campus for any reason during the time of suspension. Failure to abide by this rule will result in disciplinary action. Trespassing also includes being on the middle school property while school is in session.

### **BICYCLES**

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Racks are provided for parking bicycles. Bicycles should be locked securely. The high school cannot guarantee their safety. If bicycles are parked along fences or other unauthorized areas, they will be removed without notice. Bicyclists are encouraged to wear an approved helmet.

### **NIGHT TIME ACTIVITIES AND SOCIAL AFFAIRS**

Students will need to show their school ID when attending after school and night activities. Permission to leave and re-enter will not be granted. Students absent or suspended the day of any school-sponsored activity or event will not be permitted to participate in such an activity unless prior permission has been granted.

### **FIRE AND SAFETY DRILLS & FALSE ALARMS**

Fire and/or safety drills at regular intervals, twice a month, are required by law and are an important safety precaution. Due to the serious nature of an emergency evacuation, any type of misbehavior during a fire drill will result in severe disciplinary action. Initiating a false alarm is a dangerous and serious action. A student guilty of such an offense will be suspended and may be referred for additional disciplinary actions. A complaint may also be signed with Pleasantville Police Department.

### **STUDENT LOCKERS**

Each student will be assigned a locker. Pleasantville Public Schools will provide each student with a school lock. **LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES WHEN NOT IN USE.** Only school issued locks are allowed on school lockers. Students who lose their school locks **MUST** pay restitution for these devices in the amount of \$5.00 before another lock will be issued. Locks other than the ones approved by the school **WILL BE CUT OFF at the expense of the owner.** THE SCHOOL ADMINISTRATION IS NOT RESPONSIBLE FOR LOSS OF PROPERTY, AND PERIODIC INSPECTIONS WILL BE MADE OF LOCKERS UNDER THE SUPERVISION OF THE ADMINISTRATION. Individual lockers may be searched for any suspicious circumstances.

### **THREATS**

Everyone is entitled to attend school free of ridicule, harassment, and threats. All threats are taken very seriously, including written, verbal, or electronic. This will prompt a full investigation, and violators will be suspended and face police charges. Bomb threats are a particular concern. These terroristic threats will result in serious police charges and expulsion from school.

**Failure to follow school rules will result in a parent conference, detention, suspension, referral to Alternative Programs, and/or exclusion from school.**