

September, 2019

Dear Students:

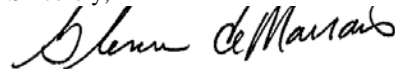
This handbook has been designed to provide you and your parents with important information that will guide you throughout your high school career. The policies, procedures and regulations outlined here are founded on certain fundamental principles, and they have been developed in a sincere belief that their observance will respect the rights and best interests of all the members of the school community.

The principles upon which these policies are based include:

1. Students at Pascaek Hills High School are capable of making sound judgments, and they are mature enough to act responsibly on them.
2. Each member of the school community, whether he or she is a student, a member of the faculty, a secretary, custodian or cafeteria employee, is an individual worthy of respect and consideration.
3. The formal instructional program is at the heart of the school enterprise and the work in the classroom is extremely important.  
Students are expected to attend class regularly and to be on time to class. Parents and students are requested to place the highest priority on school attendance by allowing only exceptional circumstances to interfere with daily attendance to school.

As you become involved in your studies, it will become evident that high standards have been set for you. Your interest and motivation concerning your educational program will determine, in part, future post high school opportunities. Be sure to set your goals at a high standard in order to meet our high expectations.

Sincerely,



Glenn deMarrais  
Principal

Important PFA dates this year are as follows:

April 2, 2020 – PFA Fashion Show  
June 4, 2020 – Senior Recognition Awards Program  
June 16, 2020 – Safe Graduation All-Night Event

## **HISTORY**

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

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

By the late 1960's into the 1970's, enrollment was again up to capacity and building construction was necessary to house approximately 1,750 students. During this time, a third school called Pascack Plains was contemplated but was deemed unfeasible. Expansion of the existing buildings was the chosen route. This expansion provided additional classrooms and expanded department areas. The projected enrollment for 2019-2020 is approximately 817 students.

The school colors for Pascack Hills are brown and white, and the school mascot is the "Cowboy."



It is the hope of the administration and faculty that the student body recognizes and appreciates the importance of the information contained in this handbook. It has been carefully prepared and designed to provide students and their parents with a thorough overview of Pascack Hills High School. Please take the time to read through this handbook and keep it for future reference.

*Board of Education*

Ms. Tammy Molinelli, President.....Woodcliff Lake  
 Ms. Janet Bissinger, Vice President..... Montvale  
 Mr. Joseph Blundo.....River Vale  
 Mr. Brian Hallowell.....Montvale  
 Mr. Arnold Scher.....Hillsdale  
 Mr. Kenneth Ralph.....Hillsdale  
 Mr. James Stankus .....River Vale  
 Mr. David Steinberg..... Woodcliff Lake  
 Kaila Saladino Student Representative .....Pascack Valley  
 Sean Sheikowitz, Student Representative.....Pascack Hills  
 Messrs. Stephen R. Fogarty & Rodney T. Hara ..... Board Attorneys  
 Ms. Pamela Baxley.....School Board Administrator

*Administration*

Dr. P. Erik Gundersen..... Superintendent of Schools  
 Mr. Glenn DeMarrais .....Principal  
 Ms. Tim Wieland. .... Assistant Principal  
 Mr. Philip Paspalas .....Assistant Principal/Director of Athletics  
 Dr. Barry Bachenheimer.....Director of Curriculum, Instruction, & Assessment  
 Mr. Paul Zeller .....Director of Technology and Communication

*District Supervisors of Instruction*

Dr. Aarti Mallya .....Science/Technology Education/Business Education  
 Ms. Eva Merk.. .....Special Education  
 Mr. Joseph Orlak..... Social Studies/Business/Internships/Physical Education  
 Ms. Jaclyn Derwin.....Regional Instruction and Curriculum Coordinator  
 Ms. Noemi Rodriguez.....World Languages/Family and Consumer Sciences/Music  
 Ms. Valerie Mattessich.....English/Art/Media Center  
 Dr. Mark Russo... ..... Mathematics  
 Dr. Sean Struncis .....Student Personnel Services

**Pascack Hills High School Telephone Numbers**

Phone No.: (201) 358-7020  
Attendance: 201-358-7020 x 22026  
Nurse's Office: (201) 358-7020 x22027  
Vice Principal's Office: (201) 358-7020 x22001  
Athletic Director's Office: (201) 358-7020 x22037  
Guidance Office: (201) 358-7020 x22008

**Website: [www.pascack.org](http://www.pascack.org)**

**PLEASE SEE THE WEBSITE FOR THE 2019-20 SCHOOL CALENDAR  
AND OUR BELL SCHEDULES.**

**CODE OF CONDUCT**

**Philosophy Statement**

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

**Words To Live By**

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

### **PHILOSOPHY AND OBJECTIVES**

The home and school have a shared responsibility in the formation and development of the character of each individual. Recognizing our role in fulfilling this responsibility, Pascack Hills High School established as its primary purpose the intellectual development of each student to the maximum of his/her abilities. The school's program for "intellectual development" encompasses instruction in basic skills and knowledge and the utilization of these skills in the development of critical thinking and the ability to exercise the power of judgment. Having developed these skills, each student will be prepared to accept his/her responsibilities as a participating member of our democratic society, will be able to exercise flexibility in adapting to rapid change in the modern world and will be prepared to engage in a process of continuous self-education.

PASCACK HILLS HIGH SCHOOL  
STATEMENT OF GOALS

The faculty and staff of Pascack Hills High School shall provide an educational environment which will enable students:

1. To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
2. To develop an interest in the world around them by acquiring basic information concerning the principles of the physical, biological and social sciences.
3. To become responsible decision-making citizens.
4. To acquire the knowledge, skills and understanding that permits them to play satisfying and responsible roles as producers and consumers.
5. To acquire job entry level skills and the fundamental knowledge necessary for further education.
6. To acquire the skills to live and work cooperatively with a wide range of people and demonstrate a caring attitude towards others.
7. To acquire the capacities for playing satisfactory roles in family life.
8. To acquire the knowledge, habits and attitudes which promote personal and public health, both physical and mental.
9. To acquire the ability and desire to express themselves creatively in one or more of the arts, and to appreciate the aesthetic expressions of others.
10. To further develop a sense of ethical principles and values necessary to the maintenance of society.
11. To realize their full potential through motivation and challenge.
12. To develop a positive attitude toward lifetime learning.

**DISCIPLINE PHILOSOPHY:**

The discipline philosophy of Pascack Hills High School is simple: help students become successful adults. To achieve this goal, the traits of self-discipline, responsibility, politeness and respect for others must be consistently reinforced throughout our High School, throughout our district, and at all district-related events. It is our intention that all the manifestations of our discipline policy, whether they entail a simple teacher admonition or a phone call home, or whether they result in a detention, extended detention or suspension, are all done positively with one goal in mind: student success.

## **STUDENT RIGHTS**

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

The United States Supreme Court held in **Tinker vs. Des Moines Independent Community School District** that while students had the rights to express their viewpoint, student rights under the first amendment are not absolute. The majority stated: "Conduct by the student, in class or out of it, which for any reason--whether it stems from time, place or type of behavior--materially disrupts class work or involves substantial disorder or invasion of the rights of others is of course, not immunized by the Constitution guarantee of freedom of speech" (393 U.S. 503, 1969).

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

## **ATTENDANCE REGULATIONS (See complete policy 5200 at [www.pascack.org](http://www.pascack.org))**

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

1. Medical with a doctor's note (to be submitted within 3 days upon return from absence). **These absences will be added to the student's total absence count that may not exceed the limits allowed in this policy\***
2. Death in family.
3. Court ordered appearance (with court documentation).
4. State recognized religious holiday.
5. Administratively approved absences.
6. Suspension, in-school detention.

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

Absences from school for reasons other than those stated above are considered unexcused. Students are responsible for making up work and/or exams, as required by the teacher, for all absences, both excused and unexcused. Make-up work for excused absences will be given full credit.

In order to receive credit for courses, a student's total absence must be less than 19 days for a full year course and less than 10 days for a half-year course. Absences in excess of the above limits shall result in retention review. In order to receive credit for a physical education, a student's total absence must be less than 15 days for those enrolled 4 days a week for a full year.

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

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

**It is possible for a student to pass a course academically, but be denied credit because of excessive absences. Students and parents must place the highest priority on student attendance.**

#### **ACTIVITY CANCELLATION**

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

#### **ADULT STUDENTS**

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



## **ANNOUNCEMENTS**

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

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

### **Attendance for participation**

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

### **Eligibility for sports**

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

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

Board policy expressly forbids any act of “hazing” defined as “the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm.” Any student who violates this policy will be removed from the sports team, extracurricular activity or group in which this hazing incident occurred.

### **MAKE UP WORK**

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

### **TARDINESS:**

Students arriving after 8:00 a.m. must report to the Nurse's Office for an admit slip, which must be presented to the teacher in each class that day. Students arriving after 8:30 are to report to the General Office for an admit slip.

**Any student arriving after 10:53 a.m. may not perform or practice in any activity, including athletics, that same day. Exceptions may be made by the Principal for extenuating circumstances.**

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

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

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

\* Late Cut: every 6 lates to school or a class= 1 Late Cut

\* 3 Late Cuts= Loss of credit

**Full Cut:** Student who deliberately cuts a class:

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

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

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

Absences: Full year course

19 absences = Loss of credit

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

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

**CUT POLICY:**

Please refer to the Disciplinary Code at the end of the handbook.

**TRUANCY:**

Please refer to the Disciplinary Code at the end of the handbook

**ABSENCE:**

**We request that the parent/guardian call the Attendance Office (201-358-7020 x22026) before 8:30 a.m. on the day a student is absent from school.**

**ABSENCE DOCUMENTATION:**

**Following an absence, a student must report immediately to the Attendance Secretary upon returning to school.** The student must have parental/guardian documentation in the form of a note, email, voicemail or FAX in reference to the absence. If under a doctor's care, a doctor's note must be submitted within three days upon return to school. Send all communication regarding attendance to: [lmurray@pascack.org](mailto:lmurray@pascack.org) or call 201-358-7020 x22000.

**RELEASE FROM SCHOOL:**

**Release from school will be granted only with prior approval of the Principal.** The school will release students only to their parents or a person indicated on the emergency card in the nurse's office. A student who leaves school grounds without prior approval is subject to disciplinary action which may include detention, suspension, and parental contact.

Parents are urged not to make medical or dental appointments which encroach upon school time. Parents are also encouraged to schedule vacations for periods when school is not in season. Seniors will be excused for college visitations only with prior approval. All releases from school, whether they be for one day or longer, must be sanctioned by the Principal.

**DETENTION NOTIFICATION STATEMENT:**

All singular detentions and all first detentions in assignments of multiple detentions must be served by the day following the infraction, unless otherwise directed by the administration. For example, if a student is assigned a teacher-detention for any class problem, the student must fulfill the detention obligation by the day after the incident. This allows for emergency conflicts that may arise, but sets the proper tone for the punitive nature of a detention. If the student is able to serve the detention the day of the incident itself, this is always the preferred alternative.

**VISITORS:**

For the safety and well-being of our students and staff, all visitors must check in at the security desk in the main lobby and obtain and wear a visitors pass.

**BUSES:**

Buses arrive and depart from the front of the school near the main entrance. Buses will depart at 3:00 p.m. Students will receive bus schedules during the month of August listing bus stops and times. A student must live more than 2.5 miles from the school to be eligible for public transportation.

Students eligible for public transportation will receive passes which they must be prepared to show when boarding the bus. Students without passes will not be permitted to ride. A student who loses his or her pass should call the Board of Education (201-358-7004 x21013) to obtain a replacement.

**STUDENT DROPOFF:**

Students are to be picked up or dropped off from the curb lane of traffic only. Parents are to pull all the way up to the far end of the building before dropping students off. This will eliminate cars backing up onto Grand Avenue.

**STUDENT INSURANCE:**

An accident insurance program is available to all students for a nominal fee. The Board of Education purchases a limited insurance policy to cover students who participate in interscholastic sports.

Distribution of forms and collection of fees will be performed in early September. The school functions as a collection station as a service to students, not as the agent of the insurance company. All questions relating to accident reports, forms, claims, etc., are to be addressed to the school nurse.

**HALL & GYM LOCKERS:**

Each student is assigned a corridor locker for books and clothing. All lockers are the property of the school, and the school reserves the right to open, inspect or restrict the use of lockers at any time. Lockers are to be kept clean and orderly. Discretion should be used when giving locker combination to other students. **Students are urged not to bring valuables to school, as the school cannot be responsible for articles left in lockers. Because there are not enough gym lockers to assign to every student, students transfer lockers from period to period. A combination lock must be purchased for use on the gym locker during physical education classes.**

**LOST AND FOUND:**

Located in the cafeteria, the lost and found area is open during lunch period and after school each day. Any small items such as jewelry, glasses, phones, etc. will be held in the main office.

**MESSAGES:**

Personal messages will NOT be received in the General Office for relay to students. In the case of a family EMERGENCY, only a message to “call your parent” or to “call home” will be relayed to students. Parents are requested not to contact students by use of cell phone, including text messages.

**SECURITY & FIRE DRILLS:**

The school, under the direction of the State, must conduct a periodic program of security & fire drills. Route signs are posted in all rooms. Students should become thoroughly familiarized with all escape routes and shelter zones. When **any fire alarm** sounds, students are expected to follow instructions, proceed to the exits in complete silence and as directed by their teachers. Students are expected to remain silent as they return to their classroom when the “All Clear” is sounded.

**SCHOOL CLOSINGS AND DELAYED OPENINGS:**

Parents will be notified of snow days, emergency early closings, and other breaking news by telephone and email alerts after setting up an account. Announcements for closing of school due to inclement weather or other reasons will also be available at our district website at [www.pascack.org](http://www.pascack.org).

**HEALTH INFORMATION:**

The Health Office is located on the main corridor, adjacent to the Guidance Office. The registered nurse on staff will assist all students who are ill, have met with an accident, or who have a health problem.

If a student is to be sent home because of illness, the nurse will contact the home and arrange transportation. No ill student will be allowed to leave school without first checking with the nurse.

The nurse or a designee will visit the homes of the students who are frequently absent from school to determine whether the cause of such absence is related to the student's health. Please note that the nurse is only permitted to administer medication with **written** permission from the parent and/or doctor. Medication permission slips are available in the Health Office.

### **Physical Examination**

**Physical examinations are required of all 9<sup>th</sup> grade students, all students of any grade who are new to the school, and all participants in interscholastic sports. One physical examination will be sufficient for the entire school year.**

The school will provide a physical examination form to be filled out by the student's family physician. The completed form must be returned to the Nurse's Office no later than two weeks after the beginning of school. In the case of a transfer student, the form should be returned two weeks from the date of enrollment. No student will be permitted to participate in physical education or any athletic activities until this form has been submitted. Failure to submit this form may jeopardize the student's grade standing in Physical Education.

If the requirement for a physical exam poses a financial hardship, a student may request through the school nurse that the examination be given by the school medical examiner.

Any student participating in athletics may submit the results of a physical examination conducted within **one year prior to the beginning of the sport season at issue.**

### **Excused Absences from Physical Education**

A doctor's note is required to excuse a student from Physical Education for medical reasons. All students having this medical excuse from a doctor will not participate in Physical Education activities and interscholastic sports competitions and practices. Students will not be required to make up missed classes. These medical excuses must be presented at the time the disability is incurred or determined.

### **GUIDANCE INFORMATION: Planning your program of studies**

Students are expected, through Guidance, to develop a program of studies in line with their abilities, interests, and plans. In the absence of a specific career goal, students are encouraged to carefully select those courses which keep open the most options.

## **SPECIAL EDUCATION**

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

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

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

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

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

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

## **GRADUATION REQUIREMENTS\***

In order to graduate from the Pascack Valley Regional High School District, a student must meet all NJ DOE requirements and earn a total of 120 credits including course credits in each of the following areas:

- 4 years of English
- 4 years of Physical Education and Health Education
- 3 years of Mathematics
- 1 year of World History
- 2 years of United States History
- 3 years of Science
- 2 years of a World Language
- 1 year of Visual and Performing Arts
- 1 year of career education and consumer, family and life skills, or vocational education
- 1 semester of financial literacy

\*The required courses and credits of Pascack Valley Regional High School District conform to those of the New Jersey Department of Education. If the Department changes its requirements, then the district will adjust them accordingly.

The State of New Jersey requires 150 minutes of Physical Education/Health & Safety per week as per N.J.S.A. 18A:35-5, 7 and 8.

When a lab schedule requires a student to be excused from a physical education/health class, students will be awarded 1 extra credit for the lab and will receive 4 credits for the physical education/health course.

In addition to these course and credit requirements each student must:

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

**Students must have completed all graduation requirements in order to participate in the graduation ceremony.**

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



### **SCHEDULE/PROGRAM CHANGE POLICY:**

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

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

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

1. During the first five days of the new semester, the Guidance Department will attempt to quickly resolve requests that reflect the following:
  - a. a scheduling error resulting in an incomplete or inaccurate program, (ex., no lunch, wrong course);
  - b. changes warranted by summer school make up;
  - c. course addition(s) that do not require course drops and/or multiple course changes;
  - d. previous failure between student and assigned teacher;
  - e. level changes initiated by the Supervisor of Instruction

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

1. **After the first five days of the new semester and through the end of the second week** of the new semester, the Guidance Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change. **Changes that would not be considered:**
  - **Teacher preference;**
  - **A desire to leave before the end of the school day;**
  - **An interest in joining friends in a particular class;**
  - **Or any combination of the above.**
2. Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule

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

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

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

**SUMMER SCHOOL**

Students who fail one or more courses for the school year must accept the responsibility for determining their need to attend summer school. Such information may be obtained in the Guidance Office.

A student may not take remedial work in courses in which he/she withdrew. To be eligible for remedial work in summer school a student must have completed the course. A student must have the guidance counselor’s approval before enrolling in summer school.

**FAILURE OF REQUIRED COURSES**

Most students complete their high school graduation requirements within four years. However, that time frame becomes seriously jeopardized if students fail required courses, which are usually also sequential in nature. **Therefore, students who fail a required course must make up the course in summer school immediately, if they intend to graduate on time.**

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year. Students will not be permitted to take the next level of a consecutive requirement until the previous course is passed. The only time students will be permitted to “double up” on course requirements will be in their senior year.

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

**COURSE CREDIT ASSIGNMENT:**

The credit assignment for courses is as follows:

**Full-year course** meeting 5 days a week for a minimum of 200 minutes but less than 300 minutes.....5 credits

**Half-year course** (one semester) meeting 5 days a week .....2 ½ credits

Students will receive **15 credits** for satisfactory completion of each year at satellite school.

**GRADES:**

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

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

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

**GRADING CRITERIA:**

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

Excellent: A+ 98-100 (4.33) A 93-97 (4.0) A- 90-92 (3.67)  
Masters all course proficiencies

Good: B+ 87-89 (3.33) B 83-86 (3.0) B- 80-82 (2.67)  
Masters a major portion of course proficiencies

Fair: C+ 77-79 (2.33) C 73-76 (2.0) C- 70-72 (1.67)  
Masters the minimum course proficiencies

Poor: D+ 67-69 (1.33) D 63-66 (1.0) D- 60-62 (.67)  
Completes the minimum proficiencies

Failing: F 59 and Below (0)  
Indicates work inferior to accepted standard for passing

Incomplete work: I  
Incomplete work at the end of the grading period is recorded as an I. An Incomplete for a final course grade is allowed only in extraordinary circumstances and only with principal's approval.

**HONOR ROLL**

Criteria for High Honor Roll: No grade lower than an A- in any subject.

Criteria for Honor Roll: No grade lower than a B- in any subjects. Any student who has an "I" (Incomplete) in any subject is not eligible. When a grade change that qualifies is submitted, the honor roll will be updated.

**TRANSCRIPTS:**

In order for a transcript to be released for a student under 18 years of age, a parent's signature is required. Eight transcripts are provided free of charge; a charge of \$1.00 will be made for each additional transcript. Post-graduate charge is \$3.00.

At the end of the first semester of the 12<sup>th</sup> grade, the Guidance Office sends grades to ALL the colleges to which seniors have applied.

There are two types of transcripts:

- a. Official transcripts bear the official seal of the high school and are sent directly to a college, university, a state or federal agency, etc. Official transcripts cannot be sent or given directly to the student or parent.
- b. Unofficial transcripts for a student's personal or general use do not bear the official seal of the high school; they may be sent or given directly to the student or parent.

**Student Records:**

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

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

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

- a. Test data sheet and other authenticated standardized evaluations.
- b. Teacher survey on pupil progress.
- c. Registration forms.
- d. Final report card for each school year.
- e. Subject selection sheets and record of change of courses.
- f. Drop/add form - original or copy
- g. Correspondence pertaining to pupil (original or copy) between district schools and each pupil, his/her parents/guardians and such other correspondence as shall promote the educational welfare of the pupil.
- h. Referral forms to special services.
- i. Final failure notice and/or guidance contact records.
- j. Grade change form.

- k. Discipline referral form (from teacher to administration) and copies of suspension notices.
- l. Elementary school record – containing only mandated data.

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

All standardized test scores will be part of a student's permanent record with the exception of sophomore PSAT/NMSQT test results unless the student is a three-year graduate.

**ACCESS:**

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

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

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

**GRADE POINT AVERAGE:**

Grade point average is computed by a process which includes all subjects for which credit is given and all grades including failures. Differential weighting, by an additional point, is used for Honors and Advanced Placement courses. Students are ranked solely for the purpose of determining valedictorian, salutatorian and for eligibility for specific scholarships and awards.

**PROCEDURES FOR SUBMITTING COLLEGE APPLICATIONS:**

1. Request applications directly from college or access online at the individual college's website.
2. The required transcript release forms with appropriate signatures must be filed in the Guidance Office before any applications will be processed.
3. Read all directions given to you by the college or school to which you are applying. It is your responsibility to submit requests for transcripts to the Guidance Office at least 10 school days prior to the deadline established by the college or school.
4. If the college or school has given you a form to present to the

Guidance Office, be sure to fill in the personal information required, such as your name, address, sex, and parent's name. We will complete the rest of the form.

5. In many cases, you can mail your application and fee directly to the college. However, if it is necessary that we mail your applications, be sure your check or money order is stapled to the application (stamps only). Present this request along with all necessary forms to the guidance secretary.
  - . If recommendations are required from the faculty or others, it is the student's responsibility to arrange for the college to receive them. An addressed stamped envelope should be given to the teacher(s) with each request.
6. It is the student's responsibility to have official College Board scores sent to the colleges directly from the College Board. There are two ways to send your official test scores:
  - a. Enter the college code numbers on the test registration form or on the correction form;
  - b. Mail an Additional Score Report Request to Princeton
7. It is the responsibility of the student to report to the college any program changes made subsequent to filing a college application.
8. Students are requested to report acceptances to the counselor as quickly as possible.

#### **WORKING PAPERS:**

A student under 18 years of age must hold an Employment Certificate (Working Papers) in order to work.

Students may secure necessary papers from the Guidance Office. No forms will be processed with the State unless they have been properly completed.

#### **PROCEDURE FOR OBTAINING EMPLOYMENT CERTIFICATE**

Step 1 – Pick up the **New Jersey State Department of Education Combined Certification Form** in the Guidance Office.

Step 2 – Have the **employer** complete the Promise of Employment – wages and hours of employment must be indicated. Have the school nurse complete the Physician's Certificate if a physical examination was done within the last year. Otherwise, a physician must complete the form.

Step 3 – Return the Certification Form, Physician's Certificate and a birth certificate (copy acceptable), or other Proof of Age (i.e. Baptismal Certificate, passport – driver' license not acceptable) to the Guidance Office.

**PHYSICAL EDUCATION REQUIREMENTS:**

Students must pass the required program each year in Physical Education. This is compliance with N.J.S.A. Title 18A State Laws of N.J.

It is required of all athletes that they must dress and participate in PE to be eligible to practice or play in a game that afternoon. Failure to do so may disqualify said athlete from extra-curricular participation on that given day.

**MAKE-UP TESTS:**

These guidelines are designed to provide fair procedures for students absent on the day of the test.

1. If a student was present the day before a scheduled test, the student should take a “make-up” test on the day he or she returns to school.
2. A make-up test will be different from the original but treat the same material.
3. A student is to be supervised when taking a make-up test, but not placed in another class in progress. An appropriate arrangement is in a study hall or restricted study or with the regular classroom teacher before/after school.

**STUDENT DRESS:**

All students are expected to dress neatly in clothes of good taste. Clothing must be clean and modest so that it does not detract or distract from our educational goals nor create health or safety hazards. At no time should clothing depict drugs, alcohol, tobacco, or lewdness. Footwear must be worn at all times. Students may not wear pajamas. If a student is inappropriately dressed, the parent/guardian will be contacted to bring a change of clothing to school. Hats are not permitted in classrooms or other teaching areas. Administration reserve to themselves wide latitude and discretion in determining what is considered inappropriate dress and/or grooming.

**CELL PHONES:**

**Cell phones should not be visible in instructional areas.**

**USE OF TELEPHONES:**

There is a telephone in the General office that may be used by students during school hours.

**SCHOOL CLEANLINESS:**

The school and its facilities are shared by hundreds of students during the period of an academic year. It is necessary for Pascack Hills students to share the responsibility in keeping the building clean. Writing on the walls, defacing property, and leaving refuse anywhere but in the receptacles provided will be considered as serious offenses.



### **SENIOR PRIVILEGES:**

In order to provide an opportunity for twelfth grade students to learn to use unstructured time responsibly, the school extends “senior privileges” which include, with written parental approval:

1. Permission to leave school grounds **during lunch only**.
2. Permission to drive and park an automobile on campus.

The following behavior may result in the suspension or revocation of these privileges:

- a. Truancy, cutting class, excessive tardiness or absenteeism;
- b. Smoking/Vaping
- c. Careless or unsafe driving (e.g. speeding, fast starts, driving on the upper roadway)
- d. Unauthorized leaving of school grounds with an underclass student;
- e. Failure to comply with district policies or school regulations.

**\*NOTE:** Senior privileges are subject to administrative review at any time. Included in the review are grades, attendance and discipline records.

### **AUTOMOBILES ON CAMPUS:**

With approval, seniors may park on campus. With parking space limited, we encourage students to car pool. Groups/Carpools of two seniors have first priority to a numbered parking space. Remaining locations will be assigned using a lottery system, if necessary.

When senior parking becomes available on campus, seniors may apply for parking stickers. SENIORS only, who are in good standing, with proper credentials and who meet the following eligibility requirements in junior year for senior privileges:

1. Attendance record
2. Discipline record

Only cars properly displaying a decal are permitted to park in assigned locations. Only seniors are permitted to drive these cars onto school grounds. A violator faces the loss of parking privileges, a fine, towing away of vehicle, and possible suspension from school.

**\*Underclassmen are not allowed to drive to Bergen County Technical Schools.**

### **TEXTBOOKS:**

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

end of the course. Fines will be imposed for damage; replacement costs for loss of textbooks.

**EXTRA/CO-CURRICULAR ACTIVITIES-  
SUBSTANCE USE AND TOBACCO POLICY**

It is a privilege to participate in athletics and extra-curricular/co-curricular activities. Each participant represents our school and with representation comes the responsibility to uphold the standards of the school district and community.

The Pascack Valley Regional High School District has adopted this policy of prevention, intervention, assistance and control for students who participate in extra/co-curricular activities, because substance use is detrimental to the health and success of students and may have serious legal and social consequences.

The entire policy 5533 can also be found on the website at [www.pascack.k12.nj.us](http://www.pascack.k12.nj.us)

## **NARCOTICS, DRUGS AND ALCOHOL**

The Board recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board's concern is also to protect students who do not abuse drugs/alcohol as well as to provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention, and prevention of drug and alcohol abuse.

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

In accordance with NJSA 18:A:40-4.1, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy. Students and their parent(s) guardian(s) are advised that New Jersey Laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds.

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

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

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

The use, possession, and distribution at school of any drug on school premises, at any Board-sponsored event, or on any Board transportation vehicle is prohibited, and any pupil who so uses, possesses or distributes

alcohol or any drugs shall be subject to discipline, including suspension or expulsion, and may be reported to law enforcement authorities.

**THE STUDENT OFFENSES ARE CUMULATIVE FROM YEAR TO YEAR WHILE IN ATTENDANCE AT PVRHS DISTRICT.**

The complete policy number 5530 may be found on the district website at [www.pascack.org](http://www.pascack.org)

**MEDICATION**

**All students carrying or taking medication on school property or at any school sponsored activity are expected to store and consume these medications under the supervision of the school nurse or designee.** Parents are ultimately responsible for enforcing this procedure when they are aware of medication use. **All medication must be administered by the school nurse/designee or parent.** Violation of this Policy will result in a warning being issued to the student and a certified letter outlining school policy will be sent to the parent/guardian in accordance with policy 5141.21.

The parent/guardian is required to notify the school nurse if their child requires inhalant medication. Upon notification of the nurse, the student will be allowed to carry and self-administer this medication.

**SMOKING/VAPING:**

Every student has the right to be educated in a clean and safe environment. Smoking in any public building in New Jersey is illegal. Therefore, by State law and Board Policy, smoking and the use of or possession of tobacco products, is prohibited on school district property including buildings, grounds and school vehicles. Further, students are also prohibited from the use and/or possession of tobacco and products at any school sponsored event. This includes vapor producing devices. Students who violate this policy shall be subject to the following disciplinary procedures.

See Disciplinary Code of Conduct at the end of the handbook.

**SEXUAL HARASSMENT POLICY**

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

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestion, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effects of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive, such will be construed to be sexual harassment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment directly to the Principal.

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

Any employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 4118.5/4218.5. Board approved 31 January 1994.

**Procedures:**

1. Any student who alleges sexual harassment by any staff member or another student in the school district may complain directly to the Building Principal or the Affirmative Action Officer. Grievance forms pursuant to Title IX are available in each school main office.
2. Any staff member notified by a student of a sexual harassment incident has the responsibility to bring the complaint to the attention of the Building Principal or the Affirmative Action Officer within the day the report is made or as soon as practical.
3. The Superintendent will be notified immediately of any complaint and kept abreast of all investigations.
4. The due process rights and rights to confidentiality of all parties shall be respected during the investigation. Information shall only be imparted on a "need to know" basis.
5. The parents of affected students shall be informed by the Building Principal or the Affirmative Action Officer as soon as possible.
6. The policy and any other appropriate agency shall be informed if the accusation meets their criteria for reporting. The District shall meet its responsibilities toward the treatment of affected parties.
7. Timelines listed in district policy regarding the Title IX grievance procedures concerning the investigative process and appeals will be followed.

**Disciplinary Action:**

See Disciplinary Code beginning on page 36

**HARASSMENT, INTIMIDATION, BULLYING/CYBER-BULLYING:**

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry,

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

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager. **A complete copy of Policy 5512 is available on our website at [www.pascack.org](http://www.pascack.org) as of September, 2011.**

#### **DISCIPLINE OF PUPILS – New Jersey Laws:**

##### **18A:37-1 Submission of Pupils to Authority**

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

##### **18A:37-2 Causes for suspension or expulsion of pupils**

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over them, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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

- a. continued and willful disobedience;
- b. open defiance of the authority of any teacher or person having authority over them;
- c. conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- d. physical assault upon another pupil or upon any teacher or other school employee;

- e. taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- f. willfully causing, or attempting to cause, substantial damage to school property;
- g. participation in unauthorized occupancy by any group of pupils of any part of any school or other building owned by any school district and any failure to leave such school or other school facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
- h. incitement which is intended to do and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district; and
- i. incitement which is intended to and does not result in truancy by other pupils;
- j. knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled substances while on school premises.

**2C:12-1**

Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with the procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days, following the day on which the pupil is suspended. This act shall take effect immediately.

**Academic Integrity**

Pascack Hills is a community of learners that values the principles of honesty and integrity in all academic work. Students are responsible for adhering to the requirements of individual assignments as defined by the teacher. Students who choose not to follow these principles will face appropriate consequences as determined by the administration and faculty.

**DRIVER EDUCATION:**

Before any student driver candidate may begin actual training behind the wheel, he must complete 30 hours of classroom theory and PASS the State administered written test (this test is given by the State Inspectors in the school).

#### **TECHNOLOGY ACCEPTABLE USE:**

A full copy of the policy is available on our web site at [www.pascack.org](http://www.pascack.org) then click "Parents" then "Technology Documents".

#### **MANAGEMENT OF FUNDS:**

Prior to graduation, each senior class of Pascack Valley and Pascack Hills High Schools shall dedicate any funds remaining in the class account for a particular purpose, said dedication to be forwarded to the Secretary of the Board of Education in a document signed by the class officers. Any funds not so dedicated or not used within fifteen years of graduation shall become the property of the Board of Education to use for general purposes.

#### **NATIONAL HONOR SOCIETY**

##### Criteria for selection:

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

1. **CRITERIA:** The minimum grade point average for NHS eligibility will be 3.85. Any student with a Grade Point Average (GPA) of 3.85 or better will be considered for membership. This GPA will be based on final marks for ninth, tenth and mid-year eleventh grades and approved high school level summer school programs.
2. Only students enrolled at Pascack Hills/Valley High Schools for a period equivalent to one semester are eligible for membership.
3. All Faculty members (full & part-time) will be surveyed for NHS nominations. These nominations are to be based on a judgment of character and leadership and are to be made only by faculty members who know students from the classroom, support or administrative services and/or co-curricular activities.
4. Incidents of a disciplinary nature will be considered by the Faculty Council if they are documented events of which both the students and the parents were notified at the time they occurred.
5. Consideration will be given only to those students who **ACTIVELY** participate in school and community activities. Successful candidates for membership must be involved in **community service or volunteer activities for a minimum of 30 hours**. All club sponsors will be surveyed for activity ratings of students.
6. The National Honor Society Faculty Council will make the final selection in the spring of junior year based on the criteria listed above.



\*Faculty includes all part time and full time faculty (this does not include advisors/coaches who are not also employed in a certificated position in the school during the school day.)

Notification:

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

Appeal procedure (based on the 17<sup>th</sup> edition of the NHS handbook):

- a. A student and/or parents may appeal the decision of the Faculty Council. The request for consideration must be made in writing to the Chapter advisor within 5 school days after notification.
- b. A meeting of the Faculty Council will be convened to allow for a clarification of the Council's membership decision and to insure that all students receive full and fair consideration as outlined in the criteria and procedures of the Pascack Hills/Valley Chapter of the National Honor Society. The Council will deliberate privately and render a decision in writing.
- c. If the appeal is denied by the Faculty Council, subsequent appeals will only be heard in the following order: 1. Principal  
2. Superintendent and 3. Board of Education.

Dismissal from the National Honor Society:

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

In all cases of impending dismissal, a member shall have a right to be notified in writing of the offenses and to a hearing before the Faculty Council.

A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district. Any member who has been dismissed is never again eligible for membership in the National Honor Society.

The following guidelines will give further help in the definition of leadership, service and character.

**Leadership:** Student leadership, whether formal or informal, refers to a student's ability to plan, direct, organize or otherwise take responsibility for activities that create a positive environment for their class, school or community. NHS candidates must demonstrate positive leadership. As such, a student leader:

- Is resourceful in proposing new problems, applying principles, and making suggestions

- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

### **Service**

Community service refers to service that a student performs for the benefit of his or her local, national or international community. Candidates must have a minimum of 30 hours of documented community service.

**School and class related activities, including fundraising do not count as community service. Volunteer work for a company, unpaid internships and family obligations do not count as community service.**

Many of our high school clubs and teams offer opportunities that benefit the greater community such as Project Paterson, Interact, Camp Raspberry, Robotics, TAC, Volleyball (Dig Pink) etc. Churches, temples and civic organizations offer service opportunities. Volunteer work with the disabled, poor or needy persons qualify as community service.

Community service must be performed during the student's high school years. It is recommended that students keep a log of community service hours and any certificates for documentation.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools

**Character**-A person of character demonstrates the following six qualities: Respect, Responsibility, Trustworthiness, Fairness, Caring and

Citizenship. Incidents of cheating or plagiarism will result in non-selection to NHS. In addition the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect of others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing willingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment



**Board Office:**

Ms. Brenda Kirk .....Administrative Assistant  
Ms. Rosemarie Cangialosi .....Transportation/Tuition Coordinator  
Ms. Marilyn Sinisi .....Payroll Manager  
Ms. Sharon McGuire .....Assistant Payroll  
Ms. Cynthia Ackerman .....School Accountant/Analyst  
Ms. Irene Cassa.....Purchasing Compliance Officer  
Ms. Diane Montemurro.....Secretary

**OFFICE OF THE SUPERINTENDENT**

Administrative Secretary Claudia Gibbs  
Executive assistant to the Superintendent Patricia Corkery  
Executive assistant for Public Relations & Human Resources Dyane Guardino

**CURRICULUM, INSTRUCTION & ASSESSMENT**

Director Dr. Barry Bachenheimer  
Reg. Instructional & Curriculum Coordinator Jaclyn Derwin  
Secretary Luanne McGlone  
Secretary, Supervisors Hazel Holcombe

**PASCACK HILLS OFFICE STAFF**

Secretary Marianne Simak  
Secretary (attendance) Lillian Murray  
Secretary Jill McCabe  
Secretary, District Facilities Managers Lori Birdsall

**PUPIL PERSONNEL SERVICES**

Guidance Counselor Christina Schneider  
Guidance Counselor Marin Donnelly  
Guidance Counselor Jenna Howard  
Guidance Counselor Steven Casamento  
Student-Family Resource Liaison Erica Franceski  
Student Assistance Counselor Gale Mangold  
School Psychologist Brittany Silverman  
Learning Disabilities Consultant Marissa Watters  
Learning Disabilities Consultant Tracy Ralph  
Social Worker Elyse Elisano  
Speech Therapist Gloria Gordon  
Special Programs Tara Flannery  
Aide Janet Donaghy  
Aide Nick Evans  
Aide Matt Marini  
Aide Stephanie Mendelson  
Aide Marnee Rosen  
Aide Cynthia Candrilli  
Aide Vickie Liquori  
Secretary Special Education Mary Lou Corbett  
Secretary Guidance Shelley Tobin  
Secretary Guidance Monika Codner

**SUPPORT SERVICES**

Media Specialist  
 Library Clerk  
 School Physician  
 School Nurse  
 Athletic Trainer  
 District Facilities Manager  
 Building Coordinator  
 Network Engineer  
 Network Administrator  
 Technology Specialist  
 Technology Specialist

Margaret White  
 Dee Goldman  
 Michelle Meyer, M.D.  
 Rose Welyczko, R.N.  
 Steven Papa  
 Robert Donahue  
 Amdi Ramani  
 Washington Pico  
 Armen Hagopian  
 Ross Koehler  
 Scott Jones

**CUSTODIAL STAFF**

Frank Cutrona  
 Michael Elwood  
 Courtney Hastings  
 Michael McTigue  
 Ana Roman  
 James Ward

James Devaney  
 Mike Cornella  
 John Kilduff  
 John Montauri, Jr.  
 Sandor "Alex" Toth

**TEACHING STAFF****ENGLISH**

David Bucco  
 Heather Lutz  
 Vani Apanosian  
 Jessica Sachs-Serfess  
 Jordan Saxon  
 Margaret White

Katherine Donahue  
 Jamie Marootian  
 Virena Rossi  
 Edward Sandt  
 Allison Pflieger

**MATH**

Lauren Bucco  
 Janet Goodman  
 Kevin Kirkby  
 Charlene Schwartzman  
 Kim Caminiti

Michelle Gaeta  
 Kevin Killian  
 Lindsay Runge  
 Ryan Postman  
 Jay Uhl

**PHYSICAL EDUCATION**

Mathew Bruh  
 Frank Eufemia  
 Lorrie Sandhage

Scott Ernest  
 Thomas Gallione  
 Nicole Olshalsky

**MUSIC, ART, AND FAMILY AND CONSUMER SCIENCES**

John Dinkey  
 Margarita Elkin  
 Cindy Wagner

Danielle Garretson  
 Tracey Listro  
 Ryan Dore

**SCIENCE AND TECHNOLOGY**

Elise Burns  
 Dr. Martin Edelberg  
 Brendan Field  
 Beth Manzella  
 Adam Ostrowski  
 Mary Scorese  
 James Soltmann

Steven Comanto  
 Dr. David Frangiosa  
 Natalie Macke  
 Dr. James Whitfield  
 Leslie Pugliese  
 Martin Shields

**SOCIAL STUDIES**

Brooks Alexander  
Owen Haveron  
Kaitlyn Mahaffey  
Jane Yeam

Douglas Goodman  
Debbie Horn  
Pamela Schwartz

**BUSINESS/ CAREER ED/INTERNSHIP**

Paul Henry  
Betty Ann Hannigan

Corin Gamgort  
Christine Haller

**SPECIAL EDUCATION**

Marcia Forte  
Katherine Vargo  
Evan Lampert  
Robert Salgado  
Brooke Schwartzman

Allison Schultz  
Robert Buccino  
Eric Ganz  
Gloria Gordon  
Jamie Kornitzer

**WORLD LANGUAGE**

Jane Conboy  
Christine Gorman  
Liam O'Neill  
Debbie Yao

Michele Olszewski - Garcia  
Vita Guardabascio  
Patricia Sularz  
Mauricio Penilla

### DISCIPLINARY CODE

This code extends to all areas of the school and its activities on and off the school campus. Administrative discretion can be used in any of the stated

situations. **Administrative Detention = 7:30 to 7:55 a.m. Students must be on time for detention and bring work.**

<b>Offense/ Violation</b>	<b>First Disciplinary Action</b>	<b>Second Disciplinary Action</b>	<b>Third Disciplinary Action</b>
<b>Late to school</b>	<ul style="list-style-type: none"> <li>• See Attendance/Tardy Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Attendance/Tardy Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Attendance/Tardy Policy</li> </ul>
<b>Late to class</b>	<ul style="list-style-type: none"> <li>• 1-2 times: teachers warning</li> <li>• Third time: teacher detention</li> <li>• Notification of attendance policy implications</li> <li>• Teacher contact parent</li> </ul>	<ul style="list-style-type: none"> <li>• See Attendance/Tardy Policy (loss of credit)</li> </ul>	<ul style="list-style-type: none"> <li>• See Attendance/Tardy Policy (loss of credit)</li> </ul>
<b>Cutting one class</b>	<ul style="list-style-type: none"> <li>❖ Two administrative detentions</li> <li>• Zero for class</li> <li>• Teacher to contact parent</li> </ul>	<ul style="list-style-type: none"> <li>• One day in-school detention</li> <li>• Zero for class</li> <li>• Parent contact by administration</li> <li>• Warning of possible loss of credit if this is the same class</li> </ul>	<ul style="list-style-type: none"> <li>• One day out-of-school suspension</li> <li>• Loss of credit if the same class and removal to study hall                             <ul style="list-style-type: none"> <li>• Parent conference</li> </ul> </li> </ul>
<b>Cutting Multiple Classes</b>	<ul style="list-style-type: none"> <li>• Two administrative detentions for each class missed</li> <li>• Zero for all lessons</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Two days in-school detention</li> <li>• Parent conference</li> <li>• Warning of possible loss of credit</li> <li>• Possible referral to I&amp;RS</li> </ul>	<ul style="list-style-type: none"> <li>• Two days out-of-school suspension</li> <li>• Parent conference</li> <li>• Loss of credit in any class with three cuts</li> </ul>
<b>Missing detention assigned by teacher</b>	<ul style="list-style-type: none"> <li>• Administrative detention; parent contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Two administrative detentions</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Five detentions to in-school detention at discretion of administrator.</li> <li>• Parent contact.</li> </ul>
<b>Truancy (Being off campus and cutting)</b>	<ul style="list-style-type: none"> <li>• One day in-school detention</li> <li>• Zero in each class</li> <li>• Parent contact by administration</li> <li>• Police notified</li> <li>• Warning of loss of credit for classes with three cuts</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Two days out-of-school suspension</li> <li>• Zero in each class</li> <li>• Police notified</li> <li>• Parent conference</li> <li>• Warning of loss of credit for classes with three cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Three days out-of-school suspension</li> <li>• Loss of credit for classes with three cuts</li> <li>• Zeros in all classes</li> <li>• Police notified</li> <li>• Parent conference</li> </ul>
<b>Failure to have attendance recorded or check in</b>	<ul style="list-style-type: none"> <li>• Administrative detention</li> <li>• Parent contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Five administrative detentions</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Two days in-school detention</li> <li>• Parent conference.</li> </ul>
<b>Harassment/ Discrimination</b>  (NJSA 6:4 relating to gender, race, color, religion, national origin, handicap, sexual orientation, bullying, or unwelcome inappropriate verbal or physical conduct of a	<ul style="list-style-type: none"> <li>• Verbal report of alleged violation to the Principal or Principal's designee on the same day witnessed or reliable information received</li> <li>• Written report submitted to the Principal within two school days of the verbal report</li> <li>• The Principal will inform the parents of all pupils involved in alleged incidents and may discuss availability of counseling and/or intervention services</li> </ul>	<ul style="list-style-type: none"> <li>• District Affirmative Action Officer notified</li> <li>• Progressive level of discipline</li> <li>• Parent conference</li> <li>• Possible police notification</li> <li>• Superintendent notification</li> <li>• Possible referral to I&amp;RS or Child Study Team</li> </ul>	<ul style="list-style-type: none"> <li>• District Affirmative Action Officer notified</li> <li>• Parent conference</li> <li>• Possible referral to Superintendent for disciplinary action</li> <li>• Possible police notification</li> <li>• Possible referral to I&amp;RS or Child Study Team</li> </ul>



<p><b>sexual nature.) See Page 26.</b></p>	<ul style="list-style-type: none"> <li>• The Principal may take interim measures to ensure the safety, health, and welfare of all parties pending the outcome of the investigation</li> <li>• Investigation initiated within one school day of the report of the incident by Principal or Principal's designee</li> <li>• Investigation conducted by the Anti-Bullying Specialist and completed as soon as possible, but no later than ten school days from the date of the written report of the incident</li> <li>• Results of the investigation reported to the Superintendent within two school days of its completion</li> <li>• Superintendent may: provide intervention services, establish training programs to reduce HIB and enhance school climate, impose discipline, order counseling, or take or recommend other appropriate action</li> <li>• Results of the investigation reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation, along with information on: any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent</li> <li>• Board of Education shall issue a decision in writing to affirm, reject, or modify the Superintendent's decision at the Board meeting following its receipt of the report</li> </ul>		
<p><b>Missing administrative detention</b></p>	<ul style="list-style-type: none"> <li>• Extended administrative detentions</li> </ul> <p>Parent contact</p>	<ul style="list-style-type: none"> <li>• One day in-school detention</li> </ul> <p>Parent contact</p>	<ul style="list-style-type: none"> <li>• Two days in-school detention</li> </ul> <p>Parent conference</p>
<p><b>Fighting</b></p>	<ul style="list-style-type: none"> <li>• One to three days out-of-school suspension</li> <li>• Parent conference</li> <li>• Possible peer mediation</li> </ul>	<ul style="list-style-type: none"> <li>• Three to five days out-of-school suspension</li> <li>• Principal's hearing</li> <li>• Possible peer mediation</li> <li>• Referral to Intervention and Referral Services</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent hearing</li> <li>• Five to ten days out-of-school suspension</li> </ul>

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

<b>Disrespectful Behavior</b>	<ul style="list-style-type: none"> <li>Depending upon the severity, from two administrative detentions to suspensions</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Same as previous, but mediation and warning of removal from class</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>Same as previous, with possible removal from class</li> </ul>
<b>Vandalism</b>	<ul style="list-style-type: none"> <li>Restitution for damage</li> <li>Administrative detention/suspension</li> <li>Administrative contact with parent</li> </ul>	<ul style="list-style-type: none"> <li>Restitution for damage</li> <li>Administrative detention/suspension</li> <li>Administrative contact with parent</li> </ul>	<ul style="list-style-type: none"> <li>Referral to superintendent</li> </ul>
<b>Theft, possession of stolen property</b>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Administrative suspension</li> <li>Contact local police</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Administrative suspension</li> <li>Contact local police</li> </ul>	<ul style="list-style-type: none"> <li>Restitution</li> <li>Administrative suspension</li> <li>Contact local police</li> </ul>
<b>Possession of Vape &amp;/or Tobacco Products on School Grounds/at School Functions</b>	<ul style="list-style-type: none"> <li>A minimum of three administrative detentions</li> <li>Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of one-day in-school detention.</li> <li>A parent must accompany the student for a re-admit conference with the Administrator.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple days of suspension.</li> <li>Re-admit conference with the administrator, Student Assistance Counselor and parents.</li> </ul>
<b>Use of Vape &amp;/or Tobacco Products on School Grounds/At School Functions</b>	<ul style="list-style-type: none"> <li>A minimum of one-day in-school detention.</li> <li>Senior privileges will be suspended for up to two months. For underclass students, this sanction may be reviewed at the beginning of the student's senior year and that student's conduct subsequent to the date of the infraction may be regarded as a mitigating factor.</li> <li>Parents will be contacted regarding the offense and the school's response.</li> <li>Student is reminded of the penalties imposed for subsequent violations of this policy.</li> <li>Police/Montvale Board of Health will be notified</li> <li>Student will be encouraged to participate in a smoking cessation program.</li> <li>Tobacco/vaping products will be confiscated.</li> </ul>	<ul style="list-style-type: none"> <li>Student may be suspended for up to three days.</li> <li>Senior privilege rights will be suspended for up to five months with the appropriate reviews as described above.</li> <li>A parent conference will be held.</li> <li>Student and parent(s) will be reminded of the penalties imposed for subsequent violations of this policy.</li> <li>Police will be notified</li> <li>Student will be encouraged to participate in a smoking cessation program.</li> <li>Re-admit conference with the Student Assistance Counselor.</li> <li>Tobacco/vaping products will be confiscated.</li> </ul>	<ul style="list-style-type: none"> <li>Same sanctions as identified in second offense.</li> <li>Student will be considered to have committed an act of willful insubordination and will be dealt with accordingly.</li> <li>Re-admit conference with the Student Assistance Counselor and administrator.</li> <li>Tobacco/vaping products will be confiscated.</li> </ul>

<p><b>Use of Alcohol, Drugs on School Grounds/at School Functions etc.</b></p>	<ul style="list-style-type: none"> <li>• Suspension for a minimum of five days</li> <li>• Parent conference</li> <li>• Notification of the Student Assistance Coordinator</li> <li>• Referral to appropriate agency</li> <li>• Referral to Intervention and Referral Services</li> <li>• Students driving and parking privileges will be suspended for up to two months.</li> <li>• Additional senior privileges and all school extra-curricular activities will be suspended for a period of not less than two weeks. (See Board Policy 5131.6)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension for a minimum of ten days</li> <li>• Possible notification &amp; possible signing of a formal legal complaint</li> <li>• A mandatory parent conference</li> <li>• Notification of the Student Assistance Coordinator</li> <li>• Referral to an appropriate agency</li> <li>• Referral to Intervention and Referral Services</li> <li>• Suspension of all senior privileges</li> <li>• No participation in extra-curricular activities for not less than 90 days – to be reinstated at the discretion of administration and Student Assistance Coordinator (see Board Policy 5131.61)</li> <li>• May be referred to the school board for expulsion hearings as a danger to him/herself and others</li> </ul>	<ul style="list-style-type: none"> <li>• All subsequent offenses will be handled in a progressive manner</li> <li>• Discipline will include any or all of the above mentioned procedures including suspension</li> <li>• Possible alternative school placement</li> <li>• And/or expulsion for the remainder of the year</li> <li>• Student’s offenses are cumulative from year to year while in attendance in the Pascack Valley Regional High School District</li> </ul>
<p><b>Distribution/Possession of Alcohol, Drugs &amp; Paraphernalia on School Grounds/at School Functions, etc.</b></p>	<ul style="list-style-type: none"> <li>• Minimum five-day suspension.</li> <li>• Referral to the superintendent and board of education for possible expulsion.</li> <li>• Referral to juvenile authorities for prosecution under provisions of P.L. 1987C 101.</li> <li>• Referral for chemical dependency evaluation outlined in “Suspicion of Use” section in this policy.</li> </ul>		
<p><b>Vaping, E-Cigarettes &amp; other Vapor Producing Devices</b></p>	<ul style="list-style-type: none"> <li>• see District Tobacco Policy</li> </ul>		
<p><b>Threats (Physical or Verbal)</b></p>	<ul style="list-style-type: none"> <li>• Superintendent notification</li> <li>• Police department notification and plan of action.</li> <li>• Out-of-school suspension</li> <li>• Psychiatric evaluation</li> <li>• Parental contact and conference</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Superintendent for expulsion</li> <li>• Same as first disciplinary action</li> </ul>	
<p><b>Weapons</b></p>	<ul style="list-style-type: none"> <li>• Notify Superintendent</li> <li>• Notify Police Department and determine action</li> <li>• Out-of-school suspension</li> <li>• Recommend expulsion to Superintendent.</li> </ul>		

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

**Off-Campus Misconduct- It is all but impossible to specify every off-campus misconduct for which students can be disciplined. In general, students can be disciplined for off-campus behavior if their actions have a negative, direct impact on their school, programs, other students or staff. These off-campus misconducts include but are not limited to:**

- Possession and/or use of alcohol, drugs or illegal substances
- Possession and/or use of a weapon
- Bullying or harassing students or others, whether in person or via cyber-stalking
- Being charged with a crime

**BOARD POLICY – 5519**

**DATING VIOLENCE AT SCHOOL**

**NOTICE OF NONDISCRIMINATION**

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

Inquiries and/or complaints may be directed to:  
District Affirmative Action Officer/ADA Coordinator

Dr. Barry Bachenheimer  
201-358-7020 x 22033

District 504 Officer  
Sean Struncis  
201-358-7020 x 22008

District Anti-Bullying Coordinator  
Sean Struncis  
201-358-7020 x 22008

Pascack Hills Anti-Bullying Specialist  
Gale Mangold  
201-358-7020 x 22008

At  
Pascack Valley Regional High School District  
28 West Grand Ave, Montvale, NJ 07645  
(201) 358-7004

District policies and implementation plans can be  
obtained at the administrative offices located at  
46 Akers Avenue, Montvale, NJ

<b>Pascack Bell Schedule</b>					
	Monday (R1)	Tuesday (R4)	Friday (R3)	Other (R2)	Minutes
8:00-8:48	Period 1	Period 4	Period 3	Period 2	48
8:52-9:42	Period 2	Period 1	Period 4	Period 3	50
9:46-10:34	Period 3	Period 2	Period 1	Period 4	48
10:38-11:26	Period 4	Period 3	Period 2	Period 1	48
11:30-12:17	Lunch	Lunch	Lunch	Lunch	47
12:21-1:09	Period 5	Period 7	Period 6	Period 5	48
1:13-2:01	Period 6	Period 5	Period 7	Period 6	48
2:05-2:53	Period 7	Period 6	Period 5	Period 7	48

<b>Block Day Schedule</b>			
	Tuesday (Odd Block)	Wednesday (Even Block)	Minutes
8:00-9:26	Period 3	Period 2	86
9:30-10:58	Period 1	Period 4	86
11:02-11:53	Lunch	Lunch	51
11:57-1:23	Period 5	Pascack Period	86
1:27-2:53	Period 7	Period 6	86

<b>Half Day Bell Schedule</b>				
	Monday (R1)	Tuesday (R4)	Friday (R3)	Minutes
8:00-8:31	Period 1	Period 4	Period 3	31
8:35-8:08	Period 2	Period 1	Period 4	33
9:12-9:43	Period 3	Period 2	Period 1	31
9:47-10:18	Period 4	Period 3	Period 2	31
No Lunch	No Lunch	No Lunch	No Lunch	0
10:22-10:52	Period 5	Period 7	Period 6	30
10:56-11:26	Period 6	Period 5	Period 7	30
11:30-12:00	Period 7	Period 6	Period 5	30

<b>Delayed Opening Schedule</b>				
	Monday (R1)	Tuesday (R4)	Friday (R3)	Minutes
9:30-10:06	Period 1	Period 4	Period 3	36
10:10-11:48	Period 2	Period 1	Period 4	36
10:52-11:28	Period 3	Period 2	Period 1	36
11:32-12:08	Period 4	Period 3	Period 2	36
12:12-12:53	Lunch	Lunch	Lunch	41
12:57-1:33	Period 5	Period 7	Period 6	36
1:37-2:13	Period 6	Period 5	Period 7	36
2:17-2:53	Period 7	Period 6	Period 5	36

Delayed Opening Block Schedule					
	Tuesday (Odd Block)	Minutes		Wednesday (Even Block)	Minutes
9:30-10:36	Period 3	66	9:30-10:58	Period 2	88
10:40-11:46	Period 1	66	11:02-12:30	Period 4	88
11:50-12:33	Lunch	43	12:34-1:21	Lunch	47
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