



**Phillipsburg High School**  
**Student/Parent Handbook**  
**2018-2019**



**Phillipsburg High School**  
**1 Stateliner Boulevard**  
**Phillipsburg, New Jersey 08865**  
**(908) 454-3400**

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## **FORWARD**

The Phillipsburg High School Student-Parent handbook not only offers information of value to every student and parent, but also serves to introduce each student to the rules and regulations of Phillipsburg High School. Academic excellence at Phillipsburg is a matter of great pride for the entire community, but we also pride ourselves in the many co-curricular activities that are on-going each year. We strongly encourage students to get involved in clubs, activities and athletics and take an active role in the student life at Phillipsburg High School so that these years can become the most rewarding of your life.

## **A BRIEF HISTORY OF PHILLIPSBURG HIGH SCHOOL**

Phillipsburg High School is one of the oldest high schools in New Jersey and was organized by an act of the State legislature in 1871. It offered two programs; the Classical Course designed for “our young men to enter the freshman class of any American College”, and the Normal Course for those planning to attend the State Normal Schools (later known as State Colleges). The high school occupied the 3<sup>rd</sup> floor of the Freeman School, named for the first Superintendent of Schools, Samuel Freeman, who headed the school system shortly after the town was incorporated on March 8, 1861.

The first graduating class in 1875 saw 9 students awarded diplomas in comparison to 400 seniors in 2018. Since its inception, the school has been housed in four different buildings. From 1890 thru 1907 it was located in the Lovell Building and from 1907 thru 1927 it took residence in the Reese School. These buildings sat adjacent to each other on the site of what is now Shappell Park.

In 1927, the high school moved to 200 Hillcrest Boulevard, a 40-acre location on the hilltop overlooking the Delaware River. The arboretum, located just south of the building, once contained as many as 300 different species of trees and was nationally acknowledged as the first high school arboretum in the country.

In 1960, a \$2 million addition to the high school was completed under the close direction of Principal J. Charles Wanamaker. The building and campus provide a stately home for the Phillipsburg Middle School and remains today as beautiful and accommodating as its designers had originally planned.

In September of 2016, Phillipsburg High School moved to its current location: the corner of Belvidere Road and Roseberry Street. The state-of-the-art, 330,000 square foot building is perched atop 120 acres. Highlights of the building include a 10,000 square foot library and media center, and 1,100 seat performing arts center, a gymnasium with seating capacity for 2,400, and a student cafeteria that can seat 700. Our beloved school has come a long way since 1871.

Phillipsburg High School and football go hand-in-glove. The first football team to represent the town played in 1889 and was composed of anyone who wanted to play. In 1894, it was a team as that which lost to Easton High School 26-0, but was not until 1905 that the high school realized its first true team under Head Coach Michael Maloney. Phillipsburg lost to Easton again 32-0 in what was to become the beginning of one of the oldest high school rivalries in the nation, a rivalry of deep pride for both schools in which there have been over 100 consecutive years of outstanding football. The year 1924 marked the first time the team played at the Hillcrest Boulevard site. It was later named Maloney Stadium in honor of Phillipsburg’s father of football, Michael Maloney.

In 1923, the school had fight songs and cheers, but no school song or marching band. Music for events was provided by the Phillipsburg Community Band, of which many members were high school students. Senior, Gladys Cooper, encouraged by her music instructor, composed a school song first played at the Thanksgiving Day football game in 1923 by the Community Band. Yes, we lost that year too, 31-7. That song has since become our Alma Mater and has been played by our marching band, first organized in 1931, at every game since.

Phillipsburg High School has graduated thousands of students. While at Phillipsburg High School these young people lived and began to build the truly fine traditions that are Phillipsburg High School. Some achieved acclaim as students; others attained greater prominence as alumni, while most became the everyday people, working hard, providing for their families and loving life. All of them share the same common thread of experiences and memories of their years at Phillipsburg High School. You, our students, are beginning to build your own memories for tomorrow. Together, we are all continuing that fine tradition of Garnet and Grey – that tradition that IS Phillipsburg High School.

## PHILLIPSBURG SCHOOL DISTRICT PROFILE

Phillipsburg Public Schools have enjoyed a long heritage of educational commitment to our children. Since 1871, our schools have provided safe, healthy, competitive, and rewarding school environments for our students. We challenge our children to grow, learn, and experience the world of education, through a varied pursuit of knowledge, so they can reap the rewards of a successful life in adulthood. School spirit, pride in the community, and excellence in educational endeavors are town traditions. The Phillipsburg High School, serving students in grades 9 through 12, enjoys a receiving relationship with Alpha, Bloomsbury, Greenwich Township, Lopatcong Township, and Pohatcong Township.

### DISTRICT MISSION AND BELIEF STATEMENTS

**Adopted by the Board of Education – March 24, 2014**

#### **Mission Statement**

The Phillipsburg School District, a proud and diverse learning community with a strong sense of tradition, ensures all students are afforded a safe, nurturing, and secure environment, while providing them with opportunities to be engaged in a rigorous and enriching program of study designed to prepare them for college and career. Mastery of the New Jersey Core Curriculum and Common Core State Standards empowers our graduates to become effective, lifelong learners and contributing members of their communities, representing the ideals of the Stateliner family.

#### **Beliefs**

##### **In the Phillipsburg School District, we believe that...**

- ❖ Each member of the school community is entitled to a safe, caring, learning environment.
- ❖ Every person is unique, important, and deserving of respect, understanding and appreciation.
- ❖ Education is the shared responsibility of the student, school, home and community.
- ❖ School success occurs when self-esteem is fostered and challenging work is meaningful.
- ❖ Daily attendance and participation maximize student achievement.
- ❖ Technological resources empower all stakeholders to succeed in an ever-changing society.
- ❖ Quality professional development drives innovation and continuous improvement within the school system.
- ❖ An engaging curriculum prepares students to become lifelong learners and contributing members of society.
- ❖ Membership in extra-curricular activities and athletics contributes to students' overall well-being.
- ❖ Multiple assessment strategies guide instruction and advance learning.

#### Phillipsburg High School Principals

1871-1874  
1874-1876  
1876-1907  
1907-1910  
1910-1934  
1934-1953  
1953-1971  
1971-1974  
1974-1996  
1996-2001  
2001-2003  
2003-2004  
2004-2009  
2009-2015  
2015-2017  
2017-Present

F.C. Tolles  
J.H. Brensinger  
L.O. Beers  
William Sanderson  
Clarence V. Sloan  
Michael E. Maloney  
J. Charles Wanamaker  
Andrew Palencar  
Kenneth E. Lutz  
George M. Chando  
Anne H. Dudley  
George M. Chando  
Mary Jane Deutsch  
Gregory A. Troxell  
Janice K. Trent  
Matthew Scanlon

**High School Administration**

Principal  
Assistant Principal  
Assistant Principal

Matthew Scanlon  
Kyle Rovi  
John Stillo

**Student Council Executive Officers**

President  
Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer  
State Charity Officers  
School Board Representative  
Advisors

Matthew Cherry  
Candace Penrose  
Madi Mitchell  
Allison Devlin  
Christian Chiulli  
Hailey Kozak  
Angelica DiGiovanni and Alexa MacIsaac  
Mr. William English/Mr. Richard Kiley

**CLASS OF 2019**

Executive Officer  
Advisors

Hannah Chiulli  
Grace MacAnally  
Madeline Marron  
Keely Rehman  
Julia Sinkbeil  
Maggie Zeeman  
Leah Kelly  
Mrs. Allison Chase/Mrs. Rebecca Williams-Ellis

**CLASS OF 2020**

Executive Officer  
Advisors

Gabriel Lyons  
Skylar Burt  
Mikkaila DeLuca  
Maddison DeLuca  
Christina Pace  
Ryan Fisher  
Karan Tung  
Mrs. Rebecca Williams-Ellis  
Mrs. Allison Chase

**CLASS OF 2021**

Executive Officer  
Advisors

Matt Barry  
Olivia Darmstadt  
Erin Fisher  
Jenna Grant  
Tatum McVey  
Tanner Moore  
Nicole Van Blarcom  
Ms. Rita Santoro  
Mr. James Bronico

**CLASS OF 2021 (TBA)**

Advisors

Mrs. Jennifer Kane/ Mrs. Allison Attinello

**DIRECTORS**

Michelle Chipaloski  
Ryan Ditze  
James Gonzalez  
Thomas Fisher

Mathematics/Science  
English/ESL/Library/Fine Arts  
Social Studies/World Languages/Business/Consumer Science/Agriculture/Industrial Technology  
Athletics/Physical Education/Health

**SCHOOL SPECIALISTS**

Linda Frick  
Martine Nielsen

Nurse  
Nurse

**MAINTENANCE STAFF**

James Mengucci  
Stephen Fleming

Director of Educational Facilities  
Head of Custodial Services

## I. CODE OF STUDENT CONDUCT

Phillipsburg High School has a time-honored tradition in the quality of its student body. This quality flows in part from the community but is enhanced greatly by the relationships that exist between students and teachers. These relationships are supportive, trusting and friendly. However, they recognize the authority of the teacher to uphold the standards of the school for the benefit of all students. The Student Code of Conduct does not infringe on the rights of students, but rather defines the areas which are infringements on the rights of others. Following rules and procedures may be inconvenient at times, but it is necessary if the entire school is to function properly. We ask your help by learning what is expected of our students. In return, we will make your years at Phillipsburg both rewarding and enjoyable.

### A. Statement of Appropriate Student Behavior

Students in the Phillipsburg School District are expected to treat one another and staff members with respect regardless of gender, race, color, creed, religion, national origin, sexual orientation or gender identification. Inappropriate touching of a sexual nature, gender-based or racial comments and/or jokes, and name calling of any kind by students are not permitted on the way to and from school, on school property, or via social media. All instances of such harassment are to be reported to the building administrator. Parents will be contacted and appropriate action will be taken. Interventions include, but are not limited to, supportive counseling, detention, suspensions, and/or contacting district and local authorities.

### B. Statement of Principle

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to every class, ready and willing to learn.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily or permanently. Parents should be aware that the District reserves the right to engage the use of Law Enforcement K-9 units to deter any and all illegal activities.

Equally important, the District owes its students the opportunity to attend school as free as possible from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity. Removal serves the multiple purposes of eliminating the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant a long-term removal from the class. Long term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct. In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension, or expulsion.

### C. Discipline of Classified Students

Classified pupils are subject to the same disciplinary procedures as non-disabled pupils and shall be disciplined in accordance with their Individualized Education Program (IEP).

### D. Privilege Denial

Privilege denial is designed to promote a student's responsibility for their actions and to be held accountable for misbehavior. At the discretion of the grade level assistant principal, various privileges throughout the year may be denied if a student exhibits a blatant disregard for the discipline code, remains unaccountable for his/her behavior, or exhibits a pattern of continuous misbehavior. These privileges include: Formal Dances, Non-Formal Dances, Athletic Contests, Co-Curricular Club Activities, Senior Class "Pre-Turkey Day" Activities, Class Day Activities, Pep Rallies, Graduation Ceremony, senior parking privileges, field trips, etc.

### E. Levels of Misconduct

The following levels represent the degree of severity of specified misconduct. **Any areas not specifically noted fall within the discretionary judgment of the administration.**

## Level 1

*Serious offenses requiring consideration of maximum penalties including **Out-of-School Suspension** of up to nine days. **OFFENSES COMMITTED UNDER LEVEL 1 MAY BE SUBJECT TO CIVIL ACTION AT THE DISCRETION OF THE PARTIES INVOLVED.***

1. **Harassment, Intimidation or Bullying – N.J.A.C. 18A: 37-14** - Constitutes any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:
  - a. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the operation of the school.
2. **Physical Harassment – N.J.A.C. 18A: 37-2d** - Purposeful, knowingly, or reckless physical contact or assault against oneself, other students, or staff members constitutes a serious offense against the order of the building and puts the general safety of the school at risk. It will not be tolerated under any circumstances.
3. **Verbal/Emotional Harassment** - Constitutes an intimidation by threat or by inducing fear of physical contact. In addition, hostile environment is an intimidating, hostile or offensive employment or educational environment. It includes unwelcome actions with a sexual connotation that makes a student feel uncomfortable or harassing behavior that affects learning. Quid pro quo sexual harassment includes unwelcome sexual advances, verbal and/or visual contact of a sexual or gender-directed nature.
4. **Theft, Extortion, or Vandalism of Property – N.J.A.C. 18A: 37-2e** - Will require restitution and **Out-of-School Suspension**. In addition, a criminal complaint can be filed with the police.
5. **Fighting/Assaulting a Student – N.J.A.C. 18A: 37-2d** - Constitutes actual physical contact with another individual that is avoidable. Students are obligated to convey ANY student conflict to their school counselor, teacher, or grade level assistant principal. A student's culpability will be subject to the discretion of the grade level assistant principal and security.
6. **Gross Insubordination/Profanity at Staff – N.J. A.C. 18A: 37-2a/b** - Gross refusal to comply with reasonable expectations and directions of school personnel (administration, faculty, secretaries, security officers, custodians, teacher aides, and lunchroom aides, etc.). This offense includes ANY vulgarity or profanity directed at a staff member or refusal to hand over any electronic device, including cell phones.
7. **Leaving School Without Permission – N.J.A.C. 18A: 37-2a** - Students who cut class, study hall, or leave campus or the building without proper authorization will be subject to **Out-of-School Suspension**.
8. **Possession / Use / Distribution of Drugs, Alcohol, Tobacco, and Steroids** (Please see detailed policy on pages 12-15 in this handbook)
  - a. **Possession or Distribution of Alcohol/Drug and/or Drug Paraphernalia:**
    - 1) **First-Offense – Possession**
      - a. Five days of out of school suspension and thirty days suspension from all activities
    - 2) **First Offense- Possession with Intent to Distribute**
      - b. Ten days of out of school suspension and sixty days suspension from all activities Interview with SAC and follow through on counseling interventions and recommendations Contact local police and student will be charged accordingly.
    - 3) **Second Offense**
      - a. Superintendent, along with school personnel, will review appropriate course of action. Student will be placed on Homebound Instruction pending outcome of Superintendent review.
    - 4) In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the pupil does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors
      - a. **First Offense-** Suspension from school and DCP&P referral.
      - b. **Second Offense-** Suspension from school DCP&P referral – Superintendent hearing
      - c. **Third Offense-** Suspension from school and DCP&P referral –Superintendent hearing
  - b. **Under the Influence:**
    - 1) **First Offense –**  
**Out-of-School Suspension** for a minimum of three (3) days and up to ten (10) days will be issued. Suspension from all school activities for 14 days and can be convened only when the school year is in session.
    - 2) **Second Offense -**  
Five days of out of school suspension Thirty days suspension from all activities Interview with SAC and follow through on counseling interventions and recommendations.

- 3) **Third Offense** – Superintendent, along with school personnel will review appropriate course of action. Student will be placed on Homebound Instruction pending outcome of Superintendent review.
- 4) **In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.**
  - a. First Offense- Suspension from school and DCP&P referral
  - b. Second Offense- Suspension from school and DCP&P referral
  - c. Third Offense- Suspension from school and DCP&P referral
9. **Serious Misconduct – N.J.A.C. 18A: 37-2c** - Any conduct of a serious nature that disrupts the order (or safety and well-being of others) in the building.
10. **Weapons Possession (including imitation weapons) – N.J.A.C. 18A: 37-8, N.J.S. 2C:39-1f**- The Phillipsburg School District has the responsibility to provide a safe environment for students and staff and maintains a "**Zero Tolerance Policy**". The possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school function, or while en route to or from home and school. For purposes of this policy, weapons and dangerous instruments shall be defined as any:
  - a. Firearm, shotgun, rifle
  - b. Knives (e.g., gravity, switchblade, dagger, cutting instrument tool, kitchen knife, razor, etc.)
  - c. Blackjacks, metal pipes, brass or metal knuckles, chains, bats, clubs, bolt cutters
  - d. Explosives (including fireworks, M-80's)
  - e. Any other device, tool, implement, or instrument used in a threatening manner that is capable of inflicting bodily injury
  - f. Imitation weapons will be treated as actual weapons. Any student observed on school property, school bus, or at a school event in possession of a weapon, dangerous instrument, or imitation weapon will be immediately arrested by the police and subject themselves to appropriate criminal complaints as prescribed by New Jersey statutes. School discipline will include suspension from school. If the student threatens another person with a weapon or dangerous instrument, uses it against another person or if it is a firearm (of any type, loaded or unloaded), the punishment will be a maximum nine-day suspension and recommendation for expulsion. If a student is unsure whether something is appropriate to bring to school (for a school project or lab), they should consult with their grade level assistant principal.

## Level 2

*Offenses requiring **Detention (before school and/or lunch), In-School Suspension** or, if continuous, **Out-of-School Suspension (Administrative Discretion)**. Detention will be assigned Monday through Thursday before school from 7:15 a.m. to 7:50 a.m. in the ISS classroom. In-School Suspension will be served in the designated classroom for the entire school day.*

1. **Class Cutting (not leaving school grounds)** - Discipline includes **In-School Suspension** and possible **Out-of-School Suspension** for continuous offenses. A complaint for truancy or termination can occur for continuous class cutting.
2. **Continuous Misconduct – N.J.A.C. 18A: 37-2a** - Students will be assigned an **In-School Suspension** as deemed appropriate by the grade level assistant principal.
3. **Detention Misconduct/Failure to take Detention** - An **In-School Suspension** will be assigned.
4. **Insubordination/Disrespect to Staff - N.J.A.C. 18A: 37-2a** - Refusal to comply with reasonable expectations and directions of school personnel (teachers, secretaries, custodians, teacher aides and lunchroom aides, etc.) Refusal to identify oneself to a staff member upon request. Student will be immediately removed from the area or classroom. On the first offense the student will receive an **In-School Suspension** as determined by the grade level assistant principal. If the disrespect is deemed severe, an **Out-of-School Suspension** will be issued.
5. **Possession of E-Cigarettes/Cigarettes/Use of Tobacco Products, or Smoking Paraphernalia – N.J.S. 2C: 33-13b** - Any student found to be possessing cigarettes in school will be subject to an **In-School Suspension**, a referral to the Student Assistance Coordinator, and charges being filed. Any use of tobacco products, including chewing, requires a ten (10) day suspension from all school activities for the first offense and twenty (20) days for the second offense.
6. **Smoking in Building or on Campus before or after school** - First offense will be an **In-School Suspension**, a referral to the Student Assistance Coordinator, and the filing of a criminal complaint. Subsequent violations will result in **Out-of-School Suspension** and criminal charges.
7. **Throwing or Projecting Objects** - Student will be immediately removed from the area. An **In-School Suspension** will be issued for the first offense (unless the incident is determined to be of a serious nature, which would then be a Level 4 offense). An **Out-of-School Suspension** will be issued for each subsequent offense.
8. **Truancy – N.J.A.C. 18A:38-27** - An **In-School Suspension** will be assigned. For chronic offenders, **Out-of-School Suspension** will be issued and possible termination from school. In addition, truancy charges may be filed against the parent/guardian (for students under the age of 16 years old only).

9. **Audio devices** – See below policy on cell phones.
10. **Cell Phone - Student Use of Electronic Portable Communication Devices**– During instructional time, use of electronic devices is up to the classroom teacher. During non-instructional time, use of electronic devices is at the discretion of administration. Full use of cell phone and/or listening to music (with small earbuds) will be allowed in the cafeteria. Use of cell phone is allowed in the hallways with earbuds but **AT NO TIME ARE ANY LARGER, SOUND-CANCELLING HEADPHONES (Beats, Bose, etc.) PERMITTED DURING THE SCHOOL DAY.** As always, use of any electronic device is prohibited in any bathroom, locker room, training room, health office, or any other private area. **Students in violation of this policy will be subject to school discipline at the discretion of administration.**
11. **Dress Code Violation** - Students failing to abide by the dress code will be sent to **In-School Suspension**. An attempt to contact a parent or guardian to bring appropriate attire to school will be made. Students who continue to violate the dress code will receive a **Detention**. Chronic offenders will be subject to **In-School Suspension**.
12. **Profanity/Obscenities in General Conversation** (includes vulgar words and/or expressions) This action warrants a **Detention or In-School Suspension**. If directed at a teacher, the action constitutes a Level 3 offense.
13. **Unauthorized Area** – Every student has a place to be at all times during the school day. Students who are found in an area without a pass or permission from a staff member will be referred to the grade level Assistant Principal for disciplinary action, which will result in a **Detention or In-School Suspension**.

### Level 3

*Offenses requiring **Detention (before school and/or lunch)**, or **In-School Suspension (Administrative Discretion)**. Detention will be assigned Monday through Thursday before school from 7:15 a.m. to 7:50 a.m. in the ISS classroom (246). In-School Suspension will be served in the designated classroom for the entire school day.*

1. **Lateness to School** - Students who are late to school without a valid excuse will be disciplined accordingly. Continuous lateness will not be tolerated and subject the student to **Out-of-School Suspension** or possible termination. In addition, **lateness which causes an absence for more than thirty (30) minutes of a class will be cumulative for that respective course and may result in credit loss**. Students who are late to school during homeroom will report directly to the lobby area outside of the auditorium and check in with staff. These students will then report to the LGI room. For students arriving after homeroom, they must check in with security, get a pass, and report directly to their class. Students who accumulate **5 lates** will result in a lunch detention, **10 lates** will result in a detention, and **15 lates** (and every 5 lates after) will result in a day of ISS
2. **Classroom Misconduct** - All misconduct within the classroom will be dealt with by the classroom teacher initially. If the misbehavior continues, the student will be referred to the grade level assistant principal for discipline at his/her discretion.
3. **Late to Class** – After three lates, a conduct incident report will be given to administration.
4. **Failure to Follow Procedures** – This may include but not be exclusive of returning school forms, being in the hall without a pass, not returning library book on time, or not following the rules during a fire drill. Students who are in violation will be referred to the grade level assistant principal and be issued a **Detention**.
5. **Failure to take Teacher Detention** – Students who do not attend a **Detention** issued by their classroom teacher will be referred to the grade level Assistant Principal for further discipline at his/her discretion.
6. **General Misconduct** – This may include but not be exclusive of misconduct in the cafeteria or misconduct in the hall. Students will be referred to the grade level assistant principal for further discipline at his/her discretion.
7. **Public Displays of Affection** - (includes hand-holding, kissing, caressing and affectionate fondling or holding). Students will be referred to the grade-level assistant principal for discipline at his/her discretion.

### Teacher Intervention Process

1. Verbal warnings, writing assignments, letters of apology, behavioral contracts, and other alternative means of discipline will be used as a preliminary consequence of misbehavior in class.
2. Teacher detentions during Activity Period will be utilized for class misconduct. A 24-hour notice will be given to the student. Students not responding to teacher detentions will be referred to the respective grade level assistant principal.
3. Contact to home prior to the referral will also be initiated by the classroom teacher.
4. Conferences will be arranged, through guidance, with parents for all issues which continue unabated.

## II. SUBSTANCE ABUSE POLICY

**Overview of Phillipsburg School District's Policy on Possession of and/or Distribution of Drugs, Alcohol, Tobacco, and Steroids** (For detailed policy, please contact Phillipsburg High School website, [www.pburghsd.net](http://www.pburghsd.net), click "Board Policy" and search for Policy #5131.6)

The Board of Education recognizes that alcohol and other drug abuse is a complex health and behavioral problem. The Board further recognizes that unless school environments and school students are drug and alcohol free, optimum learning conditions cannot exist. The Phillipsburg Board is aware that drug and alcohol abuse in our community and schools is a threat to the welfare of the overall population and especially the "at-risk" individual. It is in the best interest of the child and the school district to establish a proactive initiative for the distribution of information and assistance to help students dealing with issues surrounding drug, alcohol, and tobacco use. It is to this end that this policy is constituted. The Phillipsburg Board of Education pledges to not only meet, but to exceed, state and federal mandates by providing the best programs possible for prevention and intervention, and to support strict enforcement of laws surrounding drug, alcohol, and tobacco abuse, **including the use of e-cigarettes and/or vaping products.**

The Phillipsburg Board of Education will make a concerted effort to prevent student involvement with drugs, alcohol, anabolic steroids, tobacco, and other harmful behavioral health concerns, by providing age appropriate education programs and supportive counseling. Parents, students, and staff will receive annually, detailed information and training regarding: procedures and consequences associated with this policy; legal and health-related issues; general information concerning the use of drugs, alcohol, anabolic steroids, tobacco, and other controlled dangerous substances.

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending school related functions on or off campus, and coming to or going from school. Students are further prohibited from smoking cigarettes or using tobacco products in any form on school property. In compliance with N.J.S.A.18A:40A-12, students may be subject to medical examination, suspension, and other disciplinary sanctions provided within 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.

This policy and the associated disciplinary interventions and supportive actions are intended to generate a school climate that will engage the broad school community in comprehensive and thoughtful efforts to stop the use of alcohol and other drugs by its students.

### A. Student Voluntarily Seeks Help for Drug or Alcohol Related Problems

Whenever a student voluntarily seeks help for drug and alcohol use/abuse problems through a teaching staff member, the staff member shall:

1. Reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.
2. Offer immediate assistance to the student via information and services available to that student. Inform the student that no punitive action will be taken as a result of the referral. If the student refuses options, the staff member shall contact the Student Assistance Counselor (S.A.C.) and/or refer the student to the S.H.A.R.P. team (Student Help and Referral Program).
3. If the student is reluctant to go to the offered services alone, the Student Assistance Counselor will offer to accompany the student to the initial conference.
4. The privileged confidentiality of the student will be observed unless the situation poses a substantial threat to the physical well-being of the student or any other person. Furthermore, the notification of parents or guardians will be with consent of the student, unless there is a clear and present danger to the student.

### B. Students Suspected of Being Under the Influence of Substances

1. Any educational staff member or other professional to whom it appears that a student may be under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
2. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall: (1) Immediately notify the student's parent and the Superintendent or designee; (2) Arrange for an immediate medical examination (Coventry Center) of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required. If available, a parent or guardian should also accompany the student.
3. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the school physician, such examination shall not be at the expense of the Board of Education. Parents will be provided a list of the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

4. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician. (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination. (2) The student's parent, if available, shall also accompany the student. (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education
5. Provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.
6. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use. The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
7. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
8. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the student will be returned as soon as possible to the care of the parent and attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
9. The policy provides, through S.H.A.R.P. (Student Help and Referral Program), for the evaluation and assistance of pupils whose use of drugs has affected their school performance, or who possesses or consumes substances in school or at school functions.
10. In addition, the Principal or his/her designee shall complete the Violence, Vandalism and Substance Abuse Incident Report (EVVRS) and, a S.H.A.R.P. referral form.
11. While the student is at home because of the medical examination or after his/her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupils substance use and its effect on his/her school performance.
12. Any staff member who reports a student to the Principal or his/her designee in compliance with this policy shall not be liable for civil damages as a result of making such a report.
13. Refusal or failure of the parents to comply with this policy or the recommendation of the Student Assistance Counselor is a violation of compulsory education laws and may result in a Department of Children Protection Services (DCPP) referral and further disciplinary action.
14. Upon Return to School:
  - a. The student shall be interviewed by the Student Assistance Counselor in order to determine the extent of the student's involvement. To arrive at this determination, the Student Assistance Counselor may conduct an investigation in order to better recommend the appropriate treatment options.
  - b. All the records generated during the process are confidential and separate from other school records.

**C. Student Suspected of Using Anabolic Steroids**

1. Whenever any school employee shall have reason to believe that a student has used or may be using anabolic, the staff member shall:
  - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
  - b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
    - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
    - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
  - c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.

- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
2. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
  - a. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
    - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
  - b. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:164.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

**D. Possession or Distribution of Drugs and Alcohol**

1. When there is reasonable suspicion to suggest drug/alcohol possession or distribution, the appropriate school personnel will escort the student to the Principal's office, the security office, or the office of the Principal's designee. The student shall not be left alone.
2. When illegal substances are found, the Principal or his/her designee, and security shall request that a local law enforcement officer assume the responsibility to complete their normal reporting procedures and any other legal actions and complaints. It shall be the responsibility of the local police to determine whether the quantity and/or circumstances will be considered "possession" or "distribution" in accordance with New Jersey law.
3. The Principal or his/her designee will immediately contact the Superintendent and the parent or guardian of the student, and describe the situation. The Principal or his/her designee will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

**E. Voluntary Urine Testing Off-Site**

1. Parents or guardians suspecting a student's substance use or abuse may participate in a testing program off-site (i.e. school-based). The Student Assistance Counselor will assist in arrangements.
2. Parents or guardians shall be advised of the consequences of releasing of test results to the school.

**F. Student Searches**

All students will be made aware, through the Principal's office, that lockers are school property and therefore subject to search. Searches conducted of student possessions or vehicles must be precipitated by "reasonable suspicion". These searches shall follow the guidelines established for New Jersey schools in the Administrative Code, and shall include the following guidelines:

1. Reasonable suspicion shall mean suspicion based on statements of concern by staff or student(s) or physical condition/behavior of a suspicious nature which indicates possible substance use or possession.
2. Searches of a "cursory" nature may be conducted, including visual inspection and request that students empty pockets, purses, and other belongings. A student refusing to cooperate in "searches" will have his/her parent(s)/guardian(s) contacted immediately to inform them of the student's refusal to cooperate and of possible police involvement in the incident.
3. School personnel have access to school lockers, desks and other school property in order to properly supervise the welfare of students and staff. Authorization is given for school lockers, desks and other areas of school facilities to be opened and examined by appropriate school officials at any time. No reason shall be necessary for such searches.

**G. Notification of Parent**

1. The Principal or his/her designee will notify the student's parents as soon as possible whenever a student is arrested or taken into custody for violating any laws prohibiting the possession, use, sale, or other distribution of any controlled dangerous substance or drug paraphernalia.
2. The Principal or his/her designee will notify the student's parent whenever a pupil is interviewed regarding his/her involvement with a controlled dangerous substance, in accordance with this regulation.
3. Notification will be by telephone call to the parent's home or place of work. If necessary and advisable, a school employee may be dispatched to deliver notice in person.

4. The Principal or his/her designee will make every reasonable effort to reach the parent and will record in writing the date, time, and nature of each such effort.
5. If all reasonable efforts by telephone and personal notification have failed to locate and inform the parents, the Principal or his/her designee will notify the parent by registered mail, return receipt requested, sent to the address indicated in the student's records.

The Phillipsburg Board of Education believes that in order to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol or contraband on school property.

Such searches will target lockers, vehicles, school desks or any other area of possible concealment on school grounds, or inside school buildings. Students, staff members and other persons on school property will not be the subject of ani-mal searches. Please refer to *Policy 5770- Pupil Right of Privacy* by following the Phillipsburg Board of Education Policy link for more information on Search and Seizure.

### III. ATTENDANCE POLICY

#### A. District Phillipsburg Policy

The Board of Education requires the students enrolled in the Phillipsburg School District schools to attend school regularly in accordance with the laws of the State. The educational program offered by the District is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. Consistent with New Jersey Law and in accordance with the provisions of the New Jersey Administrative Code, the Board of Education has developed grade level procedures to require a minimum number of days in attendance at school and classes in order for those students to successfully complete the course work pursued. These policies are adopted for the benefit of the students, their parents and the community. Students whose minimum days present at school or in classes falls short of the designated number indicated for each grade level will be permitted to show cause through an appeal process, justifying why sanctions should not be enforced against them. The Superintendent shall prepare regulations to insure that the intent of this policy is carried out at the respective grade levels.

#### B. High School Attendance Policy

Phillipsburg High School has developed policies and procedures in compliance with board policy and consistent with N.J.S.A. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and the board policy, a student's absence from school will be excused or unexcused that counts toward truancy. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below. "An excused absence" is a student's absence from school for a full day or portion of a day for these reasons: observances of a religious holiday, college visits, and take our children to work day. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240. All absences **MUST** be documented with a signed excuse or parent phone call. Each excuse must contain the following information:

- 1) Student's name
- 2) Reason for the absence
- 3) Date(s) of the absence
- 4) A parent's/doctor's signature and date

**ALL EXCUSES SHOULD BE GIVEN TO THE GRADE-LEVEL ASSISTANT PRINCIPAL IMMEDIATELY UPON THE RETURN TO SCHOOL. A DOCTOR'S EXCUSE NEEDS TO BE RECEIVED BY THE ATTENDANCE OFFICE WITHIN TWO (2) WEEKS OF THE DATE OF ABSENCE IN ORDER TO BE EXCUSED.**

It is the parent's responsibility to call to report an absence at 908-454-3400. Regular home and school communication is recommended to monitor student attendance. A letter will be sent home when the student reaches an excessive (5, 10, etc.) amount of absences. If a student is under the age of sixteen (16), excessive absenteeism will result in a referral to the Phillipsburg Attendance Officer for charges and/or Family Crisis Intervention Unit of the Family Court System.

**1. Student absences** - the maximum number of absences allowed are **fourteen (14)** per full year courses, and **seven (7)** per semester courses. Students that exceed these limits will receive no credit for their respective course(s). Students who exceed absences as outlined above will receive the grade awarded, but no credit. A passing grade for a course in which credit is lost will exempt a student from having to repeat that course. However, the loss of credit can prevent a student from graduating until his/her minimum credit requirements are met. In addition, students who are late to school without a valid excuse will be disciplined according to the Code of Conduct. **Furthermore, lateness which causes an absence for more than thirty (30) minutes of a class will be cumulative for that respective course and may result in credit loss.**

2. **Late to School-** Students who are late to school during homeroom will report directly to the lobby area outside of the auditorium and check in with staff. These students will then report to the LGI room. For students arriving after homeroom, they must check in with security, receive a pass, and report to their class. Five lates will result in a lunch detention, 10 lates will result in a detention, 15 lates (and every 5 lates after) will result in a day of In- School Suspension.
3. **Attendance appeals** – we have attempted to identify a guide for consequences of certain behavior. However, it is foreseeable that errors or extenuating circumstances could exist. Consequently, an Appeals Committee is established to review serious attendance and disciplinary problems. The committee will be composed of two professional high school staff members, the grade level assistant principal, the guidance counselor and the Guidance Director. Written documentation of days absent from school must be presented to the school counselor within ten (10) days following the completion of the course. To appeal decisions regarding attendance, students should contact their school counselor. The report card which notes the number of absences is the standard method of notification. The student and parent can appeal any decision to the Superintendent of schools.

#### IV. ACADEMIC POLICY

##### A. Graduation Requirements

Local high school graduation requirements include completion of 120 credits in courses designed to meet all of the Core Curriculum Content Standards, **including but not limited to the following:**

1. At least 20 credits in Language Arts Literacy (including English I-IV);
2. At least 15 credits in Mathematics;
3. At least 15 credits in science (including Laboratory Biology; Chemistry, Environmental Science or Physics; and an additional lab/inquiry-based science);
4. At least 15 credits in Social Studies (including Modern World History/Geography, US History I and US History II);
5. Five (5) credits per year in Physical Education, Health and Safety
6. Five (5) credits in Visual and Performing Arts;
7. Five (5) credits in 21<sup>st</sup> Century Life and Careers;
8. At least 5 credits in World Languages;
9. Two and a half (2.5) credits in Financial, Economic, and Entrepreneurial Literacy

##### B. Purpose and Academic Standards

Phillipsburg High School requires standards of proficiency, academics and eligibility for its students in all athletic and co-curricular activities consistent with Board of Education Policy. The involvement of students in co-curricular and athletic programs is an enhancement of the academic experience. Student participation is contingent upon the eligibility requirements as outlined below.

1. To be eligible for athletic competition and/or to hold office in any student organization during the fall semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, a student must have earned 30 credits during the preceding academic year.
2. All 9th grade students are automatically eligible for athletic competition or to hold an office in any student organization during the fall semester.
3. A student who is eligible during the fall semester but is not passing 15 credits at the conclusion of the fall semester becomes ineligible the rest of the year (February 1 through the end of the school year).
4. Student athletes who are eligible to participate at the beginning of their respective seasons shall be permitted to complete that season.
5. An athlete cannot participate in interscholastic athletics if he or she has reached the age of nineteen (19) prior to September 1<sup>st</sup> of any year.

In addition, the State of New Jersey requires that students will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or an alternate state approved assessment should a proficient score on the PARRC not be met.

#### V. ACCEPTABLE USE POLICY

##### A. Introduction

It is important that parents and their children read, discuss and understand this policy before using Internet services. The Internet is an electronic network of computers with millions of participants world-wide who share information, learn concepts and research subjects. Increasing numbers of schools, libraries, government agencies and commercial and non-profit organizations offer Internet services. Students need to be encouraged to utilize Internet services to promote the exchange of information and further education and research in accordance with the goals of the Phillipsburg Public Schools. It should also

facilitate academic development, personal growth, and respect for diversity through technology use, information gathering, critical thinking, evaluation skills and communication skills. Use of Internet should promote freedom of access to information as a fundamental right of citizens in a democratic society.

**B. Terms and Conditions**

With this educational opportunity also comes responsibilities and consequences for users. Access to Internet services is provided to students who act in considerate, responsible and ethical manner. The following items outline basic responsibilities of the Phillipsburg School District:

1. Educators are responsible for development of research skills for students to access the Internet.
2. Research skills currently taught through the public school curriculum, such as selection and critical evaluation of source material, apply to electronic media in the same manner as traditional print materials.
3. The Phillipsburg School District will make every reasonable effort to reduce the risk of student exposure to objectionable materials. **NOTE:** If you prefer that your son/daughter not be provided this educational opportunity, please notify your grade level administrator.

**C. Code of Ethics**

1. Users will not communicate inaccurate, inflammatory or offensive ideas or language.
2. Users will not access the Internet for exchange of offensive materials of any kind (verbal, visual, or auditory).
3. Users will not use Internet for private, commercial, political, or religious purposes or any illegal activity.
4. Users will conform to copyright laws regarding reasonable use.

**D. Responsibility**

1. Users should be courteous, sensitive, and considerate of others. If in doubt about a message, do not send it.
2. Users should never give any password to others.
3. Users should never give out their home address, phone number or those of anyone else.
4. Users are urged to report any problems or violations to school officials immediately. Communications on the Internet are often public in nature and are monitored routinely by Internet providers and/or law enforcement agencies such as the Federal Communications Commission (FCC) and the Federal Bureau of Investigation (FBI).

**E. Consequences**

1. Disciplinary actions regarding inappropriate student behavior will be determined at the building level consistent with existing practices.
2. Violations will result in loss of Internet access privileges.
3. When applicable, law enforcement agencies may be involved.

**VI. SECTION 504 & REHABILITATION ACT OF 1973**

The Phillipsburg School District does not discriminate on the basis of disability with regard to admission, access to service, treatment, or employment in its programs or activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. Under Section 504, the definition of an "individual with a disability" is a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities: such as seeing, hearing, speaking breathing, learning, or working; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

The district will identify, evaluate and provide FAPE, Free and Appropriate Public Education to all students who are individuals with disabilities under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice and impartial hearing. The district will provide reasonable accommodations to each student identified as qualified under Section 504. Each of the programs of the district will be readily accessible to all individuals with disabilities when viewed in its entirety. The district will furnish auxiliary aids and services to students, and parents who have disabilities to the extent necessary for communications with other persons. The district has a grievance procedure for disability discrimination complaints. The district including faculty and staff must comply with and keep the integrity of the Section 504 Accommodation Plan as it applies to each. The Accommodation Plan is a legal document and is to be adhered to as such. For a description of the procedure and process or for any further information, contact Section 504 Coordinator: Marlee Stanski at 908-454-3400.

## VII. SCHOOL PROCEDURES

*Knowledge of the following procedures should assist each student in understanding daily routines and expectations.*

### A. Daily Attendance

School opens at the 7:15 a.m. bell. All students must be seated in their homeroom by 7:55 a.m.

The day's attendance will be taken and announcements made via the TV, intercom, or teacher. Student appointment slips and other information will be distributed by homeroom teachers. Students with verification for non-cumulative absences are to give them to their grade-level assistant principal.

### B. Activity Period

Activity period will be available to all students from 7:15am to 7:50 a.m. every school day. The purpose of this period is to expand the educational and co-curricular activities offered to students. During these Activity Periods, students will be able to receive academic tutoring, schedule make-up tests with all academic teachers, and meet with club advisors. Students will also have the opportunity to use all high school facilities under the supervision of professional staff.

### C. Student Lockers

**YOU ARE HEREBY NOTIFIED THAT THE DISTRICT RESERVES THE RIGHT TO INSPECT ANY STUDENT'S LOCKER OR OTHER STORAGE AREA AT ANY TIME IN ACCORDANCE WITH N.J.S.A. 18A:36-19.2.** All Students will have a Master Lock placed on their locker and were given their combination on the first day of school. It is the student's responsibility to keep their lock securely fastened to their locker. If a student loses his/her lock, they may purchase one in the main office for \$6.00. Students may not share lockers, give their combinations to anyone and must have their lockers locked at all times. Students may not use private locks on their lockers. Because there are only a few minutes between classes, students should carry their morning books with them and use their locker at lunch time. School lockers remain the property of the district even when used by pupils. Lockers are subject to search in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. **THE HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY FROM STUDENT LOCKERS.**

- D. Students will be allowed to bring backpacks and sport bags to school as well as the nylon sport bags. Backpacks may be used throughout the school day.

### E. Dress and Grooming

The Phillipsburg Board of Education has adopted a dress code for its students. Students are expected to dress in a modest manner that is appropriate for school and in accordance with standards of good taste. **DRESS CANNOT BE DISRUPTIVE TO THE SCHOOL ENVIRONMENT.** The following items are considered inappropriate for school and discipline remains at the discretion of the administration: *Although the code allows for flexibility, the following are items of attire which will be expressly forbidden:*

1. Tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, tank tops (**three inch rule**), muscles shirts, midriff shirts, tops which expose cleavage and **see through** or revealing clothing;
2. Shorts, pants and skirts worn lower than the hip line;
3. Any clothing that exposes undergarments or anatomy;
4. Dresses, skirts and shorts shorter than **approximately** knee length;
5. Gym, exercise-type shorts;
6. Spandex clothing and tights; tights must be covered by skirts or shirts of **approximately** knee length;
7. Cut-off clothing not properly tailored or seamed;
8. Trousers/slacks with studs or gaudy accessories such as wrist/ankle bands with spikes, waist chains or similar fad items;
9. Clothing which advertises alcohol or drugs, or which is offensive to ordinary taste, obscene or immoral, gun or weapon-related, gang related, may have multiple interpretations, or promotes a counter culture inconsistent with a public school;
10. Flip-flops, black-soled hiking boots, cleated footwear, spikes or similar footwear;
11. Bare feet;
12. No bandanas, du-rags, hats or other headwear (unless for religious reasons)
13. Outerwear in classrooms

### F. Administration of Medication

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to students at home whenever possible, as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law. Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent(s) or legal guardian(s), a student who is approved to self-administer in accordance with N.J.S.A.18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified

school nurse to administer epinephrine in an emergency pursuant to N.J.S.A.18A40-12.5 and 12.6 Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A.18A:40-12.3. If your counselor is not available and you feel you cannot wait for a regular appointment the next day, notify the school counselor secretary so another school counselor can assist you. No matter how minor your problem may seem, talk to your school counselor. Medical problems should be discussed with the school nurses.

## **G. Academic Concerns**

1. **Schedule Conflicts** - Should be resolved in the summer months prior to the start of the new school year. For specific questions, please schedule an appointment with your counselor in the guidance department.

2. **Grading on the Report Cards will be numerical –**

100-90	A-superior
89-80	B-above average
79-70	C-average
69-60	D-below average
59-0	F-failing

### **Grades that are not numeric are:**

I	Incomplete Grade
P	Pass (pass/fail courses only)
F	Fail (pass/fail courses only)

3. **Homebound Instruction** - Home instruction is available for any student who is unable to attend school for two weeks or more. To initiate this process, a parent must obtain a physician's statement indicating the diagnosis and the recommended duration (days/weeks) of instruction. The process will be handled through Phillipsburg School District Central Office. Approval by the school doctor, special services and assignment of a tutor takes approximately one week. When the student returns to school, he/she should immediately report to the school counselor secretary who will notify the home instruction coordinator and attendance office.

4. **Homework** - Students who will be out of school for more than three (4) days may request homework from the school counselor secretary. Twenty-four hours will be needed to meet this request.

5. **The Honor Code** - Honesty is critical to academic study. The habit of cheating, whether for personal gain or for the benefit of a friend, is dishonest. Cheaters rob others of their rightful opportunities by presenting someone else's work as though it were their own. In all respects, cheating is dishonest and violates every sense of personal honor. Therefore, Phillipsburg High School will require students to redress wrongs committed and face reprimands through academic or disciplinary actions.

a. **Plagiarism:** Students are expected to be honest in all of their academic work. If you are suspected of stealing another's ideas, your teacher will attempt to determine if you did so because of misunderstanding, carelessness, or mean-spiritedness. Generally, if you submit someone else's work as your own, you will not receive any credit for that work because it is not yours. This means that they will not engage in any of the following acts:

1) Cheating on exams, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, the exchanging of information with other students orally, in writing, electronically, or by signals, obtaining copies of the exam illegally and other similar activities. In the event that a student commits a documented act of cheating, zero credit will be awarded to the student for the assignment. There will be no opportunity to redo or makeup the assignment.

2) Plagiarism is defined as stealing or use without acknowledge of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home exams, or other academic work. In the event that a student commits a documented act of plagiarism, zero credit will be awarded to the student for the assignment. There will be no opportunity to redo or makeup the assignment.

3) Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit. In the event that a student commits a documented act of falsification (which is also considered cheating), zero credit will be awarded to the student for the assignment. There will be no opportunity to redo or makeup the assignment.

b. A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

c. A teacher who believes that a student has been academically dishonest in his/her class will resolve the matter in the following manner:

- 1) Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
- 2) If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
- 3) The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.
- 4) If the student is not in agreement with the disciplinary action of the teacher, he/she may appeal the action to the Principal. If the student is dissatisfied with the Principal's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Student Grievance.

#### **H. Student Grievance**

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that students should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard. For the purposes of this policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. A student grievance will be heard in the following manner:

1. A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
5. A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education. The Superintendent shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

#### **I. Grading System, Ranking, and Honors Designation for the classes of 2018 and 2019**

1. **Course Levels** – All courses offered have been classified into four levels according to the degree of difficulty. Numerical grades achieved for these respective levels will be weighted using the following chart:

Numerical Grade <i>Will appear on Report Card</i>		AP Quality Points	Honors Level 2	College Leve	Other Level 0	Numerical Grade <i>Will appear on Report Card</i>		AP Quality Points	Honors Level 2	College Level 1	Other Level 0	
A (90-100)	100	6.40	6.00	5.00	4.00	C (70-79)	79	5.30	4.90	3.90	2.90	
	99	6.35	5.95	4.95	3.95		78	5.25	4.80	3.80	2.80	
	98	6.30	5.90	4.90	3.90		77	5.20	4.70	3.70	2.70	
	97	6.25	5.85	4.85	3.85		76	5.15	4.60	3.60	2.60	
	96	6.20	5.80	4.80	3.80		75	5.10	4.50	3.50	2.50	
	95	6.15	5.75	4.75	3.75		74	5.05	4.40	3.40	2.40	
	94	6.10	5.70	4.70	3.70		73	5.00	4.30	3.30	2.30	
	93	6.05	5.65	4.65	3.65		72	4.80	4.20	3.20	2.20	
	92	6.00	5.60	4.60	3.60		71	4.70	4.10	3.10	2.10	
	91	5.95	5.55	4.55	3.55		70	4.60	4.00	3.00	2.00	
B (80-89)	90	5.90	5.50	4.50	3.50	D (60-69)	69	1.90	1.90	1.90	1.90	
	89	5.85	5.45	4.45	3.45		68	1.80	1.80	1.80	1.80	
	88	5.80	5.40	4.40	3.40		67	1.70	1.70	1.70	1.70	
	87	5.75	5.35	4.35	3.35		66	1.60	1.60	1.60	1.60	
	86	5.70	5.30	4.30	3.30		65	1.50	1.50	1.50	1.50	
	85	5.65	5.25	4.25	3.25		64	1.40	1.40	1.40	1.40	
	84	5.60	5.20	4.20	3.20		63	1.30	1.30	1.30	1.30	
	83	5.50	5.15	4.15	3.15		62	1.20	1.20	1.20	1.20	
	82	5.45	5.10	4.10	3.10		F (59 & below)	61	1.10	1.10	1.10	1.10
	81	5.40	5.05	4.05	3.05			60	1.00	1.00	1.00	1.00
80	5.35	5.00	4.00	3.00	59	0.00		0.00	0.00	0.00		

## 2. Rank and Honors Designation

- Phillipsburg Board of Education requires that a full-time student at Phillipsburg High School maintain a minimum of thirty-five (35) credits each school year. The high school principal may grant an exception to this regulation.
- Individual student averages will be calculated for each school year based on grades received in ranked courses as determined by the chart.
- Student averages are calculated by multiplying credits attempted times the quality points earned for each course elected. The total quality points for the year, divided by the credits attempted that year, equals the yearly average. The total accumulated quality points, divided by the total accumulated credits, equals the student's accumulated average. All averages will be rounded to the fourth decimal point.
- Class rank will be calculated at the end of each year, and again at the end of the third marking period of the senior year based on the student's final grade. Class rank will be determined by placing the cumulative average from highest to lowest.
- The student with the highest academic average will be declared the Valedictorian for the class. The student with the second highest average will be declared the Salutatorian for the class. In the event of a tie for the highest cumulative average, the student that has achieved the most credits in the highest level of courses will be declared the Valedictorian. In order to be declared Valedictorian or Salutatorian, the student must be in residence for the entire senior year.
- Students will be eligible for the quarterly honor roll if they earn no grade lower than an 80% in each subject during the course of one complete marking period. Students will be eligible for the quarterly high honor rolls if they earn no grade lower than a 90% in each subject during the course of one complete marking period.
- A ranking average of 4.5 will be used to establish a candidate list for the National Honor Society. A ranking average between 4.5 – 4.9999 will be given honor graduate recognition. A ranking average of 5.0 and above will be used to establish a candidate list for high honor graduate recognition.

- Honor Society Membership** – Students, who have attained a ranking average of at least 4.5 are eligible for membership in the National Honor Society at the beginning of their junior and senior year. Students must petition the society for membership in the fall of the school year. Applicants must document the four noted areas and receive a majority vote of the faculty council. Inductions into the Honor Society occur in November during American Education Week. Students that fail to maintain the minimum acceptable cumulative averages or maintain the high qualities of character may forfeit their membership in the society. Students need to demonstrate merit in four areas:

- Scholarship - academic average
- Character - personal qualities of excellence

- c. Service - commitment and service to others
  - d. Leadership - active involvement in school and community.
4. Phillipsburg Board of Education requires that a full-time student at Phillipsburg High School maintain a minimum of 35 credits each school year. The high school principal may grant an exception to this regulation.

**J. Grading System, Ranking, and Honors Designation *for the Class of 2020 and 2021***

1. Commencing with the Class of 2020, Phillipsburg High School will compute two averages for students based on a 4.0 weighted scale. The first computation is a weighted average for all courses attempted which will be reported on all transcripts. The second is a weighted average that includes only those courses identified as ranked on page 6 of the 2017-2018 Course of Study to determine valedictorian, salutatorian and students with honors. The following is the GPA scale:

<b>Numerical Grade</b> <i>Will appear on Report Card</i>	<b>PERCENT GRADE</b>	<b>4.0 SCALE</b> <b>(Formerly Applied and CP)</b>	<b>Honors</b>	<b>Advanced Placement</b>
A (90-100)	93-100	4.0	4.5	5.0
	90-92	3.7	4.2	4.7
B (80-89)	87-89	3.3	3.8	4.3
	83-86	3.0	3.5	4.0
	80-82	2.7	3.2	3.7
C (70-79)	77-79	2.3	2.8	3.3
	73-76	2.0	2.5	3.0
	70-72	1.7	2.2	2.7
D (60-69)	67-69	1.3	1.8	2.3
	63-66	1.0	1.5	2.0
	60-62	0.7	1.2	1.7
F	59 and below	0.0	0.0	0.0

**K. Grading Policy**

1. All 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students will receive the marking period grade they earn. For example, if the student earns a 37%, that grade will be placed on the report card for that specific marking period. Any student who is to receive a failing grade for the marking period will have been provided a parental contact, guidance counselor contact, primary teacher contact (classified students) as well as a S.H.A.R.P. referral (if necessary).
2. All 9<sup>th</sup> grade students will receive their **ACTUAL** grade in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> marking periods. In marking period 1, the lowest grade a 9<sup>th</sup> grade student can receive is a 50%.
3. **Incompletes**
  - a. If a student is absent, they have five (5) consecutive **Pre-Session Periods** to make up missed work. If the work is not made up, the grade for the incomplete work will become a zero. Extenuating circumstances (EC), due to an IEP, a 504 plan or a health issue, may be granted. The (EC) must be approved by the director of guidance.
  - b. In Physical Education, if a student is medically excused for the year, they are required to complete three medical excuse papers per marking period. The grades earned for these papers will be the student's grade for that marking period. All students must attend health class, making up one of the four marking periods
  - c. Compositions and written work previously assigned would be due the first day of return, assuming the student was aware of the assignment.
  - d. Students who fail to complete course requirements/assignments by the last day of the last marking period will be awarded a "0" for that work. In the event of extenuating circumstances, an "I" will be recorded on the report card. The student's counselor will assist the student in the work required to be made up if there are extenuating circumstances.
4. **Grading Period Schedule** – In semester courses, there will be two grading periods. In full year courses, there will be four marking periods.

<u>Marking Period</u>	<u>Start</u>	<u>End</u>
1 <sup>st</sup>	8/27	10/31
2 <sup>nd</sup>	11/1	1/23
3 <sup>rd</sup>	1/24	4/5
4 <sup>th</sup>	4/8	6/14

**L. Study Halls**

Study hall is a time given to the study of class work by the student. It is to be used to study for tests, quizzes, to do homework, or any other assigned work. *Study hall is a quiet time and all school rules and policies are in effect.*

### **M. School Sponsored Trips**

Trips are designed to enrich student learning. Students may decline to attend if a parent objects to their attendance. Permission slips must be submitted prior to the trip date. Students may be forbidden to attend a trip due to current academic or discipline problems.

### **N. Athletics**

1. Students should be aware that conduct at all school related events, whether at home or away, are subject to the authority of the school. Unruliness will not be tolerated. We encourage students and adults to treat all guests with courtesy and to be a friendly and respectable guest when at other schools.
2. **Participants** - Athletes represent the school in a unique way. By their willingness to be involved, they have placed additional responsibilities upon themselves. If involved in a disciplinary action, an athlete may be barred from participation in their respective sport. In addition, the **Use of Alcohol and/or Controlled Dangerous Substances by Students Involved in Athletics/Activities** can lead to dismissal from the sport/activity. Any time a Phillipsburg High School student is under the influence of alcohol or a controlled dangerous substance, the administrative procedures and guidelines approved by the Board of Education and listed previous in this handbook under "Student Code of Conduct" shall be invoked.

### **O. Assemblies, Conferences and Club Meetings**

School assemblies may either be limited to a class or be open to the student body. They may be designed to give special information relative to school operation, provide cultural enrichment, inform students of special activities in the community or to entertain. Students may be excused from academic classes for authorized meetings such as those held by Student Council or Honor Society. Students may never be absent from a class in order to work in or on another class project unless permission has been granted by the teacher. If a student takes it upon himself to be absent from a class to work for another teacher without first clearing it through the subject teacher, that student will be disciplined appropriately. Students may be excused from study hall with a teacher-signed conference pass.

### **P. School Dance Procedures**

The following guidelines for student involvement at dances will be followed:

1. Students from other high schools are only permitted to attend the Senior Banquet. In addition, prior Phillipsburg High School graduates (under 21 years of age) may attend the Senior Banquet. All high school students from other schools must secure approval from their school before attending these Phillipsburg High School events.
2. The school dress code is in effect.
3. Students that are absent (unexcused) Friday are not eligible to attend the dance.
4. Students that are under suspension are not allowed on school property.
5. Students must arrive no later than fifteen minutes after the start of the dance and cannot leave until dismissed.
6. **NO** smoking, vaping on school property or at school events and activities. All offenders will be disciplined and a criminal complaint will be processed.
7. Any student involved in the use of alcohol or any illegal substance will be subject to the Student Code of Conduct.
8. Students must enter the dance immediately and are not permitted to loiter. **ALL** school policies are in effect. Students failing to comply with the school policies will be required to leave the dance and a parent contact will be made. In addition, students will be subject to disciplinary action.

### **Q. Option II**

Students in a school authorized Option II program utilize alternative pathways to satisfy graduation requirements. All Option II programs must be contracted and scheduled through their school counselor. Students who violate the terms of their contract will be terminated from the program. Upon termination, the student will be assigned to study hall or class if possible.

### **R. School Counseling Department**

Counseling services are provided by professionally prepared school counselors whose primary obligation is to the individual student and his/her progress. A counselors function includes academic counseling, assisting students in course selection and scheduling, personal and crisis counseling, testing and test interpretation, orientation programs, college and career planning, job placement, collection and maintenance of records and making appropriate referrals for special need students. If a student wishes to see his/her counselor, he/she should sign up in the counseling office during Activity Period, lunch, study hall, or during transitions between classes. Students will receive a pass to report to their school counselor during the appropriate period. Referrals for the district substance abuse counseling program may be initiated through the school counseling department.

#### **PHS and School Based Youth Services Counseling Staff:**

Mrs. Schinstine, Director of Guidance  
Mr. Beahn  
Mrs. Castagnoli  
Mr. Clarke  
Mrs. Orta  
Ms. Parkansky

Mrs. Craig (SAC)  
Mrs. Swick (SAC)  
Mr. Wranitz (SBYS)  
Mrs. Rhinehart (SBYS)  
Mrs. Stettler (SBYS)

## S. Technology Labs

Students are obligated to follow established procedures so that injuries may be avoided. Students failing to cooperate will be severely disciplined and removed from the program.

## T. Physical Education Class

It is a New Jersey State requirement to pass one year of health and physical education for each year a student is enrolled in high school. The physical education department strives to provide each student with activities that offer a solid background of sport, recreation, and lifetime fitness. The value of physical activity is stressed for a healthy life after graduation. The final exam in physical education measures fitness and skill levels in selected areas. One marking period per is devoted to Health.

1. The Freshman health program is composed of a unit on Drugs, Alcohol, Tobacco, Stress and Human Sexuality.
2. The Sophomore health program consists of Driver Education Theory which includes the written driving permit test.
3. The Junior health curriculum includes first aid and cardiopulmonary resuscitation with the opportunity to become certified in "Responding to Emergencies".
4. The Senior health curriculum is comprised of Family Living and Human Sexuality. Abstinence education is stressed throughout the course.

**THE CURRICULUM FOR EACH HEALTH PROGRAM IS AVAILABLE UPON REQUEST. PLEASE CONTACT THE DIRECTOR OF HEALTH AND PHYSICAL EDUCATION AT 454-3400 Ext. 7080**

One marking period of health and three marking periods of physical education are averaged with the final exam and midterm for the students' final numerical grade.

### Policies for Physical Education and Health

1. **Dress Policy** – Students will be required to change into the following clothes to participate in Physical Education:
  - a. Sneakers and socks, no black-soled shoes
  - b. Garnet or grey shorts
  - c. White, garnet, or grey T-shirts (or golf style shirts)
  - d. Wind pants or sweatpants (over the shorts, for outside classes only)Appropriate student attire will be at the discretion of the teacher. Students are required to change into and out of appropriate gym clothes during their regularly scheduled gym periods. This policy will be enforced for health reasons. A demerit will be issued for not following the appropriate dress procedure.
2. **Demerit Policy** - Students who obtain **five demerits** for any given marking period will fail that marking period. A demerit may be accumulated for the following reasons:
  - a. Non-dress
  - b. Inappropriate dress
  - c. Lack of Participation
  - d. Insubordination
  - e. Late for attendance in squads - Students have five minutes after the late bell to report to their assigned squad for attendance.

**STUDENTS WHO ELECT TO MAKE-UP DEMERITS MAY DO SO DURING ACTIVITY PERIOD.** All students who fail Health and Physical Education must repeat the course in summer school. Students are not allowed to take the next level course until the failed course has been repeated and passed in summer school. **Seniors are exempt from this ruling.**

3. **Lockers** - Each student will be issued a Master Combination Lock which will remain with them for four consecutive years. The price of the lock is \$6.00 and the student may keep it upon graduation. The Physical Education Staff **STRONGLY URGES** students to not give their combination to friends and to **LOCK** all possessions in their lockers during class. **THE PHYSICAL EDUCATION DEPARTMENT IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**
4. **Incomplete Grades** - Any student with an incomplete has five days to make up the work from the date of the assignment. Any work completed after that time will receive a "0". All work may be arranged and completed during Activity Period.
5. **Medical Exemptions** - Students who suffer from injury or illness may be excused by a doctor's note. A nurse's excuse is good for one day and **MUST BE MADE UP DURING ACTIVITY PERIOD.** Participation in one activity period will make-up one excuse from the school nurse. Medical exemptions from physical education require written assignment completions.
6. **Off-Site Facilities** – If the need to use facilities off of school grounds arises, the Phillipsburg Board of Education provides the transportation to these sites.

#### **U. Early Sign-Out Procedures**

Occasionally, students may have to leave school before the scheduled dismissal. The procedure to follow is:

1. A **NOTE** or medical appointment card **MUST BE** brought to the grade-level Assistant Principal's office the day the student is to leave early.
2. The note and/or appointment card needs to be verified prior to the student leaving the building.
3. The student will report to the grade-level assistant principal's office and/or security office at the time he/she is scheduled to sign out.
4. All students under 18 years of age are required to have their parent or guardian sign them out at the Security Office. If, for any reason, a parent or guardian is unable to sign the student out, it must be approved by the grade level assistant principal. (A parental note should include a phone number for verification) **No students will be permitted to leave without verification.**
5. In every instance of leaving early, the student is responsible for completing any missed work. If the absence from class meets the criteria for a non-cumulative absence, the student is responsible to initiate and complete this process.

#### **V. Illness in School**

Students who become ill are to report directly to the nurses' office. Absences resulting from such illness or that result from the nurse sending a student home are cumulative.

#### **W. Halls**

Students are not permitted in the halls during class times without a hall pass. Students are urged to enter classrooms immediately and avoid the following:

1. Running
2. Obstructing the halls by grouping, walking four or five abreast
3. Yelling
4. Using profanity or vulgarity
5. Public displays of affection in the halls, within the classrooms or anywhere on campus.

#### **X. Student Records and Student Directory Information**

To facilitate the continuity of a student's educational program, there is a need for the collection, maintenance and dissemination of educational records. These records shall contain information relating to the health, education and welfare of students. For these records to be used in supporting the student's education, it is necessary that students, parents, professional staff and other agencies and individuals have access to appropriate portions of the contents, but in accordance with the guidelines stipulated in Board Policy. A copy of this policy is available upon request to the Office of the Superintendent. Parents/guardians desiring to review the contents of their student's records should contact the Supervisor of Guidance at the high school. There are times during the school year when certain student record information is made public to enhance or further a student's and/ or district's educational program. The Phillipsburg Board of Education has adopted the following information as "directory information": Student's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended and other similar information. The school district accords educational, occupational and military recruiters access to student information directories. If parents or guardians or adult pupils desire to be excused from participation in all recruitment programs or from having their name appear in student information directories for all recruitment purposes, they should make this intent known in writing to the high school and that student is fully subject to the authority of school personnel. All written material will continue to be directed to the parents or legal guardians so designated prior to majority age until the student graduates. A copy of pupil records is available to majority age pupils upon graduation or to parents of students not of majority age. Students wishing transcripts sent to colleges or other agencies may request such through the Counselors' Office.

#### **Y. Harassment, Intimidation, and Bullying Policy**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. The reporting documents and policy information is located on the Phillipsburg School District website.

#### **Z. Lost or Stolen Books**

Students will report lost books and school materials to the teacher who issued the item. The teacher, in turn, will issue a replacement and file a lost book/school material form with the main office. Compensation for the material must be made before the end of the school year. Unfulfilled obligations for lost materials will result in the withholding of all records and transcripts, loss of privileges to participate in co-curricular activities or attend dances. This includes books from the previous year.

**AA. Theft or Vandalism**

Students are to report these matters to the Security Office.

**BB. Search and Seizure Policy**

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

**CC. Fire Drills**

When a fire alarm occurs, students should stop work immediately and direct their attention to the teacher for important instructions. Students are to walk and remain quiet. Once outside, proceed to the specified area until the signal to enter the building is given. You will then return immediately to class.

**DD. Library/Media Center Policy**

1. **Academic Classes** - The library/media center will be used during class periods for academic work.
2. **Individual/Small Group Passes from Classes** Individual or small group passes **may be issued** for all or part of the class period. This pass, at the teacher's discretion, may be issued if students are doing group work and need the library during that period.
3. **If the Library is full** - If the librarian knows in advance that the library will be full, a notice will be placed on the announcement board outside the entrance door of the library.
4. **Activity Period** - Students are allowed to use the library for class work, browsing and personal computer use during Activity Period.

**EE. Visitation Policy**

A visitation by a student from another school is permitted provided the following guidelines are met:

1. The request for a student visitor must be made to the Director of Guidance.
2. If the request is approved, the visiting student must secure a letter from an administrator of their school stating the visitation is permissible.
3. On the day of the visit, the visiting student must meet with the Director of Guidance to review visitation guidelines. The visiting student must present their letter of verification at this time.
4. Visitations will not be granted unless these guidelines are followed. Impromptu or drop-in visitations are not permitted. Phillipsburg High School administration reserves the right to limit visitations at any time.

**FF. Class Dues**

It has become increasingly difficult to raise funds for the purpose of class activities. If a student cannot afford to pay his or her dues because of financial hardship, or that student opts to fundraise his or her amount, then a minimum of three fundraisers per year will be coordinated and scheduled in advance and held by each class. Class officers and class advisors will be responsible for keeping records of all members of the class.

The dues structure is as follows:

Freshman	\$15.00
Sophomore	\$15.00
Junior	\$15.00
Senior	\$15.00

**GG. Breakfast/Lunch Program**

The Phillipsburg Board of Education sponsors a school lunch and breakfast program. Breakfast is provided to all students at no cost. Application forms for free and reduced priced lunches are available in the guidance office and the PHS website.

**HH. Senior Privileges and Option II Program**

To qualify, seniors are required to meet with his/her counselor. Admission into the programs are based on academic, attendance, disciplinary standards, and if applicable, employment. Seniors have the following options to choose from:

1. Warren County Community College Enrollment (These classes do not replace required Phillipsburg School District courses)
2. Structured Work Experience
3. Lafayette Art Experience (teacher recommendation only)
4. Self-Designed Experience - Seniors may be removed from the privilege program if his/her grade point average falls below 3.0, has an incomplete or failure in any subject, or displays inappropriate conduct. Parents will be required to meet with his/her child's counselor to sign an agreement on rules and regulations prior to the student's acceptance into a privilege program.
5. Senior Study Hall sign out is allowed when a **Senior Study Hall Form** has been signed by a parent and returned to the senior class Assistant Principal. The study hall must occur during the last period of the day and only seniors are eligible.

**II. Electronic Surveillance**

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants, and to protect the school district’s buildings and grounds. Therefore, all school buildings and school grounds within this school district may be monitored.

**JJ. Monitoring Devices on School Vehicles**

The Board of Education recognizes that safe and secure conditions for all students transported in school owned or contracted school vehicles are paramount. Students transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times. To maintain the safe and secure conditions for all students transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe passenger behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices.

**KK. Emergency Closing of Schools**

The decision to call off school, delay the opening of school, or close early due to a snow storm, icy conditions or any other emergency rests with the Superintendent of Schools. Timely information regarding any emergency information will be channeled through the following television/radio stations and district website:

<b>STATION</b>	<b>LOCATION</b>
WODE	99.9 FM
WLEV	96.1 FM
WAEB	790 AM – 104.1 FM
WZZO	95.1 FM
WFMZ	CHANNEL 69
WYHM	SPORTS RADIO 1470
DISTRICT WEBSITE	WWW.PBURGSD.NET

The district also utilizes a rapid communication service designed to deliver voice messages to parents on important and time-sensitive information. Parents must make sure the schools have the phone number where they would like to be reached for this service. Please inform your student of procedures to follow in the event that schools are forced to close unexpectedly. It is vitally important that your child knows where to go in the event that a parent is not home.

**LL. Bilingual/ESL Program**

The Bilingual Education Act (N.J.S.A. 18A: 35-15 to 26) was enacted to insure that students of limited English proficiency (LEP) are provided instruction which will allow them to continue to develop academic skills while acquiring English Language skills. Chapter 6A: 15-1.1 ensures that all limited English proficient (LEP) students are provided special instructional programs to children who do not know sufficient English to work successfully in an English-only classroom. The Board of Education provides both a Bilingual Program, as well as an ESL Program. The goal of the ESL Program is to assist students to achieve fluency (including listening, comprehension, speaking, reading, and writing skills) in English. The goal of the Bilingual Program is to permit students to learn subject matter in their primary language while developing English language skills.

**MM. Reports to Parents**

1. Report cards are distributed four times a year at Phillipsburg High School.
2. The high school conducts an evening open house, which is noted on the high school calendar.

**NN. Photographs of Students/Video Consent**

Photographing students for such purposes as newspaper coverage of school activities is a routine practice. At times, students participate in educational activities that involve videotaping which may be broadcast on PSDTV Channel 49. This Channel is a Service Electric Cable Channel with educational television programming that airs 24 hours a day, seven days a week, but is limited to broadcasting only in Phillipsburg and surrounding New Jersey school districts and communities who receive Service Electric. Photographing and/or videotaping of your student(s) will take place only with a completed Parental/Guardian Video Consent Form that is available to print off of the high school website. Photographs, video or digital images of disabled students shall not be disseminated or used in print or media in any way if they are identified as disabled unless permission is granted by the parent(s) or legal guardian(s). Photographs, video or digital images of students placed in the district by the Department of Children and Families (DCF) shall not be published without the permission of the department case worker.

**OO. Student Registration/Transfers**

All student registrations into the schools of the district shall be in accordance with district policy relating to Eligibility of Resident/Nonresident Pupils. Pupils entering into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations, birth certificate, proof of residency, and photo identification. Please call Central Registration at 908-454-3400 with any questions and to schedule an appointment. Arrangements should be made in advance when a child will be transferring from a school. At least a day’s notice is necessary to allow records to be gathered and transfer cards completed. Parents must sign the student transfer card at the school where the student is currently registered. The student’s new address, name of the new school, and date of departure must be provided.

**PP. Notice of Hazardous Materials/Asbestos Management Plan**

As required by the State of New Jersey, Department of Health and Senior Services, all school districts will post a notice of any construction or other activities involving the use of any hazardous substance on a bulletin board in the school office, and that hazardous substances may be stored at the facility at various times throughout the year, and the availability of a Hazardous Substance Fact Sheet on particular substances. The Board of Education has an Asbestos Management Plan on file. If you wish to review this plan, contact the Director of Educational Facilities at 908-454-3400.

**QQ. School Based Youth Services Program**

The Phillipsburg Based Youth Services Program (SBYSP) addresses the needs of youth between the ages of 12-21, providing them with a comprehensive set of services by means of a “one-stop shopping” approach. All Phillipsburg students are eligible for the following free services: mental health counseling, substance abuse counseling, medical/dental assistance, mentoring, GED instruction, education for pregnant/parenting teens, employment assistance, REACH, and recreation. The Phillipsburg SBYSP is located in Phillipsburg High School. The hours of operation are 8 a.m. to 4 p.m., Monday through Friday. Counseling, medical and recreation services are available at Phillipsburg High School. Funding is provided by the New Jersey Department of Human Services, 21st Century Community Learning Centers, Warren Freeholders, Workforce Investment Board and the Phillipsburg Board of Education. 1 Stateliner Boulevard, Phillipsburg, NJ 08865

**RR. Summer School**

Summer School Information will be distributed by Guidance Counselors at the end of the school year.

**SS. Student Supervision After School Dismissal**

The Board of Education adopts this Student Supervision After School Dismissal Policy as a result of a New Jersey Supreme Court case. The Court indicated dangers exist for younger students at dismissal as students are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board adopts and required the implementation of a policy for the supervision of younger students after dismissal. Any parent or legal guardian of a student attending a district operated school through grade 12, where the student is not eligible for district provided transportation, or is eligible and elects not to use district-provided transportation after dismissal, may request the school or program not to release the student to walk home after dismissal unless the student is released to the parent or legal guardian, or escort designated by the parent or legal guardian. The designated escort must be at least 18 years old, and up to 3 escorts may be designated. The parent or legal guardian must submit a completed “Request for Supervision at Dismissal From School Form” to the Principal or designee, or program administrator.

**VIII. AFFIRMATIVE ACTION & EQUAL OPPORTUNITY POLICIES**

**A. Equal/Educational Opportunity Policy –**

The Phillipsburg School District, through the designated, responsible personnel, will guarantee that no persons shall on the basis of sex, race, religion, creed, ancestry, national origin, social or economic status and or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

**B. Sexual Harassment/Intimidation Policy -**

1. **Purpose** - The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.
2. **Definitions** - Sexual harassment can take two forms: *Quid Pro Quo* and or *Hostile Environment*.
  - a. *Quid pro quo* harassment occurs when a school employee explicitly or implicitly conditions a pupil’s participation in an educational program or activity or bases an educational decision on the pupil’s submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
  - b. *Hostile environment* sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil’s ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any “person” from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil’s sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment. The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call. This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond. In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties. In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location. United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

**C. Statement of Non-Discrimination/Affirmative Action**

The Phillipsburg School District complies with Title VI of the Civil Rights Act of 1964 Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, and their respective implementing regulations which prohibit discrimination on the basis of race, color, or national origin, sex, disability, and age, respectively. The District provides equal access and opportunity in employment as well as enrollment, in vocational and all other educational programs and activities, regardless of race, color, national origin, sex, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall, on the basis of sex, race, religion, creed, ancestry, national origin, affectional or sexual orientation, civil union status, social or economic status, and/or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity. Anyone who feels that his or her rights have been violated may file a grievance with the Phillipsburg School District through the Affirmative Action/Title IX/504 Officer. Board of Education Policies 4111.1/4211.1 Non-Discrimination Affirmative Action, 4118.4 Grievance Procedure Discrimination Complaints and Grievance forms, as well as the District’s 2007-2010 Comprehensive Equity Plan (CEP), are available in all of the district offices and on the Phillipsburg School District website:

[www.pburg.k12.nj.us](http://www.pburg.k12.nj.us)

**Affirmative Action Title IX/504 Officer**

**Raffaele LaForgia, 908-454-3400**

**50 Sargent Avenue**

**Phillipsburg, NJ 08865**

**IX. STUDENT ACTIVITIES**

One of the many strengths of Phillipsburg High School is its comprehensive co-curricular program. All students are encouraged to participate in one or more of the offerings. These are some of the activities offered for students:

- A.** These clubs and organizations are an extension of classroom activities.
  - 1. **Academic Team** - Students involved participate in academic competitions throughout the year.
  - 2. **Band and Band Front** - This involves the high school band program and is involved in regional competition.
  - 3. **Big Brothers/Big Sisters** – The basis of the program is community service oriented in that volunteer high school students mentor middle school students participating in the REACH program.
  - 4. **Bowling Club** – An intramural bowling program which offers reduced rates.
  - 5. **Christian Fellowship Club**- provides students a place to discuss scripture and grow in service to the community.
  - 6. **Class Offices** - Each class elects five executive officers to coordinate their class activities. A packet explaining the election process is available in the main office.
  - 7. **Comic Club**- Student involved share an interests in comics. Students view different genres of comic art.

8. **Dance Team** - Combination of cheering and dance which provides students an opportunity to perform at athletic events.
9. **Drama Club** - Involves students who are participating in the school's dramatics program. (Tournament of Plays, Fall Drama and Spring Musical)
10. **Environmental Club** – Promotes an appreciation and understanding of our environment and how individuals interrelate to it.
11. **Film Appreciation Club**- to educate students' on the relevance of film. The students would view and analyze films together.
12. **Forensics Team** - Helps students to improve their oral communication skills by competing either in debate or eight different speech categories at tournaments throughout New Jersey.
13. **F.E.A. (Future Educators Association)** – Allows students interested in a career in teaching to get a “hands on” experience through a variety of activities with children.
14. **F.F.A. (Phillipsburg Chapter)** - Provides students with the opportunity to learn more about agriculture through first-hand experience. They participate in regional and state competition.
15. **Gay Straight Alliance (GSA)**- Gay Straight Alliance is a club where everyone is welcome - lesbian, gay, bisexual, transgender, questioning, and straight students, as well as those who don't have or need a label for their sexual orientations or gender identities. Our purpose is to make Phillipsburg High School safer for our LGBTQ students by providing supportive and accepting spaces, as well as bringing awareness to the LGBTQ community. Throughout the year we will work on various fundraisers so that we can provide social events and awareness activities to our diverse population here at Phillipsburg High School.
16. **Japanese Anime and Manga Club** – provides student the opportunity for self-expression and discuss various artist styles.
17. **Karux Newspaper** - Allows students to get a "hands on" experience in journalism.
18. **Karux Yearbook** - Open to juniors and seniors only. Students must elect this activity as a class when selecting their schedule. The culmination of class effort is the publication of the high school yearbook.
19. **Key Club** - Associated with the Kiwanis Club; this student service organization models itself after its parent organization. Membership is by application.
20. **Mock Trial Competition Team** - Students will experience the American legal system through a "hands on" courtroom simulation.
21. **National Honor Society** - Open to students with a 4.5 or better cumulative average, calculated consistent with Board Policy.
22. **Pep Band** - Provides an opportunity for co-curricular musical activity. This organization is student directed and plays at all varsity boys' basketball games.
23. **Performing Arts Club** - Students are involved in singing, instrumental, dance, and theatrical activities.
  - a. **Pieces of Eight** - 12 member ladies barbershop ensemble part of Young Women in Harmony, a division of Sweet Adelines International. Open to any female choir member by audition.
  - b. **Stateliner Singers** - 45 member select vocal ensemble specializing in classical music and vocal jazz. Will participate in local and statewide competitions. Open to any student by audition.
  - c. **Women's Chorus and Overtones (Men's Ensemble)** - All women and men's choral ensembles working with popular music implementing choreography. Open to any choir member by audition.
  - d. **Voices In Motion** – A mixed voice show choir open to students in all grades by audition only. Also, musical theatre and pop music stylizations with choreography and two concert performances are performed annually off grounds.
24. **Photography Club**- A creative outlet for students to express originality and talent through photography.
25. **Politics Club**- To educate students on current and past issues of politics and government. The local and federal systems are explored.
26. **S.A.D.D. (Students Against Destructive Decisions)** – To promote student awareness regarding the full impact of drinking and driving and to provide pertinent literature stressing the dangers of driving under the influence.
27. **Ski Club** – A learn-to-ski program which offers reduced rates.
28. **Student Council** - One of the most influential organizations in the school, the Council consists of executive officers elected in the spring of the preceding school year.
29. **Technology Club** – Encourages students to participate in service to the community and school while developing character in preparation for useful citizenship and leadership skills. Also increases the knowledge and understanding of the technological world in activities in the areas of Automotive, Design & Problem Solving, Wood-Working, Video, Photography, Drafting, and Electronics.
30. **Web-Page Design Club** - Meetings are generally held weekly during OP period for students interested in learning about web-page design and the facilitation of the district web-page.

## B. Athletics

1. **Fall** - Cross Country, Field Hockey, Football, Girls Tennis, Soccer, Girls Volleyball
2. **Winter** - Boys Basketball, Girls Basketball, Wrestling, Swimming, Winter Track
3. **Spring** - Baseball, Boys Tennis, Softball, Track, Golf, Girls Lacrosse, Boys Lacrosse
4. **Cheerleaders** - Fall, Winter

## X. STUDENT SUCCESS

### A. Study Hints

1. Develop consistent habits in reading, listening, observing, thinking, and organization of homework.
2. Find a place to study free from distractions and, if possible, study in your own room.
3. Develop positive attitudes about your school work. Be interested in your work. Remember that each lesson is for your benefit, not for the teacher's benefit.
4. You must attend school regularly. Study at home is critical and reviewing school work is an essential feature of good study habits. However, periodic absenteeism makes school work more difficult and sometimes impossible to make up for that invaluable "class lesson" that has been missed.
5. Students should learn to budget their time wisely in order to accomplish all necessary work, reports, projects, assignments, and term papers.

### B. Student Expectations

All of us at Phillipsburg High School should foster safety and the proper atmosphere for the pursuit of learning. This can be achieved through respect and a sense of caring for others. Student attitudes and behavior will shape the school's environment. The following reminders should serve as a guide:

1. **Be Considerate** - Students are involved in educational programs and learning activities throughout the building. Help them by keeping your voice down and not shouting or yelling. Walking in the hallways will eliminate accidents. By being considerate, you will help create and maintain the proper atmosphere for learning.
2. **Be Safe** - Consider your safety and the safety of others when moving around the building. Keeping your hands and legs to yourself is good advice. It will help you and others to have a safe and successful day at school.
3. **Be Proud** - Be proud of yourself, your work and your school. Keep yourself and your desk neat and clean. Take time to complete all assignments promptly and always do your best. By keeping your school clean and neat, we will all have a good environment in which to work.
4. **Be Respectful** - Your fellow students and teachers deserve your respect, just as you deserve respect from them. Do not take, hide, destroy or play with their property. Being respectful also means that foul language is **NEVER** acceptable.
5. **Be Caring** - Phillipsburg High School is a caring school. You can help by opening doors, offering to help and being polite to one another. A caring attitude toward others is most important. Being abusive to your friends is not caring for them.
6. **Be Cooperative** - Obey the rules and follow the directions for students and adults in the building. We are all here to work and learn together. Be orderly when walking to and from classes, assemblies, and the lunchroom.
7. **Be Prompt** - Time at school is very important. Be on time and be prepared for all of your classes, activities and programs during the school day.
8. **Be Alert** - When moving about the building, always be careful not to endanger others or their property. Respect each other's rights and, under no circumstances, engage in rowdiness or fighting.
9. **Be Courteous** - Your attention at assemblies as well as during classroom presentations is expected.
10. **Be Responsible** - You are the only one who is responsible for your behavior. Don't make excuses for your bad behavior. Do what is right and take credit for it. Accept the consequences when you do something wrong. Always accept the responsibility for your behavior. Persistence, Involvement, and Positive Risks are a way of coming alive.

## **NOTIFICATION**

### **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

#### **GENERAL GUIDANCE FOR PARENTS/ELIGIBLE STUDENTS**

The Family Education Rights & Privacy Act (FERPA) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Under FERPA, schools must generally afford parents access to their children's education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records.

#### **Parent and Eligible Students Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Phillipsburg School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-592

#### **Notice for Directory Information**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Phillipsburg School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1<sup>st</sup> of each school year. The Phillipsburg School District has designated the following information as directory information:

- |  |                                 |
|--|---------------------------------|
| -Student's name                                      | -Major field of study           |
| -Participation in official activities and sports     | -Dates of attendance            |
| -Address   | -Grade level                    |
| -Telephone listing                                   | -Major field of study           |
| -Weight/height of members of athletic teams          | -Photograph                     |
| -Electronic mail address                             | -Date/place of birth            |
| -Most recent educational agency/institution attended | -Degrees/honors/awards received |

**NOTIFICATION**  
**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**  
**GENERAL GUIDANCE FOR PARENTS/ELIGIBLE STUDENTS**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Phillipsburg School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the previously listed protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
2. Receive notice and an opportunity to opt a student out of –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Phillipsburg School District will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Phillipsburg School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents and eligible students, such as through U.S. Mail or email, of students who are scheduled to participate in the specific activities or surveys. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.) Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

If you have any questions regarding FERPA or PPRA, please contact the school principal.

**LETTER TO PARENTS**  
**RE: HIGHLY QUALIFIED TEACHER INFORMATION**

August, 2018

Dear Parent/Guardian:

The Elementary and Secondary Education Act was our country's most important education law. This law was revised and is now called, "**Every Student Succeeds**". Every Student Succeeds was designed to make changes in teaching and learning that will help our students achieve more in school.

The law requires that all schools receiving federal funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our schools receive federal funding and we are happy to share this information with you.

We believe that nothing is more important to your child's education than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific, legal definition of "highly qualified" in order to teach in schools that receive federal funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have:

1. A four-year college degree;
2. A regular teaching certificate/license; and
3. Proof of their knowledge in the subject they teach

New Jersey has the most qualified teachers in the country and we are extremely proud of the quality of the teaching staff in the Phillipsburg School District. All of our regular teachers have college degrees and many have advanced degrees. The State of New Jersey has always required a teaching certificate/license for all teachers. In Phillipsburg, our teachers continue their own learning through professional development activities and they are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of "highly qualified." All teachers hired after the beginning of the 2002-03 school year were required to meet this definition. Veteran teachers, hired before the 2002-2003 school year, who had not yet met the legal definition of "highly qualified" had until the end of the 2005-2006 school year to do so.

To ensure that every child in every classroom has a highly qualified teacher, the State of New Jersey and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers are able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities, and experience.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school district is fully qualified and dedicated to teaching your child and we will do everything possible to help our teachers who may not yet meet the legal definition required by the federal government.

I encourage you to support your child's education and to communicate with his or her teacher on a regular basis. By partnering together – families and educators – we can provide your child with the best education possible.

Sincerely,  
Gregory Troxell  
Superintendent of Schools

**CARTA PARA LOS PADRES DE FAMILIA**  
**ASUNTO: INFORMACIÓN DE MAESTROS QUE ESTÁN SUMAMENTE CALIFICADOS**

Estimado padre/tutor:

Agosto, 2018

El Acto de Educación Elemental y Secundaria titulado, “**Every Student Succeeds**”, es una de las leyes de educación más importante de nuestro país. No Child Left Behind se diseñó para hacer cambios en la enseñanza y aprendizaje que ayudarán a nuestros estudiantes lograr más en la escuela.

La ley requiere que todas las escuelas que reciben fondos federales deben informar a los padres de familia de su derecho de preguntar a las escuelas acerca de los requisitos de los maestros de su niños. Nuestras escuelas reciben fondos federales y nosotros estamos felices de compartir esta información con ustedes.

Creemos que nada es más importante sobre la educación de sus niños que tener un maestro bien preparado y sumamente calificado. La ley requiere que todos los maestros deben cumplir con una definición específica y legal de “sumamente calificados” para enseñar en las escuelas que reciben fondos federales. La definición legal de un “maestro sumamente calificado” tiene tres partes. Indica que el maestro debe tener lo siguiente:

1. Un diploma colegial de cuatro años;
2. Un certificado docente regular/ licencia; y
3. Prueba de sus conocimientos en la materia que ellos enseñan.

Nueva Jersey tiene algunos de los maestros más calificados en el país y nosotros estamos muy orgullosos de la calidad del personal docente en el distrito escolar de Phillipsburg. Todos nuestros maestros regulares tienen los diplomas colegiales y muchos tienen grados avanzados. El Estado de Nueva Jersey siempre ha requerido un certificado docente/licencia para todos los maestros. En Phillipsburg, nuestros maestros continúan su propio aprendizaje a través de actividades de desarrollo profesional y nuestros maestros se evalúan cada año para cerciorarse que sus habilidades docentes se quedan en el nivel más alto posible.

La mayoría de los maestros ya satisfacen esta definición legal de “sumamente calificado.” Todos los maestros que se emplearán después del principio del año escolar 2002-03 se les requirió a que cumplan con esta definición. Los maestros veteranos empleados antes del año escolar 2002-03 que no satisfacen la definición legal de “sumamente calificado” tenían hasta el fin del año escolar 2005-06 para cumplir.

Para asegurar que cada niño en cada aula tenga un maestro sumamente calificado, el Estado de Nueva Jersey y nuestro distrito escolar están trabajando juntos para ayudar a los maestros a cumplir los requisitos de la ley federal proporcionando varias opciones. Los maestros son capaces de tomar una prueba nueva, o ellos pueden demostrar su pericia a través de una combinación de deberes colegiales, las actividades del desarrollo profesional, y sus experiencias.

Un maestro sumamente calificado sabe que enseñar, como enseñar, y tiene una comprensión repleta del tema de enseñanza. Creemos que cada maestro en nuestra escuela es calificado completamente y es dedicado a enseñar a su niño y nosotros haremos todo lo posible para ayudar a nuestros maestros quienes todavía no cumplen con la definición legal requerida por el gobierno federal.

Yo les animo que apollen a la educación de su niño y a que se comuniquen con el maestro regularmente. Trabajando juntos, las familias y educadores, podemos proporcionar a su niño con la mejor educación posible.

Sinceramente,  
Gregory Troxell  
Superintendent of Schools



PHILLIPSBURG HIGH SCHOOL

\*\*\*\*\* SENIOR PRIVILEGE FORM \*\*\*\*\*

Student Name: \_\_\_\_\_

I give my permission for my SENIOR son/daughter to miss his/her assigned study hall only on days when the study hall comes at the end of the day.

DAY: 1 2 3 4

We realize this is a SENIOR PRIVILEGE that will be revoked for the following reasons:

- 1. Leaving school grounds during other study halls/assigned classes throughout the day
- 2. Failing to sign in or sign out at the security desk
- 3. Failing to sign in or out of other assigned study halls
- 4. Forgery of this permission slip
- 5. Other disciplinary infractions as deemed by the administration

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

Seniors **must** notify the 12<sup>th</sup> grade Assistant Principal of any schedule changes that affect study halls.

Seniors **must** sign in and out of school at the 12<sup>th</sup> grade Assistant Principal's office and/or security desk.

If your name is not on the study hall list, you must see Mrs. Schinstine in the Guidance office.