

**WELCOME TO  
POMPTON LAKES HIGH SCHOOL**

**"HOME OF THE CARDINALS"**

We are proud of Pompton Lakes High School and hope that you become familiar with our traditions, responsibilities, and privileges. The *Student Handbook* aims to help you adapt more quickly to life at PLHS. If you know the *Handbook*, take your studies seriously, and become involved in extracurricular/athletic activities, we are certain you will be successful and happy at PLHS. With your effort and the faculty and staff's assistance, you will also gain the knowledge, skills, and attitudes that will ensure happiness and success in your future.

If you have any questions regarding items in the *Handbook*, please feel free to discuss them with any of our faculty and staff members.

Be proud of yourself and your school. Have a great school year.

Scott Wisniewski, *Principal*  
Anthony J. Mattera, *Assistant Principal*

**2023-2024 Student Council Officers**

Haley Gerrity, *President*  
Alexandra Varela, *Vice President*  
Jaqueline Castro, *Treasurer*  
Gina LoPresti, *Liaison to Board of Education*  
Makayla Horvath, *Historian*

Passaic County  
Crime Stoppers Tip Line:  
1-888-958-8477

***"Pride and Tradition"***

**NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **HOMEROOM:** \_\_\_\_\_

**POMPTON LAKES HIGH SCHOOL  
2023-2024**

Scott Wisniewski, Principal  
Anthony J. Mattera, Assistant Principal  
(Art, Culinary Arts, Media Center, Music)  
Tammy Weishaupt, Director of Guidance  
Michael London, Director of Health, Phys. Ed., Safety, and Athletics  
Stephen Tarsitano, Chairperson of Language Arts & World Languages  
Caitlin Thomas Supervisor of Mathematics and Science  
Michael Riordan, Chairperson of Social Studies & Business  
Dawn Kutzelman, School Anti-Bullying Specialist

**Art**

Matthew Palmieri  
Ashley Romano  
Kevin Sullivan

**Business**

Lori Conte  
Gail DeGraw

**Culinary Arts**

Matthew Foley

**ESL**

Melanie Berlinger  
Marianne Russo

**Guidance**

Dawn Kutzelman  
Daphne Leenas  
Katie Miceli

**Mental Health Counselor**

Lia Dorsey

**Student Assistance Counselor**

Skip McLaughlin

**Health & Physical Education**

Justin Jones  
Scott Mahoney  
Christine Parisi  
Leonard Racco  
Julie Williams  
Jill Snyder, Athletic Trainer

**Language Arts**

A.J. Brown  
Robert Edgar  
Matthew Hennessy  
Emily Light  
Cheryl Schlick  
Robert Texel  
Christopher Wendowski

**Life Skills**

Kevin Wortman

**Mathematics**

Michael Cemelli  
Paul Koontz  
Samantha Lorenc  
Marcela Petric  
Noelle Serra  
Margo Streicher  
Lori Waldron  
Elvira Zulali

**Music**

Christopher Nappa

**Nurse**

Patricia de la Motte

**Science**

Heidi Caporaso  
Dorota Kuras  
Timothy McClurg  
Paulo Pinto  
Gineen Ricciardelli  
Renée Russo

**Social Studies**

Robert Cole  
Christopher Patrick  
Caterina Pontoriero  
Ryan Shafer  
Paul Smith

**Special Education**

Britney Allison  
Amanda Brown  
Brooke Collins  
Marie O'Neill  
Thomas Owens  
Bernadette Wines

**Special Services**

Lauren Aiello, Director  
Katie Ventrella, Supervisor

**Technology Coach**

Karyn Hennessy

**Technology Education**

Tanner Wilson

**World Languages**

Nora Baena-Cano  
Marisol Borges  
Katina Genouzos  
Marisol Ramos  
Loren Renninger

**Child Study Team**

Dr. Jessica Ardis  
Kristen Racco  
Dr. Nicole Rodriguez

**Media Aide**

Lucas Jeron

**ABA Aides/Life Skills  
Young Adult Support**

Holly DeSando  
Kimberly Gaefke  
Andrew Lillis  
Alice Pasquale

**Learning Acceleration  
Coordinator**

Robert Meyers

**Affirmative Action Officer**

Lauren Aiello

**504 Compliance Officer**

Lauren Aiello

**Instructional Aides**

Tyler Banker

Carrie Canavan

Lindsay Goldberg

Iris Mayer

**Transition Coordinator  
(Life Skills)**

Robyn Blomn

**Administrative Professionals**

Adrianna DiCosimo

Pat Hollenstein

Lisa Mazzella

Jeane OConnell (Attendance)

**Custodians**

David Blake

Steven Colella, Head Custodian

Eugenio Lucero

Pedro Maldonado

Juana Zarate San Miguel

**School Resource Officer**

Peter Forte

**Cafeteria Staff**

Sue Hohorst, Area Supervisor

Andrea McCoy, Manager/Director

Karin Polhemus, Manager

Lori Stoupakis

**Computer Techs/Technology**

John Briggs

Salvatore Cennimo

Thomas Hardiman

Kevin Hazell, Coordinator

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### IMPORTANT NOTE

All policies and procedures contained herein are subject to change at the discretion of the principal or designee.

**POMPTON LAKES PUBLIC SCHOOLS**  
SCHOOL CALENDAR 2023 – 2024

September 5	First Day for Teachers / Staff Inservice Day
September 6	Second Day for Teachers
September 7	Schools Open - Students Report
September 25	Schools Closed - Yom Kippur
November 7	Schools Closed - Staff Inservice Day
November 9-10	Schools Closed - NJEA Convention
November 22	Early Dismissal - 12:45 PM Student Dismissal
November 23-24	Schools Closed - Thanksgiving
December 22	Early Dismissal - 12:45 PM Student Dismissal
December 25-29	Schools Closed - Holiday Break
January 1	Schools Closed - New Year's Day
January 15	Schools Closed - Martin Luther King Day
February 19-20	Schools Closed - Presidents' Day
March 29	Schools Closed - Good Friday
April 8-12	Schools Closed - Spring Break
May 27	Schools Closed - Memorial Day
June 14-18	Final Exams - 12:45 PM Student Dismissal
June 18	Early Dismissal - 12:45 PM Student Dismissal
June 19	Early Dismissal - 12:45 PM Student Dismissal
June 20	Last Student Day / Graduation - Early Dismissal
June 21	Last Teacher Day - Early Dismissal

**PLEASE NOTE:** If the district is required to make up snow days, this will be done during the spring break starting on April 12 and, if necessary, working back to April 8.

**Unused Snow Days – School Closed**

One unused snow day: May 28

Two unused snow days: May 28 and May 29

Closing dates for any additional unused snow days will be determined at a later date.

### Marking Period and Progress Report Dates

	<b><u>Beginning of Marking Period</u></b>	<b><u>Progress Reports</u></b>	<b><u>End of Marking Period</u></b>	<b><u>Report Cards Emailed</u></b>
Marking Period 1	Sept 7	Oct 9	Nov 8	Nov 20
Marking Period 2	Nov 13	Dec 18	Jan 24	Jan 30
Marking Period 3	Jan 25	Feb 26	March 28	April 3
Marking Period 4	April 1	May 13	June 20	June 24

### **Professional Learning Dates: Early Student Dismissals**

October 16	12:45 PM Dismissal
December 11	2 PM Dismissal
January 8	2 PM Dismissal
February 5	2 PM Dismissal
March 11	12:45 PM Dismissal
May 13	2 PM Dismissal

## **Detention**

- 1. Central Detention will be served on Monday through Friday at 2:55 PM.** Students will not be excused from detention. **The time schedule for detention is as follows:**

Single Detention: 2:55 – 3:15 PM

Double Detention: 2:55 – 3:35 PM

Triple Detention: 2:55 – 3:55 PM

- Failure to attend Detention:
  - If a student misses a single detention, he or she will be assigned a double detention.
  - If a student misses a double detention, he or she will be assigned two doubles and, if the rescheduled detentions are missed, suspension from school.
  - If a student misses a triple detention without permission from the assistant principal and does not have an authorized excuse, two triple detentions will be assigned and suspension from school will follow if any of the rescheduled detentions are missed.
  - Insubordination or disruption during detention will result in suspension.

## **In-School Suspension**

- A student serving In-School Suspension will spend the entire day doing school work. The student is responsible to do all assigned work on the day of the suspension. Any work that is not submitted will result in the student receiving a grade of "zero."
- In-School Suspension begins with the student reporting to the assistant principal's office at 7:30 AM and concludes with detention until 3:55 PM.
- The number of days a student will be placed on In-School Suspension will be determined by the assistant principal according to the student's record.
- Any student who leaves In-School Suspension without permission will be suspended from school. The missed In-School Suspension (complete day) will have to be made up before the student returns to his or her regular program.
- If the nature of the work prevents the student from completing the assignment in the In-School Suspension setting, it is the responsibility of the student to meet with the teacher to fulfill the assignment in a timely fashion.



## **Suspension**

Suspension is the temporary exclusion from the school building and all activities associated with the school for a period of time. Students are not permitted on school grounds at any time during the suspension.

1. New Jersey Statutes Title 18A: 37-1 and 37-2 state: *"Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them."*

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

2. Any disruption of the schools or interference with their normal operations offends the constitutional rights of the local school district to provide proper school facilities and maintain a proper program of education. Such disruption or interference violates the law and cannot be condoned or tolerated.
3. The Pompton Lakes Board of Education adopts as a first and indispensable principle that violence, disruption, vandalism, and seizure of school buildings or any parts thereof will not be permitted under any circumstances.
4. A student will not be readmitted to school until an administrative consultation is held with the parent or legal guardian of the suspended student and agreements are reached between the administration and parent relative to the future conduct of the suspended student.

## **Expulsion**

Expulsion is the permanent exclusion of a student from the public school environment.

1. If the aforementioned measures fail to effectively prevent persistent and willful insubordination, the Board of Education may act to conduct a hearing and/or expel the student from school.
2. Furthermore, if a student commits an egregious act, he or she may be subject to a board hearing and/or expulsion from school.

### Admission and Attendance

**The Pompton Lakes Board of Education will neither condone nor permit absences from school for any reason not specified in the law and will not award course credit if the student attendance requirement is not met.**

- 1.** A parent or guardian must call the absentee line prior to the start of the school day for each day of a student's absence. **The phone number is 973-835-7100 x2501.**
- 2.** In the event this procedure is not followed by a parent/guardian, designated school personnel will make a reasonable attempt to contact the parent/guardian by phone.
- 3. If you are absent from school, you may not participate in any extracurricular or athletic activities.**
- 4. Attendance Policy (Numbers in chart depict total absences.)**

Course Type	Warnings			Final Notice	Denial of Credit
	1	2	3		
Full Year	5	10	15	19	20
Semester	4	8	--	9	10
Quarter	2	3	--	4	5

- 5.** Students who have violated the attendance policy and have lost course credits shall remain in their classes or be given an administratively adapted schedule and the grade of WAT (Withdrawn for Violation of Attendance Policy).
- 6.** Tardiness to school, dismissals prior to the end of the school day, and vacation days will be counted toward a student's total absences. Attendance is taken on a class-by-class basis.
- 7.** Absence because of religious observances and/or school-sponsored activities are considered excused absences.
- 8.** Following an absence, a student must return to school with a medical or parent note. Failure to do so will result in disciplinary action.
- 9.** The school will set up procedures to validate requests for early dismissal to assure that students are released only for proper reasons and into proper hands. A student may not be released on the basis of an invalid telephone call.
- 10.** Children of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent/guardian registered on the school record.

**Tuancy**

1. If you are absent from school and you do not have a parent or guardian's excuse, you are considered truant.
2. If you become ill and leave the school grounds without seeing the nurse or the assistant principal, you will be considered truant. If you go home for lunch and you become ill, you must return to school to see the nurse or the assistant principal, who will contact your parents for an early dismissal. Furthermore, a note must be brought in the following day confirming your absence. You will be truant if you do not comply with the procedure above.
3. If you are truant, you will receive a cut in all of your classes and a grade of "zero" for any work, tests, or quizzes for that school day. You will receive an In-School Suspension and a triple detention for the first offense. These cuts will count toward the cumulative cut total as discussed in the section "Tardiness, Class Cuts, and Denial of Credit."
4. A second offense to the truancy policy will result in all of the above plus multiple days of In-School Suspension, and the student will receive a WAT (Withdrawn for Violation of the Attendance Policy) in all of his or her classes for the school year.
5. Students who WAT out of classes are not allowed to take these classes in summer school. These classes must be repeated the following school year if applicable.

**Unauthorized and Authorized Absences**

1. *If an unauthorized absence occurs*, (1) the parent is informed in writing that the reason given is not acceptable and (2) the parent and student are informed that a failure ("zero") is automatically registered against the student in each class missed and special provisions are not required to be made by teachers to provide make-up work or tests for students absent under these circumstances.

## 2. Examples of Authorized Absences:

- A. Observance of a religious holiday
- B. Absence caused by a student's suspension
- C. Senior Privilege – the student making the request is in good standing as determined by the assistant principal
  - 1) **Prom – Early Dismissal:** Students who feel they need to be excused for part of the day in accordance with an administratively set time should bring a note to the administrative assistant for attendance (attendance secretary) at least three days in advance.
  - 2) **Senior Trip:** On the day(s) of the senior trip, any senior not going on the trip must report to school for homeroom and provide a valid written excuse allowing for early dismissal.
- D. Appeal
  - 1) Students may be subject to appropriate discipline for their attendance record.
  - 2) A student who has been retained at grade level for excessive absences may appeal that action in accordance with Board of Education Policy No. 5410.
  - 3) A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures.
    - a) The student shall file a written appeal to the principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purpose of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
    - b) The principal or designee will respond in writing no later than seven school days after receiving a student's appeal.
    - c) If the student is not satisfied, he or she may submit a written request to the principal for consideration by an Attendance Review Committee.
    - d) On a student's request for consideration by an Attendance Review Committee, the principal shall convene an Attendance Review Committee. This committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

- e) The Attendance Review Committee shall decide the appeal and inform the student in writing within 7 school days of the meeting.
- f) The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Board of Education Policy No. 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

#### **Homeroom Period**

1. A warning bell will sound at 7:58 AM. Homeroom will begin promptly at 8:00 AM.
2. After the flag salute, please remain seated and **listen attentively**.

#### **Flag Ceremony and Salute**

1. After the sounding of the bell that signifies the start of the homeroom period, the flag ceremony ('Call to Colors') and pledge of allegiance to the flag of the United States will be conducted.
2. Students in the hallways should stop and stand in place during the ceremony and pledge.
3. All students must be silent and respectful during the ceremony and pledge.

#### **Visitor Policy**

1. If a student wants to bring a visitor to school, he or she must clear it with the assistant principal and/or the principal.
2. The student will be given a consent sheet that must be signed by all of his or her teachers.
3. Once approved, the Pompton Lakes student and the visiting student need to bring in a signed note by their parents allowing the student to visit for the day. The note must also include emergency contact numbers.
4. On the morning of the visit, the students must meet with the assistant principal to receive a visitor pass that must be clearly visible throughout the course of the day.

**Textbooks: Care of/Cover/Fines/Lost**

- 1.** Textbooks, hard cover, and soft cover workbooks are very expensive. The misuse of a book causes a needless replacement expense.
- 2.** Every hard cover textbook issued to you must have a book cover on it in good condition at all times.
  - a.** Book covers are available to you in the Media Center.
  - b.** Your subject teachers are expected to make periodic checks on the condition of your book and cover.
- 3.** Please do not allow loose test, homework, or scrap papers to collect in a bound text or workbook. Such collections ruin a book by causing excessive strain on the binding. Naturally, marking pages, folding corners, getting books wet, and other careless handling must be avoided.
- 4.** Your teacher is expected to assign a book number and book "sticker" to each book. Along with this number, the teacher will record the condition of your book. When you return your book, its condition will be compared to that at the time of issue. If the book was worn more than the wear of normal, responsible use, your teacher will set a monetary fine. Students who fail to pay fines will remain in the same grade-level homeroom the next year and may be excluded from all extracurricular activities.
- 5.** If you lose a book:
  - a.** Ask your teacher for a replacement as soon as you conclude that your book is, indeed, lost.
  - b.** Unless a replacement is not available from the inventory on hand, you may expect to get a replacement on the day you ask for it or the next school day. We do not want you to be without a book.
  - c.** You are expected to pay for your lost book within one week of the time you receive the replacement. The cost will be adjusted to the condition of your lost book.

**Tardiness to School**

1. If you are late to homeroom, you will be assigned a detention.
2. If you arrive to school **after** homeroom, please report to the Attendance Office **before going to class.**
3. **Failure to report to school before 12:00 Noon will make you ineligible for all extracurricular and athletic activities.**
4. Tardiness to school after homeroom will count toward a student's total absences and result in disciplinary action, including makeup of academic time outside of regular school hours.
5. Chronic tardiness to school will result in further disciplinary actions, cuts, and denial of class credit. Please refer to the section "Tardiness, Class Cuts, and Denial of Credit."

**Tardiness to Class**

1. You are expected to be in your assigned seat when the bell rings signifying the beginning of the class period or homeroom. At the end of a class, the bell notifies the teacher of the end of class. The teacher, not the bell, dismisses the class.
2. Passage time of four minutes between classes has been carefully studied and found to be adequate. It does not, however, provide any time for loitering, dawdling, or socializing.
3. If you are tardy, your teacher will hand you a "late slip." Fill it in quickly and return it to the teacher. The teacher will sign it and see that it goes to the assistant principal. You will serve the detention at 2:55 PM in the assigned room **the same day you are tardy to class.** Students who are chronically tardy to classes will be referred to the assistant principal for further disciplinary action.
4. The first and second time a student is late to class, the student will be issued a single detention. For the third and fourth offenses, the student will be issued a double detention. Any further classroom tardies will be assigned a triple detention. Chronic tardiness to class will lead to In-School Suspensions and makeup of academic time.

**Tardiness, Class Cuts, and Denial of Credit**

1. A total of three (3) cuts in a course will result in a student's being denied class credit for that course.
2. A total of two (2) cuts in a quarter course will result in a student's being denied class credit for that course.
3. A total of ten (10) cumulative cuts in an academic school year will lead to denial of credit in any other classes that are cut after the 10 cumulative cuts.
4. The student shall be assigned to quiet study and given the grade WAT (Withdrawn for Violation of Attendance Policy).
5. An unexcused absence from a class by a student who is in attendance on that day shall be considered a class cut.
6. An unexcused tardiness to class in excess of ten (10) minutes shall be considered a class cut.
7. Tardiness to class shall be counted toward a student's total class cuts for purposes of this policy. Three (3) unexcused class tardies shall be considered as one (1) class cut.

**Dress and Grooming****GUIDELINES:**

- No bare midriffs; shirts must meet the top of jeans.
- No underwear should be exposed. (Boys – no plain white undershirts, including V-neck undershirts.)
- No halter/tank tops, tube tops, oversized athletic shirts or see-through blouses without a cover-up shirt; no spaghetti strap shirts with undergarments showing; no shoulderless shirts.
- No low-cut, revealing necklines.
- Boys – no tank top without shirt underneath.
- No ripped, ragged, extremely brief, or transparent clothing that exposes certain parts of the body.
- No open back shirts or blouses.
- No sheer shirts.
- No inappropriate words, spellings, or slogans on shirts:
  - Profanity or alluding to profanity
  - Substance abuse
  - Alcohol or smoking ads
  - Sexual themes
  - Mental illness
  - Promoting violence
- No short shorts or skirts and cut-off shirts and shorts – when standing with arms straight down, fingers must not be able to touch the bottom of the skirts and the 2<sup>nd</sup> joint on hand for shorts.



- No hats, bandanas, sweatbands or beads.
- No sunglasses, unless medically prescribed. Sunglasses cannot be visible in school (e.g., worn on the top of the head).
- No spiked necklaces, chains, studs or bracelets that could be considered dangerous to self or others.
- Overcoats or outdoor jackets must not be worn inside the building.
- No pajama-type flannel pants.

### **Physical Education Dress Code**

Students must be dressed appropriately for Physical Education (PE) classes. They must bring a separate set of clothing and change into that clothing out of their daily school clothes for PE class. Sneakers, t-shirts, shorts, sweat pants, and sweatshirts are acceptable articles of clothing. Unacceptable clothing includes, but is not limited to, spaghetti strap tops, tank tops, undershirts, boxer shorts, sports bras, or any article of clothing the Physical Education teacher deems to be inappropriate.

Parents should be fully aware of what their children are wearing to school. If students come to school dressed inappropriately, they may be asked to change their attire. Parents may be called to bring in appropriate clothing from home or students may be sent home to change. Any time missed from classes will be made up after school.

Consequences for not following policy will be one of the following depending on frequency of offenses and attitude of student: Detention, In-School Suspension, Out-of-school suspension.

### **Paging Devices**

In accordance with Board of Education Policy No. 5516, "Remotely Activated Communication Devices – Pagers & Cellular Telephones," a student may not possess a remote paging device while on school property, whether school is session or not.

### **Cell Phones, iPods, and Similar Electronic Devices**

In accordance with Board of Education Policy No. 5516, use of cell phones and other devices without authorization is prohibited.

#### Important Notes

1. Students may use phones in the hallways, cafeteria, talking study, and senior lounge to text message.
2. Students may use phones, iPods, or similar devices in the cafeteria, talking study, and senior lounge to listen to music.
3. Students shall not use phones in classes, assemblies, quiet study, stairwells, and homeroom during the flag ceremony/salute and announcements.
4. Students shall not use phones, iPods, or similar devices to listen to music in the hallways during school hours; earbuds and headphones shall not be visible.

In the event of a violation, the following consequences apply:

- First Offense: Student's phone or device will be confiscated for the school day and a double detention will be issued.
- Second Offense: Student's phone or device will be confiscated for the school day and a triple detention will be issued.
- Third Offense: Student's phone or device will be confiscated for the school day and a triple detention will be issued. The phone or device will not be returned to the student until a parent meeting takes place with the assistant principal. The student will lose the privilege of having the phone or device in school for the rest of the school year.
- Fourth Offense: Student's phone or device will be confiscated for the remainder of the school year. The student will be issued a two-hour detention and a parent meeting will be scheduled.

**Cheating/Plagiarism Policy**

The following consequences will apply to any student involved in cheating.

- A grade of "zero"/F will be given to all students involved.
- The parent will be contacted by the teacher.
- The teacher will complete the cheating referral form and send copies to the principal, assistant principal, parent, guidance counselor, and National Honor Society advisor.
- A second offense will make the student ineligible for the honor roll, National Honor Society, Academic Recognition Ceremony, and graduation with honors. In addition, a parent conference may be held with the principal or assistant principal to discuss any further disciplinary action.

According to plagiarism.org, all of the following are considered plagiarism:

- Turning in someone else's work as your own;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit; and
- Copying so many words or ideas from a source that it makes up the majoring of your work, whether you give credit or not.

Important Points to Remember:

- If you give someone your essay and your words are stolen, you are also guilty of cheating/plagiarism.
- Even a single sentence taken from another source without citation is considered plagiarism.
- Pompton Lakes High School uses the service Turnitin to check for plagiarism. See [www.turnitin.com](http://www.turnitin.com) for more information.
- If you plagiarize by accident, it is still considered plagiarism.

### **Anti-Bullying Rules**

Bullying is any intentional, unprovoked, repeated, hurtful acts, words, or other behaviors that inflict physical and/or emotional distress on a victim. Bullying is generally based on an imbalance in real or perceived power that hinders the victim from defending him or herself.

Bullying in any form will not be tolerated, whether it occurs on the way to or from school, at school, or at any school-sponsored function.

- 1. Physical** bullying involves behaviors such as punching, pushing, or damage to property.
- 2. Verbal** bullying involves behaviors such as name-calling, taunting, and callous teasing.
- 3. Social** bullying involves behaviors such as starting/spreading rumors, ostracizing, and causing public embarrassment.
- 4. Emotional** bullying involves behaviors such as making threats, extorting, and making intimidating non-verbal gestures.
- 5. Diversity** bullying involves behaviors such as slurs and other hurtful acts motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.
- 6. Sexual** bullying (sexual harassment) is any unwanted attention of sexual nature that continues even after the harasser has been asked to stop.
- 7. Electronic Communication (telephone, cellular phone, computer, pager)** insulting or demeaning any pupil or groups of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Reporting Harassment, Intimidation, and Bullying**

All students K-12 will be informed yearly about the nature of harassment, intimidation, and bullying, and how to report violations of this code.

Students who are targets (victims) of harassment, intimidation, and bullying should speak to the School Anti-Bullying Specialist (Mrs. Dawn Kutzelman), the assistant principal, or the principal. If appropriate, they should fill out an Incident Report or a Harassment Report. Allegations will be promptly investigated.

Students reporting false accusations of harassment, intimidation, or bullying will be subject to a disciplinary consequence determined by building administration.

### **Student Code of Conduct**

We believe that high school is a time for our students to grow into mature young adults. Therefore, we utilize a progressive discipline philosophy and also seek to make any required discipline focused on students' learning from the experience.

An essential aspect of our approach is to promote positive student development and reinforce expected behaviors. Our discipline standard requires that we address any action of which we are made aware by investigating and, if necessary, implementing discipline. Our philosophy of progressive discipline focuses on teaching a student to behave properly. Consequences are logically applied and take into account the age of the child, the circumstances surrounding the incident and the child's previous record of behavior. Possible consequences include:

- Discussion with student
- Discussion with parent/guardian
- Teacher detention
- Central detention
- Exclusion from co-curricular activities
- Suspension/expulsion

We do not discriminate based on gender, age, religion, sexual orientation or any other protected class and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions we impose on a student. We respect the privacy of all students.

To access the Pompton Lakes Board of Education's Student Code of Conduct Policy and Regulation (P/R 5600), please visit: [www.plps-k12.org](http://www.plps-k12.org) and then Click on "Parents" and then "Student Code of Conduct."

**Rules of Conduct**

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of the school district.
2. In addition, pupils shall not:
  - A. Be insubordinate to teachers or other school/staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - B. Create disorder or disruptions on school premises;
  - C. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - D. Steal, damage, or deface the property of other pupils or staff members of the district;
  - E. Engage in sexual and/or other harassment of pupils or staff members;
  - F. Violate Code of Conduct adopted for organizations of pupils;
  - G. Possess or use weapons or any implement intended to harm others;
  - H. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
  - I. Convey information about other pupils or staff members known to be false;
  - J. Act so recklessly as to endanger the safety of others;
  - K. Procure the property of others by threat or intimidation;
  - L. Enter school premises or any specific portion of the premises without permission and without authority;
  - M. Vandalize school property, real or personal;
  - N. Create litter on school property;
  - O. Be truant from school or class;
  - P. Cheat or otherwise engage in academic dishonesty;
  - Q. Persistently refuse to complete homework and other assignments;
  - R. Engage in illegal gambling;
  - S. Smoke or vape on school property;
  - T. Falsify an excuse or any school document;
  - U. Set fire to or cause a fire in any way on school premises;
  - V. Possess or explode a firecracker or other explosive device on school premises;
  - W. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstances hazardous to others;
  - X. Possess, use, or distribute a substance in violation of Board of Education Policy No. 5530;

- Y. Join a secret society prohibited by law;
  - Z. Commit an act of harassment, intimidation, or bullying; or
  - AA. Engage in any activity expressly prohibited by a school staff member in authority.
- 3.** The building principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Board of Education Policy and Regulation No. 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

#### **Disciplinary Measures**

- 1.** The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules.
- A. Admonishment;
  - B. Temporary removal from the classroom;
  - C. Deprivation of Privileges
    - The pupil may be deprived of the privilege of:
    - 1) Participation in co-curricular or inter/intrascholastic activities,
    - 2) Attendance at a school-related social or sports activity,
    - 3) Participation in a graduation ceremony, or
    - 4) Any other privilege the building principal or designee determines may be appropriate and consistent with Board of Education Policy No. 5600 and N.J.A.C. 6A:16-7.1 et seq.
  - D. Detention;
  - E. In-School Suspension;
  - F. Suspension from School;
  - G. Expulsion

2. The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.
  - A. Restitution and Restoration;
  - B. Counseling;
  - C. Parent Conferences;
  - D. Alternate Educational Program

Pupil behaviors are subject to pupil discipline, including suspension or expulsion, pursuant to N.J.S.A. 18A:37-2 as per discretion of the school administration.

### **Vandalism**

New Jersey Statutes Title 18A:37-2 and 37-3 indicate that any pupil *"who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school... The parents or guardian... shall be liable for damages for the amount of injury to be collected by the board of education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit."*

Any willful destruction of school property will result in immediate suspension.

### **Weapons or Dangerous Instruments**

The Board of Education, administration, and professional staff of the Pompton Lakes School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates.

In accordance with Board of Education Policy No. 5611, "...Weapons/Firearms Offenses," students who are found guilty of a possession of a weapon in school, on school grounds, or at school-sponsored events, will be subject to suspension and/or expulsion from the school. In addition, criminal charges may be filed with the Pompton Lakes Police Department.

A weapon is defined as any instrument capable of lethal use or of inflicting serious bodily injury and/or imitation firearm. Weapons also include mace, pepper spray, or like substance.



**Smoking/Vaping and Chewing Tobacco**

1. Smoking/vaping and chewing tobacco are illegal anywhere on school grounds and at school activities.
2. There should be no smoking/vaping or chewing tobacco in the school building, the parking lot, on the pond hole steps, or any other part of the school grounds.
3. Students may not leave school grounds to smoke a cigarette or vape.
4. The penalties for this act are three-day suspension for the first offense and a three- to five-day day suspension for a repeat offense.

**Throwing Snowballs**

Making or throwing snowballs anywhere on school property is absolutely forbidden. Anyone observed throwing snowballs from school property (including sidewalks along Lakeside and Ramapo Aves.), especially at passing automobiles, will be subject to detention and suspension.

**Skateboarding & In-Line Skating**

The Board of Education prohibits skateboarding and in-line skating on school property.

**Hall Lockers**

1. **It is strongly recommended that locks be placed on lockers.**  
If a lock is used, it must be a combination lock and it must be registered in the main office. (Any non-combination lock or non-registered lock will be removed from the lockers.)
2. Each student is assigned a locker. Please do not use a locker other than the one assigned to you.
3. All lockers must be kept clean and maintained. Students are not allowed to write in the lockers or use Scotch tape. Lockers will be checked periodically and students will be held accountable for any damages.
4. **Hall and gym lockers are the property of the Board of Education. They are subject to inspection by school authorities at any time.**

### **Fraternities and Sororities**

1. Insignias, emblems, or any other forms of display of fraternity or sorority affiliation by students is absolutely forbidden on school grounds, in the school building, and at extracurricular/athletic events in which the school participates (home and away). The penalty for breaking this regulation is suspension from school attendance.
2. New Jersey Statutes Title 18A: 42-5 and 42-6 state:  
*"Every fraternity, sorority, secret society or organization composed in whole or in part of public school pupils . . . is hereby declared to be an organization inimical (harmful) to the good of the school system and to the democratic principles and ideals of public education and to the public good."*  
*"No such fraternity, sorority, society or organization shall be formed or maintained in any public high school, and the board of education of every school district shall adopt rules providing for the necessary disciplinary measures to enforce this section."*

### **Hall Deportment**

1. Move quickly and quietly to each class.
2. Do not congregate in groups that obstruct the passage of others.
3. Keep your voice at a conversational level.
4. Refrain from vulgar or profane language.
5. Avoid physical contact of any kind.
6. A pass is required for hallway passage during class time.
7. Food or drink (except water) is not allowed anywhere outside of the cafeteria.
8. Public displays of affection are discouraged.

### **I.D. Cards**

I.D. cards may be used for admission to extracurricular activities. Freshmen will be given their cards free of charge. Replacement cost is \$2.00. You will find your I.D. card useful. If you lose it, the yearbook advisor will arrange for a replacement.

### **Littering**

1. It is everyone's responsibility to keep our school litter-free.
2. Please do not litter on school grounds or on the surrounding public areas.
3. Trash receptacles are provided throughout the school campus.
4. Keep all lockers orderly and free of debris.

### **Internet Access**

The Pompton Lakes School District has made the Internet available for student use in each of its schools. Before using the Internet, all students are required to read and sign the District's Acceptable Use Policy. Violations of the policy may result in the loss of Internet privileges and further disciplinary action.

### **Senior Privilege**

Each marking period, Senior Privilege status will be awarded to:

1. Senior Honor Roll students who do not have any negative teacher report card comments regarding effort or conduct.
2. Senior non-Honor Roll students who do not have any negative teacher report card comments regarding effort or conduct and who do not have any grades of F or INC (Incomplete).

The following procedures apply:

1. The previous marking period report card will be used as the basis for Senior Privilege status. For example, the fourth marking period from the previous school year will be used to determine Senior Privilege status for the first marking period the following year.
2. A student with Senior Privilege may go anywhere within the school building or to a designated location outside of the school building. Students must **not** loiter on the pond hole steps. If you wish to go to a specific room such as a computer lab, art room, etc., you may do so as long as the room is available and the teacher is willing to accept you. You have the early dismissal privilege whenever your study period is the last period of your day. A parent permission form is required for the early dismissal privilege.
3. The abuse of Senior Privilege will result in forfeiture.

### **Lunch Times**

Lunch will be held during periods 5 and 6. Students are not permitted to remain in the halls during their lunch period unless they have senior privilege.

### **Lunch Deportment**

Because of limited seating in our cafeteria, lunch periods are "open." Students may remain in the building, go home for lunch, or eat elsewhere.

#### **If you do not eat lunch in the cafeteria:**

1. Leave the building promptly at the beginning of your scheduled lunch period.
2. Arrive back to school on time. You may not reenter the building until the bell rings signaling the end of the period.

**If you eat lunch in the cafeteria:**

1. Observe the line for service.
2. Use a tray, even if you buy only one item.
3. Keep the tables and floor clean.
4. Return your tray to the counter provided. Place garbage in a receptacle before leaving dishes and trays on the counter.
5. Food may **not** be taken out of the cafeteria.
6. Please recycle by using the bins provided.

Food is also available in the cafeteria during periods 1-4 for students with senior privilege and talking study but not for students assigned to quiet study.

**Study Period**

Students who have a study must report to talking study, quiet study, or the media center and sign the attendance sheet. Students who have a study scheduled during a lunch period are still required to sign the attendance sheet, except for students with senior privilege.

**Students Not Assigned to Quiet Study**

1. Students not assigned to quiet study are required to sign into the media center or talking study during their study period. Students who do not comply will face disciplinary measures.
2. Students who have study the last period of the day, except on shortened days, and not assigned to quiet study can be dismissed at the beginning of that period to go home with a signed parent consent form that can be obtained in the main office. Upon dismissal, students may not remain on school property.

**Students Assigned to Quiet Study**

1. The only students who will be *required* to report to quiet study are those students who have failed a course or received an incomplete for any subject during the previous marking period.
2. Assignment to quiet study means students *cannot* go to the media center without permission or talking study for any reason. They must complete academic work in quiet study.

### **Student Parking**

- 1.** Student parking is allowed in the senior section only. Any student who parks his or her car on school grounds without a parking sticker will be subject to disciplinary action.
- 2.** There may be up to 39 student parking spaces provided in the back parking lot designated for senior parking. Parking decals will be issued to **seniors** only by using a lottery system. The parking decal must be properly attached when the car is parked in a student space.
- 3.** Mopeds are neither to be brought to school nor parked on school property.

### **Dances**

#### **1. Eligibility**

- a.** Dances are open to students enrolled at Pompton Lakes High School who are in good standing.
- b.** Permission for PLHS students to bring guests will be determined by the faculty advisor of the dance and the assistant principal. Guests will not be admitted unless accompanied at the door by the student who signed them in.

#### **2. Regulations:**

- a.** All dances are "closed" dances. All students must remain on site for the entire duration of the dance or until a time determined by the school administration. Once a student leaves the dance, he or she is not permitted to return.
- b.** Smoking/vaping is not permitted.
- c.** Pompton Lakes Board of Education Policy No. 5535 authorizes the use of a passive breath alcohol sensor device (PBASD) to screen participating students before, during, and after school activities and events.
  - PBASDs will be used by properly trained staff members to screen students, including any out-of-district guests, at dances.
  - Anyone whose PBASD screening indicates the presence of alcohol and anyone who appears to be under the influence of a harmful substance will be subject to reporting, notification, and examination procedures.
  - The parent/guardian will be contacted to pick up the child, take him or her for an immediate medical examination, and furnish a written report of the examination within 24 hours.

- The child will also be subject to school disciplinary measures, including suspension from school and participation in future extracurricular activities, including athletics and dances.
- d. Dances on School Nights** – Students are required to be in school on time the following school day.
- e. Dress Code** - The established Pompton Lakes High School dress code will remain in effect for all dances.

#### **Teacher Rules and Regulations**

- 1.** Each teacher, substitute, and staff member is appointed by the Pompton Lakes Board of Education and, therefore, is fully in authority over his or her classes, as well as fully authorized as a supervisor of students in or out of the building, on school grounds, before, during and after school hours. The teacher's authority over students in the school situation is every bit as complete as the authority of the law enforcement officer over motorists on the highway.
- 2.** The fundamental rule in the classroom, halls, and on school grounds is to do what your teacher asks or instructs you to do.
- 3.** You may appeal after you have complied with the teacher's instructions. The way to start your appeal, if you feel you must, is to ask the teacher for a time and place where you may privately discuss your problem with him or her. Most of the time, any difficulty or misunderstanding can be settled quietly and satisfactorily. Incidentally, when matters are handled in this way, a growth of respect for the student on the teacher's part is almost always a result. In the few cases where the student may so desire, conferences with the appropriate department head then the administration are always the student's right. All he or she has to do is make an appointment properly, extending the teacher the courtesy of informing him or her of the intention to do so.

### **School Closings, Delays, and Early Dismissals**

Whenever it is necessary to alter the school schedule, the district will use the following means to inform you.

- **School Messenger** – All parents will receive a phone call from this automated system. Parents may also register for e-mail and text message notification by accessing the School Messenger feature found within their Parent Portal account.
- Other possible locations where this information may be posted/announced are: News Channel 12, [www.plps-k12.org](http://www.plps-k12.org), and the district's Twitter account @PomptonLakesPS.

On days when a delayed opening is in effect, all students are required to report to their homerooms by 9:45 AM.

### **Riverdale Bus Transportation**

**All students who use the Riverdale bus transportation are required to follow all Pompton Lakes High School rules and regulations.**

If there are any questions, please contact Riverdale School: 973-839-1300.

Students shall board the bus at their assigned bus stops only. The bus company will make every attempt to stay on the time schedule; however, traffic and road conditions may cause delays. **Under no circumstances** should a student exit the bus in order to cross Route 23 on foot.

### **Delayed Opening**

In the event of a delayed opening, the pickup times will be **delayed** 90 minutes.

## SCHEDULE OF CLASSES

### **Regular Bell Schedule:**

Each student will be scheduled for nine periods. Three periods will rotate in the afternoon.

<b>TIME</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
8:00 - 8:10	HR	HR	HR	HR	HR
8:14 - 8:54	1	1	1	1	1
8:58 - 9:38	2	2	2	2	2
9:42 -10:22	3	3	3	3	3
10:26 -11:06	4	4	4	4	4
11:10 -11:50	5	5	5	5	5
11:54 -12:34	6	6	6	6	6
12:38 - 1:18	7	8	9	8	7
1:22 - 2:02	8	9	7	9	8
2:06 - 2:46	9	7	8	7	9

### **Professional Learning Day/PM Assembly Bell Schedule**

Homeroom:	8:00	-	8:09
Period 1:	8:13	-	8:48
Period 2:	8:52	-	9:27
Period 3:	9:31	-	10:06
Period 4:	10:10	-	10:45
Period 5:	10:49	-	11:24
Period 6:	11:28	-	12:03
Period 7/8/9:	12:07	-	12:42
Period 8/9/7:	12:46	-	1:21
Period 9/7/8:	1:25	-	2:00
Dismissal at 2:00 or Assembly:	2:04	-	2:46



**One-Hour PM Assembly Bell Schedule**

Homeroom:	8:00	-	8:07
Period 1:	8:11	-	8:42
Period 2:	8:46	-	9:17
Period 3:	9:21	-	9:52
Period 4:	9:56	-	10:27
Period 7:	10:31	-	11:02
Period 5:	11:06	-	11:46
Period 6:	11:50	-	12:30
Period 8:	12:34	-	1:05
Period 9:	1:09	-	1:40
Assembly:	1:46	-	2:46

**AM Assembly Bell Schedule**

Homeroom:	8:00	-	8:09
Assembly:	8:14	-	8:54
Period 1:	8:58	-	9:33
Period 2:	9:37	-	10:12
Period 3:	10:16	-	10:51
Period 4:	10:55	-	11:30
Period 5:	11:34	-	12:09
Period 6:	12:13	-	12:48
Period 7/8/9:	12:52	-	1:27
Period 8/9/7:	1:31	-	2:06
Period 9/7/8:	2:10	-	2:46

**One-Hour AM Assembly Bell Schedule**

Homeroom:	8:00	-	8:07
Assembly:	8:12	-	9:12
Period 1:	9:17	-	9:48
Period 2:	9:52	-	10:23
Period 3:	10:27	-	10:58
Period 5:	11:02	-	11:42
Period 6:	11:46	-	12:26
Period 4:	12:30	-	1:01
Period 7/8/9:	1:05	-	1:36
Period 8/9/7:	1:40	-	2:11
Period 9/7/8:	2:15	-	2:46

**Professional Learning Day/Early Dismissal Bell Schedule**

Homeroom:	8:00	-	8:06
Period 1:	8:10	-	8:37
Period 2:	8:41	-	9:08
Period 3:	9:12	-	9:39
Period 4:	9:43	-	10:10
Period 5:	10:14	-	10:41
Period 6:	10:45	-	11:12
Period 7:	11:16	-	11:43
Period 8:	11:47	-	12:14
Period 9:	12:18	-	12:45

**Emergency Early Dismissal Bell Schedule  
(When Called Prior to Start of the Day)**

Homeroom:	8:00	-	8:06
Period 1:	8:09	-	8:44
Period 2:	8:47	-	9:22
Period 3:	9:25	-	9:59
Period 4:	10:02	-	10:36
Period 7:	10:39	-	11:13
Period 8:	11:16	-	11:50
Period 9:	11:53	-	12:27

Note: 3-minute passing time

**Delayed Opening Bell Schedule  
Regular Day**

Homeroom:	9:45	-	9:49
Period 1:	9:52	-	10:22
Period 2:	10:25	-	10:55
Period 3:	10:58	-	11:28
Period 4:	11:31	-	12:01
Period 5:	12:04	-	12:34
Period 6:	12:37	-	1:07
Period 7/8/9:	1:10	-	1:40
Period 8/9/7:	1:43	-	2:13
Period 9/7/8:	2:16	-	2:46

Notes:

4-minute Homeroom

3-minute passing time

30-minute lunch periods

Other modified schedules and any changes to the aforementioned  
schedules will be issued as necessary.

**GRADES, EXAMS, PROGRESS REPORTS,  
MAKE-UP, AND NATIONAL HONOR SOCIETY**

**Board of Education Promotion and Retention Policy**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to meet their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to the New Jersey Student Learning Standards, district goals and objectives, and the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion standards will be announced to parents and pupils at the beginning of each school year and course of study. Parents and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parents and the pupil and offer immediate consultation to the pupil's parents. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parents and, where appropriate, the pupil, shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than three weeks prior the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 160 days during the school year.

Retention shall not be used until all other possibilities, including special help and remedial work, have been attempted, and appear to be insufficient. In all cases of retention or acceleration, parents must be informed by the end of the third marking period of such possibility well in advance; a conference with them shall be sought. In all instances, the advice and help of special staff shall be utilized. The principal shall exercise particular care in approving more than one retention during a child's elementary school experience and may, whenever desirable, provide for promotion on the basis of personal needs rather than academic achievement.

Any decisions to change a child's grade placement during the school year shall be done with the consultation of the Child Study Team and with the involvement of the child's parents.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents and adult pupils may appeal a promotion or retention decision to the principal, whose decision shall be final.

The superintendent of schools shall distribute the policy to all parents and all pupils in grades 9-12 at the beginning of the school year and shall invite their participation, along with the participation of teachers, in the development of revisions of the policy.

We plan to continue our reporting to parents through efficient electronic means, and the report card will be emailed via our school's automated notification system. The report card does not have to be signed by parents nor returned to school.

Report cards indicate achievement in scholarship and allow for teacher comments associated with effort and conduct.

### **Scholarship**

The scholarship component recognizes the student's grasp of the subject matter and contributions to the class. Following are letter grades that are issued for the scholarship component. Corresponding numerical values on a 0-100 scale are presented in parentheses.

A+ (97-100)	B+ (87-89)	C+ (77-79)	D (65-69)
A (93-96)	B (83-86)	C (73-76)	F (<65)
A- (90-92)	B- (80-82)	C- (70-72)	

A+, A, A-: The student has an excellent grasp of the subject matter and makes excellent contributions to the work of the class.

B+, B, B-: The student has a good grasp of the subject matter and makes good contributions to the work of the class.

C+, C, C-:	The student has an average grasp of the subject matter; his or her contributions to the class are average.
D:	The student's grasp of the subject matter and contributions to the class barely meet minimum standards.
F:	The student's grasp of the subject matter is below minimum standards and his or her indicated ability; his or her contributions to the class are below minimum standards.
INC:	Incomplete
MED:	Medically Excused (Physical Education)
NC:	No Credit
WP:	Withdrew Passing
WF:	Withdrew Failing
WAT:	Withdrawn for Violation of Attendance Policy

### **Effort**

Effort is a measure of the perseverance of the student in preparing his or her assignments. It is reflected by attentiveness in class, readiness to work, working well independently, working up to his or her ability level, making good use of his or her time, and the like. Teachers may add relevant comments regarding a student's effort to the report card.

### **Conduct**

A student is required to act in a respectful and mature fashion in all of his or her classes. Students are expected to follow rules and regulations, participate in class, act appropriately, and comply with the classroom rules set forth by the teacher. Teachers may add relevant comments regarding a student's conduct to the report card.

## Calculation of Final Course Grades

**a. Semester Courses:**

Each marking period is weighted at 45% and the final exam is weighted at 10%.

Full-Year Courses:

Each marking period is weighted at 22.5% and the final exam is weighted at 10%. Exceptions include Physical Education (each of the three marking periods weighted at 33.33%) and Academic Support (each of the four marking periods weighted at 25%).

**b. In order to successfully pass a course, the following criteria must also be met:**

Semester Courses:

1. A student cannot fail both marking periods.
2. A student cannot fail both the second marking period and the final exam.

Full-Year Courses:

1. A student cannot fail both the third and fourth marking periods.
2. A student cannot fail both the fourth marking period and the final exam.
3. A student cannot fail *more than* 50% of the individual grades that are used to calculate the final course grade. Individual grades for most courses include the four marking period grades (22.5% each grade) and the final exam (10%).

If a student does not meet the aforementioned criteria, a final course grade of F will automatically result.

### **Grade-Point Average (GPA) / Class Ranking**

In determining grade-point average (GPA), the following numerical (grade-point) values are assigned to each letter grade. Courses are weighted in terms of their level of difficulty. Thus, different types of courses bear different grade-point values for each letter grade.

	<u>GENERAL</u> *	<u>ACADEMIC</u>	<u>HONORS</u>	<u>AP</u> **
A+	4.00	4.33	5.33	5.67
A	3.67	4.00	5.00	5.33
A-	3.33	3.67	4.67	5.00
B+	3.00	3.33	4.33	4.67
B	2.67	3.00	4.00	4.33
B-	2.33	2.67	3.67	4.00
C+	2.00	2.33	3.33	3.67
C	1.67	2.00	3.00	3.33
C-	1.33	1.67	2.67	3.00
D	0.67	1.00	2.00	2.33
F	0.00	0.00	0.00	0.00

\* Includes Replacement classes

\*\* Advanced Placement

The mid-year academic class ranking of seniors is based upon GPAs that include: (1) final grades and full credit for all courses completed through the first semester of the senior year and (2) mid-year grades and relative half-credit for full-year courses in progress.

Determination of the class valedictorian and salutatorian is based upon the highest and second highest overall GPA over seven and one-half (7-1/2) semesters of high school coursework respectively (that is, through the third marking period of the senior year). The honors of being named valedictorian and salutatorian are contingent upon the candidates' maintaining exemplary records of scholarship, effort, and conduct through the end of the senior year as determined by the principal. Candidates for valedictorian and salutatorian must be enrolled at PLHS for at least two consecutive years.



## **Final Exams**

Final exams will be administered in all courses with few exceptions (for example, Physical Education and Academic Support).

Final exams for all courses will be cumulative in design and count 10% of the final course grade.

Final exams will be 80 minutes in length. Final exams for first semester courses shall be administered over two 40-minute class periods as scheduled by the teacher. Final exams for second semester and full-year courses shall be administered pursuant to the school's final exam/end-of-the-year schedule.

## **Final Exam Exemptions**

Limited final exam exemptions are available for full-year courses only as follows:

### Advanced Placement (AP) Courses

Students enrolled in an Advanced Placement (AP) course may be exempt from the final exam if they take the national AP exam administered for that course, maintain a minimum C+ average (that is, 77% or better), and experience no more than a one full-grade drop from the mid-year course grade to the projected final course grade as determined by the teacher. Students who choose not to take the national AP exam for a course must take the regular final exam for the course at the designated time without exception.

### Seton Hall University-Project Acceleration (SHU-PA) Courses

Students enrolled in a full-year Seton Hall University-Project Acceleration (SHU-PA) course must take the final exam for the course without exception. This requirement still applies to students who choose not to pursue college credit through Seton Hall University.

### Seniors (Other than AP and SHU-PA Courses)

Seniors may be exempt from a final exam if they meet either of the following criteria as determined by the teacher:

1. A average (that is, 93% or better) over the four marking periods in a general or academic course, or

2. B+ average (that is, 87% or better) over the four marking periods in an honors course.

#### Notification

Teachers should notify students who may be exempt from final exams at least two (2) days prior to the start of the final exam schedule. Students who choose to accept an earned exemption must still report to their assigned class during the exam period. However, they may work quietly on other tasks.

#### **Commendations/Progress Reports**

1. Students who have exhibited outstanding achievement or effort may receive formal commendation from their teachers.
2. If a student's work in a class is not satisfactory, a Progress Report will be emailed home.
3. It is the responsibility of the parent and the student to take corrective measures.
4. Failure to receive a Progress Report does not mean a student cannot fail the marking period.
5. To receive the most up-to-date information on student progress, parents are encouraged to utilize the online parent portal that the school district makes available.

#### **Make-up Policy**

**If students do not follow this policy, they will receive a failing grade for the work they missed.**

Whenever students are absent from class for any reason, they are responsible for finding out what they missed. Students who possess a district-issued laptop should access Google Classroom for all new work assigned during their absence.

1. Students will be given one day per day of absence to make up any new work assigned during the absence. (Example: Students who return to school after two days of absence will have two days to make up the work assigned during their absence.)
2. Upon their return to school, students will be expected to take quizzes-tests which were missed on the first day of absence. They will also be expected to submit any work which was due on the first day of absence.
3. Missing classes for school functions is not an official absence. Work is due by the assigned date.

4. If a student is absent for **an extended period of time**, parents may contact the Guidance Office to arrange for the collection of school work.

**5. Marking Period Incompletes**

All grades of INC (Incomplete) should be made up as soon as reasonably possible. All Incomplete grades should be eradicated within ten (10) school days after the close of the marking period. Any student who receives an Incomplete will be assigned to a quiet study until the Incomplete is rectified.

**6. Honor Roll Requirements**

To make the Honor Roll or High Honor Roll, a student's report card cannot show any grades of C+ or lower or INC (Incomplete). For the Honor Roll, a student must earn a marking period grade-point average (GPA) greater than or equal to 3.4; for the High Honor Roll, a student must earn a marking period GPA greater than or equal to 3.9. Negative teacher report card comments regarding a student's effort and/or conduct could preclude his or her making the Honor Roll.

**National Honor Society**

**Frank H. Broome Chapter**

Membership in the National Honor Society (NHS) is one of the highest honors a school can confer upon a student. In order to receive this honor, a student must qualify equally in four areas: scholarship, leadership, service, and character. Each of these categories is judged independently.

The objectives of this NHS chapter are to create an enthusiasm for scholarship, stimulate a desire to provide service, promote worthy leadership, and encourage the development of character in all students at Pompton Lakes High School.

To be eligible for induction into this chapter, the candidate must have attended PLHS for at least one semester.

Candidates eligible for induction into this chapter must be members of the junior or senior class. Candidates must have a minimum cumulative grade-point average (GPA) of 3.6. This scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for consideration for membership. Their eligibility shall then be considered on their service, leadership, and character.

The selection of members to this chapter of the National Honor Society shall be made by the full faculty of Pompton Lakes High School in the fall of each year.

A student will be notified that he or she is eligible for NHS membership according to a minimum cumulative GPA of 3.6. In a letter to the parent and student, qualifications in terms of leadership, service, and character based on the criteria determined by the National Honor Society will be stated. The student and parent will complete the application form for the Honor Society indicating his or her interest in being considered for membership, stating his or her qualifications in terms of leadership, character, and service. The candidates must not have had any negative report card comments in effort or conduct from two or more teachers after their freshman year. The student will be required to specify in detail a minimum of three activities showing leadership qualities and three activities denoting service projects. Of the three minimum requirements, one in each area may be community-related. The total number of activities to demonstrate service and leadership must be at least six.

#### **NHS Selection Procedure for Service, Character, and Leadership**

- 1.** The National Honor Society advisor informs all juniors and seniors with a 3.6 cumulative GPA of their potential for membership in the National Honor Society. A cover letter is sent explaining specific qualifications and guidelines for membership along with an application form. This application is submitted to the National Honor Society advisor by the candidate.
- 2.** The National Honor Society advisor then assists all applicants as needed. The advisor bears the responsibility to screen all applications and to see that they are properly filled out and truly eligible before presenting them to the faculty for consideration for membership.
- 3.** The National Honor Society advisor presents the faculty with the candidates for membership. The faculty is invited to comment, question, and discuss any of the candidates.

4. Recommended students are notified of acceptance into the National Honor Society. A letter is also sent to students who have applied but have not been accepted. An annual induction ceremony takes place. Students who are not accepted and wish to appeal the decision of the faculty may present their case before the Faculty Appeals Committee. The written appeal must be made within two weeks of notification of candidates and include reasons for reconsideration.

A Faculty Appeals Committee will be comprised of: principal, National Honor Society advisor, school counselor, and four teachers selected by the faculty.

The committee's purpose:

To hear the appeal of a student with a 3.6 GPA who was not admitted to the National Honor Society.

Students will be removed from the National Honor Society should they fail to maintain high scholastic, service, character, and leadership traits that enabled them to gain acceptance to the Honor Society.

Seniors who after two marking periods now have attained a GPA of 3.6 can write a letter requesting to be allowed to apply to the National Honor Society. If they are accepted as members, they will be inducted during an appropriate meeting.

Once accepted, members of the NHS must maintain a scholastic average (GPA) each marking period of 3.6 or better. Members who fail to do so are placed on probation for one marking period. If their average does not improve, their cumulative average is recalculated and if that average has fallen below 3.6, the result is removal from NHS.

Once removed from the NHS, a student may never again reapply. Active NHS members must maintain high standards of excellence in leadership, service, and character. Students must also avail themselves of tutoring of other students within the school and the school district. Failure to maintain any of the above listed qualities will result in removal from the NHS as per the Society's constitution.

### **Academic Recognition Ceremony**

The National Honor Society (NHS) sponsors the annual Academic Recognition Ceremony at Pompton Lakes High School. Senior students who have earned a cumulative grade-point average (GPA) that places them in the top 25 of their class after seven semesters of high school coursework are eligible to be honored at the Academic Recognition Ceremony. The NHS awards honorees a gold tassel that may be worn at the graduation ceremony at the end of the school year.

### **Graduation**

Board of Education Policy No. 5460 stipulates the requirements for high school graduation. A student's participation in the graduation ceremony at the end of the school year is contingent upon meeting the graduation requirements specified therein.

### **Graduation with Honors**

Senior students who have earned a minimum cumulative grade-point average (GPA) of 3.4 after seven semesters of high school coursework are eligible to graduate with honors. Seniors who have earned a minimum GPA of 3.9 after seven semesters of high school coursework are eligible to graduate with high honors.

### **Student of the Marking Period/Most Improved Student**

The student of the marking period/most improved student showcase contains all of the major subject areas (that is, language arts, mathematics, science, social studies, business, and world languages).

### **Athletic Eligibility:**

1. All entering 9th graders are eligible for fall and winter sports.
2. To participate in spring sports, the student must be passing the equivalent of 15.0 credits after the second marking period. For example, passing a 5.0 credit history course after the second marking period counts as 2.5 credits passing.

3. To participate in fall and winter sports during the 10th through 12th grades, a student must have passed (earned) 30.0 high school credits during the previous academic year, including summer school.

**NCAA Eligibility:**

1. 16 core courses are required for NCAA Division I and II. See the charts below for the breakdown of the 16 core-course requirements.
2. Check with your school counselor to make sure you are taking the right classes.
3. Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).
4. Take the ACT or SAT and submit your scores to the NCAA using Code 9999.
5. Ask your counselor to upload your official transcripts to the NCAA Eligibility Center.

**DIVISION I**

**16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra 1 or higher).
- 2 years of natural/physical science (1 year of lab science if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 additional years of courses (from any area above, foreign language, comparative religion or philosophy).

**DIVISION II**

**16 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra 1 or higher).
- 2 years of natural/physical science (1 year of lab science if offered by high school).
- 3 additional years of English, mathematics or natural/physical science.
- 2 years of social science.
- 4 additional years of courses (from any area above, foreign language, comparative religion or philosophy).

**Student Council**

Our Student Council is one of the finest around. The Student Council's active sponsorship and support of activities make our high school and community special places and promote positive spirit.

The Student Council is the organization that affords every student a voice in student affairs through a representative. It is hoped you will elect your representative wisely and help your Student Council be very active and meaningful.

**Procedures for Student Proposals**

- 1.** Each student has the right to submit to the school authorities suggestions, grievances, or proposals related to the organization and operation of the school through the Student Council or by direct submission to teachers, counselors, nurses, or administrators of the student's choice.
- 2.** Each student has the responsibility to conform to the rules of the school and the appropriate New Jersey Statutes while his or her suggestions, grievances, or proposals are under consideration.
- 3.** It will be the responsibility and charge of the administration of the school to give full, serious, and prompt consideration and response to such suggestions, grievances, or proposals.
- 4.** Such consideration shall consist of:
  - a.** Full unbiased investigation for the purpose of establishing factual data relevant to the proposal.
  - b.** Full discussion of all pertinent data. These discussions should involve representatives of all relevant elements of the school organization.
  - c.** The rendering of a decision by the legally responsible school authority will be in writing and for the record. However, if any part of any such decision is found to be contrary to law, it shall be void.



**Counseling Services**

The Guidance Office is a source of valuable information. Your counselor is able to assist you with academic issues, personal issues, and the college application process.

You may visit the Guidance Office during your study period with a pass from a counselor or a teacher. The best way to see your counselor is to request an appointment. You may request an appointment by filling in a Counseling Request Form. Your counselor will schedule an appointment and send you a pass in homeroom or page you over the intercom system. The request forms are found on the counter as you enter the Guidance Office. Counselors are available in an emergency situation without an appointment.

The Guidance Office has a wealth of information for your use in future planning. College guides and catalogs, school directories, career encyclopedias, handbooks and visual aids are all available. Materials may be borrowed using a sign-out procedure. The staff encourages you to use these resources as well as all the services of the Guidance Office.

**Student Assistance Counselor**

In the areas of drug and alcohol abuse, a student assistance counselor is available to you.

If you need help, know someone who needs help, need questions answered, or just want to talk, please afford yourself of this opportunity. The principal, assistant principal, or your school counselor will be able to direct you to the proper individual.

Also, a copy of the Board of Education Policy No. 5530, "Substance Abuse," is available in the principal's office and at the Board of Education Office.

**Media Center Procedures**

1. Students with a study period may sign in to the media center at the beginning of the period. If a student arrives after the second bell, he or she must have a pass.
2. Students in quiet study must sign into quiet study. They may come to the Media Center only if they need to use media center materials, and they must come with a pass from the subject area teacher.

3. Seniors with senior privilege may come and go quietly and do not have to sign in.
4. If a student must come from a talking study, he or she must have a pass and should stay the remainder of the period.
5. The media center is intended for quiet study, work, and other appropriate activities. Students who wish to socialize should go elsewhere.

Students and staff are asked to be considerate of others and to be careful when using the media center's resources.

### **School Nurse**

The Nurse's Office is located on the main floor in Room 104. Office hours are 7:50 AM – 3:15 PM.

1. When the nurse is not available, report to the main office or to a health education teacher for assistance.
2. In case of injury, illness, or emergency, notify the nearest teacher immediately.
3. Students are not admitted to the Nurse's Office without a pass, except in an emergency.
4. The pass indicates that you have reported to class and are absent from the classroom with the teacher's permission.
5. Students are required to take Physical Education unless they have a medical excuse. If you have health problems, see the nurse.
6. An examination by a medical doctor is required of all new students, and candidates for athletics.
7. New Jersey Statutes Title 18A: 40-4.3 mandates a biennial examination by the school nurse for scoliosis (deformity of the biennial spine) for students age 10-18. A student may be exempt on written request of a parent or guardian.
8. There are several diseases for which State Law mandates immunization before entering any school in New Jersey.
9. School health services is that branch of your school health program that strives to maintain and improve your health. Feel free to consult the nurse concerning any health problems or questions.

## **Affirmative Action Policy**

### **Equality in Educational Programs**

The Pompton Lakes Board of Education's policies prohibit discrimination and ensure equality in all educational programs.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, creed, color, religion, national origin, ancestry, age, sex, and social or economic level.

The Board will take affirmative action to ensure that the intent of this policy is carried out. Such action shall include, but not be limited to, the following:

- curriculum content and teaching techniques
- inservice training and staff development
- counseling and other supportive services for students
- attendance and disciplinary procedures
- liaison with community groups
- enforcement of sexual harassment policy

## **Grievance Procedure**

### **Compliance with Title IX of the Education Amendments of 1972**

This grievance procedure has been devised to ensure equal educational and employment opportunities to those students and others who fall under the purview of the Pompton Lakes Public Schools and to provide means for a resolution of any difficulty which properly falls within the area known as discrimination.

Any student or employee of this district who believes that he or she has been discriminated against in violation of policy or law may file a written complaint with the Title IX Coordinator, Affirmative Action Officer. The Coordinator shall conduct a review within 10 days. If the complainant is not satisfied with this response, he or she may file a written appeal to the Superintendent within five days after receiving the response, stating his or her reasons for disagreement. The Superintendent shall permit the complainant to address the issue and shall provide him or her with a written response, stating a decision in the case within 31 calendar days after receiving the appeal.

## **Clubs and Activities/Athletics**

We proudly offer a wide variety of activities to enhance the overall educational experience. Clearly, students who become involved in these activities are the ones who get the most out of their high school experience. Students can learn much about individual strengths and weaknesses and develop certain character traits through school activities that may not be learned in a classroom. Take advantage of some of these activities.

Extracurricular participation at PLHS is a privilege. Rosters of prospective participants in activities (i.e., dances, trips, sports, etc.) will be continually reviewed by teachers, coaches, advisors, and building administrators. A disciplinary infraction and/or cumulative record of objectionable conduct may render a student ineligible for extracurricular involvement (that is, placed on social probation) for a period of time determined by administration.

1. Our school district has adopted a moral contract entitled *Student Pledge for Participation in Extracurricular Activities*. This contract specifically references Board of Education Policy No. 5530 on substance abuse, which is included with the pledge, and the Student Handbook, which is issued to all students at the beginning of the school year.
2. All PLHS students who wish to participate in school-sponsored extracurricular activities, including athletics, dances, trips and clubs, must have a signed pledge on file in the Guidance Office.
3. The signed pledge will remain in effect in a student's cumulative file as long as he or she is enrolled in a particular school. All new students (that is, transfer students or entering freshman) will be asked to sign the pledge when they arrive at PLHS.

## Extracurricular Activities

### Clubs and Activities:

- Assembly Planning Committee
- Book Club
- The Cardinal Network
- Change-of-Town Officers (CTO) Day
- Classes of 2024, 2025, 2026 and 2027
- Coalition of Student Ambassadors (CSA)
- Color Guard (Band Front)
- Culinary Arts Club
- Environmental Club
- Fall Drama
- Fashion Club
- Football Refreshment Stand
- Future Business Leaders of America (FBLA)
- Game Club
- Gay-Straight Alliance
- Girls Who Code
- *Impact* Literary Magazine
- Indoor Drumline
- Interact
- Jazz Band
- Marching Band
- Morning Announcements
- National Honor Society (NHS)
- Peer Helpers
- Percussion
- *Pioneer* Yearbook
- Pompton Lakes Prevention Coalition (PLPC) Youth Task Force/Club HAWC
- PSAT/SAT Evening Course

- Spring Show
- Stage Crew
- STEM Club
- Student Council
- Teen CERT
- Volleyball
- Zonta (Z-Club)

### Athletics:

#### Fall

- Football
- Cheerleading
- Boys Soccer
- Girls Soccer
- Boys Cross Country
- Girls Cross County
- Field Hockey
- Girls Tennis

#### Winter

- Bowling
- Boys Basketball
- Girls Basketball
- Cheerleading
- Boys Fencing
- Girls Fencing
- Winter Track
- Wrestling

#### Spring

- Baseball
- Boys Tennis
- Boys Track
- Girls Track
- Boys Lacrosse
- Girls Lacrosse
- Softball
- Girls Flag Football

