

# PEQUANNOCK VALLEY SCHOOL



## STUDENT HANDBOOK 2023-2024

# PEQUANNOCK VALLEY SCHOOL

**“Home of the Golden Panthers”**  
493 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
973-616-6050

[www.pv.pequannock.org](http://www.pv.pequannock.org)

**Twitter: @PVPantherPride #pvpantherpride**

**“Knowledge. Spirit. Promise.”**

Dr. Michael Portas, Superintendent

Dr. Elizabeth Sheridan, Director of Curriculum and Instruction

John Seborowski, Principal

Emily Ringen, Assistant Principal

Oona Abrams, K-12 Supervisor of Language Arts

Christopher Foglio, 6-12 Director of Student Services

Greg Jablonski, K-12 Supervisor of Social Studies and World Language

Edward Kopp, K-12 Supervisor of Science and STEM

Jill Marotta, K-12 Supervisor of Math and Allied Health

This handbook has been designed to provide our students with general information about PV and its many programs and policies. This handbook is subject to change and will be updated via the school website.



## PEQUANNOCK VALLEY SCHOOL ADMINISTRATION/STAFF

### PRINCIPAL

John Seborowski	<a href="mailto:john.seborowski@pequannock.org">john.seborowski@pequannock.org</a>	973-616-6050
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### ASSISTANT PRINCIPAL

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### GUIDANCE DEPARTMENT

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### ASSISTANT PRINCIPAL IN CHARGE OF ATHLETICS

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### 6-12 DIRECTOR OF STUDENT SERVICES

Christopher Foglio	<a href="mailto:christopher.foglio@pequannock.org">christopher.foglio@pequannock.org</a>	973-616-6067
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### SCHOOL NURSE

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### DISTRICT ADMINISTRATORS

#### SUPERINTENDENT OF SCHOOLS

Dr. Michael Portas.....973-616-6040

#### DIRECTOR OF CURRICULUM AND INSTRUCTION

Dr. Elizabeth Sheridan.....973-616-6040

#### BUSINESS ADMINISTRATOR/BOARD SECRETARY

Gordon Gibbs.....973-616-6030

### BOARD OF EDUCATION

Brian Senyk, President	Danielle Esposito, Vice President		
Joseph Blumert	Sam Ciresi	Megan Dempsey	Timothy Gitin
Greg Mac Sweeney	Vincent Pompeo	Cara Shenton	

## WELCOME TO PV SCHOOL!

Welcome to Pequannock Valley School, Home of the Golden Panthers. The primary purpose of this handbook is to provide students, parents, and staff members with information about the daily operation of our school. It is essential that all students and parents read the information contained in this book. Parents, we ask that you please discuss the contents of the handbook with your child. Updates will be made on a regular basis and will be available on the PV website at [www.pequannock.org](http://www.pequannock.org).

It is important to note that we have updated our code of conduct which can be found later in this document. The goal for PV School is to have our students learn the value of academic excellence, service, leadership, and character. We work each day to do our best to teach our students the importance of responsibility, accountability, and embracing our motto of Knowledge, Spirit, and Promise all while embedding the pillars of character in our daily activities. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you the results will be well worth the effort; therefore, we urge you to become actively involved in your studies and extracurricular activities at PV School.

Creating a culture of excellence requires a commitment to living a life of Knowledge, Spirit, and Promise! We look forward to working with you throughout this journey.

Good luck and have a great year. Let's Go Panthers!

Sincerely,

John Seborowski  
Principal

## **MISSION STATEMENT**

The Pequannock Township School District, supported by a community rich in pride and tradition, educates and inspires all students to become lifelong learners. We provide a safe and dynamic learning environment that fosters individual creativity and maximizes potential to succeed in an ever-changing world.

## **EDUCATIONAL EQUITY POLICY**

It is the policy of Pequannock Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, pregnancy or handicapping condition. The district is bound by law to guarantee one's civil rights, equal employment opportunity and protection from sexual harassment. Inquiries regarding compliance may be directed to the Educational Equity Officer.

**PEQUANNOCK TOWNSHIP  
2023-2024 SCHOOL CALENDAR**

<b>2023</b>	<b>September</b>	<b>5</b>	<b>Professional Development Day (Staff only reports - Students off)</b>
		<b>6</b>	<b>Professional Development Day (Staff only reports - Students off)</b>
		<b>7</b>	<b>Opening Day of School for Students</b>
	<b>October</b>	<b>6</b>	<b>Professional Development Day (Staff only reports – Students off)</b>
		<b>9</b>	<b>Columbus Day – District Closed</b>
		<b>24</b>	<b>Early Dismissal for Students (Professional Development Day for Staff)</b>
	<b>November</b>	<b>9-10</b>	<b>NJEA Convention – District Closed</b>
		<b>22</b>	<b>Early Dismissal (Thanksgiving Recess Begins)</b>
		<b>23-24</b>	<b>Thanksgiving Recess – District Closed</b>
	<b>December</b>	<b>5</b>	<b>Early Dismissal for Students (Professional Development Day for Staff)</b>
		<b>22</b>	<b>Early Dismissal</b>
		<b>25-29</b>	<b>Winter Recess – Schools Closed</b>
<b>2024</b>	<b>January</b>	<b>2</b>	<b>Schools Reopen</b>
		<b>15</b>	<b>Martin Luther King Day – District Closed</b>
	<b>February</b>	<b>6</b>	<b>Early Dismissal for Students (Professional Development Day for Staff)</b>
		<b>19</b>	<b>President’s Day – District Closed</b>
	<b>March</b>	<b>5</b>	<b>Early Dismissal for Students (Professional Development Day for Staff)</b>
		<b>29</b>	<b>Good Friday – District Closed</b>
	<b>April</b>	<b>1-5</b>	<b>Spring Break--Schools Closed</b>
	<b>May</b>	<b>27</b>	<b>Memorial Day – District Closed</b>
	<b>June</b>	<b>18</b>	<b>Early Dismissal (PV Graduation Day)</b>
		<b>19</b>	<b>Early Dismissal (PTHS Graduation Day/Last day of School)</b>

**PEQUANNOCK VALLEY SCHOOL**

**SECONDARY CALENDAR 2023-2024**

**FIRST MARKING PERIOD**

**09/07/2023 - 11/08/2023**

<b>MP 1 Begins</b>	<b>September 7, 2023</b>
<b>Marking Period 1 Ends</b>	<b>November 8, 2023</b>
<b>Report Cards</b>	<b>November 17, 2023</b>

**First Marking Period Number of Days – 43 Days**

**SECOND MARKING PERIOD**

**11/13/2023 – 01/26/2024**

<b>MP 2 Begins</b>	<b>November 13, 2023</b>
<b>Marking Period 2 Ends</b>	<b>January 26, 2024</b>
<b>Report Cards</b>	<b>February 2, 2024</b>

**Second Marking Period Number of Days – 46 Days**

**First Semester Total Days – 89 Days**

**THIRD MARKING PERIOD**

**01/29/2024–04/12/2024**

<b>MP 3 Begins</b>	<b>January 29, 2024</b>
<b>Marking Period 3 Ends</b>	<b>April 12, 2024</b>
<b>Report Cards</b>	<b>April 19, 2024</b>

**Third Marking Period Number of Days – 48 Days**

**FOURTH MARKING PERIOD**

**04/15/2024–06/19/2024**

<b>MP 4 Begins</b>	<b>April 15, 2024</b>
<b>Marking Period 4 Ends</b>	<b>June 19, 2024</b>
<b>Report Cards</b>	<b>June 21, 2024</b>

**Fourth Marking Period Number of Days – 47 Days**

**Second Semester Totals Days - 95 Days**

**2023 - 2024 School Year Total Days – 184 Days**

### **Full-time Bell Schedule (Regular Day)**

<u>Period</u>	<u>Time</u>
1	7:50 – 8:50
2	8:53 – 9:53
3	9:56 – 10:56
4a	10:59 – 11:59
4-6L	10:59 – 11:34 (Grade 6 Lunch)
4b6	11:37 – 12:37
4-7L	12:02 – 12:37 (Grade 7 Lunch)
4b8	12:02 – 1:02
4c	12:40 – 1:40
4-8L	1:05 – 1:40 (Grade 8 Lunch)
5	1:43 – 2:43

### **Delayed Opening Schedule:** (2 hour delay)

1	9:50 – 10:30
2	10:33 – 11:13
3	11:16 – 11:56
4a	11:59 – 12:39
4-6L	11:59 – 12:34 (Grade 6 Lunch)
4b8	12:37 – 1:17
4-7L	12:42 – 1:17 (Grade 7 Lunch)
4c	1:20 – 2:00
4-8L	1:25 – 2:00 (Grade 8 Lunch)
5	2:03 – 2:43

### **Single Session Day Schedule** (no lunch served)

1	7:50 – 8:30
2	8:30 – 9:10
3	9:10 – 9:50
4-6L	9:50 – 10:25 (Grade 6 Class Meeting)
4a	9:50 – 10:30
4-7L	10:30 – 11:05 (Grade 7 Class Meeting)
4b6	10:25 – 11:05
4b8	10:30 – 11:10
4-8L	11:10 – 11:45 (Grade 8 Class Meeting)
4c	11:05 – 11:45
5	11:45 – 12:25

### **Single Session Day No Class Meetings Schedule** (no lunch served)

1	7:50 - 8:34
2	8:37 - 9:21
3	9:24 - 10:08
4a/4b6	10:11 - 10:55
4b8/4c	10:58 - 11:42
5	11:45 - 12:25

### **DEPARTURE**

Students not involved with remedial or after school activities **must** leave the school building after their last scheduled class by 2:50 P.M. unless supervised by a staff member.

**PEQUANNOCK VALLEY SCHOOL**  
**STUDENT HANDBOOK**  
**2023-2024**

**VISITORS**

All visitors must arrive through the main entrance of PV School. You will be expected to announce your name and reason for your visit. All visitors will be expected to report directly to the front kiosk. If you are dropping something off for your child, you can leave it with the staff member at the kiosk. If you are entering the full school building, you must scan your license through the district system. At that time you will be given a visitor pass which must be worn at all times during your visit. When your visit is complete, you must return to the kiosk where you will be scanned out of the system. Parents are encouraged not to drop off student work or student lunches during normal school hours.

Proper conduct is expected by all who visit PV School. The administration reserves the right to have any visitor not demonstrating respectful conduct off campus immediately.

When arriving to pick up a student early from school due to illness or other reasons, the student will not be sent to the kiosk until the parent/guardian arrives at the building.

**ATTENDANCE**

Regular attendance by all students in the State of New Jersey is a well-established, long standing policy (NJSA 18A: 38-25) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States. The entire process of education requires regular continuity of instruction, classroom participation, and learning experiences in order to reach the goal of maximum educational benefits for each individual student. With this in mind, a student may not exceed sixteen (16) total absences for the school year (Pequannock Township BOE Policy #5200).

**Reasons for Absence**

The state and the school district realize that there may be some legitimate exemptions. Although all absences will count toward the cumulative total of sixteen (16) absences, the school will recognize the following exemptions and require the appropriate documentation:

1. The student's illness with a doctor's note\*
2. Family illness or death of immediate family
3. School-sponsored activities
4. Religious holidays pursuant to NJSA 18A: 36-14 thru 16
5. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodations under 29 U.S.C §§ 794 and 705 (20), and individualized healthcare plans pursuant to N.J.A.C. 6A: 16-2.3
6. The student's suspension from school
7. The student's required attendance in court
8. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

Family vacations are not waived from the attendance policy. ***Parents are strongly urged to schedule family vacations to coincide with school vacations. Vacations or planned trips are not excused absences.***

\*All physician or medical notes regarding absences must be submitted to the main office no later than two (2) days after the student's return to school.

### **Procedures for Reporting an Absence**

To confirm legitimate absences/tardies and ensure accuracy in record keeping, parents/guardians are to call the school before 7:30 A.M. [(973) 616-6050 press 2] or email [pvattendance@pequannock.org](mailto:pvattendance@pequannock.org) when a student is going to be absent or late to notify the school of the reason for the absence/tardy. In addition, when the student returns to school, any applicable documentation (i.e. doctor's note) must be emailed or dropped off at the main office. If an email or call is not received from parents/guardians, the school will call the home or place of business.

Students must be in attendance during the school day to be eligible to participate in after-school or evening activities. A student who arrives at school after 10:50 A.M. or leaves before 11:50 A.M. will be marked absent for the day and will not be eligible to participate in any after school activities for the day. This also applies to single session days (arriving after 10:10 A.M. or leaving before 10:10 A.M.) *Students who are absent from school for religious observances, as per the state approved list of religious holidays will not be penalized for those absences; however, the parent must call and inform the school of the absence and the reason.*

While students will be allowed to make up work, class participation is vital to learning so consistent attendance is encouraged. If an illness or injury, whether short-term or long-term, will impact learning, please let the school nurse and your child's counselor know. Absences due to parent planned vacations while school is in session are discouraged. This situation creates interruptions in a student's learning and to the educational process. Written notification is required and must be submitted to the office for the principal's approval five (5) school days prior to the absence. Each day missed for vacation counts as a cumulative absence.

Should parents find it necessary to be away from home, the name of a temporary guardian should be registered with the Nurse's Office and the Main Office. When school work is requested for a vacation, teachers are not required to provide daily assignments, but will provide information about materials or topics to be covered. Upon return from all absences, students will be responsible for all tests and any other work required by the teacher. Students will have an amount of time equal to the time absent to take tests and hand in any other assignments required by the teacher. Students will not be allowed to make up work missed because of truancies.

***Students who are absent from school are not eligible to participate in or attend after school activities. (Friday attendance counts for Saturday/Sunday activities.)***

The complete Pequannock Township Board of Education policy #5200 regarding school attendance can be located on the district's website.

Absence Number	Notification	Action
<b>8 Absences</b>	Letter emailed home	Phone call with guidance counselor
<b>12 Absences</b>	Letter emailed home	Phone call with assistant principal
<b>16 Absences</b>	Letter emailed home	Doctor's note required for further absences In person conference with administration/counselor

### **ASSEMBLIES**

Assembly programs are held periodically throughout the year. Some programs are educational and/or entertaining in nature while others relate to school business. Programs are held in the Gym or All Purpose Room. Students are expected to exhibit proper behavior during assemblies. A courteous attitude should be evident and serve as a guideline for a successful student audience. Failure to meet those expectations will fall under the PV Code of Conduct.

### **BICYCLES AND SKATEBOARDS**

Students must walk their bicycles when on school grounds. Bicycles are parked in the racks located in an area especially designed for bicycle traffic. It is recommended that each student secure the bike with a lock. According to the New Jersey Helmet Law all those 17 years and under must wear a helmet while cycling. This includes school property.

Students may not use skateboards on school grounds. All skateboards should be carried when on school grounds and stored in the student's locker throughout the day. If the skateboard does not fit in the locker, the student will not be permitted to bring it onto school grounds.

### **CAFETERIA RULES AND EXPECTATIONS**

The following applies to the use of the cafeteria:

1. Students should use the lunch line in an orderly fashion with respect to everyone, including food service staff. Cutting into the food lines is prohibited. It is helpful if students have their I.D. card until they know their student I.D. number in order to purchase any item.
2. Arrive at the cafeteria on time and report to the table.
3. No glass of any kind is permitted in the cafeteria.
4. Students should not borrow money from peers to pay for lunch.
5. No throwing of food or any objects will be tolerated. The code of conduct will be enforced in these situations.
6. Behavior that creates a mass disturbance will not be tolerated.
7. Locker and bathroom access may occur by signing out with a staff member.
8. **No food should be delivered to the school for students from outside sources. Any food that is delivered by an outside vendor will not be accepted by the school.**
9. Electronic devices are not permitted to be used in the cafeteria.
10. All tables must be cleaned prior to dismissal from the cafeteria.

Failure to adhere to the above suggestions may result in the following actions being taken:

Student(s) may be removed from the cafeteria and assigned a lunch detention by an administrator.  
Student(s) will be assigned detentions for repeated cafeteria offenses.  
Repeated misbehavior in the cafeteria may cause the need for an administrative conference.

### **CELL PHONES AND HEADPHONES**

Cell phones are not permitted during school hours (7:50-2:43). Cell phones and Air Pods **MUST** be stored in student lockers. If a phone is visible at any time during the school day, staff members have the right to ask the student for the phone, turn it off and bring the phone to the main office where the assistant principal will follow the code of conduct.

A phone is available in the guidance office for students who need to contact home for any reason. For security reasons, headphones should not be worn in the hallways or classrooms unless directed by a teacher or administrator.

### **CHAIN OF COMMAND**

Students and parents are instructed to use the following chain of command in addressing issues such as discipline, grades, school policies, etc.

- 1) Teacher/Staff Member
- 2) Guidance Counselor and/or Case Manager
- 3) Assistant Principal/Supervisor
- 4) Principal
- 5) Superintendent of Schools

### **COMPUTER ACCESS**

Students have access to the Internet as long as they have signed the appropriate Internet Use Agreement (See website). All PV students are provided with a Chromebook and a school-based email address in which they can communicate internally with peers and teachers. Each student will have access to a Google Drive in which they can store their schoolwork.

### **1:1 CHROMEBOOK PROGRAM**

PV School will continue with its 1:1 Chromebook program for students. We believe the implementation of technology is essential for the engagement of today's learners and a critical part of the 21st century learning standards. Providing each student with his or her own device will create an engaging learning environment, extend learning beyond the school walls and provide an equitable learning experience for all students at Pequannock Valley School.

Students are responsible for the general care of the Chromebook that they will be issued by the school. Chromebooks that are broken or fail to work properly must be taken to the PV LMC or Main Office to be evaluated. Any Chromebook that is damaged due to negligence or accident will result in a \$25 repair fee or payment for the replacement of the entire device payable through the district website. The student must report the damage immediately to a teacher or administrator. The misuse of Chromebooks

has the potential to earn disciplinary consequences such as, but not limited to after school detentions and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved without receiving permission.
- Tampering with Internet security put in place by the district
- Leaving the Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings a Chromebook not assigned to you
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google Account to download/ purchased apps for yourself or another student
- Leaving the Chromebook at home.
- Allowing anyone other than the assigned student to use the device inside and/or outside of school.
- Multiple instances of damage caused by lack of care for the Chromebook and other peripheral devices.

### **DRESS GUIDELINES**

It is important to collaborate with parents, staff and students to demonstrate clear guidelines of what is appropriate within the school environment. It is essential our students recognize to prepare and dress for appropriate settings - we understand trends are evolving, yet will implement the guidelines below.

If a student is unprepared for the school setting due to their clothing, an administrative conference will occur. This will not fall under the point system; however, if inappropriate, disrespectful or repetitive behavior is demonstrated, the student will be addressed within the code of conduct.

1. Proper footwear must be worn at all times and it should be appropriate and safe for each activity. Sneakers are the only approved footwear for PE classes. Unsafe footwear, slippers, slip-on sandals and footwear intended for the beach (flip-flops of any type) are not permitted. Sandals must have a heel strap.
2. Outerwear must be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter tops, tube tops, low-cut tops, and bare midriffs are not permitted. All students' shirts, blouses, and dresses must cover the shoulder top.
3. Undergarments revealed are not permitted.
4. Clothing or jewelry that displays obscene or inappropriate words or pictures is not permitted. Chains or jewelry that could be used unsafely are not permitted.
5. Clothing with images or wording that references alcohol, tobacco, or drugs is not permitted.
6. Hats, bandanas, and hoods are not allowed to be worn inside the school building.
7. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building. They are to be stored in the students' hall lockers during the school day.
8. Clothing is to be worn as the design intended. (Waistbands of pants, shorts, skirts should be fastened at the waist.)

9. Sunglasses, glazed and/or tinted glasses, except as prescribed by the student's doctor, are not permitted to be worn indoors.

### **EMERGENCY CLOSINGS, DELAYED OPENINGS & SINGLE SESSION (HALF) DAYS**

Parents and guardians will be informed of school closings, delayed openings and emergency early dismissals through our School Messenger Instant Alert System. Please make sure your information is up to date in the Realtime Parent Portal. Full-day closings and delayed openings will also be posted on radio, cable and Internet web sites as early as 5:00 A.M., but generally no later than 6:30 A.M.. Emergency dismissals will be announced in the same manner as full-day closings.

Please refer to the following public service announcement locations for closings, delayed openings and early dismissal information:

Radio: WOR 710 AM or WMTR 1250 AM/1170 AM

TV: News Channel 12

On delayed openings the day will begin with Period 1 at 9:50 A.M. This means students should arrive at school by 9:45 A.M. Bused students should refer to a special pick-up schedule that will be sent home to them. Dismissals on delayed opening days will be at regular dismissal time unless otherwise noted.

On scheduled Single Session (early dismissal) days doors will open for students at the regular time (7:45 A.M.) Dismissal is at 12:25 P.M. Lunch is not served on scheduled single session days.

### **ENTRANCE AND DISMISSAL**

Students will enter the building as listed below in a regular in person schedule:

6th Grade                      South Wing Entrance by Turnpike

7th Grade                      Entrance near Room 113

8th Grade                      Main Entrance

When lining up outside, students will be permitted to enter the building at approximately 7:43 A.M. The bell rings at 7:50 A.M. and this is the start of the first period. During inclement weather, students are permitted to enter the building at 7:30 A.M. and report to the All Purpose Room. Students will not be permitted to go to their lockers until 7:45 A.M. Otherwise, students are to remain outside unless they have an assigned activity. Students may enter the building with a written pass from a teacher after 7:30 A.M. Students with passes must use the main entrance and present the pass to the security kiosk or to any teacher who asks to see the written pass. Students are not to arrive at school before 7:30 A.M. and are to leave immediately after school unless involved in a supervised activity.

### **FIELD TRIPS**

From time to time during the school year, classes may take educational field trips at a reasonable cost to students. Written parental permission is required, usually on a specifically prepared form. Students are expected to conduct themselves in an orderly manner, and are responsible for all classwork, tests, and assignments missed as a result of their having been on a field trip. Appropriate behavior is also required to participate in a school trip. It is important that students can be trusted to represent our school as a school of good character. Failure to follow these expectations will fall under the PV Code of Conduct.

### **FIRE & EMERGENCY DRILLS**

A continuous bell will be sounded to announce a fire drill. Students should proceed rapidly and silently to a designated area outside the building. A pre-arranged route of departure has been assigned to each area of the building. These drills are held regularly throughout the school year, the purpose of which is to prepare the student body to meet any emergency which might require a rapid mass exit. During the course of the school year, the students and staff will also rehearse other emergency plans as stipulated in the Building Crisis Plan. These include Non-fire Evacuation, Lockdown and Secure in Place drills.

Violations of Fire Drill Regulations and Emergency Plan Procedures will be treated as a serious disciplinary matter and fall under the PV Code of Conduct.

### **GUIDANCE**

Pequannock Valley School provides guidance services to help students gain as much as possible from their middle school experience. Counselors are available to answer questions and to help students with concerns. Students should report to the Guidance Office before or after school hours with any questions or concerns, or with a written pass during their lunch periods. Appointments to meet with counselors can be made at these times. If you have questions regarding your child's academic progress, please contact your child's teacher(s) and/or guidance counselor. Parent/teacher conferences are also set up through the guidance department.

Parents have certain rights to access student records. The Buckley Amendment states that access be allowed to parents, the school officials who are responsible for the custody of the records, and to persons or organizations who have access authorization (20 U.S.C. 1232g(b)(4)(A)).

Any other persons seeking access must receive permission from the student's parents, foster parents or legal guardians. The Department of Education has defined in detail, the persons, agencies, and organizations that may have access to a pupil record (see N.J.A.C. 6:3-2.5 et seq.)

### **HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation, or bullying (H.I.B.) of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

Pequannock Valley School complies with the Pequannock Township Board of Education Policy #5512 and the guidelines and statutes mandated by the State of New Jersey. Detailed information about our HIB Policy can be found on the district website: [www.pequannock.org](http://www.pequannock.org).

Students found in violation of our HIB policy will receive appropriate consequences aligned with the evidence found.

### **HEALTH INSTRUCTION**

During the course of the school year, students will be receiving health instruction. This is a comprehensive course which provides students with the opportunity to acquire knowledge in a variety of health areas. The curriculum contains material related to family life education with instructional units appropriate to the age, growth and development, and maturity of the pupils.

The family life education program does develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships. It also develops an understanding of the foundations of human development at various stages of growth. Overall, the program supports the development of responsible personal behavior, strengthens family life now, and in the future. If you would like to discuss the health curriculum, you may do so by contacting your child's health teacher.

### **HEALTH SERVICES**

While skilled to handle the minor illnesses or injuries which occur during the day, the primary role of the School Nurse is to provide the knowledge, support and resources to students, staff, parents/guardians and community that will promote wellness and thus enable the learning process.

Part of the mandated services is the maintenance of cumulative health records for each student. It is most helpful if the nurse is kept informed regarding your child's physicals, updated immunizations, any lab testing or health changes. Screening exams for hearing and vision are conducted and referrals made when necessary. Scoliosis screening is done for Grade 7 only as per NJ State requirements. Sixth graders must provide documentation of updated inoculations as per NJ State Law.

Medication can only be given by the nurse when requested by the parent/guardian accompanied by a physician's note. This includes both prescription drugs and non-prescription drugs (i.e., cough drops, Tylenol, Advil, etc.) Please furnish any medication in original containers. No pills in baggies/envelopes will be administered. Students may not self-administer any medication except for those conditions deemed "life-threatening", e.g. asthma, diabetes, insect sting allergy. In such instances, physician documentation of need, student capability, and parental disclaimer must be obtained yearly and kept on file in the Health Office.

Occasionally, for a good reason, a student may be unable to participate in Physical Education. A signed parent note must be brought to the nurse prior to first period. The note must be specific in regards to the nature of the illness or injury prohibiting the student from taking gym. Excuses will be issued in the Health Office during the first period upon presentation of this written note from parent/guardian, stating why the child is unable to participate.

Non-specific excuses will not be accepted by the nurse or the PE Department. Any student who does not participate in PE will not be eligible to participate in after-school athletics that day. Additional

rules of the individual coaches may also apply.

The nurse will request a medical doctor's note following three excuses or when a student is frequently unable to participate in gym.

An elevator is available for use by injured students. However, a medical doctor's note must be submitted indicating the need for it and the estimated time period so that provisions can be made for aides to assist your child.

If a student must be sent home during the school day because of illness or injury, the nurse will advise the parent/guardian or the designated emergency person to pick up the child in the Health Office or the Main Office. Students are not permitted to arrange their own pick-up from school without the understanding and consent of the school nurse or Main Office. The correct procedure is necessary for the well-being and safety of the student. It is important that the Nurse and the Main Office are informed of any changes in home, work, or contact numbers so that we may contact you in the case of an emergency.

Please contact the Health Office with any concerns. The nurse is there to support you in your child's growth and development.

### **HOMEBOUND INSTRUCTION**

If a student is incapacitated at home (e.g. broken limb, recovery from surgery, etc.) arrangements for instruction can be made by the parent through the district's Special Services office [(973) 616-6067]. A doctor's note is necessary to begin homebound instruction. Students become eligible for homebound instruction when medical absences exceed ten consecutive school days.

### **HOMEROOM**

There is no separate homeroom period at PV School. All students will report directly to their first period class at the beginning of the school day. Attendance is taken at the beginning of first period and brief announcements will be made over the PA system.

### **HOMEWORK**

Homework is an important part of the school program. Homework helps students solidify concepts learned in school and prepare for learning to take place on the next day. Student Planners are available for purchase for those students who wish to use them. Students and parents can also monitor homework assignments using the Realtime Parent Portal. Students are encouraged to use their Google Calendars to record homework assignments and due dates.

If a student is absent because of illness/injury for 2 days or more, homework assignments may be requested by calling the Main Office (973) 616-6050 no later than 9:30 A.M. of the 2<sup>nd</sup> day of the absence. Students can also email teachers. Each student will be given one day for each day of absence to make up any missed assignments. All homework assignments and materials will also be available on the teacher websites.

## **HONOR ROLL**

Students are eligible to qualify for the honor roll for each marking period at PV School. The following criteria has been established:

### *High Honor Roll:*

1. Must have at least 5 grades
2. No fewer than 4 grades of at least 90 (unweighted)
3. No more than 1 grade in the range of 80 thru 89 (unweighted)
4. Lowest numeric grade: 80

### *Honor Roll:*

1. Must have at least 5 grades
2. No fewer than 4 grades of at least 86 (unweighted)
3. No more than 1 grade in the range of 80 thru 85 (unweighted)
4. Lowest numeric grade: 80

## **INTERVENTION & REFERRAL SERVICES**

The I&RS Committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior, and/or attendance difficulties. Referrals to the committee may be made by a staff member or by a parent with the approval of the building principal. The Committee's aim is to identify obstacles to a student's success, to determine intervening recommendations to make to the classroom teachers and the family, and to review the student's progress following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

## **INTERSCHOLASTIC SPORTS PROGRAM**

An interscholastic sports program is available to boys and girls in Grades 6 through 8. This program enables students to compete against teams from other schools in the Greater Morris County Junior School League. For the 2023-2024 school year the following sports programs are available:

FALL:	Boys Soccer, Girls Soccer, Field Hockey, Cross-Country
WINTER:	Boys Basketball, Girls Basketball, Wrestling, Cheerleading, Girls Volleyball
SPRING:	Softball, Baseball, Boys/Girls Track

## **Rules and Regulations**

The principal will be responsible for the final determination of questionable eligibility and the suspension/reinstatement of students participating in interscholastic programs. Students that are failing one or more courses will not be permitted to participate in athletic competitions until progress is noted.

## **Physicals**

Physical exams must be given prior to trying out for a team. Exams are given by the school doctor at scheduled times, or by a participant's private physician. Under no conditions will a student be able to participate in any phase of interscholastic sports without a documented physical exam by a licensed physician within 365 days of the first day of practice. Please contact the school nurse with questions or concerns prior to the start of practices and tryouts. Physical forms and related paperwork are available on the PV website.

### **Insurance**

The Board of Education carries insurance for all interscholastic athletics at PV School. This coverage has been purchased on a full excess of over \$200 basis. This means that any bill under \$200 is to be submitted to the student's family insurance carrier. Any balance left will then be paid by the district insurance.

### **Spectator Code of Conduct**

Spectators are welcome at athletic events and are encouraged to show positive school spirit. These are guidelines, however, for all spectators to follow:

A good spectator:

1. Accepts the decisions of the officials.
2. Does not endanger the safety or comfort of players, coaches, or other spectators.
3. Refrains from actions that are intended to taunt the opposing team or an individual player.
4. Encourages and inspires all of the participants.
5. *Remains in the Gymnasium and/or Cafetorium and does not wander the hallways.*
6. Does not bring food, drink, or noisemakers into an event.

Spectators who violate this code are subject to ejection and will not be permitted to attend the next event(s) of the same sport. Students who serve a Central Detention on the day of any event may NOT attend the event.

### **LIBRARY MEDIA CENTER**

The use of the school library is a privilege to all students who abide by its regulations. The library is open until 3:30 P.M. daily. There are no extended hours on early dismissal days. Passes are necessary for admission during the school day.

The automated library media center's collection consists of print and non-print materials. Fiction books are shelved alphabetically by the author's last name with mysteries, fantasies, science fiction, historical fiction, adventures, etc. identified with special stickers. Non-fiction materials are arranged by the Dewey Decimal numerical system. Special collections include: Biography, Short Story, Paperback, New Jersey and Audiovisual. Many books in the library are lexiled.

The library media center has an array of PCs on the school network so students can access their school folders with their own passwords and have access to the Internet for school projects and research. On-line databases are bookmarked for easy access. Parents and students must sign an Internet Use Agreement which outlines our Acceptable Use Policy in order for their students to use these computers. Our media center is a member of the Highlands Regional Library Cooperative and the New Jersey Library Network. Computerized catalogs of over two hundred libraries are available for

inter-library loans.

Loan periods for books are three weeks, magazines are one week, and reserved and reference materials are for overnight only. There is a \$.05 per school day fine for overdue items. Payment must be made for lost or damaged materials. Access to End-of-Year Report cards will be blocked until all fines are paid in full.

### **LOCKERS**

Every student will be assigned an individual locker. Every locker comes equipped with a combination lock with a *private* combination. Under no circumstances should students give their locker combination to another student. Students **must** use the school lock provided. If they use a different lock they will be asked to remove it and produce the lock that was on the locker the opening day of school.

Students are permitted to use only the locker they are assigned. Any changes in locker assignments can only be made through the Assistant Principal's office.

***Lockers must be kept locked at all times.*** It is almost impossible to pursue losses from lockers not kept locked. Articles of significant value or large sums of money should not be brought to school. Lockers are to be used for the storage of books, jackets, hats, etc. and must be kept neat and orderly. No open food or drink containers are permitted in the lockers under any circumstances. If a lock breaks or is lost, a replacement lock can be purchased in the Main Office for \$5.00.

School lockers are the property of the Pequannock Township School District. Accordingly, in addition to regular inspections, school officials may search an individual student's locker if there are reasonable grounds to believe that a locker contains evidence or illegal material that would interfere with school discipline, order, or safety.

### **LOST AND FOUND**

Lost and found boxes are provided for missing articles. These boxes are located in the gym locker rooms and in the room next to the stage in the cafetorium. Students have access before and after school and during their gym and lunch periods. **UNCLAIMED ITEMS WILL BE DONATED AT THE END OF EACH MARKING PERIOD.**

### **LUNCH**

Every student at PV School is scheduled for a lunch period by grade level. Lunch periods are 35 minutes in length. Lunch should be a pleasant break in the day's activities and the following rules have been established to provide for an orderly and comfortable lunch period. All cafeteria rules and expectations are located in the cafeteria section of the student handbook.

If a student is without lunch money, a cheese sandwich and a beverage selection will be offered. Each student may start a lunch account with the food service provider by simply bringing a check to the cafeteria before the start of the school day. Accounts are registered by student ID numbers and can be accessed only by that student. Any amount of money may be put into your child's account at any time. Parents can also put money on their child's account through School Bucks.

### **NATIONAL JUNIOR HONOR SOCIETY**

Pequannock Valley School offers students membership in the National Junior Honor Society. Induction into this organization is based on excellence in each of the following areas: Scholarship, Leadership, Character, Service, and Citizenship. The following is an explanation of the criteria for membership in the National Junior Honor Society.

**Scholarship** – By the end of the third marking period of their eighth grade year, students must have achieved a 93% overall average with no incompletes. This average is a cumulative average based on student grades in all subject areas from 11 marking periods (4 marking periods in 6th grade, 4 marking periods in 7th grade and 3 marking periods in 8th grade).

**Leadership and Character** – Candidates must exhibit positive leadership and character qualities, both at PV School and in the community. These are demonstrated through offices or positions held, team cooperation, school spirit, and positive interactions with peers and faculty members both in and out of the instructional setting.

**Service Activities** – Candidates must be involved in individual or group service projects done either in or out of school. Service activities are those that are done for or on the behalf of others (not including immediate family members) for which no compensation (monetary or otherwise) has been given.

**\*Important Note on Service\*** - A student who applies for membership in the National Junior Honor Society must complete at least **two PV based service activities during their 8th grade school year** (these activities will be advertised to students well in advance of the date of the event). Please note that completion of the activities does not guarantee membership into the National Junior Honor Society.

**Work Experience, Recognition, and Awards** – A candidate may submit relevant job experiences (paid or volunteer), honors or other recognitions both in PV and in the community.

**Other Student/Community Activities** – In addition to involvement in leadership and service discussed above, students are also expected to participate in any number of school-based activities (clubs, teams, musical groups, etc.) and/or community activities (religious groups, Boy or Girl Scouts, community art endeavors, etc.).

After the third marking period of the students' eighth grade year, they are notified that they are academically eligible for membership and asked to complete a NJHS candidate application. The application includes a service activity sheet, leadership activity sheet, student essay on character, and two recommendation forms (one from a PVMS teacher and one from a community member that is not a relative of the candidate).

A Faculty Council consisting of teachers and/or guidance counselors then review the applications and assists with the selection process. The council looks for significant contributions in each of the aforementioned categories with a greater emphasis placed on the accomplishments in a student's current grade.

To assist students in meeting all of the criteria, they are encouraged to participate in after-school clubs and sports and to take advantage of volunteer and leadership opportunities outside of the school community.

**\*\*Students who are suspended or are caught violating the Academic Integrity Policy may not be admitted into the National Junior Honor Society. A meeting with the Faculty Council will be required.**

### **PROGRESS REPORTS**

Progress reports are not issued at PV. The Realtime Parent Portal provides up-to-date progress of student grades for parents on a regular basis. Parents are encouraged to check Realtime weekly for student progress concerning grades, homework and attendance. If you have additional questions regarding your child's progress, please contact your child's guidance counselor.

\*Please note that there are no scheduled parent/teacher conference days at PV School. Parents can request a teacher meeting at any time during the school year by contacting their child's counselor.\*

### **PROMOTION STANDARDS**

Students in Grades 6 through 8 at PV School must successfully pass the academic requirements of Mathematics, English, Social Studies and Science. A failure in any one of these subjects will require the student to attend and successfully complete a certified summer school program in the discipline. If a student fails more than two core academic subjects, a student may face retention. Chronic absenteeism will also be a factor in the consideration of promotion or retention.

Parents will be well-informed in advance of the possibility of retention of a student and every effort will be made to remediate the student's difficulty before he/she is retained. The Guidance Office will participate in the process prior to retention. The building principal is assigned the final responsibility of determining promotion or retention of each student. Appeals or special situations should be brought to his attention.

An exception to the regular promotion policy should take place when a Grade 8 Algebra student fails the course. Students taking algebra in Grade 8 are taking advanced math, so they have in effect already passed the regular math course. If a student fails the algebra course, he/she should be entitled to graduate as they have technically fulfilled the basic math requirements for PV School. The Algebra course must be repeated in Grade 9.

Please refer to Pequannock Township Board of Education Policy 5410 and 5410R for further information.

### **PUPIL EVALUATION AND GRADING**

In general two factors must be carefully considered in evaluating the work of a pupil:

1. The QUALITY of work expected on the basis of past experience with pupils in a given subject.
2. The ABILITY of a pupil to achieve.

Since quality is the prime consideration rather than quantity, descriptions of quality are more valid than attempts at numerical (quantitative) ratings. The following definitions are used for report card purposes:

A – Excellent – The pupil does his/her work to the extent that:

- a. The pupil has a thorough grasp of the subject matter.
- b. The pupil regularly makes valuable contributions to the work of the class.
- c. The pupil is highly self-motivated and frequently makes original contributions.
- d. The pupil shows substantial evidence of critical and analytical thinking.

B – Above Average – The pupil does his/her work to the extent that:

- a. The pupil has a substantial grasp of the subject matter.
- b. The pupil frequently makes contributions to the work of the class.
- c. The pupil is self-motivated and persevering.
- d. The pupil shows evidence of critical and analytical thinking.

C – Average – The pupil does his/her work to the extent that:

- a. The pupil indicates a general knowledge of the subject matter.
- b. The pupil has acceptable work-study habits.
- c. The pupil accepts and profits from constructive criticism.

D – Below Average

The pupil does his/her work to the extent that he/she gives evidence of some understanding, but his/her low achievement indicates incomplete and inadequate knowledge of the subject matter.

F – Failing

An “F” indicates that the pupil is failing and will receive no credit for the subject.

INC – Incomplete

An “INC” indicates work that is incomplete. A student who fails to complete his/her work within two weeks following the close of the marking period will be regarded as having failed.

EX – Student has been excused from an assignment at teacher’s discretion.

### **THE GRADING SYSTEM**

The following is an explanation of our grading system. We utilize a numeric grading system; however this information is provided for the purpose of comparison.

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	65 - 66
B-	80 - 82	D-	63 - 64

In order to pass a subject for the school year, a student must earn a total of 252 (63x4) points by the end of the fourth marking period.

### **REPORT CARDS**

Report cards are available online in Realtime each marking period. Parents should retain these report cards for their records.

### **PHYSICAL EDUCATION**

Classes in physical education are required for all students in middle school according to state law. In order to provide a safe and healthy environment for all students please note the following:

1. All students must change clothes to participate in physical education activities.
2. Lockers are provided for students to keep their gym clothes. PV School also provides each student with a gym lock for his/her gym locker. Students must keep their lockers locked at all times since all grade levels and many after-school programs share the locker room facilities. If a lock is lost or damaged, another one may be purchased for \$5.00.
3. It is recommended that students wear plain gym shorts/sweatpants and a plain shirt. It is also suggested that students identify their clothing by having their last name imprinted on their gym clothes. This will reduce the chances of students sharing clothes and also assists in identification of missing items. Appropriate dress code guidelines apply. **No “SOFFE” shorts.**
4. Sneakers are required and must be laced and tied properly. A pair of inexpensive sneakers that can be left in the gym locker is suggested.
5. For safety reasons no jewelry of any kind may be worn during PE activities. Students should never store valuables in any locker.
6. Students who are unprepared for class will receive no credit for the day’s activities. Make-ups may be scheduled before and after school at the discretion of the PE teacher.
7. Any code of conduct violation in the locker rooms will result in disciplinary action.
8. A student will not be permitted to participate in after-school athletics if they do not participate in gym class that day. Students should also refer to their specific sport participation rules.

Please refer to the grade level course proficiencies for specific information concerning the physical education and health programs. Any concerns or questions should be directed to the PE teachers.

### **Medical Excuses and Non-Participation in Physical Education**

1. A medical excuse is defined as a condition that prevents a student from performing the required physical exercise or a condition that could be worsened by completing the required physical education curriculum .
2. A student can be medically excused from gym for a total of 1-3 days per marking period without a medical doctor’s note by bringing in a signed note from a parent/guardian explaining the **specific** reason for the student’s inability to participate in PE. Vague notes will not be accepted. If partial participation in PE class is possible, the note must state **specifically** what the student can or cannot do. Otherwise, it is at the discretion of the school nurse as to the specific activities that can be performed by the student. Beyond the maximum of 3 days per marking period, a student must have a medical doctor’s note indicating the **specific** reason and

- the number of days the student will not be participating in PE.
3. All notes **must** be brought to the school nurse by 7:50 A.M. in order for the proper documentation to be ready for the PE teachers before the gym classes begin. Notes may be placed under the Nurse's Office door or in her mailbox in the Main Office before the beginning of school. *Notes received after 8:10 A.M. will not be accepted.*
  4. The school nurse may also excuse a student from PE if an injury or illness occurs during the school day.
  5. Students who are excused from PE or who do not participate in PE will not be eligible to participate in after-school athletics. Specific coach/sport rules may also apply.
  6. To avoid loss of grade points, students who have been excused from PE or who have not participated in PE for 3 or more days during the marking period must see their PE teacher to determine whether any make-ups are necessary.
  7. When excused from PE a student will sit on the bleachers and conduct themselves appropriately and respectfully. The student may observe the gym class or complete class assignments in the gymnasium. For long-term excuses, a student should see the PE teacher regarding possible alternatives.
  8. Lack of participation due to misplaced clothing that was not locked up properly in the assigned gym locker is not excused. Students are responsible for keeping their lockers locked at all times. Lack of participation in PE for this reason constitutes "one Unprepared" for each day missed.
  9. Appropriate, respectable, and functional clothing is required to participate in PE class. Unsafe or inappropriate dress will result in loss of points or referral to administration.

### **PUPIL RECORDS POLICY/FERPA NOTIFICATION**

A central file is maintained on each student in the Guidance Office. Additional information might be maintained in several other areas of the school. Records containing information relevant to your child's education are available to parents/guardians.

A member of the school staff responsible for the maintenance of the records will be present to provide interpretation of the records should you choose to review them. Therefore, an appointment must be made in advance to ensure adequate staffing. For security purposes, photo identification is required at the time of records examination. A parent, or pupil at least eighteen years of age, may question records, in writing, on grounds of inaccuracy, irrelevance, impermissible disclosure, inclusion of improper information, or denial of access.

Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Pequannock Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which addresses rights to privacy and access to student educational records.

### **REALTIME**

The Pequannock Township School District uses RealTime as the Student Information System for reporting student grades, homework and attendance. Realtime should be monitored frequently for

updates on your child's progress as well as for all school correspondence. Attendance letters, announcements, report cards, instant alerts and surveys will all be sent through the RealTime Parent Portal. Parents who do not have access to RealTime are encouraged to contact the PV Main Office to set up an account.

It is recommended that parents include their child in monitoring their own progress. Spending time at home reviewing grades, homework and school information is an important aspect of a child's growth and development. Students should learn the value of accountability and responsibility in regards to their learning.

### **SCHOOL AND PERSONAL PROPERTY**

One of the goals of PV School is to develop responsible citizens. Respect for school property and the personal belongings of others is not only encouraged but expected.

Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension from school may be necessary. If a student damages something accidentally, they should report it to a teacher or to the Main Office immediately.

If a student damages the personal property of another student, the code of conduct will be enforced; however, a decision on restitution will be left up to the parents of the students involved in the incident.

### **STATE TESTING**

Each year students in grades 6-8 take the New Jersey Student Learning Assessment (NJSLA). Testing takes place during late April or early May of each school year. Students in Grade 8 also take the New Jersey Student Learning Assessment in Science (NJSLA-S) in late May. **Any student who takes Algebra I in Grade 8 must take the NJSLA Algebra I Assessment and pass it with a score of 4 or 5 for the purposes of graduation from high school. (See below)**

To view the current graduation requirements at the high school level, please click on the link:

<https://www.nj.gov/education/assessment/requirements/>

\*The above state testing information is subject to change based on requirements from the New Jersey Department of Education. Each school year the NJDOE will determine the proficiency level needed on the assessments to meet the requirements.

### **STUDENT CODE OF CONDUCT**

The students of Pequannock Valley School are members of a school community that is governed by rules and regulations that provide for the safety and welfare of all students and staff. As members of this community you have rights and responsibilities. You have a right to a safe, orderly school where the right to learn is protected by good school discipline. The rules of good behavior apply in all areas, whether in school or out, at home, in public, at parties and dances, at sporting events, assembly programs, through social media (texting, Facebook, Instagram, Snapchat etc.) and other social events.

The goals of Pequannock Valley School's Code of Conduct are as follows:

- To maintain a positive, safe learning environment for all students while providing support for those students who violate the code of conduct.
- To provide support and intervention structures for students who demonstrate behaviors in conflict with Pequannock Valley School's Pillars of Character:  
Respect  
Caring  
Responsibility  
Trustworthiness  
Citizenship  
Fairness
- To utilize support and intervention structures designed to work with students and teachers in fostering a caring school community where collaboration, mutual respect, and empathy are emphasized and modeled.

The following list contains definitions applicable to the code of conduct. The Administration reserves the right to determine the level of consequence based on the severity and/or frequency of the infraction, and the student's disciplinary history. Consequences worsen with repeated offenses.

### **DETENTION PROCEDURES**

- ***Teacher Detention*** - assigned by the teacher and runs from 2:45 P.M. - 2:55 P.M. This does not require 24 hours notice; however, students will be given the opportunity to call home to inform parent/guardian. Failure to report to teacher detention will result in a Central Detention assigned by an administrator.
- ***Lunch Detention*** - assigned by an administrator and runs during the student's lunch. This does not require 24 hours notice. Students will report to the assigned location with their lunch and school work. Failure to report to lunch detention will result in a Central Detention.
- ***Central Detention*** - assigned by an administrator and runs from 2:50 P.M. - 3:30 P.M. in Room 213. All students will be given 24 hours notice along with a notification slip to be signed by parent/guardian and returned to the Central Detention Supervisor the day the detention is served. Failure to report to central detention will result in additional Central Detentions and/or ISS. Misbehavior and/or chronic central detention assignments will result in a parent/guardian conference.
- ***Saturday Detention*** - assigned by an administrator and will be held from 8:00 A.M. - 10:00 A.M. in the PV media center on designated Saturday mornings. Administration must approve a change, dismissal, or absence from a Saturday detention. Any absence from a Saturday detention must be approved no later than the day before the assignment. All Saturday detention assignments are reasons stated within the handbook.

### **SUSPENSION PROCEDURES**

- ***In School Suspension*** - students given in-school suspension will be assigned to a room under the supervision of a staff member. Regular class work will be assigned by subject teachers and the student is responsible for this work. Notice will be given to the parent/guardian and may require a conference depending on the reason for suspension. Students may be assigned to ISS for a portion of the day and would not count as a full day suspension. Any misbehavior in ISS may result in additional time or Out-of-School Suspension.
- ***Out of School Suspension*** - students given out of school suspension may not come on school property until the suspension is over. Parent/guardian will be notified immediately, and if suspension occurs during the course of the day, will be required to pick up the student immediately. Participation in extracurriculars is not permitted during this time. Students will have the opportunity to make up all school work with no academic penalty. A readmission conference with the parent/guardian is required.

## **POINT SYSTEM:**

Pequannock Valley School has a point system in place to track discipline throughout the year. Students have a possibility of losing certain privileges if they accumulate too many points. Please see the following:

- Students who accumulate three or more points in a month may not attend social functions (Fun Night, Canteen, Field Day, School Assemblies, Talent Show, etc.)
- Accumulation of 10 or more points may result in a student not being able to attend end of the year activities, including but not limited to the 8th Grade Promotion Ceremony, Dorney Park Music Trip, Field Day, 8th Grade Trip, 8th Grade Party, and 8th Grade breakfast.

Understanding that students will make mistakes, a system has been put in place to allow students to remove points from their discipline record. Points can be decreased in the following ways:

- Points may be eliminated from a student's discipline record at a rate of one point per month as long as the student has not been reported to have any other disciplinary problems.
- Consecutive months without a referral will result in additional points removed (one month = 1 point removed, two months = 2 points removed, three months = 3 points removed, etc.)
- Positive referrals, community service opportunities, random act of kindness observed by staff member

<b>Level One Offense = 1 POINT</b>	<b>Level Three Offense = 3 POINTS</b>
<b>Level Two Offense = 2 POINTS</b>	<b>Level Four Offense = 4 POINTS</b>

*The below chart is a guide and may change if deemed necessary based on administrative discretion.*

<b>Level One Offense</b>	<b>Definition</b>	<b>Consequence</b>	<b>Repeated Offense Additional Point(s)</b>
<b>Inappropriate/Disrespectful behavior</b>	Rude, impolite or offensive behavior	1-3 Central Detentions	3-5 Central Detentions
<b>Disruption to the learning environment</b>	Any behavior that distracts other students or the teacher from assigned tasks	Teacher Detention	1-3 Central Detentions
<b>Unsafe behavior</b>	Throwing objects (cafeteria included), running in the building, etc.	Written warning/ possible 1-3 Central Detentions depending on severity	3-5 Central detentions/possible ISS depending on severity
<b>Use of profanity/vulgar action</b>	Language/gesture deemed offensive	Central Detention	2-4 Central Detentions
<b>Use of profanity/vulgar gesture toward another student</b>	Language/gesture that is deemed offensive toward another student	1-2 Central detentions/possible enactment of HIB policy	2-4 Central detentions/possible enactment of HIB policy
<b>Missing a teacher detention</b>	Failure to attend teacher detention	Central Detention	2-4 Central Detentions
<b>Hall conduct</b>	Running, and/or, disruptive behavior or being in the hall without a reason	Verbal warning/Central Detentions depending on severity	2-4 Central Detentions
<b>Inappropriate Demonstration of Affection</b>	Inappropriate peer to peer contact	Verbal warning	Central Detention
<b>Cafeteria Behavior</b>	Any behavior that disrupts the orderly process of lunch	Lunch Detention/1-3 Central Detentions possible based on severity	1-3 Central Detentions
<b>Uncooperative with</b>	Not following the	Written	Central Detention

<b>substitute</b>	directions of the substitute staff member	warning/teacher detention/Central Detention possible based on severity	
<b>Electronic devices/Cell phones</b>	Possession of electronic devices during the day including but not limited to cell phones, headphones, gaming devices.	Staff member will bring device to the main office/written warning by Administrator	Device taken/Central Detention
<b>5th School Tardy</b>	Student arrives unexcused to school late for the 5th time within the marking period, after notification letter has been sent home.	Central Detention	Central Detention for each tardy within marking period
<b>Entering Incorrect Grade Level Lunch or Bathroom (this includes providing false identification)</b>	Student enters the kitchen/cafeteria area during incorrect lunch period or enters incorrect grade level bathroom	Central Detention	2-4 Central Detentions
<b>Insubordination</b>	Not following direction from staff or administration	Written Warning/Central Detention (depending on severity)	3-5 Central Detentions
<b>Inappropriate Behavior During Fire/Security Drills</b>	Not following directions/misbehavior during fire/security drills	1-3 Central Detentions	3-5 Central Detentions

<b>Level Two Offense</b>	<b>Definition</b>	<b>Consequence</b>	<b>Repeated Offense Additional Point(s)</b>
<b>Repeated Level One Offense</b>	If Level One Offense is repeated more than once	Central Detention/Saturday Detention/ISS based on severity	Saturday Detention/ISS/OSS based on severity
<b>Inappropriate contact</b>	Any peer contact that puts a student at risk of injury or injures a student without intent	1-3 Central Detentions	Saturday Detention/possible ISS
<b>Use of profanity/vulgar gesture toward a staff member</b>	Language/gesture that is deemed offensive toward a staff member	3-5 Central Detentions/ISS possible depending on severity	1-3 days out of ISS/Possible OSS depending on severity
<b>Bus Behavior</b>	Failure to follow bus rules	Verbal warning	Central Detention
<b>Failure to Report to the Main Office</b>	Not reporting to the Main Office and/or administrator when directed by staff	1-3 Central Detentions	Saturday Detention
<b>10th School Tardy</b>	Student arrives unexcused to school late for the 10th time within the marking period	Saturday Detention	Parent Conference/Attendance Contract
<b>Violation of Computer Acceptable Use Policy. This includes unauthorized videotaping, filming, and/or photographs of students or staff.</b>	Based on severity of infraction for all instances	See district policy #2361  Pending Administrative review - Central Detentions/Suspension	
<b>Breach of academic integrity</b>	Cheating, plagiarism, "sharing work," or forgery	Student may resubmit for 75% credit/parent contacted by teacher	Administrative conference for repeat incident/ISS

<b>Sale/distribution of any unauthorized item (non-drug and/or non-alcohol related - see Level Four for those).</b>	Students are not permitted to sell any items on school property	Central Detentions or ISS/OSS and referral to authorities (depending on severity)	
<b>6th Central Detention within semester (1st &amp; 2nd MP, 3rd &amp; 4th MP)</b>	Receiving a central detention for the 6th time within the first or second half of the school year.	Saturday School Detention	Administrative conference for repeated incident/ISS possible

<b>Level Three Offense</b>	<b>Definition</b>	<b>Consequence</b>	<b>Repeated Offense Additional Point(s)</b>
<b>Repeated Level 2 Offenses</b>	If Level Two Offense is repeated more than once	Saturday Detention/ISS/OSS possible depending on severity	Saturday Detention/ISS/OSS based on severity
<b>Cutting Class</b>	Not reporting to scheduled class/location	3-5 Central Detentions/ISS (depending on severity)	1-3 days OSS
<b>Physical aggression</b>	Attempt to purposely, knowingly or recklessly cause bodily injury to another	3-5 central detentions/ISS/OSS (depending on severity of the situation)	1-3 days OSS
<b>Fighting</b>	Engagement in a physical confrontation that may result in bodily injury to either party - this does not include a verbal or minor confrontation such as pushing/shoving	Immediate 1-3 days ISS or OSS (depending on severity of the situation)	3-5 Days OSS
<b>Theft of school/personal property</b>	Unauthorized possession of another's	3-5 Central Detention/ restitution	5 Central Detentions or ISS or OSS/restitution

	property		
<b>Damage to school property</b>	Any willful or careless actions that results in harm to school property	3-5 Central detentions/ISS or OSS possible depending on severity/ restitution/report filed with police	1-3 OSS/restitution/ report filed with police
<b>Gambling</b>	Wagering on school property	2 Central Detentions	ISS/Possible OSS
<b>Possession of flammables or similar products</b>	Possession of matches, lighters, or any incendiary materials	2 Central Detentions	ISS/Possible OSS
<b>Sale/distribution of any unauthorized item (non-drug and/or non-alcohol related - see Level Four for those).</b>	Students are not permitted to sell any items on school property	Central Detentions or ISS/OSS and referral to authorities (depending on severity)	ISS/Possible OSS

<b>Level Four Offense</b>	<b>Definition</b>	<b>Consequence</b>	<b>Repeated Offense Additional Points</b>
<b>Repeated Level 3 Offenses</b>	If Level Three Offense is repeated more than once	ISS/OSS (depending on severity)	10 Days OSS
<b>Possession of drugs or paraphernalia, use of or being under the influence of alcohol or illegal drugs while on school property or at school sponsored events.</b>	Board Policy #5600 and #5533	OSS, Referral to authorities, SAC	OSS, Referral to authorities, SAC
<b>Threats to health and safety of students and/or staff</b>	Making terroristic threats or any threat of an act endangering	OSS, Referral to the authorities and/or Social Services	OSS, Referral to authorities and/or Social Services

	the health and safety of others		
<b>Carrying of knives/weapons</b>	Possession and/or use of an object that could cause bodily harm	5-10 Days OSS/Referral to authorities	10 Days OSS/Referral to Authorities
<b>Sexual Harassment</b>	Board Policy	ISS/OSS/Authorities and/or Social Services notified	10 Days OSS/Referral to Authorities
<b>Tobacco/Vaping</b>	Possession or use of tobacco and/or vaping products on school property	See outline at the conclusion of the chart.	
<b>Drugs/Alcohol</b>	See policy #5530 and #5530R	District policy will be enacted in all instances	

### **SMOKING, VAPING and USE/POSSESSION OF TOBACCO PRODUCTS**

Smoking and tobacco products (including cigarettes, snuff, snus, electronic cigarettes/hookahs/hookah pens/vape pens, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law and BOE Policy 5600 and 5533 Pupils/Smoking. Items will be confiscated. Violators of the law will be subject to the penalties prescribed by the statutes, which include the signing of a misdemeanor complaint with the municipal court.

The school building has air quality devices within designated areas that detect behaviors that will be addressed with administration and the district security team. If detection of tobacco/vape products occurs through the devices, the code of conduct will be enforced by administration. Please refer to the following policies for more information: [Policy 5530 Substance Abuse](#) and [Policy 5530R Substance Abuse](#)

#### **Use of Tobacco Products:**

**First offense:** 3 days OSS, parent conference, loss of co-curricular, athletic privileges for 10 calendar days, referral to the Student Assistance Counselor

**Second offense:** 5 days OSS, parent conference, loss of co-curricular, athletic privileges for 30 calendar days, referral to the Student Assistance Counselor

**Third Offense:** 7-10 days OSS, parent conference, loss of co-curricular, athletic privileges for 45 calendar days, referral to the Student Assistance Counselor

**Possession of Tobacco Products:**

Pupils are not permitted to be in possession of cigarettes, tobacco products (snuff, snus, electronic cigarettes/hookah/hookah pens/vape pens, and chewing tobacco), matches or lighters while on school property. These items will be confiscated and discarded.

- First offense: 1 day OSS, referral to the Student Assistance Counselor  
 Second offense: 3-5 days OSS, referral to the Student Assistance Counselor  
 Third offense: 7-10 days OSS, referral to the Student Assistance Counselor

**STUDENT INSURANCE PLAN**

A student insurance plan is made available to all students during the first month of school at a nominal fee. Enrollment is entirely optional. Various plans are offered for school hours only and also for 24 hour coverage (at a higher premium.)

**STUDENT PROBLEM RESOLUTION PROCEDURE**

If any student is experiencing a problem with a teacher, the student and teacher should use every means available to resolve the problem. If the problem remains unsolved, the guidance counselor will organize a meeting to discuss the issue. Again, if the problem still is not resolved, it will be referred to the Assistant Principal, Principal, Superintendent and, if necessary, to the Board of Education (Refer to BOE Policy 5114.1.)

**TARDINESS**

Promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and may create disruptions in the academic process for themselves and other students. In an effort to maximize educational time and minimize disruption, the following guidelines have been implemented at Pequannock Valley School:

1. During any marking period, a student will be allowed four unexcused late arrivals to school.
2. Beginning with a student's fifth unexcused late arrival, a central detention will be assigned for that late arrival and all subsequent late arrivals occurring up to the marking period's conclusion. If a student exhibits excessive tardiness, discipline will be applied at the discretion of the administration.
3. If tardiness is a continuing problem, meetings with the administration and guidance staff will be necessary.
4. All central detentions will be served the following school day.
5. Athletics, activities, clubs, trips, etc. are not considered valid reasons for missing an assigned central detention.

School Tardy Number Per Marking Period	Notification	Action
4th	Letter emailed home	Details provided in notification
5th	Central Detention Slip delivered home by student	Central Detention
6th-9th	Central Detention Slip delivered home by student	Central Detention Administration Conference/Phone Call Home

<b>10th</b>	Letter emailed home	Saturday School Detention Parent/Administration Conference
<b>11th or more</b>	In Person Meeting Request	Attendance/Tardy Contract Central Detention Saturday School Detention

*The following circumstances justify a student's late arrival:*

1. The student's disability from illness and injury, resulting in a necessary visit to a physician or dentist. The student must submit written verification on the letterhead of the attending physician to the main office upon arrival at school.
2. A family emergency approved by the Principal or Assistant Principal.
3. The observance of a state-approved religious holiday.
4. A medical or dental appointment that cannot be scheduled at a time other than during the school day. The student must submit written verification of the visit on the letterhead of the attending physician.

#### **Procedures for Tardy Check-In**

1. A tardy student is one who is not in their first period classroom when the bell rings at 7:50 A.M.
2. Any student who enters the building after 7:50 A.M. must report to the front kiosk for a pass.
3. Any student who is late to school must provide the main office with appropriate documentation in order for the tardy to count as excused. If the student does not have written documentation at the time of the tardy, it will be counted as an unexcused tardy.
4. A phone call does not exempt a student from being tardy to school unless it is an emergency.

#### **TEXTBOOKS**

The following is required for the proper care and maintenance of textbooks:

1. Student's name must be written in the space provided on the inside cover of each textbook.
2. Protective book covers must be kept on textbooks at all times.

Students are responsible to cover the cost for damaged, defaced, or lost textbooks. Fines for damaged or lost textbooks are determined by the current market price of the damaged or lost item. All fines must be paid before the end of the school year. End-of-year report cards will not be made available online until all student fines have been satisfied.

#### **WEBSITE**

The Pequannock Township School District website is [www.pequannock.org](http://www.pequannock.org) For up-to-date information regarding Pequannock Valley School, please access the district website and click on PV School.

BOARD POLICIES AND ADDITIONAL INFORMATION CAN BE FOUND ON THE  
DISTRICT'S WEBSITE: [www.pequannock.org](http://www.pequannock.org)